

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
TELECONFERENCE AVAILABLE
Per State of Emergency Declared in Washington State and Mason County
December 2, 2021 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 18, 2021 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2021-46
 - Bills to Be Reviewed:
 - Voucher 2021-45
9. General Manager's Report

BUSINESS:

10. Adopt Resolution 2021-04: Adopting the 2022 Budget (4-17)
11. Adopt Resolution 2021-05: Adopting a District Fee Schedule for 2022 (repeals Res. 2021-03) (18-19)
12. Swear in Commissioner #3 for Term Through 2025

**As per the State of Emergency, the district's Open
Public Meetings will be available via teleconference.**

To join a meeting, follow the instructions below:

- 1. Call (425) 436-6260 or (800) 719-6100**
- 2. Enter Access Code 535 9093 #**

If you have a webcam-enabled computer, you may try to
connect to the meeting using the link below:

<https://hello.freeconference.com/conf/call/5359093>

*Note: Due to limited internet connection speeds at Hartstene
Pointe, joining meetings via webcam may lead to reduced
quality*

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
November 18, 2021
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
TELECONFERENCE AVAILABLE
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) J. Palmer, Project & Accounts Manager (PM) J. Sartori

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

SUBSCRIBER REMARKS:

- Two subscribers present
- The Board of Commissioners thanked M. Jeffries for his years of dedicated service
- Commissioner Swart noted communication with a subscriber inquiring about fire hydrant replacement

CORRESPONDENCE:

- GM shared letter from WA State Department of Ecology

PRESENT AGENDA: *Commissioner Hospador 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 November 4, 2021 regular meeting were presented. *Commissioner Hospador moved to approve the minutes. Commissioner Swart seconded. Commissioner Swart noted a typo to correct. Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended.*

REPORTS:

Commissioner Reports:

- Commissioner Hospador recommended keeping a log of water leak repairs, with estimates of labor hours, parts and estimated loss of water

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2021-44, in the amount of \$43,678.77, was presented. *Commissioner Swart moved to approve voucher 2021-44 in the amount of \$43,678.77. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Monthly Financial Reports:
 - PM presented monthly financial reports for September & October 2021
- Accountability Audit Update: PM updated the commissioners regarding the progress of the 2019-20 accountability audit and reminded them that the results will be presented at a board meeting following the conclusion

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

BUSINESS:

Budget Hearing for the 2022 Proposed Budget: Commissioners reviewed/discussed at length the proposed budget and capital improvement plan, asking questions to administrative staff and expressing direction of future needs. No subscribers asked questions or provided feedback. Due to recent staffing changes, commissioners wished to move “Apprentice/Trainee” expenditures to Water Distribution Manager.” Minor typos were noted to correct.

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:50 pm.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Regular Meeting of the Board on: 12-2-2021

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

RESOLUTION 2020-04

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
ADOPTING THE 2022 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 2022 Budget on November 18, 2021 and heard testimony at said hearing, including testimony received prior to November 18, 2021; and

WHEREAS, the Hartstene Pointe Water-Sewer District provided public notice of its intent to adopt a 2022 Budget; and

WHEREAS, the District Commissioners determined the proposed 2022 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 2022 plus the estimated 2022 starting fund balance are adequate to fund 2022 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 December 2, 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
2022 Final Budget Overview**

	2019 Actual	2020 Actual	2021 <i>Projected</i>	Budget		Projections			
				2021	2022	2023	2024	2025	2026
<u>Beginning Unreserved Funds Balance</u>	440,789	459,899	443,094	459,899	608,157	610,428	777,052	966,091	1,197,819
<u>Revenues</u>	742,555	776,605	925,823	857,721	958,144	1,002,515	1,034,729	1,067,636	1,101,778
<u>Expenditures</u>	671,371	720,880	759,105	948,397	951,940	831,958	841,758	831,974	842,623
Net Income (Loss)	71,184	55,725	166,718	(90,676)	6,204	170,557	192,971	235,662	259,154
<u>Ending Unreserved Funds Balance</u>	459,899	443,094	608,157	464,203	610,428	777,052	966,091	1,197,819	1,453,041

Rev. 11/22/21

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

	History			Budget	Difference		Projections				
	2019 Actual	2020 Actual	2021 Actual	2022	\$ Change	% Change	2023	2024	2025	2026	
Beginning Fund Balances											
Reserve Funds											
030 - Ecology Loan Reserve	39,327	40,215	40,511	40,556	45	0.11%	40,556	40,556	40,556	40,556	
050 - DWSRF Loan Reserve	20,452	22,009	20,431	20,372	(59)	-0.29%	20,372	20,372	20,372	20,372	
070 - USDA Revenue Bond Reserve	25,095	29,630	33,787	35,456	1,668	4.94%	39,389	43,322	47,255	51,188	
Unreserved Funds											
010 - Operating Fund (incl. revolving funds)	148,728	136,962	117,711	293,181	175,470	149.07%	266,795	356,418	468,455	623,182	
020 - Committed Funds											
Asset Replacement Fund	30,540	39,540	48,540	18,344	(30,196)	-62.21%	9,000	18,000	27,000	36,000	
Capital Improvement Fund											
Inflow & Infiltration	69,540	89,540	80,617	76,821	(3,796)	-4.71%	89,043	131,265	173,487	215,709	
Reservoir Repair	70,889	56,715	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	121,092	137,142	139,511	149,769	10,258	7.35%	162,222	174,675	187,128	199,581	
Total 020 - Committed Funds	292,062	322,937	325,383	314,976	(10,407)	-3.20%	343,633	420,634	497,636	574,637	
065 - Capital Projects Account	0	0	0	0	0	0.00%	0	0	0	0	
Total Beginning Unreserved Fund Balances	440,789	459,899	443,094	608,157	165,063	37.25%	610,428	777,052	966,091	1,197,819	

Rev. 11/22/21

Rev. 11/22/21

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

	History			Budget		Difference		Projections			
	2019 Actual	2020 Actual	2021 Projected	2021	2022	\$ Change	% Change	2023	2024	2025	2026
Ending Fund Balances											
Reserve Funds											
030 - Ecology Loan Reserve	40,215	40,511	40,556	40,475	40,556	81	0.20%	40,556	40,556	40,556	40,556
050 - DWSRF Loan Reserve	22,009	20,431	20,372	20,388	20,372	(16)	-0.08%	20,372	20,372	20,372	20,372
070 - USDA Revenue Bond Reserve	29,630	33,787	35,456	37,691	39,389	1,698	4.50%	43,322	47,255	51,188	55,121
Unreserved Funds											
010 - Operating Fund (incl. revolving funds)	136,962	117,711	293,181	65,997	266,795	200,798	304.25%	356,418	468,455	623,182	801,402
020 - Committed Funds											
Asset Replacement Fund	39,540	48,540	18,344	57,540	9,000	(48,540)	-84.36%	18,000	27,000	36,000	45,000
Capital Improvement Fund											
Inflow & Infiltration	89,540	80,617	76,821	95,617	89,043	(6,574)	-6.88%	131,265	173,487	215,709	257,931
Reservoir Repair	56,715	56,715	70,041	83,368	83,368	(0)		96,694	110,021	123,347	136,674
Other	0	0	0	0	0	0	0.00%	0	0	0	0
Risk Management Fund	137,142	139,511	149,769	161,681	162,222	541	0.33%	174,675	187,128	199,581	212,034
Total 020 - Committed Funds	322,937	325,383	314,976	398,206	343,633	(54,573)	-13.70%	420,634	497,636	574,637	651,639
065 - Capital Projects Account	0	0	0	0	0	0	0.00%	0	0	0	0
Total Ending Unreserved Fund Balances	459,899	443,094	608,157	464,203	610,428	146,225	31.50%	777,052	966,091	1,197,819	1,453,041
Rev. 11/22/21								777,142	966,211	1,197,969	1,529,728

**Hartstene Pointe Water-Sewer District
Revenues**

	History				Budget		Difference		Projections			
	2019 Actual	2020 Actual	2021 Jan - Sept	2021 Projected	2021	2022	\$ Change	% Change	2023	2024	2025	2026
1 Rates												
2 Residential Water (Bi-monthly)	133.80	144.10	162.80	162.80	162.80	161.26	(1.54)	-0.94%	175.00	180.30	185.70	191.30
3 Residential Sewer (Bi-monthly)	123.70	133.20	150.50	150.50	150.50	173.94	23.44	15.57%	188.70	194.40	200.20	206.20
4 Total Residential Bi-monthly Bill	257.50	277.30	313.30	313.30	313.30	335.20	21.90	6.99%	363.70	374.70	385.90	397.50
5 Total Residential Monthly Charge	128.75	138.65	156.65	156.65	156.65	167.60	10.95	6.99%	181.85	187.35	192.95	198.75
6 Prepaid Connection - Water (Bi-monthly)	56.70	61.10	69.00	69.00	69.00	73.80	4.80	6.96%	80.10	82.50	85.00	87.60
7 Prepaid Connection - Sewer (Bi-monthly)	50.50	54.40	61.50	61.50	61.50	65.80	4.30	6.99%	71.40	73.50	75.70	78.00
8 Total Prepaid Connection Bi-monthly Bill	107.20	115.50	130.50	130.50	130.50	139.60	9.10	6.97%	151.50	156.00	160.70	165.60
9 Total Prepaid Connection Monthly Charge	53.60	57.75	65.25	65.25	65.25	69.80	4.55	6.97%	75.75	78.00	80.35	82.80
10 Water - Metered Charges	0	0	3,524	6,124	0	21,600	21,600	#DIV/0!	23,436	24,139	24,863	25,609
11 Water Connection & Capital Facilities Charge	3,490	3,490	3,670	3,670	3,670	3,340	(330)	-8.99%	3,340	3,340	3,340	3,340
12 Sewer Connection & Capital Facilities Charge	3,810	3,810	4,130	4,130	4,130	4,460	330	7.99%	4,460	4,460	4,460	4,460
13 Total Connection & Capital Facilities Charge	7,300	7,300	7,800	7,800	7,800	7,800	0	0.00%	7,800	7,800	7,800	7,800
14 Connections												
15 # of Residential Connections	436	440	440	442	440	445	5	1.14%	446	447	448	449
16 # of Prepaid Connections	18	22	22	25	22	25	3	13.64%	18	18	18	18
17 # of New Connections (not Prepaid)	5	2	7	7	1	2	1	100.00%	1	1	1	1
18 Revenues												
19 Total Water Revenues	359,889	389,747	336,419	448,220	438,900	463,247	24,347	5.55%	476,951	492,475	508,342	524,823
20 Total Sewer Revenues	334,290	358,630	309,935	408,351	405,438	474,277	68,839	16.98%	512,672	529,319	546,313	563,927
21 Total Penalties & Fees	4,841	2,725	881	1,174	1,848	1,285	(563)	-30.44%	1,357	1,401	1,446	1,493
22 Capital Facilities Charges & Connection Fees	33,700	21,912	51,100	51,100	7,800	15,600	7,800	100.00%	7,800	7,800	7,800	7,800
23 Interest Income	9,834	3,515	401	534	3,735	3,735	0	0.00%	3,735	3,735	3,735	3,735
24 Miscellaneous Revenues	0	76	16,444	16,444	0	0	0	0.00%	0	0	0	0
25 Total Revenues	\$742,555	\$776,605	\$715,178	\$925,823	\$857,721	\$958,144	\$100,423	11.71%	\$1,002,515	\$1,034,729	\$1,067,636	\$1,101,778
					% Water Revenue:	51.98%	49.41%		48.20%	48.20%	48.20%	48.20%
					% Wastewater Revenue:	48.02%	50.59%		51.80%	51.80%	51.80%	51.80%

Rev. 11/22/21

**Hartstene Pointe Water-Sewer District
Expenditures**

	History				Budget		Difference		Projections			
	2019 Actual	2020 Actual	2021 Jan-Sept	2021 Projected	2021	2022	\$ Change	% Change	2023	2024	2025	2026
1 Operations												
2 Staff	309,493	312,884	193,804	245,399	382,025	398,346	16,321	4.27%	317,736	317,736	317,736	317,736
3 Water	75,107	43,748	40,650	57,114	50,006	57,722	7,716	15.43%	55,414	57,354	59,361	61,439
4 Wastewater Treatment/Sewer	141,607	59,886	55,455	74,174	82,382	78,304	(4,078)	-4.95%	81,044	83,881	86,817	89,855
5 Combined W/S, Administrative	129,232	68,493	45,244	106,256	105,111	118,658	13,547	12.89%	155,860	161,869	168,127	174,645
6 Total Operations	357,139	485,011	335,154	482,944	619,524	653,030	33,506	5.41%	610,055	620,840	632,041	643,675
7 Capital Improvements	153,441	75,025	111,747	117,288	170,000	141,022	(28,978)	-17.05%	65,000	65,000	45,000	45,000
8 Loan Payments	160,791	160,843	19,665	158,873	158,873	157,888	(985)	-0.62%	156,903	155,918	154,933	153,948
9 Total Expenditures	\$671,371	\$720,880	\$466,566	\$759,105	\$948,397	\$951,940	\$3,543	0.37%	\$831,958	\$841,758	\$831,974	\$842,623
					Total Water Expenditures:	326,909			246,299	174,206	175,160	176,183
					Total Wastewater Expenditures:	242,306			242,306	235,046	237,883	220,819
					Total Combined W/S, Administrative Expenditures:	382,726			382,726	422,706	428,715	434,972
					% Water:	54.44%			45.98%	46.34%	46.27%	47.32%
					% Wastewater:	45.56%			45.56%	53.66%	53.73%	52.68%

Rev. 11/22/21

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

	History				Budget		Difference		Projections			
	2019 Actual	2020 Actual	2021 Jan - Sept	2021 Projected	2021	2022	\$ Change	% Change	2023	2024	2025	2026
1 Water Operations Expenditures												
2 534.30 · Supplies - Water												
3 31 1010 · Supplies - Water												
4 35 1010 · Tools/Equip - Water	3,833	5,136	1,940	2,586								
5 31 1010 · Supplies - Water - Other	1,503	2,170	4,822	6,429								
6 Supplies - Water	5,336	7,306	6,761	9,015	5,000	5,000	0	0.00%	5,175	5,356	5,544	5,738
7 Chemicals - Water	4,032	5,484	2,248	3,818	5,000	5,000	0	0.00%	5,175	5,356	5,544	5,738
8 Total 534.30 · Supplies - Water	9,368	12,789	9,010	12,833	10,000	10,000	0	0.00%	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	17,664	19,978	16,557	22,076	21,041	23,179	2,139	10.17%	23,991	24,830	25,699	26,599
12 53 1020 · Permit Fees - Water	764	766	776	776	804	815	11	1.34%	843	873	903	935
16 534.50 · Intergov - Water - Other	0	0	306	408	0	428	428	#DIV/0!	443	459	475	492
13 Total Intergov Fees	18,428	20,744	17,639	23,260	21,845	24,423	2,578	11.80%	25,277	26,162	27,078	28,026
14 Other Services	0	280	1,602	1,602	0	1,682	1,682	#DIV/0!	0	0	0	0
15 Lab Testing - Water	1,009	2,589	1,448	1,931	1,500	1,500	0	0.00%	1,553	1,607	1,663	1,721
16 Repair & Maintenance - Water												
17 SCADA System - Water	2,469	1,473	388	388	2,500	2,500	0	0.00%	2,588	2,678	2,772	2,869
18 Other	3,084	8,441	2,981	6,989	4,000	7,000	3,000	75.00%	7,245	7,499	7,761	8,033
19 Total 48 1030 Repair & Maintenance - Water	5,553	9,914	3,368	7,377	6,500	9,500	3,000	46.15%	7,245	7,499	7,761	8,033
20 47 1010 · Electric - Water	9,390	9,314	7,584	10,112	10,161	10,618	457	4.49%	10,989	11,374	11,772	12,184
21 Total 534.40 · Services - Water	34,380	42,840	31,641	44,280	40,006	47,722	7,716	19.29%	45,064	46,642	48,274	49,964
22 Total Water Operations Expenditures	\$43,747	\$55,629	\$40,650	\$57,114	\$50,006	\$57,722	7,716	15.43%	\$55,414	\$57,354	\$59,361	\$61,439

Rev. 11/22/21

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

	History				Budget		Difference		Projections			
	2019 Actual	2020 Actual	2021 Jan - Sept	2021 Projected	2021	2022	\$ Change	% Change	2023	2024	2025	2026
1 Wastewater Treatment Operations Expenditures												
2 535.30 · Supplies - WW Treatment												
3 31 3010 · Supplies - WW Treatment												
4 Sewer	10	90	517	517								
5 31 3010 · Supplies - WW Treatment - Other	2,583	11,926	2,240	2,987								
6 31 3010 · Supplies - WW Treatment	11,943	12,016	2,758	3,504	10,000	10,000	0	0.00%	10,350	10,712	11,087	11,475
7 31 3011 · Chemicals - WW Treatment	1,523	1,522	3,077	3,077	2,000	2,000	0	0.00%	2,070	2,142	2,217	2,295
8 Total 535.30 · Supplies - WW Treatment	13,466	13,538	5,834	6,581	12,000	12,000	0	0.00%	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	4,861	5,276	4,510	6,013								
13 53 2010 · Excise Tax - Sewer	105	447	176	235								
14 Total B&O/Excise Tax	4,966	5,722	4,686	6,248	5,886	6,560	674	11.45%	6,790	7,027	7,273	7,528
15 53 3020 · Permit Fees - WW Treatment	2,077	999	1,618	2,718	2,201	2,854	653	29.68%	2,954	3,058	3,165	3,275
16 Total Intergov - WW Treatment	7,043	6,721	6,304	8,966	8,086	9,414	1,328	16.43%	9,744	10,085	10,438	10,803
17 41 3040 · WWT Operations - Contracted	0	0	0	0	0	0	0	0.00%	0	0	0	0
18 41 3041 · Non-Routine WWT Operations - Contracted	0	0	0	0	0	0	0	0.00%	0	0	0	0
19 41 3050 · Lab Testing - WW Treatment	7,859	7,559	6,234	8,312	7,854	8,728	874	11.12%	9,033	9,349	9,676	10,015
20 WW Treatment Maint. and Repair												
21 48 3010 · Biosolids Disposal	13,603	24,808	5,945	11,889	25,000	17,834	(7,166)	-28.66%	18,458	19,104	19,773	20,465
22 48 3020 · SCADA - WW Treatment	2,469	5,040	388	3,788	3,000	3,000	0	0.00%	3,105	3,214	3,326	3,443
23 Other	119	31,445	15,791	15,791	7,500	7,500	0	0.00%	7,763	8,034	8,315	8,606
24 Sewer Collection System	2,864	8,954	3,298	3,298	3,500	3,500	0	0.00%	3,623	3,749	3,881	4,016
25 Total WW Treatment Maint. and Repair	19,056	70,248	25,421	34,765	39,000	31,834	(7,166)	-18.37%	32,948	34,101	35,295	36,530
26 47 3010 · Electric - WW Treatment	12,378	14,628	11,663	15,550	15,442	16,328	886	5.73%	16,899	17,490	18,103	18,736
27 Total 535.40 · Services - WW Treatment	46,420	99,157	49,621	67,593	70,382	66,304	(4,078)	-5.79%	68,624	71,026	73,512	76,085
28 Total WWT Operations Expenditures	\$59,887	\$112,695	\$55,455	\$74,174	\$82,382	\$78,304	(4,078)	-4.95%	\$81,044	\$83,881	\$86,817	\$89,855

Rev. 11/22/21

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

	History				Budget		Difference		Projections			
	2019 Actual	2020 Actual	2021 Jan - Sept	2021 Projected	2021	2022	\$ Change	% Change	2023	2024	2025	2026
1 Combined W/S, Administrative Operations Expenditures												
2 538.30 · Supplies - Combined W/S												
3 Tools/Equip/Supplies	4,093	9,900	3,269	4,359	7,000	5,000	(2,000)	-28.57%	5,175	5,356	5,544	5,738
4 Office Supplies	1,565	4,814	825	1,100	1,868	2,000	132	7.07%	2,070	2,142	2,217	2,295
5 Total 538.30 · Supplies - Combined W/S	5,658	14,714	4,094	5,459	8,868	7,000	(1,868)	-21.06%	7,245	7,499	7,761	8,033
6 538.40 · Services - Combined W/S												
8 Attorney Fees	5,472	3,184	4,190	4,190	4,500	4,500	0	0.00%	2,500	2,500	2,500	2,500
9 Accounting Consulting	2,869	551	0	0	1,500	500	(1,000)	-66.67%	518	536	554	574
10 Payroll Services	1,908	2,144	1,615	2,153	1,950	2,261	311	15.93%	2,340	2,422	2,506	2,594
11 Intergov (previously 538.50)												
12 B&O Tax - Fees/Penalties	70	48	11	14	70	70	0	0.00%	72	75	78	80
13 Other	71	72	56	56	210	210	0	0.00%	217	225	233	241
14 State Audit	6,028	845	0	7,000	7,000	0	(7,000)	-100.00%	6,250	0	6,500	0
15 County Election Costs	0	286	0	0	300	224	(76)	-25.33%	232	240	248	257
16 Total Intergov	6,170	1,251	67	7,070	7,580	504	(7,076)	-93.35%	522	540	559	578
17 Lockbox	733	1,032	895	1,194	1,258	1,253	(5)	-0.37%	1,297	1,343	1,390	1,438
18 Online Payment System	1,859	2,287	2,017	2,690	2,133	2,824	691	32.41%	2,923	3,025	3,131	3,241
19 IT/Software Applications	3,648	4,640	4,285	4,285	10,000	10,000	0	0.00%	10,500	11,025	11,576	12,155
20 Rent	840	5,840	4,500	6,000	6,000	12,000	6,000	100.00%	12,420	12,855	13,305	13,770
21 Merchant Service Fees	2,032	3,125	2,964	3,952	3,104	4,150	1,046	33.69%	4,233	4,317	4,404	4,492
22 Postage	1,815	2,742	2,133	2,844	2,937	2,986	49	1.69%	3,046	3,107	3,169	3,233
23 Telephone/Internet	7,299	8,060	6,323	8,430	7,200	7,200	0	0.00%	7,344	7,491	7,641	7,794
24 Legal Notices & Publications	0	0	272	272	225	225	0	0.00%	233	241	249	258
25 Liability Insurance	13,786	31,796	1,138	42,317	32,000	42,317	10,317	32.24%	44,433	46,654	48,987	51,437
26 Professional Dues	1,382	1,713	246	1,346	1,856	1,921	65	3.50%	43,798	45,331	46,918	48,560
27 Printing	1,516	1,352	1,659	2,213	2,000	2,323	323	16.16%	2,439	2,561	2,689	2,824
28 Other Miscellaneous Services	1,479	420	0	0	2,000	2,000	0	0.00%	2,070	2,142	2,217	2,295
29 Travel/Mileage/Training and Education	10,025	10,229	8,845	13,994	10,000	14,694	4,694	46.94%	8,000	8,280	8,570	8,870
30 Total 538.40 · Services - Combined W/S	62,835	80,366	41,150	100,798	96,243	111,658	15,415	16.02%	148,615	154,371	160,366	166,612
31 Total Combined W/S, Administrative Operations	68,493	95,080	45,244	106,256	105,111	118,658	13,547	12.89%	155,860	161,869	168,127	174,645

Rev. 11/22/21

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

	History				Budget		Projections			
	2019 Actual	2020 Actual	2021 Jan - Sept	2021 Projected	2021	2022	2023	2024	2025	2026
1 Water Distribution Manager II - 0.5 FTE										
2 Employee Wages	42,475	24,532	0	0	0	60,320	0	0	0	0
3 Benefits & Payroll Tax	17,174	9,860	0	0	0	20,290	0	0	0	0
4 Total WDM II Compensation	59,649	34,392	0	0	0	80,610	0	0	0	0
5 WW Treatment Plant Operator II - 1.0 FTE										
6 Employee Wages	67,390	71,895	30,234	30,234	74,256	74,256	74,256	74,256	74,256	74,256
7 Benefits & Payroll Tax	16,021	21,014	8,106	8,106	22,077	21,635	21,635	21,635	21,635	21,635
8 Total WWTPO II Compensation	83,411	92,909	38,339	38,339	96,333	95,891	95,891	95,891	95,891	95,891
8 General Manager - 1.0 FTE										
9 Employee Salary	64,375	69,188	61,438	80,938	79,000	81,000	81,000	81,000	81,000	81,000
10 Benefits & Payroll Tax	27,364	23,897	19,570	26,093	30,827	30,776	30,776	30,776	30,776	30,776
11 Total GM Compensation	91,739	93,085	81,007	107,030	109,827	111,776	111,776	111,776	111,776	111,776
12 Project/Account Manager - 1.0 FTE										
13 Employee Wages	44,240	61,990	50,299	67,065	74,256	74,256	74,256	74,256	74,256	74,256
14 Benefits & Payroll Tax	16,058	18,501	14,596	19,461	22,077	21,635	21,635	21,635	21,635	21,635
15 Total Compensation	60,297	80,490	64,895	86,526	96,333	95,891	95,891	95,891	95,891	95,891
16 Apprentice/Trainee										
17 Employee Salary	0	13,760	33,343	44,457	41,600	0	0	0	0	0
18 Benefits & Payroll Tax	0	8,616	17,959	23,945	25,363	0	0	0	0	0
19 Total T/L Compensation	0	22,376	51,302	68,403	66,963	0	0	0	0	0
20 Commissioners										
21 Commissioner 1										
22 Per Diem	3,840	3,776	3,264	4,352	3,712	4,570	4,570	4,570	4,570	4,570
23 Payroll Tax	296	291	248	333	284	350	350	350	350	350
24 Commissioner 2										
25 Per Diem	4,408	3,719	2,752	3,669	4,252	3,853	3,853	3,853	3,853	3,853
26 Payroll Tax	339	286	209	281	325	295	295	295	295	295
27 Commissioner 3										
28 Per Diem	5,120	3,655	3,392	4,523	3,712	4,749	4,749	4,749	4,749	4,749
29 Payroll Tax	394	281	258	346	284	363	363	363	363	363
30 Total Commissioner Compensation	14,397	12,009	10,123	13,504	12,569	14,179	14,179	14,179	14,179	14,179
31 Total Staff Costs	\$309,493	\$312,884	\$194,364	\$245,399	\$382,025	\$398,346	\$317,736	\$317,736	\$317,736	\$317,736

Rev. 11/22/21

Hartstene Pointe Water-Sewer District														
Capital Improvement Plan														
	Total Project Costs	History				Budgets		Projections						
		2019 Actual	2020 Actual	2021 Jan - Sept	2021 Projected	2021 Budget	2022 Budget	2023	2024	2025	2026	2027	2028 - 2045	
1	Water													
2	Update Water System Plan	80,000				-	-							
3	Test Pump Well #3			3,320	3,320	10,000	-							
4	Outfit Well # 3 and Build Dog House					-	-							
5	Install Generator Well 4	20,508	18,617	1,890		-	-							
6	Install Ferric Chloride Well 4	22,255	17,685	4,570		-	-							
7	Well 4 Fence Project	5,937	5,492	445		-	-							
8	Upgrade Water SCADA					-	50,000							
9	New Radio Read Water Meters	150,000		24,171	54,820	15,000	18,800							
10	Water Lateral Line Replacements (27 yrs, 20 lines/yr.)	600,000				-	-							
11	Total Water Capital Improvements	907,326	70,420	31,075	58,140	25,000	68,800	0	0	0	0	0	0	0
12	Wastewater Treatment/Sewer													
13	Update Sewer System Plan	80,000		4,459	10,000	80,000	-							
14	WWT Pumps - Rehab and Replace	0				-	10,000							
15	Upgrade WW SCADA	15,000		19,228	19,228	15,000	-							
16	I&I Lateral Replacements	600,000				-	-							
17	Lift Station Generators (3 total)	60,000				-	20,000	20,000	20,000					
18	Total WWT/Sewer Capital Improvements	760,000	0	0	23,687	95,000	30,000	20,000	20,000	0	0	0	0	0
19	Combined W/S													
20	Convert Patrol House to ADA	30,000				10,000	20,000							
21	Infrastructure Replacement	810,000				45,000	22,222	45,000	45,000	45,000	45,000	45,000	45,000	562,778
22	Lease/Rent/Purchase Mini Excavator	30,000		29,920	29,920	30,000	-							
23	Lease/Rent/Purchase New Work Truck	15,000				15,000	-							
24	Lease/Rent/Purchase Trailer	5,000				5,000	-							
25	Fiber Optic Connections at Wells and Reservoir	5,913	4,605	1,308		-	-							
26	Total Combined W/S Capital Improvements	55,913	4,605	1,308	29,920	50,000	42,222	45,000	45,000	45,000	45,000	45,000	45,000	562,778
27	Total Capital Improvements	\$1,723,239	\$75,026	\$32,383	\$111,747	\$117,288	\$170,000	\$141,022	\$65,000	\$65,000	\$45,000	\$45,000	\$45,000	\$562,778
				Carry-over from Previous Year:		24,849	52,712							
				From Reservoir Repair Fund:		-	-							
				From I&I Fund:		50,000	10,000							
				From Asset Replacement Fund:		-	18,344							
				From Risk Management Fund:		80,000	20,000							
				CIP Expenditures from Existing Funds:		\$ 154,849	\$ 101,056	0	0	0	0	0	0	0
				CIP Expenditures from Current Revenues:		\$ 15,151	\$ 39,966	\$ 65,000.00	\$ 65,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	

Rev. 11/22/21

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

	History					Budget		Projections			
	2019 Actual	2020 Actual	2021 Projected	2021 Actual	Actual vs. Projected	2021	2022	2023	2024	2025	2026
Ecology Loan - Effluent Outfall											
Principal Payment	33,301	33,931	34,444	34,444	0	34,444	34,964	35,492	36,028	36,572	37,125
Interest Payment	4,810	4,180	3,667	3,667	0	3,667	3,147	2,619	2,083	1,539	987
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	27,035	27,783	28,552	28,552	0	28,552	29,343	30,155	30,991	31,849	32,731
Interest Payment	12,295	11,547	10,778	10,778	0	10,778	9,987	9,175	8,340	7,481	6,599
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	17,731	16,746	15,761	15,761	0	15,761	14,776	13,791	12,806	11,821	10,836
Total DWSRF Loan Payments	83,402	82,417	81,432	81,432	0	81,432	80,447	79,462	78,477	77,492	76,507
Total Loan Payments	160,843	159,858	158,873	158,873	0	158,873	157,888	156,903	155,918	154,933	153,948

Rev. 11/22/21

**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			
	2019 Actual	2020 Actual	2021 Jan - Sept	2021 Projected	2021	2022	\$ Change	% Change	2023	2024	2025	2026
030 - Ecology Loan Reserve	669	888	34	45	0	0	0	#DIV/0!	0	0	0	0
050 - DWSRF Loan Reserve	(107)	1,558	(13,615)	(59)	0	0	0	#DIV/0!	0	0	0	0
070 - USDA Revenue Bond Reserve	4,324	4,535	685	1,668	3,933	3,933	0	0.00%	3,933	3,933	3,933	3,933
010 - Operating Fund (incl. revolving funds)	86,537	(52,029)	65,138	8,753	46,288	(32,590)	(78,878)	-170.41%	(80,934)	(80,934)	(80,934)	(80,934)
020 - Committed Funds							0	0.00%				
Asset Replacement Fund	9,000	9,000	(39,196)	(30,196)	9,000	(9,344)	(18,344)	-203.83%	9,000	9,000	9,000	9,000
Capital Improvement Fund							0	0.00%				
Inflow & Infiltration	20,000	20,000	(26,630)	(3,796)	(5,000)	12,222	17,222	-344.44%	42,222	42,222	42,222	42,222
Reservoir Repair	(54,181)	0	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	44,648	16,048	258	10,258	(67,547)	12,453	80,000	-118.44%	12,453	12,453	12,453	12,453
Total 020 - Committed Funds	19,467	45,048	(52,241)	(10,407)	(50,221)	28,657	78,878	-157.06%	77,001	77,001	77,001	77,001
065 - Capital Projects Account	(110,891)	0	0	0	0	0	0	#DIV/0!	0	0	0	0

Rev. 11/22/21

Hartstene Pointe Water-Sewer District

Proposed Capital Facilities Charges

	Water	Sewer	Total
Debt Share	780	960	1,740.00
Future Improvements	620	1650	2,270.00
Assets	1690	1600	3,290.00
Total	\$3,090.00	\$4,210.00	7,300.00
Connection Fees	\$250.00	\$250.00	\$500.00
Total CFC + Connection Fees	\$3,340.00	\$4,460.00	
Total Cost for New Connections			\$7,800.00

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

RESOLUTION 2021-05

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
ADOPTING A DISTRICT FEE SCHEDULE FOR 2022**

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 2021-03.
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 base fee	\$80.60
Non-Residential water connection monthly base fee	\$241.80
Residential water connection surcharge for each additional 100 cubic foot of water consumed over 400 cubic foot read in a month	\$5.00
Prepaid Connection Lot/Connected Lot water monthly base fee	\$34.50
Prepaid Connection Lot/Connected Lot surcharge for each 100 cubic foot consumed	
Water Capital Facilities Charge	\$3,090.00
Meter Installation Connection Fee	\$550.00
Pre-Installed Meter Connection Fee	\$250.00

Sewer Fees

Residential sewer connection monthly fee	\$87.00
Non-Residential sewer connection monthly fee	\$261.00
Prepaid Connection Lot/Connected Lot sewer monthly fee	\$35.30
Sewer Capital Facilities Charge	\$4,210.00
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 2nd day of December, 2021.

Hartstene Pointe Water-Sewer District
Mason County, Washington

Earl Jim Anderson, President

Stacy Swart, Secretary

Andrew Hospador, Audit Commissioner