

**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
February 17, 2022 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the February 3, 2022 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Commissioner Water Bible: Review/Discuss Chapter Two (2)
9. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2022-07
 - Bills to Be Reviewed:
 - Voucher 2022-06
 - Monthly Financial Report: January 2022 (4-5)
10. General Manager's Report

BUSINESS:

11. Review/Accept Annual Report to USDA for Fiscal Year 2021 (6-11)
12. Review/Adopt Additional Policy to the Employee Handbook (12)

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
February 3, 2022
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.

CERTIFY ELECTION RESULTS & SWEAR IN COMMISSIONER #2: *Commissioner Swart moved to accept the election results and swear in E. J. Anderson to fill the Commissioner #2 seat. Commissioner Hospador seconded. Hearing 2 aye votes and 0 nay votes, the motion passes.*

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No correspondence

PRESENT AGENDA: *Commissioner Hospador moved to adopt the agenda. Commissioner Anderson seconded.* Commissioner Swart requested to add item #12, "Discuss Employing a Part-Time Substitute Meter Reader." *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES: The minutes of the January 20, 2022 regular meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner Anderson noted that he will attend excavation safety webinar
- Commissioner Swart noted presentation at WASWD commissioner conference regarding policy governance

Commissioner Water Bible: Commissioners reviewed and discussed Chapter One (1) of the *Water Board Bible*

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2022-06, in the amount of \$ 6,884.65, was presented. *Commissioner Hospador moved to approve voucher 2022-06 in the amount of \$ 6,884.65. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2022-05
- February 2022 Billing Report: PM presented the billing report for February 2022

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

BUSINESS:

Discuss/Accept Health Care Authority (HCA) Expense: PM conveyed to the Board of Commissioners that the newly-hired Water Distribution Manager (WDM) was retroactively enrolled in health care benefits with premium deductions accruing three months in one sum. Due to lack of district staff HR training, WDM was not aware of how to access these benefits in previous months. Commissioners discussed allocating funds to cover the premium amounts for December 2021 and January 2022 as WDM could not access benefits for that period due to the Districts HR shortcomings. *Commissioner Swart moved to approve \$ 1,237.26 insurance premium expense due to the aforementioned circumstance and requested that GM & PM reach out to HCA for training. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes the motion passes.*

Explore Hiring a Substitute Meter Reader: Commissioners and administrative staff discussed the possibility of hiring a meter reader on an as-needed basis. Administrative staff will research the requirements that would be required.

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:

Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Regular Meeting of the Board on: 2-17-2022

Hartstene Pointe Water Sewer District Monthly Financial Report - Fund Activity

January 2022

| | Beginning Balances | Payments & Transfers Out | Deposits & Transfers In | Ending Balances | Fund Balance Change |
|---|--------------------|--------------------------|-------------------------|-----------------|---------------------|
| Reserve Funds | | | | | |
| 030 - Ecology Reserve | 40,553.18 | - | 2.97 | 40,556.15 | 2.97 |
| 050 - DWSRF Loan Reserve | 20,376.84 | - | 6,676.39 | 27,053.23 | 6,676.39 |
| 060 - Bond Fund | 0.00 | - | - | 0.00 | - |
| 070 - USDA Revenue Bond Reserve | 37,757.53 | - | 330.51 | 38,088.04 | 330.51 |
| Total Reserve Funds | 98,687.55 | - | 7,009.87 | 105,697.42 | 7,009.87 |
| Unreserved Funds | | | | | |
| EFT Account - Columbia Bank | 33,253.72 | (65,441.32) | 63,843.48 | 31,655.88 | (1,597.84) |
| Petty Cash Account | 1,705.82 | 1,168.17 | 1,279.59 | 4,153.58 | 2,447.76 |
| Xpress Deposit Account | 6,241.00 | (40,517.21) | 40,716.58 | 6,440.37 | 199.37 |
| 010 - Operating Fund | | | | | |
| <i>Operating Investment Fund</i> | 130,000.00 | - | - | 130,000.00 | - |
| <i>010 - Operating Fund - Other</i> | 55,338.39 | (64,177.63) | 85,078.89 | 76,239.65 | 20,901.26 |
| Total 010 - Operating Fund | 185,338.39 | (64,177.63) | 85,078.89 | 206,239.65 | 20,901.26 |
| 065 - Capital Project Account | 0.00 | - | - | 0.00 | - |
| Total Unreserved Funds | 226,538.93 | (168,967.99) | 190,918.54 | 248,489.48 | 21,950.55 |
| Committed Funds | | | | | |
| 020 - Water/Sewer Committed Fund | | | | | |
| Asset Replacement Fund | 18,344.37 | - | - | 18,344.37 | - |
| Capital Improvement Fund | | | | | |
| <i>I&I Repair</i> | 75,854.01 | - | 473.94 | 76,327.95 | 473.94 |
| <i>Reservoir Repair</i> | 83,367.83 | - | - | 83,367.83 | - |
| Total Capital Improvement Fund | 159,221.84 | - | 473.94 | 159,695.78 | 473.94 |
| Risk Management Fund | 149,826.19 | - | 22.34 | 149,848.53 | 22.34 |
| Total 020 - Water/Sewer Committed Fund | 327,392.40 | - | 496.28 | 327,888.68 | 496.28 |
| Total Committed Funds | 327,392.40 | - | 496.28 | 327,888.68 | 496.28 |
| Total Funds | 652,618.88 | (168,967.99) | 198,424.69 | 682,075.58 | 29,456.70 |

I hereby certify that the above statement is true.

Project & Accounts Manager

Date

Audit Commissioner

Date

**Hartstene Pointe Water Sewer District
 Profit & Loss Budget vs. Actual
 January 2022**

| | <u>Profit & Loss</u> | <u>Budget v Actual</u> | | | |
|--|--------------------------|---------------------------------|------------------------------|-----------------------------------|------------------------------|
| | <u>Jan '22</u> | <u>Jan '22 (8.3% of Yr)</u> | <u>Total 2022 Budget</u> | <u>\$ Over (Under) Budget</u> | <u>% of Total Budget</u> |
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| Non-Operating Revenue | 7,339.00 | 7,339.00 | 11,535.00 | -4,196.00 | 63.62% |
| Operating Revenue | 76,265.33 | 76,265.33 | 938,809.00 | -862,543.67 | 8.12% |
| Total Income | 83,604.33 | 83,604.33 | 950,344.00 | -866,739.67 | 8.8% |
| Expense | | | | | |
| 534 - Water Expenditures | 18,632.59 | 18,632.59 | 207,132.00 | -188,499.41 | 9.0% |
| 535 - WW Treatment Expenditures | 6,284.83 | 6,284.83 | 207,195.00 | -200,910.17 | 3.03% |
| 538 - Combined W/S Expenditures | 31,120.02 | 31,120.02 | 380,465.00 | -349,344.98 | 8.18% |
| Total Expense | 56,037.44 | 56,037.44 | 794,792.00 | -738,754.56 | 7.05% |
| Net Ordinary Income | 27,566.89 | 27,566.89 | 155,552.00 | | |
| Net Income | <u>27,566.89</u> | <u>27,566.89</u> | <u>155,552.00</u> | | |



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

|||||

Ambrea Cormier
USDA Rural Development
1835 BLACK LAKE BLVD SW STE B
OLYMPIA WA 98512-5607

February 17, 2022

Dear Ambrea,

Enclosed is the 2021 annual report for Hartstene Pointe Water-Sewer District.

The current members of the Board of Commissioners are:

| Office | Incumbent | Date Elected | Six-Year Term | Address |
|------------|-------------------|--------------|---------------|--|
| Position 1 | Andrew Hospador | Nov. 2017 | 2018-2023 | 445 E POINTES DR E SHELTON WA 98584-8850 |
| Position 2 | Earl Jim Anderson | Feb. 2020 | 2020-2027 | 464 E CHESAPEAKE DR SHELTON WA 98584-9411 |
| Position 3 | Stacy Swart | Dec. 2019 | 2020-2025 | 359 E POINTES DR E SHELTON WA 98584-9418 |

Also enclosed is the 2022 Budget, adopted by the Board on December 2, 2021.

As you may notice, the budget vs. actual amounts for line items relating to staff expenditures and capital expenditures differ greatly. This is due to the District experiencing staffing shortages for the majority of the year and COVID-related challenges.

If you have any questions or need any additional information, please call me at (360) 427-2413, or send an email to acct@hpwatersewer.com.

Sincerely,

Joe Sartori
Project & Accounts Manager

Enclosures

UNITED STATES DEPARTMENT OF AGRICULTURE
STATEMENT OF BUDGET, INCOME AND EQUITY

Schedule 1

Name
Hartstene Pointe Water-Sewer District

Address 772 E CHESAPEAKE DR
SHELTON WA 98584-7015

| (1) <u>OPERATING INCOME</u> | PRIOR YEAR Actual (2) | ANNUAL BUDGET BEG 01-01-2021 END 12-31-2021 (3) | For the _____ Months Ended 12-31-2021 | | Actual YTD (Over) Under Budget Col. 3 - 5 = 6 (6) |
|---|-----------------------------|--|---------------------------------------|---------------------|--|
| | | | CURRENT YEAR | | |
| | | | Actual Data | | |
| | | | Current Quarter (4) | Year To Date (5) | |
| 1. Water Sales | 389,747 | 438,900 | | 454,062 | -15,162 |
| 2. Sewer Sales | 358,630 | 405,438 | | 412,689 | -7,251 |
| 3. Penalties/Fees | 6,240 | 1,848 | | 2,751 | -903 |
| 4. Connection Fees | 21,900 | 7,800 | | 58,400 | -50,600 |
| 5. Miscellaneous | | | | 16,794 | -16,794 |
| 6. Less: Allowances and Deductions | | | | | 0 |
| 7. Total Operating Income (Add lines 1 through 6) | 776,517 | 853,986 | 0 | 944,696 | -90,710 |
| <u>OPERATING EXPENSES</u> | | | | | |
| 8. Water Expenses | 55,629 | 57,722 | | 62,623 | -4,901 |
| 9. Sewer/WWT Expenses | 112,694 | 78,304 | | 70,023 | 8,281 |
| 10. Combined Expenses | 95,080 | 105,111 | | 108,859 | -3,748 |
| 11. Debt Services | 160,843 | 158,873 | | 158,873 | 0 |
| 12. Capital Expenses | 75,025 | 170,000 | | 119,587 | 50,413 |
| 13. Financed Capital | | | | | 0 |
| 14. Staff | 312,884 | 382,025 | | 311,492 | 70,533 |
| 15. Interest | | | | | 0 |
| 16. Depreciation | | | | | 0 |
| 17. Total Operating Expense (Add Lines 8 through 16) | 812,155 | 952,035 | 0 | 831,458 | 120,577 |
| 18. NET OPERATING INCOME (LOSS) (Line 7 less 17) | -35,638 | -98,049 | 0 | 113,239 | -211,288 |
| <u>NONOPERATING INCOME</u> | | | | | |
| 19. Interest Earned | 3,515 | 3,735 | | 506 | 3,229 |
| 20. _____ | | | | | 0 |
| 21. Total Nonoperating Income (Add 19 and 20) | 3,515 | 3,735 | 0 | 506 | 3,229 |
| 22. NET INCOME (LOSS) (Add lines 18 and 21) | -32,123 | -94,314 | 0 | 113,745 | -208,059 |
| 23. Equity Beginning of Period | | | | | 0 |
| 24. _____ | | | | | 0 |
| 25. _____ | | | | | 0 |
| 26. Equity End of Period (Add lines 22 through 25) | -32,123 | -94,314 | 0 | 113,745 | -208,059 |

Budget and Annual Report Approved by Governing Body

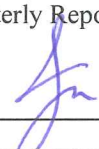
Quarterly Reports Certified Correct

Secretary

Date

Appropriate Official

Date



2-17-22

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015 and 0572-0137. The time required to complete this information collection is estimated to average 2-1/2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

SUPPLEMENTAL DATA

The Following Data Should Be Supplied Where Applicable

Circle One

1. ALL BORROWERS

- a. Are deposited funds in institutions insured by the Federal Government? Yes No
- b. Are you exempt from Federal Income Tax? Yes No
- c. Are Local, State and Federal Taxes paid current? Yes No
- d. Is corporate status in good standing with State? Yes No
- e. List kinds and amounts of insurance and fidelity bond: Complete Only when submitting annual budget information:

| Insurance Coverage and Policy Number | Insurance Company and Address | Amount of Coverage | Expiration Date of Policy |
|--|---|--------------------|---------------------------|
| Property Insurance Policy # <u>APIP2020</u> | <u>WSRMP, 1750 112th AVE NE, B215</u> | <u>2,000,000</u> | <u>07-01-2021</u> |
| Liability Policy # <u>WSRMP20-21</u> | <u>WSRMP, 40 Lake Bellevue DR STE 220</u> | <u>10,000,000</u> | <u>11-01-2021</u> |
| Fidelity Policy # _____ | _____ | _____ | _____ |

2. RECREATION AND GRAZING ASSOCIATION BORROWERS ONLY

Current Quarter

Year to Date

a. Number of Members _____

3. WATER AND/OR SEWER UTILITY BORROWERS ONLY

| | gal. | gal. |
|--|-------|------------|
| a. Water purchased or produced (CU FT - GAL) | _____ | _____ |
| b. Water sold (CU FT - GAL) | _____ | _____ |
| c. Treated waste (CU FT - GAL) | _____ | _____ |
| d. Number of users - water | _____ | <u>467</u> |
| e. Number of users - sewer | _____ | <u>467</u> |

4. OTHER UTILITIES

a. Number of users _____

b. Product purchased _____

c. Product sold _____

5. HEALTH CARE BORROWERS ONLY

a. Number of beds _____

b. Patient days of care _____

c. Percentage of occupancy -2147483648 %

d. Number of outpatient visits _____

6. DISTRIBUTION OF ALL CASH AND INVESTMENTS*

Indicate balances in the following accounts:

| | Construction | Revenue | Debt Service | Operation & Maintenance | Reserve | All Others | Grand Total |
|------------------------------|--------------|-------------|------------------|-------------------------|-------------------|-------------|-------------------|
| Cash Savings and Investments | \$ _____ | \$ _____ | \$ _____ | \$ <u>96,539</u> | \$ _____ | \$ _____ | \$ <u>96,539</u> |
| | \$ _____ | \$ _____ | \$ <u>98,688</u> | \$ <u>130,000</u> | \$ <u>327,392</u> | \$ _____ | \$ <u>556,080</u> |
| Total | \$ <u>0</u> | \$ <u>0</u> | \$ <u>98,688</u> | \$ <u>226,539</u> | \$ <u>327,392</u> | \$ <u>0</u> | \$ <u>652,619</u> |

7. AGE ACCOUNTS RECEIVABLE AS FOLLOWS:

| | Days | | | | *Total |
|--------------------|----------|-----------------|-----------------|------------------|------------------|
| | 0-30 | 31-60 | 61-90 | 91 and Older | |
| Dollar Values | \$ _____ | \$ <u>5,409</u> | \$ <u>1,239</u> | \$ <u>10,187</u> | \$ <u>16,835</u> |
| Number of Accounts | _____ | <u>25</u> | <u>12</u> | <u>7</u> | <u>44</u> |

*Totals must agree with those on Balance Sheet.

PROJECTED CASH FLOW

For the Year BEG. _____ END. _____
(same as schedule 1 column 3)

A. Line 22 from Schedule 1, Column 3 NET INCOME (LOSS) \$ -94,314

Add

B. Items in Operations not Requiring Cash:

1. Depreciation (line 16 schedule 1) 0

2. Others: _____

C. Cash Provided From:

1. Proceeds from Agency loan/grant

2. Proceeds from others

3. Increase (Decrease) in Accounts Payable, Accruals and other Current Liabilities

4. Decrease (Increase) in Accounts Receivable, Inventories and

Other Current Assets (Exclude cash)

5. Other: _____

6. _____

D. Total all A, B and C Items (\$94,314)

E. Less: Cash Extended for:

1. All Construction, Equipment and New Capital Items (loan & grant funds)

2. Replacement and Additions to Existing Property, Plant and Equipment

3. Principal Payment Agency Loan

4. Principal Payment Other Loans

5. Other: _____

6. Total E 1 through 5 \$0

Add

F. Beginning Cash Balances

G. Ending Cash Balances (Total of D Minus E 6 Plus F) \$ (94,314)

Item G Cash Balances Composed of:

Construction Account \$ _____

Revenue Account

Debt Payment Account

O&M Account

Reserve Account

Funded Depreciation Account

Others: _____


Total - Agrees with Item G \$ _____

UNITED STATES DEPARTMENT OF AGRICULTURE
STATEMENT OF BUDGET, INCOME AND EQUITY

Schedule 1

| | |
|---|---|
| Name Hartstene Pointe Water-Sewer District | Address 772 E CHESAPEAKE DR SHELTON WA 98584-7015 |
|---|---|

| (1) <u>OPERATING INCOME</u> | PRIOR YEAR <u>Actual</u> (2) | ANNUAL BUDGET BEG <u>01-01-2022</u> END <u>12-31-2022</u> (3) | For the _____ Months Ended _____ | | Actual YTD (Over) Under Budget Col. 3 - 5 = 6 (6) |
|---|------------------------------------|--|----------------------------------|---------------------|--|
| | | | CURRENT YEAR | | |
| | | | Actual Data | | |
| | | | Current Quarter (4) | Year To Date (5) | |
| 1. Water Sales | | 463,247 | | | 463,247 |
| 2. Sewer Sales | | 474,277 | | | 474,277 |
| 3. Penalties/Fees | | 1,285 | | | 1,285 |
| 4. Connection Fees | | 15,600 | | | 15,600 |
| 5. Miscellaneous | | | | | 0 |
| 6. Less: Allowances and Deductions | | | | | 0 |
| 7. Total Operating Income (Add lines 1 through 6) | 0 | 954,409 | 0 | 0 | 954,409 |
| <u>OPERATING EXPENSES</u> | | | | | |
| 8. Water Expenses | | 57,722 | | | 57,722 |
| 9. Sewer/WWT Expenses | | 78,304 | | | 78,304 |
| 10. Combined Expenses | | 118,658 | | | 118,658 |
| 11. Debt Services | | 157,888 | | | 157,888 |
| 12. Capital Expenses | | 141,022 | | | 141,022 |
| 13. Staff | | 398,346 | | | 398,346 |
| 14. | | | | | 0 |
| 15. Interest | | | | | 0 |
| 16. Depreciation | | | | | 0 |
| 17. Total Operating Expense (Add Lines 8 through 16) | 0 | 951,940 | 0 | 0 | 951,940 |
| 18. NET OPERATING INCOME (LOSS) (Line 7 less 17) | 0 | 2,469 | 0 | 0 | 2,469 |
| <u>NONOPERATING INCOME</u> | | | | | |
| 19. Interest Earned | | 3,735 | | | 3,735 |
| 20. | | | | | 0 |
| 21. Total Nonoperating Income (Add 19 and 20) | 0 | 3,735 | 0 | 0 | 3,735 |
| 22. NET INCOME (LOSS) (Add lines 18 and 21) | 0 | 6,204 | 0 | 0 | 6,204 |
| 23. Equity Beginning of Period | | | | | 0 |
| 24. | | | | | 0 |
| 25. | | | | | 0 |
| 26. Equity End of Period (Add lines 22 through 25) | 0 | 6,204 | 0 | 0 | 6,204 |

| | |
|---|--|
| Budget and Annual Report Approved by Governing Body _____ Secretary | Quarterly Reports Certified Correct  _____ Appropriate Official |
| Date | Date 2-17-22 |

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015 and 0572-0137. The time required to complete this information collection is estimated to average 2-1 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

| | |
|------------------------------|--|
| Form RD 442-3 (Rev. 3-97) | Name HARTSTONE POINTE WATER-SEWER DISTRICT |
| BALANCE SHEET | Address 772 E CHESAPEAKE DR SHELTON WA 98584-7015 |

| | 12-31-2021 | | | 12-31-2020 | | |
|--|---------------------|-----|----------------|-------------------|-----|----------------|
| | Month | Day | Year | Month | Day | Year |
| | <i>Current Year</i> | | | <i>Prior Year</i> | | |
| ASSETS | | | | | | |
| <u>CURRENT ASSETS</u> | | | | | | |
| 1. Cash on hand in Banks | | | \$652,618.88 | | | \$537,823.00 |
| 2. Time deposits and short-term investments | | | | | | |
| 3. Accounts receivable | | | | | | |
| 4. Less: Allowance for doubtful accounts | (| |) | (| |) |
| 5. Inventories | | | | | | |
| 6. Prepayments | | | | | | |
| 7. _____ | | | | | | |
| 8. _____ | | | | | | |
| 9. Total Current Assets (Add 1 through 8) | | | \$652,618.88 | | | \$537,823.00 |
| <u>FIXED ASSETS</u> | | | | | | |
| 10. Land | | | | | | |
| 11. Buildings | | | | | | |
| 12. Furniture and equipment | | | | | | |
| 13. _____ | | | | | | |
| 14. Less: Accumulated depreciation | (| |) | (| |) |
| 15. Net Total Fixed Assets (Add 10 through 14) | | | \$0.00 | | | \$0.00 |
| <u>OTHER ASSETS</u> | | | | | | |
| 16. _____ | | | | | | |
| 17. _____ | | | | | | |
| 18. Total Assets (Add 9, 15, 16 and 17) | | | \$652,618.88 | | | \$537,823.00 |
| LIABILITIES AND EQUITIES | | | | | | |
| <u>CURRENT LIABILITIES</u> | | | | | | |
| 19. Accounts payable | | | | | | |
| 20. Notes payable | | | | | | |
| 21. Current portion of USDA note | | | | | | |
| 22. Customer deposits | | | | | | |
| 23. Taxes payable | | | | | | |
| 24. Interest payable | | | | | | |
| 25. _____ | | | | | | |
| 26. _____ | | | | | | |
| 27. Total Current Liabilities (Add 19 through 26) | | | \$0.00 | | | \$0.00 |
| <u>LONG-TERM LIABILITIES</u> | | | | | | |
| 28. Notes payable USDA | | | \$370,443.00 | | | \$398,998.00 |
| 29. Dept of Ecology Loan | | | \$217,877.00 | | | \$252,311.00 |
| 30. DWSRF Loan | | | \$999,301.00 | | | \$1,050,733.00 |
| 31. Total Long-Term Liabilities (Add 28 through 30) | | | \$1,587,621.00 | | | \$1,702,042.00 |
| 32. Total Liabilities (Add 27 and 31) | | | \$1,587,621.00 | | | \$1,702,042.00 |
| <u>EQUITY</u> | | | | | | |
| 33. Retained earnings | | | | | | |
| 34. Memberships | | | | | | |
| 35. Total Equity (Add lines 33 and 34) | | | \$0.00 | | | \$0.00 |
| 36. Total Liabilities and Equity (Add lines 32 and 35) | | | \$1,587,621.00 | | | \$1,702,042.00 |

| | | |
|-------------------|------|----------------------------------|
| CERTIFIED CORRECT | Date | Appropriate Official (Signature) |
|-------------------|------|----------------------------------|

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0015. The time required to complete this information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Shared PTO Program

The General Manager may authorize employees to donate their accrued paid time off to another District employee who is in need of it. The following conditions apply:

- (1) To be eligible to donate leave, the employee who donates leave must have more than thirty (30) days of leave accrued. In no event shall a leave transfer result in the donor employee reducing his/her balance to less than thirty (30) days. Transfer of leave will be in increments of one day. All donations of leave are strictly voluntary.
- (2) While an employee is using shared leave, he or she will continue to receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive leave.
- (3) The transfer of leave and the amount of leave shall be authorized by the General Manager in advance.
- (4) No employee shall receive more than 60 days of donated leave during their employment with the District.