

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
November 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 November 3, 2022 Regular Meeting (2-3)
7. Minutes of the November 10, 2022 Special Meeting (4)

REPORTS:

8. Commissioner Reports
9. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2022-44
10. General Manager's Report

BUSINESS:

11. Approve Resolution 2022-02, Adopting the 2023 Budget (5-19)
12. Approve Resolution 2022-03, Adopting the 2023 Fee Schedule (20-21)

OLD BUSINESS

13. Review Planning Spreadsheet

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
November 3, 2022
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: President E. J. Anderson, Audit Commissioner A. Hospador, Secretary S. Swart, General Manager (GM) J. Palmer.

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

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE:

- Commissioners reviewed letter from a ratepayer and sent a letter to the ratepayer in response
- Commissioners and administrative staff reviewed correspondence regarding Waste Action Project

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

MINUTES: The minutes of the October 21, 2022 special meeting were presented. *Commissioner Hospador moved to approve the minutes. Commissioner Swart seconded. . Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Swart attended an EPA webinar, *What your utility should know*
- Commissioner Swart shared AWWA safety meeting material
- Commissioner Swart provided information regarding RCAC's State Revolving Fund training
- Commissioner Swart shared an ERWoW postcard regarding one of the services they provide
- Commissioner Hospador inquired about the SCADA system

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2022-43 in the amount of \$ 56,091.44, was presented. *Commissioner Swart moved to approve voucher 2022-43 in the amount of \$ 56,091.44. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2022-34 to be reviewed
- Monthly Billing Report: PM presented the Monthly Billing Report for November 2022
- Monthly Financial Report: PM presented the Financial Report for September 2022

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

BUSINESS:

Review/Discuss 2023 Preliminary Budget and Capital Improvement Plan (CIP): Administrative staff presented the 2023 Preliminary Budget and addressed questions from commissioners. GM shared projects he would like to complete as part of the CIP. Administrative staff and commissioners discussed at length several line items and requested a Proposed Budget with adjustments and finer-tuned adjustments.

Schedule a Special Meeting to Review & Discuss 2023 Proposed Budget: *Commissioner Hospador moved to schedule a special meeting on November 10, 2022 at 1:00 pm for the purpose of reviewing and discussing the 2023 Proposed Budget. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the special meeting is scheduled.*

OLD BUSINESS:

Review Planning Spreadsheet: Commissioners reviewed their Planning Spreadsheet and will address it again in a future meeting.

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

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

Approved at the Regular Meeting of the Board on: 11-17-2022

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
November 10, 2022
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: President E. J. Anderson, Audit Commissioner A. Hospador, Secretary S. Swart, General Manager (GM) J. Palmer.

CALL TO ORDER: The meeting was called to order at 1:03 pm

SUBSCRIBER REMARKS: No subscribers present

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

BUSINESS:

Review / Discuss 2023 Proposed Budget: Administrative staff presented the 2023 Proposed Budget and addressed questions from commissioners. GM conveyed his vision for the 2023 Capital Improvement Plan (CIP), which includes capital projects to improve the District operations and infrastructure. The CIP also includes projects to replace aging equipment. Administrative staff and commissioners discussed at length line items one by one and requested a Final Budget to be assembled with adjustments as discussed. No subscribers were present for an open comment period.

OLD BUSINESS: Commissioners discussed old business

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:00 pm.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Regular Meeting of the Board on: 11-17-2022

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

RESOLUTION 2022-02

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
ADOPTING THE 2023 BUDGET**

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

WHEREAS, the District Commissioners held a public hearing on the proposed 2023 Budget on November 10, 2022 and heard testimony at said hearing, including testimony received during public hearing period prior to November 10, 2022; and

WHEREAS, the Hartstene Pointe Water-Sewer District provided public notice of its intent to adopt a 2023 Budget; and

WHEREAS, the District Commissioners determined the proposed 2023 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 2023 plus the estimated 2023 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, 2023 through December 31, 2023 for the Hartstene Pointe Water-Sewer District.

ADOPTED by the District Board of Commissioners at its scheduled meeting on November 17, 2022.

Hartstene Pointe Water-Sewer District
Mason County, Washington

Earl Jim Anderson, President

Stacy Swart, Secretary

Andrew Hospador, Audit Commissioner

**Hartstene Pointe Water-Sewer District
2023 Final Budget Overview**

	2020 Actual	2021 Actual	2022 Projected	Budget		Projections			
				2022	2023	2024	2025	2026	2027
Beginning Unreserved Funds Balance	459,899	443,094	553,936	443,094	703,337	780,819	988,123	1,211,461	1,450,623
Revenues	776,605	715,178	988,202	857,721	1,040,441	1,110,401	1,146,154	1,182,609	1,220,327
Expenditures	671,371	652,000	833,724	951,943	959,026	899,164	918,883	939,514	961,097
Net Income (Loss)	105,234	63,179	154,478	(94,222)	81,415	211,237	227,271	243,094	259,229
Ending Unreserved Funds Balance	443,094	553,936	703,337	553,936	780,819	988,123	1,211,461	1,450,623	1,705,919

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

	History			Budget	Difference		Projections			
	2020 Actual	2021 Actual	2022 Actual	2023	\$ Change	% Change	2024	2025	2026	2027
Beginning Fund Balances										
Reserve Funds										
030 - Ecology Loan Reserve	40,215	40,511	40,553	40,989	436	1.07%	40,989	40,989	40,989	40,989
050 - DWSRF Loan Reserve	22,009	20,431	20,377	20,551	174	0.86%	20,551	20,551	20,551	20,551
070 - USDA Revenue Bond Reserve	29,630	33,787	37,758	42,225	4,467	11.83%	46,158	50,091	54,024	57,957
Unreserved Funds										
010 - Operating Fund (incl. revolving funds)	136,962	117,711	226,544	313,180	86,636	38.24%	333,661	463,963	610,300	772,460
020 - Committed Funds										
Asset Replacement Fund	39,540	48,540	18,344	27,344	9,000	49.06%	36,344	45,344	54,344	63,344
Capital Improvement Fund										
Inflow & Infiltration	89,540	80,617	75,854	104,578	28,724	37.87%	126,800	169,022	211,244	253,466
Reservoir Repair	56,715	56,715	83,368	96,694	13,326	15.99%	110,021	123,347	136,674	150,000
Other	0	0	0	0	0	0.00%	0	0	0	0
Risk Management Fund	137,142	139,511	149,826	161,540	11,714	7.82%	173,993	186,446	198,899	211,352
Total 020 - Committed Funds	322,937	325,383	327,392	390,157	62,765	19.17%	447,158	524,160	601,161	678,163
065 - Capital Projects Account	0	0	0	0	0	0.00%	0	0	0	0
Total Beginning Unreserved Fund Balances	459,899	443,094	553,936	703,337	149,401	26.97%	780,819	988,123	1,211,461	1,450,623

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

	History			Budget		Difference		Projections			
	2020 Actual	2021 Actual	2022 Projected	2022	2023	\$ Change	% Change	2024	2025	2026	2027
Ending Fund Balances											
Reserve Funds											
030 - Ecology Loan Reserve	40,511	40,553	40,989	40,553	40,989	436	1.07%	40,989	40,989	40,989	40,989
050 - DWSRF Loan Reserve	20,431	20,377	20,551	20,377	20,551	174	0.86%	20,551	20,551	20,551	20,551
070 - USDA Revenue Bond Reserve	33,787	37,758	42,225	37,758	46,158	8,400	22.25%	50,091	54,024	57,957	61,890
Unreserved Funds											
010 - Operating Fund (incl. revolving funds)	117,711	226,544	313,180	226,544	333,661	107,117	47.28%	463,963	610,300	772,460	950,755
020 - Committed Funds											
Asset Replacement Fund	48,540	18,344	27,344	18,344	36,344	18,000	98.12%	45,344	54,344	63,344	72,344
Capital Improvement Fund											
Inflow & Infiltration	80,617	75,854	104,578	75,854	126,800	50,946	67.16%	169,022	211,244	253,466	295,688
Reservoir Repair	56,715	83,368	96,694	83,368	110,021	26,653		123,347	136,674	150,000	163,326
Other	0	0	0	0	0	0	0.00%	0	0	0	0
Risk Management Fund	139,511	149,826	161,540	149,826	173,993	24,167	16.13%	186,446	198,899	211,352	223,805
Total 020 - Committed Funds	325,383	327,392	390,157	327,392	447,158	119,766	36.58%	524,160	601,161	678,163	755,164
065 - Capital Projects Account	0	0	0	0	0	0	0.00%	0	0	0	0
Total Ending Unreserved Fund Balances	443,094	553,936	703,337	553,936	780,819	226,883	40.96%	988,123	1,211,461	1,450,623	1,705,919
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Hartstene Pointe Water-Sewer District
Revenues

	History				Budget		Difference		Projections			
	2020 Actual	2021 Actual	2022 Jan - Aug	2022 Projected	2022	2023	\$ Change	% Change	2024	2025	2026	2027
1 Rates												
2 Residential Water (Monthly)	72.05	81.40	80.60	80.60	80.60	93.80	13.20	16.38%	101.80	104.90	108.00	111.20
3 Residential Sewer (Monthly)	66.60	75.25	87.00	87.00	87.00	85.50	(1.50)	-1.72%	92.80	95.60	98.50	101.50
4 Total Residential Monthly Charge	138.65	156.65	167.60	167.60	167.60	179.30	11.70	6.98%	97.30	100.25	103.25	106.35
5 Prepaid Connection - Water (Monthly)	61.10	69.00	34.50	34.50	36.90	39.00	2.10	5.69%	42.30	43.60	44.90	46.20
6 Prepaid Connection - Sewer (Monthly)	54.40	61.50	35.30	35.30	32.90	35.60	2.70	8.21%	38.60	39.80	41.00	42.20
7 Total Prepaid Connection Monthly Charge	57.75	65.25	69.80	69.80	69.80	74.60	4.80	6.88%	40.45	41.70	42.95	44.20
8 Water - Metered Charges	0	3,524	6,124	8,724	21,600	8,899	(12,701)	-58.80%	9,655	9,945	10,243	10,550
9 Water Connection & Capital Facilities Charge	3,490	3,670	3,670	3,090	3,340	3,450	110	3.29%	3,450	3,450	3,450	3,450
10 Sewer Connection & Capital Facilities Charge	3,810	4,130	4,130	4,210	4,460	4,350	(110)	-2.47%	4,350	4,350	4,350	4,350
11 Total Connection & Capital Facilities Charge	7,300	7,800	7,800	7,800	7,800	7,800	0	0.00%	7,800	7,800	7,800	7,800
12 Connections												
13 # of Residential Connections	436	440	440	458	440	458	18	4.09%	459	460	461	462
14 # of Prepaid Connections	18	22	22	20	22	20	(2)	-9.09%	18	18	18	18
15 # of New Connections (not Prepaid)	5	2	4	4	1	2	1	100.00%	1	1	1	1
16 Revenues												
17 Total Water Revenues	389,747	336,419	284,515	459,982	438,900	533,797	94,897	21.62%	569,851	588,466	607,154	626,472
18 Total Sewer Revenues	358,630	309,935	303,089	486,624	405,438	478,450	73,012	18.01%	519,480	536,309	553,758	571,831
19 Total Penalties & Fees	2,725	881	5,524	8,285	1,848	8,860	7,012	379.43%	9,535	9,845	10,161	10,488
20 Capital Facilities Charges & Connection Fees	21,912	51,100	29,575	31,200	7,800	15,600	7,800	100.00%	7,800	7,800	7,800	7,800
21 Interest Income	3,515	401	1,221	1,832	3,735	3,735	0	0.00%	3,735	3,735	3,735	3,735
22 Miscellaneous Revenues	76	16,444	279	279	0	0	0	0.00%	0	0	0	0
Total Revenues	\$776,605	\$715,178	\$624,203	\$988,202	\$857,721	\$1,040,441	\$182,720	21.30%	\$1,110,401	\$1,146,154	\$1,182,609	\$1,220,327
					% Water Revenue:	51.98%	52.73%					
					% Wastewater Revenue:	48.02%	47.27%					

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**Hartstene Pointe Water-Sewer District
Expenditures**

	History				Budget		Difference		Projections			
	2020 Actual	2021 Actual	2022 Jan-Aug	2022 Projected	2022	2023	\$ Change	% Change	2024	2025	2026	2027
1 Operations												
2 Staff	312,884	244,004	193,804	274,975	398,348	390,090	(8,258)	-2.07%	399,473	409,326	419,671	430,533
3 Water	75,107	43,748	57,056	64,892	57,723	73,868	16,145	27.97%	71,826	74,340	76,941	79,634
4 Wastewater Treatment/Sewer	141,607	59,886	103,027	116,521	78,304	123,758	45,454	58.05%	91,864	95,079	98,407	101,851
5 Combined W/S, Administrative	129,232	68,493	122,531	137,710	118,658	142,185	23,527	19.83%	135,083	140,205	145,546	151,115
6 Total Operations	357,139	416,131	476,418	594,098	653,033	729,901	76,868	11.77%	698,246	718,950	740,566	763,134
7 Capital Improvements	153,441	75,025	71,709	81,737	141,022	72,222	(68,800)	-48.79%	45,000	45,000	45,000	45,000
8 Loan Payments	160,791	160,843	19,665	157,888	157,888	156,903	(985)	-0.62%	155,918	154,933	153,948	152,963
9 Total Expenditures	\$671,371	\$652,000	\$567,792	\$833,724	\$951,943	\$959,026	\$7,083	0.74%	\$899,164	\$918,883	\$939,514	\$961,097

Total Water Expenditures: 295,934
 Total Wastewater Expenditures: 251,799
 Total Combined W/S, Administrative Expenditures: 411,293
 % Water: 52.30%
 % Wastewater: 47.70%

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

	History				Budget		Difference		Projections			
	2020 Actual	2021 Actual	2022 Jan - Oct	2022 Projected	2022	2023	\$ Change	% Change	2024	2025	2026	2027
1 Water Operations Expenditures												
2 534.30 · Supplies - Water												
3 31 1010 · Supplies - Water												
4 35 1010 · Tools/Equip - Water	5,136	2,381	3,255	3,906								
5 31 1010 · Supplies - Water - Other	2,170	6,254	2,501	3,001								
6 Supplies - Water	7,306	8,636	5,756	6,907	5,000	8,000	3,000	60.00%	8,280	8,570	8,870	9,180
7 Chemicals - Water	4,032	4,199	3,997	4,796	5,000	8,000	3,000	60.00%	8,280	8,570	8,870	9,180
8 Total 534.30 · Supplies - Water	11,338	12,834	9,753	11,703	10,000	16,000	6,000	60.00%	16,560	17,140	17,739	18,360
9 534.40 · Services - Water												
10 Intergov Fees (previously under 534.50)												
11 53 1010 · Excise Tax - Water	19,978	22,552	19,068	22,881	23,179	24,025	846	3.65%	24,866	25,737	26,637	27,570
12 53 1020 · Permit Fees - Water	766	776	766	766	815	804	(11)	-1.31%	832	862	892	923
13 534.50 · Intergov - Water - Other	0	306	0	0	428	0	(428)	-100.00%	0	0	0	0
14 Total Intergov Fees	20,744	23,634	19,834	23,647	24,423	24,830	407	1.67%	25,699	26,598	27,529	28,493
15 Other Services	280	1,602	1,878	1,878	1,682	1,971	289	17.21%	0	0	0	0
16 Lab Testing - Water	2,589	1,876	1,130	1,356	1,500	1,500	0	0.00%	1,553	1,607	1,663	1,721
17 Repair & Maintenance - Water												
18 SCADA System - Water	1,473	388	530	530	2,500	2,500	0	0.00%	2,588	2,678	2,772	2,869
19 Other	8,441	11,719	14,701	14,701	7,000	15,437	8,437	120.52%	15,977	16,536	17,115	17,714
20 Total 48 1030 Repair & Maintenance - Water	9,914	12,106	15,231	15,231	9,500	17,937	8,437	88.81%	15,977	16,536	17,115	17,714
21 47 1010 · Electric - Water	9,314	10,686	9,231	11,077	10,618	11,631	1,013	9.54%	12,038	12,459	12,895	13,346
22 Total 534.40 · Services - Water	42,840	49,903	47,303	53,189	47,723	57,868	10,145	21.26%	55,266	57,200	59,202	61,274
Total Water Operations Expenditures	\$54,178	\$62,737	\$57,056	\$64,892	\$57,723	\$73,868	16,145	27.97%	\$71,826	\$74,340	\$76,941	\$79,634

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

	History				Budget		Difference		Projections			
	2020 Actual	2021 Actual	2022 Jan - Oct	2022 Projected	2022	2023	\$ Change	% Change	2024	2025	2026	2027
1 Wastewater Treatment Operations Expenditures												
2 535.30 · Supplies - WW Treatment												
3 31 3010 · Supplies - WW Treatment												
4 31 3010 · Supplies - WW Treatment	1,469	517	1,710	2,052								
5 35 3010 · Tools/Equip - WW Treatment	10,547	2,722	5,279	6,334								
6 31 3010 · Supplies - WW Treatment	12,016	3,239	6,988	8,386	10,000	10,000	0	0.00%	10,350	10,712	11,087	11,475
7 31 3011 · Chemicals - WW Treatment	1,522	3,077	1,993	1,993	2,000	3,000	1,000	50.00%	3,105	3,214	3,326	3,443
8 Total 535.30 · Supplies - WW Treatment	13,538	6,316	8,981	10,379	12,000	13,000	1,000	8.33%	13,455	13,926	14,413	14,918
9 535.40 · Services - WW Treatment												
10 Intergov - WW Treatment (<i>previously 535.5</i>)												
11 B&O/Excise Tax												
12 B&O Tax - Wastewater Treatment	5,276	5,980	5,289	6,347								
13 53 2010 · Excise Tax - Sewer	447	379	1,658	1,990								
14 Total B&O/Excise Tax	5,722	6,359	6,947	8,337	6,560	8,753	2,193	33.44%	9,060	9,377	9,705	10,045
15 53 3020 · Permit Fees - WW Treatment	999	2,625	2,693	2,693	2,854	2,828	(26)	-0.91%	2,927	3,029	3,135	3,245
16 Total Intergov - WW Treatment	6,721	8,984	9,640	11,030	9,414	11,581	2,167	23.02%	11,987	12,406	12,840	13,290
17 41 3040 · WWT Operations - Contracted	0	0	29,850	35,820	0	35,000	35,000	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	7,559	7,964	9,243	11,092	8,728	11,647	2,919	33.44%	12,054	12,476	12,913	13,365
20 WW Treatment Maint. and Repair												
21 48 3010 · Biosolids Disposal	24,808	5,945	10,872	10,872	17,834	17,834	0	0.00%	18,458	19,104	19,773	20,465
22 48 3020 · SCADA - WW Treatment	5,040	388	1,250	1,250	3,000	3,000	0	0.00%	3,105	3,214	3,326	3,443
23 Other	31,445	21,709	2,562	2,562	7,500	7,500	0	0.00%	7,763	8,034	8,315	8,606
24 Sewer Collection System	8,954	3,315	16,188	16,188	3,500	6,000	2,500	71.43%	6,210	6,427	6,652	6,885
25 Total WW Treatment Maint. and Repair	70,248	31,357	30,871	30,871	31,834	34,334	2,500	7.85%	35,536	36,779	38,067	39,399
26 47 3010 · Electric - WW Treatment	14,628	15,403	14,441	17,329	16,328	18,196	1,868	11.44%	18,833	19,492	20,174	20,880
27 Total 535.40 · Services - WW Treatment	99,157	63,707	94,046	106,142	66,304	110,758	44,454	67.05%	78,409	81,153	83,994	86,934
Total WWT Operations Expenditures	\$112,695	\$70,023	\$103,027	\$116,521	\$78,304	\$123,758	45,454	58.05%	\$91,864	\$95,079	\$98,407	\$101,851

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

	History				Budget		Difference		Projections			
	2020 Actual	2021 Actual	2022 Jan - Oct	2022 Projected	2022	2023	\$ Change	% Change	2024	2025	2026	2027
1 Combined W/S, Administrative Operations Expenditures												
2 538.30 · Supplies - Combined W/S												
3 Tools/Equip/Supplies	9,900	3,884	3,789	4,547	5,000	5,000	0	0.00%	5,175	5,356	5,544	5,738
4 Office Supplies	4,814	1,870	4,247	5,097	2,000	4,000	2,000	100.00%	4,140	4,285	4,435	4,590
5 Total 538.30 · Supplies - Combined W/S	14,714	5,753	8,036	9,643	7,000	9,000	2,000	28.57%	9,315	9,641	9,978	10,328
6 538.40 · Services - Combined W/S												
7 Attorney Fees	3,184	4,190	0	0	4,500	4,500	0	0.00%	2,500	2,500	2,500	2,500
8 Accounting Consulting	551	0	920	920	500	966	466	93.20%	1,000	1,035	1,071	1,109
9 Payroll Services	2,144	1,937	1,909	2,290	2,261	2,405	144	6.36%	2,489	2,576	2,666	2,760
10 Intergov (previously 538.50)												
11 B&O Tax - Fees/Penalties	48	30	115	115	70	121	51	73.03%	125	130	134	139
12 Other	72	73	0	0	210	210	0	0.00%	217	225	233	241
13 State Audit	845	4,117	3,553	3,553	0	8,000	8,000	#DIV/0!	6,250	0	6,500	0
14 County Election Costs	286	0	307	307	224	300	76	33.93%	311	321	333	344
15 Total Intergov	1,251	4,221	3,975	3,975	504	8,631	8,127	1612.52%	8,933	9,246	9,569	9,904
16 Lockbox	1,032	1,076	887	1,064	1,253	1,117	(136)	-10.84%	1,156	1,197	1,239	1,282
17 Online Payment System	2,287	2,761	2,797	3,356	2,824	3,524	700	24.77%	3,647	3,775	3,907	4,043
18 Cleaning Services	0	0	1,372	1,372	0	3,960	3,960	#DIV/0!	3,960	3,960	3,960	3,960
19 IT/Software Applications	4,640	4,468	6,699	6,699	10,000	10,000	0	0.00%	10,500	11,025	11,576	12,155
20 Rent	5,840	6,000	9,000	12,000	12,000	12,300	300	2.50%	12,731	13,176	13,637	14,115
21 Merchant Service Fees	3,125	3,931	3,876	4,651	4,150	4,884	734	17.68%	4,981	5,081	5,183	5,286
22 Postage	2,742	2,744	2,659	2,949	2,986	3,096	110	3.68%	3,158	3,221	3,285	3,351
23 Telephone/Internet	8,060	8,401	7,520	9,024	7,200	9,476	2,276	31.61%	9,665	9,858	10,056	10,257
24 Legal Notices & Publications	0	272	0	0	225	225	0	0.00%	233	241	249	258
25 Liability Insurance	31,796	43,455	40,610	40,610	42,317	42,317	0	0.00%	44,433	46,654	48,987	51,437
26 Professional Dues	1,713	1,587	247	1,347	1,921	1,988	67	3.49%	2,058	2,130	2,204	2,281
27 Printing	1,352	2,186	10,688	11,821	2,323	4,052	1,729	74.42%	4,254	4,467	4,690	4,925
28 Other Miscellaneous Services	420	0	9,088	9,088	2,000	2,000	0	0.00%	2,070	2,142	2,217	2,295
29 Travel/Mileage/Training and Education	10,229	15,871	12,250	16,900	14,694	17,745	3,051	20.76%	8,000	8,280	8,570	8,870
30 Total 538.40 · Services - Combined W/S	80,366	103,101	114,495	128,066	111,658	133,185	21,527	19.28%	125,768	130,564	135,568	140,788
Total Combined W/S, Administrative Operations	95,080	108,854	122,531	137,710	118,658	142,185	23,527	19.83%	135,083	140,205	145,546	151,115

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Hartstene Pointe Water-Sewer District Staff Costs

	History				Budget		Projections			
	2020 Actual	2021 Actual	2022 Jan - Oct	2022 Projected	2022	2023	2024	2025	2026	2027
1 Water Distribution Manager II - 0.5 FTE										
2 Employee Wages	24,532	0	48,119	52,493	60,320	71,219	74,780	78,519	82,445	86,567
3 Benefits & Payroll Tax	9,860	0	19,166	20,908	20,290	22,055	23,158	24,316	25,531	26,808
4 Total WDM II Compensation	34,392	0	67,285	73,401	80,610	93,274	97,938	102,835	107,976	113,375
5 WW Treatment Plant Operator II - 1.0 FTE										
6 Employee Wages	71,895	30,234	0	0	74,256	0	0	0	0	0
7 Benefits & Payroll Tax	21,014	8,106	0	0	21,635	0	0	0	0	0
8 Total WWTPO II Compensation	92,909	38,340	0	0	95,891	0	0	0	0	0
8 General Manager - 1.0 FTE										
9 Employee Salary	69,188	87,437	64,838	72,345	81,000	96,396	96,396	96,396	96,396	96,396
10 Benefits & Payroll Tax	23,897	23,582	24,220	26,422	30,776	32,471	32,471	32,471	32,471	32,471
11 Total GM Compensation	93,085	111,019	89,058	98,766	111,776	128,868	128,868	128,868	128,868	128,868
12 Project/Account Manager - 1.0 FTE										
13 Employee Wages	61,990	61,990	64,950	70,855	74,256	83,427	87,598	91,978	96,577	101,406
14 Benefits & Payroll Tax	18,501	19,560	17,391	18,972	21,635	10,963	11,511	12,086	12,691	13,325
15 Total Compensation	80,490	81,549	82,342	89,827	95,891	94,389	99,109	104,064	109,268	114,731
16 Apprentice/Trainee										
17 Employee Salary	0	45,265	8,080	9,696	0	52,000	52,000	52,000	52,000	52,000
18 Benefits & Payroll Tax	0	22,448	3,659	4,391	0	7,930	7,930	7,930	7,930	7,930
19 Total T/L Compensation	0	67,713	11,739	14,087	0	59,930	59,930	59,930	59,930	59,930
20 Commissioners										
21 Commissioner 1										
22 Per Diem	3,776	4,224	3,072	3,686	4,570	3,871	3,871	3,871	3,871	3,871
23 Payroll Tax	291	325	233	282	350	296	296	296	296	296
24 Commissioner 2										

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

		History				Budget		Projections			
		2020 Actual	2021 Actual	2022 Jan - Oct	2022 Projected	2022	2023	2024	2025	2026	2027
25	Per Diem	3,719	3,520	2,688	3,226	3,853	3,387	3,387	3,387	3,387	3,387
26	Payroll Tax	286	271	204	247	295	259	259	259	259	259
27	Commissioner 3										
28	Per Diem	3,655	4,416	4,288	5,146	4,749	5,403	5,403	5,403	5,403	5,403
29	Payroll Tax	281	340	326	394	363	413	413	413	413	413
30	Total Commissioner Compensation	12,009	13,096	10,812	12,980	14,180	13,629	13,629	13,629	13,629	13,629
	Total Staff Costs	\$312,884	\$244,004	\$249,496	\$274,975	\$398,348	\$390,090	\$399,473	\$409,326	\$419,671	\$430,533

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Hartstene Pointe Water-Sewer District													
Capital Improvement Plan													
	Total Project Costs	History				Budgets		Projections					
		2020 Actual	2021 Actual	2022 Jan - Sept	2022 Projected	2022 Budget	2023 Budget	2024	2025	2026	2027	2028	2029 - 2045
1	Water												
2	Update Water System Plan	80,000											
3	Test Pump Well #3		3,320										
4	Outfit Well # 3 and Build Dog House												
5	Install Generator Well 4	20,508	1,890										
6	Install Ferric Chloride Well 4	22,255	4,570										
7	Well 4 Fence Project	445	445										
8	Upgrade Water SCADA					50,000	10,000						
9	New Radio Read Water Meters	150,000	24,171	54,820	22,394	22,394	18,800						
10	Water Lateral Line Replacements (27 yrs, 20 lines/yr.)	600,000											
11	Total Water Capital Improvements	873,207	31,075	58,140	22,394	22,394	68,800	10,000	0	0	0	0	0
12	Wastewater Treatment/Sewer												
13	Update Sewer System Plan (Moneys from 2021)	80,000		5,357	30,086	40,115							
14	WWT Pumps - Rehab and Replace	0					10,000						
15	Upgrade WW SCADA	0		19,228	19,228								
16	I&I Lateral Replacements	600,000											
17	Lift Station Generators (3 total)	20,000					20,000						
18	Slide Gate Actuators	30,000						30,000					
19	Total WWT/Sewer Capital Improvements	735,000	0	5,357	49,314	59,343	30,000	30,000	0	0	0	0	0
20	Combined W/S												
21	Convert Patrol House to ADA	30,000					20,000	10,000					
22	Infrastructure Replacement	810,000					22,222	22,222	45,000	45,000	45,000	45,000	45,000
23	Lease/Rent/Purchase Mini Excavator	30,000	29,920										
24	Lease/Rent/Purchase New Work Truck	15,000											
25	Lease/Rent/Purchase Trailer	5,000											
26	Fiber Optic Connections at Wells and Reservoir	5,913	4,605	1,308									
27	Total Combined W/S Capital Improvements	55,913	4,605	31,228	0	0	42,222	32,222	45,000	45,000	45,000	45,000	45,000
	Total Capital Improvements	\$1,664,120	\$35,680	\$94,725	\$71,709	\$81,737	\$141,022	\$72,222	\$45,000	\$45,000	\$45,000	\$45,000	\$562,778
				Carry-over from Previous Year:			24,849	59,285					
				From Reservoir Repair Fund:			-	-					
				From I&I Fund:			50,000	-					
				From Asset Replacement Fund:			-	-					
				From Risk Management Fund:			80,000	-					

Hartstene Pointe Water-Sewer District													
Capital Improvement Plan													
	Total Project Costs	History				Budgets		Projections					
		2020 Actual	2021 Actual	2022 Jan - Sept	2022 Projected	2022 Budget	2023 Budget	2024	2025	2026	2027	2028	2029 - 2045
		CIP Expenditures from Existing Funds:				\$ 154,849	\$ 59,285						
		CIP Expenditures from Current Revenues:				\$ (13,827)	\$ 12,937						

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

	History					Budget		Projections			
	2020 Actual	2021 Actual	2022 Projected	2022 Actual	Actual vs. Projected	2022	2023	2024	2025	2026	2027
Ecology Loan - Effluent Outfall											
Principal Payment	33,931	34,444	34,964	34,964	0	34,964	35,492	36,028	36,572	37,125	37,686
Interest Payment	4,180	3,667	3,147	3,147	0	3,147	2,619	2,083	1,539	987	426
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	27,783	28,552	29,334	29,334	0	29,343	30,155	30,991	31,849	32,731	33,637
Interest Payment	11,547	10,778	9,996	9,996	0	9,987	9,175	8,340	7,481	6,599	5,693
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	14,776	14,776	0	14,776	13,791	12,806	11,821	10,836	9,851
Total DWSRF Loan Payments	83,402	82,417	80,447	80,447	0	80,447	79,462	78,477	77,492	76,507	75,522
Total Loan Payments	160,843	159,858	157,888	157,888	0	157,888	156,903	155,918	154,933	153,948	152,963

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Hartstene Pointe Water-Sewer District

Proposed Capital Facilities Charges

	Water	Sewer	Total
Debt Share	780	970	1,750.00
Future Improvements	590	1440	2,030.00
Assets	1830	1690	3,520.00
Total	\$3,200.00	\$4,100.00	7,300.00
Connection Fees	\$250.00	\$250.00	\$500.00
Total CFC + Connection Fees	\$3,450.00	\$4,350.00	
Total Cost for New Connections			\$7,800.00

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

RESOLUTION 2022-03

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
ADOPTING A DISTRICT FEE SCHEDULE FOR 2023**

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, 2023, to repeal Resolution 2022-05.
2. As of January 1, 2023, 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	\$93.80
Non-Residential water connection monthly base fee	\$281.40
Residential water connection surcharge for each additional 100 cubic foot of water consumed over 500 cubic foot read in a month	\$5.00
Prepaid Connection Lot/Connected Lot water monthly base fee	\$39.00
Prepaid Connection Lot/Connected Lot surcharge for each 100 cubic foot consumed	
Water Capital Facilities Charge	\$3,200.00
Meter Installation Connection Fee	\$550.00
Pre-Installed Meter Connection Fee	\$250.00

Sewer Fees

Residential sewer connection monthly fee	\$85.50
Non-Residential sewer connection monthly fee	\$256.50
Prepaid Connection Lot/Connected Lot sewer monthly fee	\$35.60
Sewer Capital Facilities Charge	\$4,100.00
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 17th day of November, 2022.

Hartstene Pointe Water-Sewer District
Mason County, Washington

Earl Jim Anderson, President

Stacy Swart, Secretary

Andrew Hospador, Audit Commissioner