

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
CONDUCTED VIA TELECONFERENCE
Per State of Emergency Declared in Washington State and Mason County
November 19, 2020 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 5, 2020 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Water Board Bible Review: Chapter 9
9. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2020-46
 - Bills to Be Reviewed:
 - Voucher 2020-45
10. General Manager's Report (4)

BUSINESS:

11. Approve Resolution 2020-05: Adopting the 2021 Budget (5-19)
12. Approve Resolution 2020-06: Adopting a District Fee Schedule for 2021 (20-21)
13. Review Proclamation Amending Proclamations 20-05 and 20-25, et seq. 20-25.8 (22-27)
14. Review Scope of Work from Century West for Updating Sewer System Plan (28-31)

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
November 5, 2020
Conducted Via Teleconference
Per State of Emergency Declared in Washington State and Mason County**

MINUTES

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

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

SUBSCRIBER REMARKS: Commissioner Anderson noted a subscriber inquiring about employee PPE equipment requirements. GM responded and will research requirements.

CORRESPONDENCE: PM noted ongoing correspondence with Employment Security Department. PM noted that outgoing bills included 2021 calendars with budget brochures; budget brochures were also sent to residents signed up for paperless billing.

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

MINUTES: The minutes of the October 15, 2020 regular meeting were presented. *Commissioner Hospador moved to approve the minutes as presented. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Swart noted an AWWA Training she attended
- Commissioner Swart noted correspondence received from MRSC, conveying changes to *Robert's Rules of Order*
- Commissioner Swart shared a *Water Online* article, which estimated that less than half of American's know where their water comes from
- Commissioner Swart is signed up for Public Outreach Seminar and Public Records Training

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2020-44, in the amount of \$51,977.68, was presented in full. *Commissioner Hospador moved to approve voucher 2020-44 in the amount of \$51,977.68. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented voucher 2020-42 for review
 - PM presented voucher 2020-43 for review

BUSINESS:

Review Rate Payer Comments and Discuss the 2021 Proposed Budget: GM and PM shared feedback/questions submitted from subscribers and discussed the 2021 Proposed Budget.

Discuss Feasibility and Fiscal Impact of Adding a Tiered-Usage Rate in 2021: Commissioners and GM discussed feasibility and impacts of rate-structure changes. Commissioners discussed timeline goals for implementing a change in the rate structure and discussed keeping this as a recurring agenda item.

Schedule Emergency Planning Retreat in January 2021: *Commissioner Swart moved to schedule a special meeting, “Emergency Planning Retreat,” on 1/14/2021 at 1:00 pm, to be held at 119 E Liberty RD. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the special meeting is scheduled.*

Approve Resolution Authorizing the General Manager to Apply for Funding through USDA on Behalf of the District: *Commissioner Hospador Moved to adopt Resolution #2020-04. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, Resolution #2020-04 is adopted.*

Approve Modification to Apprentice/Trainee Benefits Package: *Commissioner Hospador moved to amend Lorenzo Determan’s contract renegotiation. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion is approved.*

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:30 pm.

Respectfully Submitted By:

/S/ **Stacy Swart**
Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Regular Meeting of the Board on: 11-5-2020

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
November 19, 2020

Operations:

Water Treatment and Distribution: Our first round of system flushing went well and we have seen a definite improvement in water quality in the distribution system over all. However, we have received one complaint about a persistent odor since this last round of flushing. I sent Lorenzo to flush the meter in hopes that this will help.

Joe Rehberger looked into the process of negotiating a lease agreement for leasing our reservoir to telecom providers. He found some sample agreements that he shared with me and I was able to follow up with the inquiry I received a number of weeks ago and was able to provide some direction as to the next steps we need to take. Hopefully I'll see something in writing from this provider in the coming weeks.

Wastewater Collection and Treatment: Flows continue to increase as rain continues to fall. Jeff has been doing an excellent job ensuring that our plant is running smoothly despite that added challenge of the Inflow and Infiltration entering the collection system. Our daily flows have been around 180,000 GPD for the past four to five days.

Staff Kudos:

In my absence Jeff, Joe and Lorenzo did an excellent job responding to customer inquiries, making repairs and keeping our facilities running smoothly. Kudos, Guys!!

Capital Improvements

Outfall Repair: The outfall repair has been rescheduled for December 6th the 11th.

All other Capital Improvements for the 2020 year have been completed.

Submitted by David Carnahan, General Manager

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

RESOLUTION 2020-05

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
ADOPTING THE 2021 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 via teleconference on the proposed 2021 Budget on November 5, 2020 and heard testimony at said hearing, including testimony received prior to November 5, 2020; and

WHEREAS, the Hartstene Pointe Water-Sewer District provided public notice of its intent to adopt a 2021 Budget; and

WHEREAS, the District Commissioners determined the proposed 2021 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 2021 plus the estimated 2021 starting fund balance are adequate to fund 2021 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, 2021 through December 31, 2021 for the Hartstene Pointe Water-Sewer District.

ADOPTED by the District Board of Commissioners at its scheduled meeting on November 19, 2020.

Hartstene Pointe Water-Sewer District
Mason County, Washington

Earl Jim Anderson, President

Stacy Swart, Secretary

Andrew Hospador, Audit Commissioner

**Hartstene Pointe Water-Sewer District
2021 Final Budget Overview**

	2018 Actual	2019 Actual	2020 Projected	Budget		Projections			
				2020	2021	2022	2023	2024	2025
<u>Beginning Unreserved Funds Balance</u>	399,379	440,789	459,899	440,789	478,813	464,202	488,183	472,891	628,894
<u>Revenues</u>	652,924	745,055	778,627	778,121	857,721	928,205	957,813	988,365	1,019,855
<u>Expenditures</u>	671,371	717,465	756,946	780,538	948,399	980,291	969,172	828,429	838,077
Net Income (Loss)	(18,447)	27,590	21,681	(2,417)	(90,678)	(52,086)	(11,359)	159,936	181,778
<u>Ending Unreserved Funds Balance</u>	440,789	459,899	478,813	508,305	464,202	488,183	472,891	628,894	806,739

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

	History			Budget	Difference		Projections			
	2018 Actual	2019 Actual	2020 Actual	2021	\$ Change	% Change	2022	2023	2024	2025
Beginning Fund Balances										
Reserve Funds										
030 - Ecology Loan Reserve	38,657	39,327	40,215	40,475	260	0.65%	40,475	40,475	40,475	40,475
050 - DWSRF Loan Reserve	20,558	20,452	22,009	20,388	(1,621)	-7.36%	20,388	20,388	20,388	20,388
070 - USDA Revenue Bond Reserve	20,771	25,095	29,630	33,758	4,128	13.93%	37,691	41,624	45,557	49,490
Unreserved Funds										
010 - Operating Fund (incl. revolving funds)	126,706	148,728	136,962	110,387	(26,576)	-19.40%	65,997	60,198	(32,095)	46,906
020 - Committed Funds										
Asset Replacement Fund	21,540	30,540	39,540	48,540	9,000	22.76%	57,540	66,540	75,540	84,540
Capital Improvement Fund										
Inflow & Infiltration	49,540	69,540	89,540	100,617	11,077	12.37%	95,617	90,617	132,839	175,061
Reservoir Repair	125,070	70,889	56,715	70,041	13,326	23.50%	83,368	96,694	110,021	123,347
Other	0	0	0	0	0	0.00%	0	0	0	0
Risk Management Fund	76,444	121,092	137,142	149,228	12,086	8.81%	161,681	174,134	186,587	199,040
Total 020 - Committed Funds	272,594	292,062	322,937	368,426	45,490	14.09%	398,206	427,985	504,987	581,988
065 - Capital Projects Account	79	0	0	0	0	0.00%	0	0	0	0
Total Beginning Unreserved Fund Balances	399,379	440,789	459,899	478,813	18,914	4.11%	464,202	488,183	472,891	628,894

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

	History			Budget		Difference		Projections			
	2018 Actual	2019 Actual	2020 Projected	2020	2021	\$ Change	% Change	2022	2023	2024	2025
Ending Fund Balances											
Reserve Funds											
030 - Ecology Loan Reserve	39,327	40,215	40,475	40,644	40,475	(169)	-0.42%	40,475	40,475	40,475	40,475
050 - DWSRF Loan Reserve	20,452	22,009	20,388	21,619	20,388	(1,231)	-5.69%	20,388	20,388	20,388	20,388
070 - USDA Revenue Bond Reserve	25,095	29,630	33,758	33,782	37,691	3,909	11.57%	41,624	45,557	49,490	53,423
Unreserved Funds											
010 - Operating Fund (incl. revolving funds)	148,728	136,962	110,387	155,782	65,997	(89,785)	-57.64%	60,198	(32,095)	46,906	147,749
020 - Committed Funds											
Asset Replacement Fund	30,540	39,540	48,540	48,540	57,540	9,000	18.54%	66,540	75,540	84,540	93,540
Capital Improvement Fund											
Inflow & Infiltration	69,540	89,540	100,617	86,318	95,617	9,299	10.77%	90,617	132,839	175,061	217,283
Reservoir Repair	70,889	56,715	70,041	66,773	83,368	16,595		96,694	110,021	123,347	136,674
Other	0	0	0	0	0	0	0.00%	0	0	0	0
Risk Management Fund	121,092	137,142	149,228	150,892	161,681	10,789	7.15%	174,134	186,587	199,040	211,493
Total 020 - Committed Funds	292,062	322,937	368,426	352,523	398,206	45,683	12.96%	427,985	504,987	581,988	658,989
065 - Capital Projects Account	0	0	0	0	0	0	0.00%	0	0	0	0
Total Ending Unreserved Fund Balances	440,789	459,899	478,813	508,305	464,202	(44,103)	-8.68%	488,183	472,891	628,894	806,739

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**Hartstene Pointe Water-Sewer District
Revenues**

	History				Budget		Difference		Projections			
	2018 Actual	2019 Actual	2020 Jan - Jul	2020 Projected	2020	2021	\$ Change	% Change	2022	2023	2024	2025
1 Rates												
2 Residential Water (Bi-monthly)	124.24	133.80	144.10	144.10	144.10	162.80	18.70	12.98%	176.60	181.90	187.40	193.00
3 Residential Sewer (Bi-monthly)	114.86	123.70	133.20	133.20	133.20	150.50	17.30	12.99%	163.30	168.20	173.20	178.40
4 Total Residential Bi-monthly Bill	239.10	257.50	277.30	277.30	277.30	313.30	36.00	12.98%	339.90	350.10	360.60	371.40
5 Total Residential Monthly Charge	119.55	128.75	138.65	138.65	138.65	156.65	18.00	12.98%	169.95	175.05	180.30	185.70
6 Prepaid Connection - Water (Bi-monthly)	52.62	56.70	61.10	61.10	61.10	69.00	7.90	12.93%	74.90	77.10	79.40	81.80
7 Prepaid Connection - Sewer (Bi-monthly)	46.88	50.50	54.40	54.40	54.40	61.50	7.10	13.05%	66.70	68.70	70.80	72.90
8 Total Prepaid Connection Bi-monthly Bill	99.50	107.20	115.50	115.50	115.50	130.50	15.00	12.99%	141.60	145.80	150.20	154.70
9 Total Prepaid Connection Monthly Charge	49.75	53.60	57.75	57.75	57.75	65.25	7.50	12.99%	70.80	72.90	75.10	77.35
10 Water Connection & Capital Facilities Charge	2,050	3,490	3,490	3,490	3,670	3,670	0	0.00%	3,670	3,670	3,670	3,670
11 Sewer Connection & Capital Facilities Charge	2,950	3,810	3,810	3,810	4,130	4,130	0	0.00%	4,130	4,130	4,130	4,130
12 Total Connection & Capital Facilities Charge	5,000	7,300	7,300	7,300	7,800	7,800	0	0.00%	7,800	7,800	7,800	7,800
13 Connections												
14 # of Residential Connections	434	436	440	440	440	440	0	0.00%	441	442	443	444
15 # of Prepaid Connections	19	18	22	22	23	22	(1)	-4.35%	18	18	18	18
16 # of New Connections (not Prepaid)	2	5	2	2	1	1	0	0.00%	1	1	1	1
17 Revenues												
18 Total Water Revenues	331,947	359,889	228,506	390,376	395,773	438,900	43,127	10.90%	475,373	490,726	506,684	522,986
19 Total Sewer Revenues	302,138	334,290	210,239	359,751	365,549	405,438	39,889	10.91%	439,295	453,486	468,012	483,131
20 Total Penalties & Fees	4,530	4,841	1,642	1,642	5,264	1,848	(3,416)	-64.89%	2,002	2,067	2,134	2,202
21 Capital Facilities Charges & Connection Fees	5,000	36,200	15,600	23,700	7,800	7,800	0	0.00%	7,800	7,800	7,800	7,800
22 Interest Income	9,099	9,834	3,079	3,079	3,735	3,735	0	0.00%	3,735	3,735	3,735	3,735
23 Miscellaneous Revenues	210	0	78	78	0	0	0	0.00%	0	0	0	0
24 Total Revenues	\$652,924	\$745,055	\$459,145	\$778,627	\$778,121	\$857,721	\$79,600	10.23%	\$928,205	\$957,813	\$988,365	\$1,019,855
					% Water Revenue:	51.98%	51.98%		51.97%	51.97%	51.98%	51.98%
					% Wastewater Revenue:	48.02%	48.02%		48.03%	48.03%	48.02%	48.02%

11/17/20

**Hartstene Pointe Water-Sewer District
Expenditures**

	History				Budget		Difference		Projections			
	2018 Actual	2019 Actual	2020 Jan-Jul	2020 Projected	2020	2021	\$ Change	% Change	2022	2023	2024	2025
1 Operations												
2 Staff	11,193	309,470	193,804	315,822	357,365	382,026	24,661	6.90%	382,026	382,026	382,026	382,026
3 Water	75,107	43,748	36,458	53,864	44,854	50,006	5,152	11.49%	49,169	50,890	52,671	54,514
4 Wastewater Treatment/Sewer	141,607	59,886	63,241	104,359	59,640	82,382	22,742	38.13%	85,265	88,250	91,338	94,535
5 Combined W/S, Administrative	129,232	68,493	35,902	91,788	102,717	105,112	2,395	2.33%	135,943	141,104	146,476	152,069
6 Total Operations	357,139	481,597	329,406	565,833	564,576	619,526	54,950	9.73%	652,403	662,269	672,511	683,144
7 Capital Improvements	153,441	75,025	31,255	31,255	56,104	170,000	113,896	203.01%	170,000	150,000	0	0
8 Loan Payments	160,791	160,843	19,665	159,858	159,858	158,873	(985)	-0.62%	157,888	156,903	155,918	154,933
9 Total Expenditures	\$671,371	\$717,465	\$380,326	\$756,946	\$780,538	\$948,399	\$167,861	21.51%	\$980,291	\$969,172	\$828,429	\$838,077
					Total Water Expenditures:	262,731			195,768	338,946	319,681	170,477
					Total Wastewater Expenditures:	311,827			311,827	219,710	222,694	225,783
					Total Combined W/S, Administrative Expenditures:	373,841			373,841	354,673	359,833	365,206
					% Water:	47.41%			40.35%	52.67%	51.55%	42.62%
					% Wastewater:	52.59%			52.59%	40.50%	41.54%	49.30%

11/17/20

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

	History				Budget		Difference		Projections			
	2018 Actual	2019 Actual	2020 Jan - Jul	2020 Projected	2020	2021	\$ Change	% Change	2022	2023	2024	2025
1 Water Operations Expenditures												
2 534.30 · Supplies - Water												
3 31 1010 · Supplies - Water												
4 35 1010 · Tools/Equip - Water	3,108	3,833	2,478	4,249								
5 31 1010 · Supplies - Water - Other	2,930	1,503	983	1,684								
6 Supplies - Water	6,037	5,336	3,461	5,933	3,000	5,000	2,000	66.67%	5,175	5,356	5,544	5,738
7 Chemicals - Water	4,434	4,032	3,641	5,000	4,000	5,000	1,000	25.00%	5,175	5,356	5,544	5,738
8 Total 534.30 · Supplies - Water	10,471	9,368	7,102	10,933	7,000	10,000	3,000	42.86%	10,350	10,712	11,087	11,475
9 534.40 · Services - Water												
10 Intergov Fees (previously under 534.50)												
11 53 1010 · Excise Tax - Water	19,294	17,664	11,815	20,039	18,980	21,041	2,061	10.86%	21,777	22,539	23,328	24,145
12 53 1020 · Permit Fees - Water	764	764	766	766	802	804	2	0.29%	832	862	892	923
13 Total Intergov Fees	20,058	18,428	12,581	20,805	19,782	21,845	2,063	10.43%	22,609	23,401	24,220	25,068
14 Water Operations - Contracted	18,243	0	280	280	0	0	0	#DIV/0!	0	0	0	0
15 Lab Testing - Water	1,770	1,009	705	1,200	1,500	1,500	0	0.00%	1,553	1,607	1,663	1,721
16 Repair & Maintenance - Water												
17 SCADA System - Water	0	2,469	1,473	2,469	2,500	2,500	0	0.00%	2,588	2,678	2,772	2,869
18 Other	3,121	2,992	8,430	8,500	4,000	4,000	0	0.00%	4,140	4,285	4,435	4,590
19 Total 48 1030 Repair & Maintenance - Water	3,121	5,461	9,902	10,969	6,500	6,500	0	0.00%	4,140	4,285	4,435	4,590
20 47 1010 · Electric - Water	9,909	9,390	5,888	9,677	10,072	10,161	89	0.89%	10,517	10,885	11,266	11,660
21 Total 534.40 · Services - Water	54,980	34,379	29,356	42,931	37,854	40,006	2,152	5.69%	38,819	40,177	41,584	43,039
22 Total Water Operations Expenditures	\$65,450	\$43,747	\$36,458	\$53,864	\$44,854	\$50,006	5,152	11.49%	\$49,169	\$50,890	\$52,671	\$54,514

11/17/20

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

	History				Budget		Difference		Projections			
	2018 Actual	2019 Actual	2020 Jan - Jul	2020 Projected	2020	2021	\$ Change	% Change	2022	2023	2024	2025
1 Wastewater Treatment Operations Expenditures												
2 535.30 · Supplies - WW Treatment												
3 31 3010 · Supplies - WW Treatment												
4 Sewer	0	10	90	90								
5 31 3010 · Supplies - WW Treatment - Other	2,295	2,583	690	1,320								
6 31 3010 · Supplies - WW Treatment	5,528	11,943	7,254	12,436	5,300	10,000	4,700	88.68%	10,350	10,712	11,087	11,475
7 31 3011 · Chemicals - WW Treatment	762	1,523	1,522	2,609	2,000	2,000	0	0.00%	2,070	2,142	2,217	2,295
8 Total 535.30 · Supplies - WW Treatment	6,290	13,466	8,776	15,045	7,300	12,000	4,700	64.38%	12,420	12,855	13,305	13,770
9 535.40 · Services - WW Treatment												
10 Intergov - WW Treatment (previously 535.5)												
11 B&O/Excise Tax												
12 B&O Tax - Wastewater Treatment	3,930	4,861	3,173	5,439								
13 53 2010 · Excise Tax - Sewer	810	105	97	166								
14 Total B&O/Excise Tax	4,740	4,966	3,270	5,605	5,262	5,886	624	11.85%	6,092	6,305	6,525	6,754
15 53 3020 · Permit Fees - WW Treatment	2,043	2,077	496	2,096	1,999	2,201	202	10.08%	2,278	2,357	2,440	2,525
16 Total Intergov - WW Treatment	6,783	7,043	3,765	7,701	7,261	8,086	825	11.36%	8,369	8,662	8,965	9,279
17 41 3040 · WWT Operations - Contracted	48,954	0	0	0	0	0	0	0.00%	0	0	0	0
18 41 3041 · Non-Routine WWT Operations - Contracted	5,208	0	0	0	0	0	0	0.00%	0	0	0	0
19 41 3050 · Lab Testing - WW Treatment	8,776	7,859	4,363	7,480	7,974	7,854	(120)	-1.50%	8,129	8,413	8,708	9,013
20 WW Treatment Maint. and Repair												
21 48 3010 · Biosolids Disposal	4,980	13,603	15,751	24,808	15,750	25,000	9,250	58.73%	25,875	26,781	27,718	28,688
22 48 3020 · SCADA - WW Treatment	3,640	2,469	5,040	8,440	3,000	3,000	0	0.00%	3,105	3,214	3,326	3,443
23 Other	7,155	119	7,178	17,235	2,500	7,500	5,000	200.00%	7,763	8,034	8,315	8,606
24 Sewer Collection System	18,921	2,864	8,943	8,943	3,500	3,500	0	0.00%	3,623	3,749	3,881	4,016
25 Total WW Treatment Maint. and Repair	34,696	19,056	36,912	59,426	24,750	39,000	14,250	57.58%	40,365	41,778	43,240	44,753
26 47 3010 · Electric - WW Treatment	7,885	12,378	9,424	14,707	12,355	15,442	3,087	24.99%	15,982	16,542	17,121	17,720
27 Total 535.40 · Services - WW Treatment	112,303	46,420	54,465	89,314	52,340	70,382	18,042	34.47%	72,845	75,395	78,034	80,765
28 Total WWT Operations Expenditures	\$118,593	\$59,887	\$63,241	\$104,359	\$59,640	\$82,382	22,742	38.13%	\$85,265	\$88,250	\$91,338	\$94,535

11/17/20

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

	History				Budget		Difference		Projections			
	2018 Actual	2019 Actual	2020 Jan - Jul	2020 Projected	2020	2021	\$ Change	% Change	2022	2023	2024	2025
1 Combined W/S, Administrative Operations Expenditures												
2 538.30 · Supplies - Combined W/S												
3 Tools/Equip/Supplies	7,041	4,093	6,189	10,609	4,787	7,000	2,213	46.23%	7,245	7,499	7,761	8,033
4 Office Supplies	1,574	1,565	1,834	4,100	1,868	1,868	0	0.00%	1,933	2,001	2,071	2,144
5 Total 538.30 · Supplies - Combined W/S	8,615	5,658	8,022	14,709	6,655	8,868	2,213	33.25%	9,178	9,500	9,832	10,176
6 538.40 · Services - Combined W/S												
7 Acct & Admin Services - Contracted	41,680	0	0	0	0	0	0	0.00%	0	0	0	0
8 Attorney Fees	285	5,472	1,211	1,211	4,500	4,500	0	0.00%	2,500	2,500	2,500	2,500
9 Accounting Consulting	0	2,869	551	945	3,120	1,500	(1,620)	-51.92%	1,553	1,607	1,663	1,721
10 Payroll Services	0	1,908	1,084	1,858	2,476	1,950	(526)	-21.23%	2,019	2,089	2,162	2,238
11 Intergov (previously 538.50)												
12 B&O Tax - Fees/Penalties	76	70	28	48	70	70	0	0.00%	72	75	78	80
13 Other	165	71	0	0	210	210	0	0.00%	217	225	233	241
14 State Audit	5,480	6,028	845	845	0	7,000	7,000	#DIV/0!	6,250	0	6,500	0
15 County Election Costs	0	0	286	286	224	300	76	34.03%	311	322	333	345
16 Total Intergov	5,721	6,170	1,159	1,179	504	7,580	7,076	1404.01%	7,846	8,120	8,404	8,698
17 Lockbox	5,180	733	699	1,198	813	1,258	445	54.72%	1,302	1,348	1,395	1,443
18 Online Payment System	1,985	1,859	1,185	2,031	2,544	2,133	(411)	-16.17%	2,207	2,284	2,364	2,447
19 IT/Software Applications	3,143	3,648	4,403	4,403	10,000	10,000	0	0.00%	10,500	11,025	11,576	12,155
20 Rent	840	840	3,490	5,983	10,926	6,000	(4,926)	-45.09%	6,210	6,427	6,652	6,885
21 Merchant Service Fees	1,856	2,032	1,724	2,956	2,122	3,104	982	46.28%	3,166	3,229	3,294	3,360
22 Postage	1,161	1,815	1,493	2,797	3,363	2,937	(426)	-12.67%	2,996	3,056	3,117	3,179
23 Telephone/Internet	7,280	7,299	4,883	8,605	7,200	7,200	0	0.00%	7,344	7,491	7,641	7,794
24 Legal Notices & Publications	144	0	0	0	225	225	0	0.00%	233	241	249	258
25 Liability Insurance	9,191	13,786	0	31,621	31,621	32,000	379	1.20%	33,600	35,280	37,044	38,896
26 Professional Dues	2,530	1,382	613	1,895	1,794	1,856	63	3.50%	33,120	34,279	35,479	36,721
27 Printing	1,527	1,516	955	1,637	2,854	2,000	(854)	-29.92%	2,100	2,205	2,315	2,431
28 Other Miscellaneous Services	3,015	1,479	403	690	2,000	2,000	0	0.00%	2,070	2,142	2,217	2,295
29 Travel/Mileage/Training and Education	7,715	10,025	4,027	9,927	10,000	10,000	0	0.00%	8,000	8,280	8,570	8,870
30 Total 538.40 · Services - Combined W/S	93,253	62,835	27,879	77,079	96,062	96,244	182	0.19%	126,765	131,604	136,644	141,892
31 Total Combined W/S, Administrative Operations	101,868	68,493	35,902	91,788	102,717	105,112	2,395	2.33%	135,943	141,104	146,476	152,069

11/17/20

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

	History				Budget		Projections			
	2018 Actual	2019 Actual	2020 Jan - Jul	2020 Projected	2020	2021	2022	2023	2024	2025
<u>Water Distribution Manager II - 0.5 FTE</u>										
Employee Wages	19,860	64,375	22,770	24,532	37,752	0	0	0	0	0
Benefits & Payroll Tax	5,618	17,174	8,989	9,172	16,495	0	0	0	0	0
Total WDM II Compensation	0	81,549	31,758	33,704	54,247	0	0	0	0	0
<u>WW Treatment Plant Operator II - 1.0 FTE</u>										
Employee Wages	19,825	67,390	42,055	72,094	74,256	74,256	74,256	74,256	74,256	74,256
Benefits & Payroll Tax	3,436	16,021	12,965	22,226	21,857	22,077	22,077	22,077	22,077	22,077
Total WWTPO II Compensation	23,260	83,411	55,020	94,320	96,113	96,333	96,333	96,333	96,333	96,333
<u>General Manager - 1.0 FTE</u>										
Employee Salary	28,333	64,375	39,656	69,188	75,000	79,000	79,000	79,000	79,000	79,000
Benefits & Payroll Tax	9,947	27,364	15,849	27,169	30,369	30,827	30,827	30,827	30,827	30,827
Total GM Compensation	38,280	91,739	55,505	96,357	105,369	109,827	109,827	109,827	109,827	109,827
<u>Project/Account Manager - 1.0 FTE</u>										
Employee Wages	8,010	44,240	33,955	58,208	67,891	74,256	74,256	74,256	74,256	74,256
Benefits & Payroll Tax	4,491	16,058	12,069	20,689	21,176	22,077	22,077	22,077	22,077	22,077
Total Compensation	12,501	60,297	46,023	78,897	89,067	96,333	96,333	96,333	96,333	96,333
<u>Apprentice/Trainee</u>										
Employee Salary	0	0	0	16,000	0	41,600	41,600	41,600	41,600	41,600
Benefits & Payroll Tax	0	0	0	5,687	0	25,363	25,363	25,363	25,363	25,363
Total T/L Compensation	0	0	0	21,687	0	66,963	66,963	66,963	66,963	66,963
Commissioners										
Commissioner 1										
Per Diem	3,218	3,840	2,176	3,730	3,712	3,712	3,712	3,712	3,712	3,712
Payroll Tax	246	296	172	285	284	284	284	284	284	284
Commissioner 2										

Per Diem	4,542	4,408	2,311	3,962	4,252	4,252	4,252	4,252	4,252	4,252
Payroll Tax	347	339	183	303	325	325	325	325	325	325
Commissioner 3										
Per Diem	4,072	5,120	2,311	3,962	3,712	3,712	3,712	3,712	3,712	3,712
Payroll Tax	312	394	183	303	284	284	284	284	284	284
Total Commissioner Compensation	12,737	14,397	7,335	12,545	12,569	12,569	12,569	12,569	12,569	12,569
Total Staff Costs	\$86,779	\$331,394	\$195,641	\$315,822	\$357,365	\$382,026	\$382,026	\$382,026	\$382,026	\$382,026

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

	History					Budget		Projections			
	2018 Actual	2019 Actual	2020 Projected	2020 Actual	Actual vs. Projected	2020	2021	2022	2023	2024	2025
Ecology Loan - Effluent Outfall											
Principal Payment	32,929	33,301	33,931	33,931	0	33,931	34,444	34,964	35,492	35,492	36,572
Interest Payment	5,182	4,810	4,180	4,180	0	4,180	3,667	3,147	2,619	2,619	1,539
Total Ecology Loan Payments	38,111	38,111	38,111	38,111	0	38,111	38,111	38,111	38,111	38,111	38,111
USDA Bond - Booster Pump, Meters											
Principal Payment	26,308	27,035	27,783	27,783	0	27,783	28,552	29,343	30,155	30,991	31,849
Interest Payment	13,022	12,295	11,547	11,547	0	11,547	10,778	9,987	9,175	8,340	7,481
Total USDA Bond Payments	39,330	39,330	39,330	39,330	0	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	0	65,671	65,671	65,671	65,671	65,671	65,671
Interest Payment	17,679	17,731	16,746	16,746	0	16,746	15,761	14,776	13,791	12,806	11,821
Total DWSRF Loan Payments	83,350	83,402	82,417	82,417	0	82,417	81,432	80,447	79,462	78,477	77,492
Total Loan Payments	160,791	160,843	159,858	159,858	0	159,858	158,873	157,888	156,903	155,918	154,933

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

Net Effect of Transfers

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

 Total 020 - Committed Funds
 065 - Capital Projects Account

	History				Budget		Difference		Projections			
	2018 Actual	2019 Actual	2020 Jan - Jul	2020 Projected	2020	2021	\$ Change	% Change	2022	2023	2024	2025
030 - Ecology Loan Reserve	669	888	260	260	387	0	(387)	-100.00%	0	0	0	0
050 - DWSRF Loan Reserve	(107)	1,558	47,221	(1,621)	0	0	0	#DIV/0!	0	0	0	0
070 - USDA Revenue Bond Reserve	4,324	4,535	2,489	4,128	4,141	3,933	(208)	-5.02%	3,933	3,933	3,933	3,933
010 - Operating Fund (incl. revolving funds)	86,537	(52,029)	(43,133)	(48,257)	(36,085)	46,288	82,373	-228.27%	46,288	(80,934)	(80,934)	(80,934)
020 - Committed Funds							0	0.00%				
Asset Replacement Fund	9,000	9,000	0	9,000	9,000	9,000	0	0.00%	9,000	9,000	9,000	9,000
Capital Improvement Fund							0	0.00%				
Inflow & Infiltration	20,000	20,000	(8,923)	11,077	(3,222)	(5,000)	(1,778)	55.18%	(5,000)	42,222	42,222	42,222
Reservoir Repair	(54,181)	0	0	13,326	13,326	13,326	0	0.00%	13,326	13,326	13,326	13,326
Other	0	0	0	0	0	0	0	0.00%	0	0	0	0
Risk Management Fund	44,648	16,048	2,086	12,086	12,453	12,453	0	0.00%	12,453	12,453	12,453	12,453
Total 020 - Committed Funds	19,467	45,048	(6,837)	45,490	31,557	29,779	(1,778)	-5.63%	29,779	77,001	77,001	77,001
065 - Capital Projects Account	(110,891)	0	0	0	0	0	0	#DIV/0!	0	0	0	0

11/17/20

Hartstene Pointe Water-Sewer District

Proposed Capital Facilities Charges

	Water	Sewer	Total
Debt Share	780	960	1,740.00
Future Improvements	970	1370	2,340.00
Assets	1670	1550	3,220.00
Total	\$3,420.00	\$3,880.00	7,300.00
Connection Fees	\$250.00	\$250.00	\$500.00
Total CFC + Connection Fees	\$3,670.00	\$4,130.00	
Total Cost for New Connections			\$7,800.00

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

RESOLUTION 2020-06

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
ADOPTING A DISTRICT FEE SCHEDULE FOR 2021**

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, 2021, to repeal Resolution 2019-04.
2. As of January 1, 2021, fees will be charged according to the following schedule, which shall supersede any previously adopted fee schedule.

Water Fees

Residential water connection monthly fee	\$81.40
Non-Residential water connection monthly fee	\$81.40
Prepaid Connection Lot/Connected Lot water monthly fee	\$34.50
Water Capital Facilities Charge	\$3,420.00
Meter Installation Connection Fee	\$550.00
Pre-Installed Meter Connection Fee	\$250.00

Sewer Fees

Residential sewer connection monthly fee	\$75.25
Non-Residential sewer connection monthly fee	\$75.25
Prepaid Connection Lot/Connected Lot sewer monthly fee	\$30.75
Sewer Capital Facilities Charge	\$3,880.00
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 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 19th day of November, 2020.

Hartstene Pointe Water-Sewer District
Mason County, Washington

Earl Jim Anderson, President

Stacy Swart, Secretary

Andrew Hospador, Audit Commissioner

JAY INSLEE
Governor



STATE OF WASHINGTON

OFFICE OF THE GOVERNOR

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**PROCLAMATION BY THE GOVERNOR
AMENDING PROCLAMATIONS 20-05 and 20-25, et seq.**

20-25.8

**“STAY SAFE– STAY HEALTHY”
ROLLBACK OF COUNTY-BY-COUNTY PHASED REOPENING
RESPONDING TO A COVID-19 OUTBREAK SURGE**

WHEREAS, on February 29, 2020, I issued Proclamation 20-05, proclaiming a State of Emergency for all counties throughout the state of Washington as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed person-to-person spread of COVID-19 in Washington State; and

WHEREAS, as a result of the continued worldwide spread of COVID-19, its significant progression in Washington State, and the high risk it poses to our most vulnerable populations, I have subsequently issued several amendatory proclamations, exercising my emergency powers under RCW 43.06.220 by prohibiting certain activities and waiving and suspending specified laws and regulations; and

WHEREAS, I issued Proclamations 20-25, et seq., first entitled “*Stay Home – Stay Healthy*,” and later changed to “*Safe Start – Stay Healthy*” *County-By-County Phased Reopening* found [here](#), in which I initially prohibited all people in Washington State from leaving their homes except under certain circumstances and then gradually relaxed those limitations based on county-by-county phasing established according to metrics provided by the Secretary of Health; and

WHEREAS, on July 2, 2020, due to the increased COVID-19 infection rates across the state, I ordered a freeze on all counties moving forward to a subsequent phase, and that freeze remains in place today; and

WHEREAS, on July 24, 2020, the Secretary of Health issued *Order of the Secretary of Health 20-03.1*, found [here](#), which, among other things, requires (with exceptions) the use of face coverings throughout the state; and

WHEREAS, despite this guidance, positive COVID-19-related cases and hospitalizations have been on a steady rise since early September; and, most alarmingly, from the latter part of October through the first two weeks of November, 2020, COVID-19 cases have doubled in

Washington, and COVID-19-related hospitalizations have risen sharply, putting our people, our health system, and our economy in as dangerous a position as we faced in March 2020; and

WHEREAS, there is evidence that the virus is spread through very small droplets called aerosols that are expelled from our mouths when we breathe, talk, sing, vocalize, cough, or sneeze, that these aerosols linger in air, and that a significant risk factor for spreading the virus is prolonged, close contact with an infected person indoors, especially in poorly ventilated spaces; and

WHEREAS, we know that several factors increase the risk for person-to-person COVID-19 transmission; such factors include (1) the more that people and groups interact, (2) the longer those interactions last, (3) the closer the contact between individuals, and (4) the denser the occupancy for indoor facilities; and

WHEREAS, the Washington State Department of Health and the Centers for Disease Control and Prevention have provided health and safety guidance to reduce the risk of transmission of COVID-19 generally and in specific sectors, environments, and settings, yet many individuals continue to disregard this guidance, and person-to-person interactions, including gatherings, have led to many infections and are a primary factor in the dangerous increase in COVID-19 cases and hospitalizations currently being experienced in Washington; and

WHEREAS, to reduce the severe increases in COVID-19 cases and hospitalizations we are currently facing, and to reduce the increase in deaths from COVID-19 that likely will follow, it is necessary to immediately modify prior prohibitions and guidance, and to issue further guidance as it is developed; and

WHEREAS, COVID-19, caused by a virus that spreads easily from person to person which may result in serious illness or death and has been classified by the World Health Organization as a worldwide pandemic, has broadly spread throughout Washington State and remains a significant health risk to all of our people, especially among our most vulnerable populations; and

WHEREAS, the worldwide COVID-19 pandemic and its progression in Washington State continue to threaten the life and health of our people as well as the economy of Washington State, and remain a public disaster affecting life, health, property or the public peace; and

WHEREAS, the Washington State Department of Health continues to maintain a Public Health Incident Management Team in coordination with the State Emergency Operations Center and other supporting state agencies to manage the public health aspects of the incident; and

WHEREAS, the Washington State Military Department Emergency Management Division, through the State Emergency Operations Center, continues coordinating resources across state government to support the Department of Health and local health officials in alleviating the

impacts to people, property, and infrastructure, and continues coordinating with the Department of Health in assessing the impacts and long-term effects of the incident on Washington State and its people; and

NOW, THEREFORE, I, Jay Inslee, Governor of the state of Washington, as a result of the above noted situation, and under Chapters 38.08, 38.52 and 43.06 RCW, do hereby proclaim and order that a State of Emergency continues to exist in all counties of Washington State, that Proclamation 20-05 and all amendments thereto remain in effect, and that, to help preserve and maintain life, health, property or the public peace pursuant to RCW 43.06.220(1)(h), Proclamations 20-25, et seq., renamed “Stay Safe – Stay Healthy” are amended to extend all of the prohibitions described herein until this order is amended or rescinded. Except as otherwise provided in this order, the *Safe Start Washington Phased Reopening County-by-County Plan* found [here](#), the *Order of the Secretary of Health 20-03.1*, issued on July 24, 2020, found [here](#), and all other provisions of Proclamations 20-25, et seq., shall remain in full force and effect.

FURTHERMORE, pursuant to RCW 43.06.220(3), the prohibitions set forth in Proclamations 20-25, et seq., are modified as set forth below. Unless otherwise specifically noted, the modifications take effect at 12:01 a.m., Tuesday, November 17, 2020. All modifications to existing prohibitions set forth herein shall expire at 11:59 p.m., Monday, December 14, 2020, unless otherwise extended.

If an activity is not listed below, currently existing guidance shall continue to apply. If current guidance is more restrictive than the below listed restrictions, the most restrictive guidance shall apply. These below modifications do not apply to education (including but not limited to K-12, higher education, trade and vocational schools), childcare, health care, and courts and judicial branch-related proceedings, all of which are exempt from the modifications and shall continue to follow current guidance. Terms used in this proclamation have the same definitions used in the *Safe Start Washington Phased Reopening County-by-County Plan*.

Modifications to existing prohibitions:

1. **Indoor Social Gatherings** with people from outside your household are prohibited unless they (a) quarantine for fourteen days (14) prior to the social gathering; or (b) quarantine for seven (7) days prior to the social gathering and receive a negative COVID-19 test result no more than 48-hours prior to the gathering. A household is defined as individuals residing in the same domicile.
2. **Outdoor Social Gatherings** shall be limited to five (5) people from outside your household.
3. **Restaurants and Bars** are closed for indoor dine-in service. Outdoor dining and to-go service are permitted, provided that all outdoor dining must comply with the requirements of the Outdoor Dining Guidance [here](#). Table size for outdoor dining is limited to a maximum of five (5) people. These modified restaurant and bar restrictions go into effect at 12:01 a.m. Wednesday, November 18, 2020.

4. **Fitness Facilities and Gyms** are closed for indoor operations. Outdoor fitness classes are permitted but are subject to and limited by the outdoor social gathering restriction listed above.
5. **Bowling Centers** are closed for indoor service.
6. **Miscellaneous Venues:** All retail activities and business meetings are prohibited. Only professional training and testing that cannot be performed remotely, as well as all court and judicial branch-related proceedings, are allowed. Occupancy in each meeting room is limited to 25 percent of indoor occupancy limits or 100 people, whichever is fewer.
 - Miscellaneous venues include: convention/conference centers, designated meeting spaces in a hotel, events centers, fairgrounds, sporting arenas, nonprofit establishment, or a substantially similar venue.
7. **Movie Theaters** are closed for indoor service. Drive-in movie theaters are permitted and must continue to follow current drive-in movie theater guidance.
8. **Museums/Zoos/Aquariums** are closed for indoor service.
9. **Real Estate:** Open houses are prohibited.
10. **Wedding and Funerals:** Ceremonies are limited to a total of no more than 30 people. Indoor receptions, wakes, or similar gatherings in conjunction with such ceremonies are prohibited.
11. **In-Store Retail** shall be limited to 25 percent of indoor occupancy limits, and common/congregate seating areas and indoor dining facilities such as food courts are closed.
12. **Religious Services** are limited to 25 percent of indoor occupancy limits, or no more than 200 people, whichever is fewer. Congregation members/attendees must wear facial coverings at all times and congregation singing is prohibited. No choir, band, or ensemble shall perform during the service. Vocal or instrumental soloists are permitted to perform, and vocal soloists may have a single accompanist. Outdoor services must follow the Outdoor Dining Guidance, found [here](#), applicable to the structure or facility.
13. **Professional Services** are required to mandate that employees work from home when possible and close offices to the public if possible. Any office that must remain open must limit occupancy to 25 percent of indoor occupancy limits.
14. **Personal Services** are limited to 25 percent of indoor occupancy limits.
 - Personal service providers include: cosmetologists, cosmetology testing, hairstylists, barbers, estheticians, master estheticians, manicurists, nail salon workers, electrologists, permanent makeup artists, tanning salons, and tattoo artists.
15. **Long-term Care Facilities:** Outdoor visits are permitted. Indoor visits are prohibited, but individual exceptions for an essential support person or end-of-life care are permitted. These restrictions are also extended to the facilities in Proclamation 20-74, et seq. All other provisions of Proclamations 20-66, et seq., and 20-74, et seq., including all preliminary criteria to allow any visitors, remain in effect.
16. **Youth and Adult Sporting Activities:** Indoor activities and all contests and games are prohibited. Outdoor activities shall be limited to intra-team practices only, with facial coverings required for all coaches, volunteers and athletes at all times.

FURTHERMORE, in collaboration with the Washington State Department of Health, in furtherance of the physical, mental, and economic well-being of all Washingtonians, I will continue to analyze the data and epidemiological modeling and adjust guidance accordingly.

ADDITIONALLY, as a reminder, a travel advisory for all non-essential travel, issued on November 13, 2020, remains in effect. That advisory provides the following guidance: (1) Persons arriving in Washington from other states or countries, including returning Washington residents, should self-quarantine for 14 days after arrival. These persons should limit their interactions to their immediate household; and (2) Washingtonians are encouraged to stay home or in their region and avoid non-essential travel to other states or countries.

ADDITIONALLY, in furtherance of these prohibitions and for general awareness:

1. *Order of the Secretary of Health 20-03.1*, issued on July 24, 2020, is incorporated by reference, and may be amended as is necessary; and, all such amendments are also incorporated by reference.
2. Employers must comply with all conditions for operation required by the state Department of Labor & Industries, including interpretive guidance, regulations and rules such as [WAC 296-800-14035](#), and Department of Labor & Industries-administered statutes.
3. Everyone is required to cooperate with public health authorities in the investigation of cases, suspected cases, outbreaks, and suspected outbreaks of COVID-19 and with the implementation of infection control measures pursuant to State Board of Health rule in WAC 246-101-425.
4. All mandatory guidelines for businesses and activities, which remain in effect except as modified by this Proclamation and the *Order of the Secretary of Health 20-03.1*, may be found at the Governor's Office [website](#), [COVID-19 Resources and Information](#), and at [COVID-19 Reopening Guidance for Businesses and Workers](#).

I again direct that the plans and procedures of the *Washington State Comprehensive Emergency Management Plan* be implemented throughout state government. State agencies and departments are directed to continue utilizing state resources and doing everything reasonably possible to support implementation of the *Washington State Comprehensive Emergency Management Plan* and to assist affected political subdivisions in an effort to respond to and recover from the COVID-19 pandemic.

I continue to order into active state service the organized militia of Washington State to include the National Guard and the State Guard, or such part thereof as may be necessary in the opinion of The Adjutant General to address the circumstances described above, to perform such duties as directed by competent authority of the Washington State Military Department in addressing the outbreak. Additionally, I continue to direct the Department of Health, the Washington State Military Department Emergency Management Division, and other agencies to identify and provide appropriate personnel for conducting necessary and ongoing incident related assessments.

Exhibit A

Scope of Work

Scope of Work

This project consists of the generation of a General Sewer Plan (Plan) in compliance with the requirements of Department of Ecology (ECY) as detailed in WAC-173-240-050. The project shall complete the plan in conformance with funding agency requirements. The Plan shall generally consist of a mapping of system elements, an analysis of needs and future projects and modeling of system performance. The below tasks describe in further detail the activities and outputs which make up the Plan.

Task 1100 Site Survey/Investigations

Engineer shall conduct a field survey effort to verify the location of manholes, mains, pump stations, and other collection/distribution infrastructure. This exercise will rely on the existing map created by the Client and will utilize GPS survey equipment/data to augment the existing database maintained by the Client. Engineer shall photo document manholes and record where possible the diameter, material, and general condition of manholes and sewer mains.

Task 2000 Data Collection & Analysis

The Engineer shall collect and analyze the following data and modelling results/components:

1. **Population Trends:** Based on any available data, the population trends for the Client will be discussed and projected for the 6-year and 20-year planning horizons.
2. **Hydraulic Models:** The Engineer shall prepare a hydraulic model of the sanitary sewer system using the PC-SWMM, or similar computer software. The purpose of the model is to provide analysis of the hydraulic capacity of the existing and proposed components of the sewage collection system. The system will be modeled to examine the present condition, as well as the anticipated conditions in the 6-year and 20-year planning time period, based on the predicted population trends as discussed in above. Future sewer extensions and improvements as approximated shall be included in the 6-year and 20-year models.
3. **I&I Analysis:** The Engineer shall use the information obtained from the hydraulic model to draw comparisons between the actual and anticipated flows to determine key locations and potential causes of I&I. Engineer will rely on the data/information included in the I&I study already completed by the Client. Limited field work may be required to record flows but the proposed scope does not include the cost of this field exercise which can be added by amendment if requested.
4. **Wastewater Treatment Provisions:** The Engineer will prepare a general evaluation of the condition and capacity of the existing treatment system for the present condition, as well as the 6 year and 20 year planning time period.
5. **Industrial Flows:** The Engineer will present a discussion of the present and projected future wastewater flows from industrial sources. A list of all establishments in this category will be developed. The discussion shall address quantity and quality of the flow from these

establishments, and a discussion of any special provisions for treating industrial wastes, including any pretreatment requirements for significant industrial sources.

6. **Water Supply and Distribution Concerns:** The Engineer will present a discussion of the location of public and private wells and water distribution facilities, as they relate to the existing and proposed wastewater collection and treatment facilities.

Task 2100 Draft Report Generation

The Draft Report shall condense elements of the Data Collection & Analysis Task(s) and shall develop the following components of the draft report:

1. **Introduction:** The Engineer will write an introduction presenting the purpose and need for the plan, as well as a discussion of the responsibilities of the responsibilities for the operation and maintenance of the system.
2. **Service Area Mapping:** The Engineer will review the Client's existing and future service areas. This will include converting the Client's existing system mapping into GIS format, which will show the existing sewer, including manholes with invert elevations, sewer mains with lengths and diameters, and the basins served by those sewers, and will also include existing lift stations and force mains. Mapping will show sewer relative to existing streets, existing streams, lakes and other bodies of water, drinking water wells and water systems, topography, and service area boundaries. Additional mapping will show anticipated future changes to the Client's sewer system and service area.
3. **Current Conditions:** Current Conditions will include discussion of population trends, land use and zoning, existing environment, existing sewer system facilities. The Engineer will present a discussion of the location of public and private wells and water distribution facilities, as they relate to the existing and proposed wastewater collection and treatment facilities.
4. **Cost of Service:** The Engineer will work with the Client to analyze the existing sewer rate structure, and incorporate the improvement schedule costs, operation costs, and maintenance costs into the rate structure.
5. **Environmental Compliance Statements:** The Engineer will prepare the following:
 - a. The Engineer will prepare and submit a SEPA/NEPA for review and approval on the proposed improvements.
 - b. The Engineer shall review WDFW records for presence of endangered species.
 - c. A statement regarding compliance with any adopted water quality management plans pursuant to the Federal Water Pollution Control Act as amended
 - d. A statement regarding compliance with the State Environmental Policy Act (SEPA) and the national Environmental Policy Act (NEPA), if applicable.
6. **Improvement Alternatives:** The Engineer will prepare a discussion of the various improvement alternatives, including a ranking of alternatives. The recommended alternative will be discussed, including design criteria, estimated costs, environmental impacts, and operations and maintenance considerations.

The Owner shall review the draft report and provide comments to the Engineer within 30 calendar days of receipt of the draft report.

Task 2300 Final Report Generation

The Engineer shall, based upon the comments from the Draft Report, finalize the components of the report noted under Tasks 1100 and 2100. The Engineer shall present the final Plan to the Owner for their acceptance/approval.

The Engineer will make changes to the draft report based on comments received from ECY.

Task 5000 Meetings/Coordination

The Engineer shall coordinate the work with the ECY and the Client. Coordination will include project updates, providing documents for review and comments, and completing documentation necessary for the Plan approval.

The Engineer shall, in addition to visits associated with 1100 (assumed to be 8) meet with the Owner three times (3) during the Draft Report Generation Task (2100), three (3) times during Final Report Generation (Task 2300) and four (4) additional times in coordination with ECY, and other regulators having jurisdiction. Included in the final four (4) meetings will be a public hearing to discuss the final plan and its recommended alternatives.

The Owner shall provide the Engineer with the following:

1. **Existing Sewer Map Review:** Client personnel will review and add record drawing information to the base map described in Item 2 above.
2. **Future Sewer Map Review:** After the existing sewer system map has been reviewed and revised, Client personnel will assist the Engineer in identifying proposed sewers, lift station, basins, and potential service area expansions.
3. **Industrial Flows:** Client personnel will provide the Engineer with a list of commercial and industrial users within the service area, and a description of effluent concerns from those businesses.
4. **Sewer Rater Analysis:** Client personnel will provide recent historical data including the number of sewer connections and sewer rates.
5. **DMRs:** The Client will provide the Engineer with electronic copies of the DMRs and flow monitoring data to be used in preparation of the report.
6. **As Built Drawings:** Client shall provide existing drawings of sewer collection and conveyance components.
7. **GIS Mapping Data:** Client shall provide point cloud data or access to mapping database for the construction/updating of a GIS map.
8. **I&I Study:** Client shall provide most recent Infiltration and Inflow (I&I) study and findings.

