

2011 BUDGET
30-Oct-10

SUMMARY

	Total	Water	Sewer
Expenses	\$407,142	\$135,850	\$271,292
Capital Improvements	\$42,500	\$16,000	\$26,500
Fund Allocations	\$45,416	\$15,000	\$30,416
Totals	\$495,058	\$166,850	\$328,208

UTILITY RATES

Rate Payers	434		
Cost Per Month		\$32.04	\$63.02
2011 Rate		\$95.00	\$63.00

Hartstene Pointe Water and Sewer District
30-Oct-10

EXPENSES

			2011	Water	Sewer Treatment
		SubTotals			
508.00	Balance Brought Forward				
538.10	Compensation	\$13,500			
538.10	10 Commissioner Dist 1		\$4,500	\$2,250	\$2,250
538.10	20 Commissioner Dist 2		\$4,500	\$2,250	\$2,250
538.10	30 Commissioner Dist 3		\$4,500	\$2,250	\$2,250
538.10	20 FICA/Medicare	\$1,200	\$1,200	\$600	\$600
538.10	30 Supplies	\$25,500			
538.10	31 Office and Operating Supplies	\$17,500			
538.10	31 1010 Supplies, Water		\$10,000	\$10,000	\$7,500
538.10	31 3010 Supplies, Treatment		\$7,500		
538.10	35 Small Tools and Minor Equipment	\$8,000			
538.10	35 1010 Small Tools, Water		\$2,000	\$2,000	
538.10	35 3010 Small Tools, Treatment		\$6,000		\$6,000
538.10	40 Other Services & Charges	\$287,060			
538.10	41 Professional Services	\$176,500			
538.10	41 1010 Attorney Fees, Water		\$2,500	\$2,500	
538.10	41 3010 Attorney Fees, Treatment		\$4,000		\$4,000
538.10	41 1020 Consultant, Water		\$3,000	\$3,000	
538.10	41 3020 Consultant, Treatment		\$4,000		\$4,000
538.10	41 1030 Customer Service, Water		\$6,500	\$6,500	
538.10	41 3030 Customer Service, Sewer		\$6,500		\$6,500
538.10	41 3040 Operations, Routine Treatment		\$40,000		\$40,000
538.10	41 3041 Operations, Non-Routine Treatment		\$20,000		\$20,000
538.10	41 4010 General Manager/Water Manager		\$65,500	\$32,750	\$32,750

538.10	41	4020 Finance Bookkeeper	\$10,000	\$5,000	\$5,000
538.10	41	1050 Laboratory Testing (Water)	\$2,500	\$2,500	\$2,500
538.10	41	3050 Laboratory Testing (Treatment)	\$3,000	\$3,000	\$3,000
538.10	41	1060 Other Services (Water)	\$3,000	\$3,000	\$3,000
538.10	41	3060 Miscellaneous (Treatment)	\$6,000	\$6,000	\$6,000
538.10	42	Communications	\$4,000		
538.10	42	10 Postage	\$1,000	\$500	\$500
538.10	42	20 Telephones	\$3,000	\$1,500	\$1,500
538.10	43	Training	\$6,000		
538.10	43	10 Commissioner Travel, Mileage, Lodging	\$3,000	\$1,000	\$2,000
538.10	43	20 Manager Travel, Mileage, Lodging	\$3,000	\$2,000	\$1,000
538.10	44	Public Notices	\$500		
538.10	44	10 Legal Notices & Publications	\$500	\$250	\$250
538.10	45	Operating Rentals and Leases	\$9,000		
538.10	45	1010 Equipment Rental, Water	\$2,000	\$2,000	\$2,000
538.10	45	3010 Equipment Rental, Treatment	\$7,000		\$7,000
538.10	46	10 Liability Insurance	\$5,560	\$2,780	\$2,780
538.10	47	Utility Services	\$13,000		
538.10	47	1010 Utilities, Water	\$5,500	\$5,500	\$5,500
538.10	47	3010 Utilities, Treatment	\$7,500	\$7,500	\$7,500
538.10	48	Repairs and Maintenance	\$58,000		
538.10	48	1010 Contractors, Water	\$5,000	\$5,000	\$5,000
538.10	48	3010 Contractors, Treatment	\$7,000		\$7,000
538.10	48	1020 SCADA, Water	\$8,000	\$8,000	\$8,000
538.10	48	3020 SCADA, Treatment	\$5,000		\$5,000
538.10	48	1030 Repair & Maint. Of Structure, Water	\$12,000	\$12,000	\$12,000
538.10	48	3030 Repair & Maint. Of Structure, Treatment	\$21,000		\$21,000
538.10	49	Miscellaneous	\$14,500		
538.10	49	10 Professional Dues	\$1,500	\$750	\$750

538.10	49	20 Printing		\$1,000	\$500	\$500
538.10	49	3010 Biosolids Disposal		\$12,000		\$12,000
538.10	50	Intergovernmental Services	\$34,300			
538.10	51	Intergovernmental Professional Services	\$1,000			
538.10	51	Election Costs		\$0	\$0	\$0
538.10	51	1010 Audit, Water		\$500	\$500	
538.10	51	3010 Audit, Sewer		\$500		\$500
538.10	53	External Taxes and Operating Assessments	\$33,300			
538.10	53	1010 Excise Tax, Water		\$10,000	\$10,000	
538.10	53	3010 Excise Tax, Sewer		\$20,300		\$20,300
538.10	53	1020 Permit Fees, Water		\$1,500	\$1,500	
538.10	53	3020 Permit Fees, Treatment		\$1,500		\$1,500
591.10		Debt	\$45,582			
591.10	78	3010 Principle, Ecology Loan		\$28,990		\$28,990
538.00	80	3010 Interest, Ecology Loan		\$9,122		\$9,122
591.10	78	1010 Principle, USDA Loan		\$6,600	\$6,600	
538.00	80	1010 Interest, USDA Loan		\$870	\$870	
		ANNUAL EXPENSES	\$407,142	\$407,142	\$135,850	\$271,292
		Capital Improvements	\$42,500			
		Capital Improvements - Water		\$16,000		
		Capital Improvements - Sewer		\$26,500		
		Allocations to Reserve Account	\$45,416			
		Allocations to Water Account		\$15,000		
		Allocations to Sewer Account		\$20,000		
		Equipment Replacement, Water		\$0		
		Equipment Replacement, Treatment (\$2/ERU)		\$10,416		

REVENUES

343.81	Revenue (\$32 WATER; \$63 SEWER)	\$495,058	\$494,760	\$166,656	\$328,104
382.8	Misc Revenue		\$298		
	Intergovernmental Loan				

538.10.10 Salaries and Wages

WATER

Commissioner Compensation

\$6,750

State law allows each Hartstene Pointe Commissioner to be paid up to \$9,984 per year. (\$104 per meeting per day for 96 meetings per year.) A percentage of that would be used by the Commissioners.

FICA - Medicare

\$600

FICA and Medicare expenses are estimated to be 7.65% of the compensation.

538.10.31 Office and Operating Supplies

1010 - Supplies

\$10,000

This line item includes fuel for the generator, office supplies, and various small tools. Chemical supplies for water quality and chlorine will also be in this line item.

538.10.35 Small Tools and Minor Equipment

1010- Small Tools and Minor Equipment

\$2,000

Small tools and equipment purchased to work on the water system.

538.10.41 Professional Services

1010 - Attorney

\$2,500

This line item provides for the Hartstene District attorney and any other Board approved legal expenses. There is an unknown legal expense for developing the quit claim and that amount is not included in the budget.

1020 – Consultant **\$3,000**

This line item is for consultants which are hired on an as-needed basis and approved by the Board of Commissioners. The cost for the RH2 design and construction administration is not included in this line item. It would be a Capital Improvement project expense and funded by the USDA loan.

1030 - Customer Service **\$6,500**

West Sound Customer Service would provide services such as Utility Billing, processing water bills, coordinating work orders, and the answering service. Included in this cost is the expense to maintain the Hartstene Pointe Water-Sewer web site.

4010 – General Manager/Water Manager **\$32,750**

This line item is the share for the General Manager's contract expense. The manager will also be the Water System Manager. The General Manager is a contractor and the 2011 compensation is \$65,000. Also include in this line item is the extra cost for after hours emergencies.

4020 – Finance Bookkeeper **\$5,000**

This line item is the share for the accountant and CPA contract expenses.

1050 - Laboratory Testing, Water **\$2,500**

Department of Health rules require monthly water quality sampling. In addition, there is sampling of the water wells and periodic special sampling.

1060 - Other Services, Water **\$3,000**

This includes various miscellaneous expenses.

538.10.42 Communications**10 - Postage** **\$500**

This line item is for Hartstene Pointe postage.

20 - Telephone **\$1,500**

The telemetry data for the computerized water controls require telephone lines. This line

item also includes routine telephone service.

538.10.43 Training**10 – Commissioner Travel, Mileage, Lodging** **\$1,000**

This line item provides for any travel and training specifically authorized by Hartstene Pointe. It would include Commissioners' training and associated expenses associated with water such as lodging, meals, and mileage.

20 – Manager Travel, Mileage, Lodging **\$2,000**

This line item provides for any travel and training specifically authorized by Hartstene Pointe. It would include the General Manager's training and associated expenses associated with water such as lodging, meals, and mileage.

538.10.44 Legal Notices and Publications**10 - Legal Notices** **\$250**

Publication of legal notices would be paid from this line item.

538.10.45 Operating Rentals and Leases**1010 - Equipment Rental, Water** **\$2,000**

This line item provides for the use of rented equipment.

538.10.46 Liability Insurance**1010 - Insurance** **\$2,780**

This line item is for Hartstene Pointe liability insurance. The District is a member of the Water and Sewer Municipal Risk Pool. This assumes one deductible of \$1,000 per year.

538.10.47 Utility Services**1010 – Utilities, Water** **\$5,500**

This line item provides for electricity for the water system.

538.10.48 Repairs and Maintenance**1010 – Contractors, Water** **\$5,000**

This line item provides for outside construction contractors, such as with assistance to repair water mains.

1020 – SCADA, Water **\$8,000**

This line item provides for parts for the water's SCADA system, which are the computerized controls to monitor the water system.

1030 - Repair and Maintenance of Equipment and Structures **\$12,000**

This line item is for material and supplies only. Examples would be repairs the water pumps, filters, or pump controls.

538.10.49 Miscellaneous**10 – Professional Dues** **\$750**

This line item is for dues for the Hartstene Board of Commissioners and Manager. Examples include the Washington Association of Sewer and Water Districts and Evergreen Rural Water of Washington.

20 - Printing **\$500**

This line item provides for printing of documents such as the Consumer Confidence Report, utility bills, and other documents.

538.10.51 Intergovernmental Professional Services

Elections **\$0**

This is Hartstene Pointe's pro-rata share of County elections, as determined by Mason County. The next election is 2012.

1010 - State Audit, Water **\$ 500**

The District is audited bi-annually by the Washington State Auditor. It is assumed that the 2010 and 2011 audit will be in 2012. That cost may be about \$5,000.

538.10.53 Excise Tax

10 - Excise Tax, Water **\$10,000**

This line item assumes a 6% excise tax paid to the State of Washington of all water revenues.

10 - Permit Fees, Water **\$1,500**

This line item provides for permit fees such as the Department of Health Operations Fee.

591.10 Debt; USDA Loan

The first year debt payment assumes \$263,000 for 40 years at 3.3%. This will increase as more money is borrowed for the water meters.

78. 1010 - Principle **\$6,600**

This line item is the annual payment for the pump station

80. 1010 Interest **\$ 870**

This line item is the annual payment for the pump station.

538.10.10 Salaries and Wages**SEWER**

Sewer includes both Sewer Collection and Wastewater Treatment

Commissioner Compensation **\$6,750**

State law allows each Hartstene Pointe Commissioner to be paid up to \$9,984 per year. (\$104 per meeting per day for 96 meetings per year.) A percentage of that would be used by the Commissioners.

FICA - Medicare **\$600**

FICA and Medicare expenses are estimated to be 7.65% of the compensation.

538.10.31 Office and Operating Supplies**3010 - Supplies** **\$7,500**

This category includes fuel for the generator, office supplies, and various small tools.

538.10.35 Small Tools and Minor Equipment

3010- Small Tools and Minor Equipment, Treatment **\$6,000**

Small tools and equipment purchased to work on the sewer mains, sewer lift stations and treatment plant.

538.10.41 Professional Services**3010 – Attorney** **\$ 4,000**

This line item provides for the Hartstene District attorney and any other Board approved legal expenses. There is an unknown legal expense for developing the quit claim and that amount is not included in the budget.

3020 – Consultant, Treatment **\$4,000**

It is not expected that a consultant will be needed for the sewer collection system. However, this line item will also serve the treatment plant.

3030 – Customer Service **\$6,500**

West Sound Customer Service would provide services such as Utility Billing, processing sewer bills, coordinating work orders, and the answering service. Included in this cost is the expense to maintain the Hartstene Pointe Water-Sewer web site.

3040 – Operations, Routine Treatment **\$40,000**

This line item provides for the routine cost of contract treatment for the wastewater system.

3041 – Operations, Non-Routine Treatment **\$20,000**

This line item provides for the non-routine and unexpected costs of contract treatment for the wastewater system.

4010 – General Manager **\$32,750**

This line item is the Sewer's share for the General Manager's contract expense. The General Manager is a contractor and the 2011 compensation is \$65,000. Also include in this line item is the extra cost for after hours emergencies.

4020 – Finance Bookkeeper **\$5,000**

This line item is the Sewer's share for the accountant and CPA contract expenses.

3050 - Laboratory Testing **\$3,000**

This line item provides for laboratory testing, which is required for the operation of the wastewater treatment facility and sewer system.

3060 – Miscellaneous (Treatment) **\$6,000**

538.10.42 Communications

10 - Postage **\$500**

This line item is for Hartstene Pointe postage.

20 - Telephone **\$1,500**

This budget item is for the Hartstene Point routine telephone and computer charges.

538.10.43 Training

10 – Commissioner Travel, Mileage, Lodging **\$2,000**

This line item provides for any travel and training specifically authorized by Hartstene Pointe. It would include Commissioners' training and associated expenses associated with water such as lodging, meals, and mileage.

20 – Manager Travel, Mileage, Lodging **\$1,000**

This line item provides for any travel and training specifically authorized by Hartstene Pointe. It would include the General Manager's training and associated expenses associated with water such as lodging, meals, and mileage.

538.10.44 Legal Notices and Publications

10 - Legal Notices **\$250**

Publication of legal notices would be paid from this line item.

538.10.45 Operating Rentals and Leases

3010 - Equipment Rental, Treatment **\$7,000**

This line item provides for the use of rented equipment.

538.10.46 Liability Insurance**10 - Insurance** **\$2,780**

This line item is for Hartstene Pointe liability insurance. This assumes one deductible of \$1,000 per year.

538.10.47 Utility Services**3010 – Utilities, Treatment** **\$7,500**

This line item provides for electricity for the sewer pump stations and treatment plant.

538.10.48 Repairs and Maintenance**3010 – Contractors, Treatment** **\$7,000**

This line provides for outside construction contractors, if they are needed and approved by Hartstene Point

3020 – SCADA, Treatment **\$5,000**

This line item provides for repairs of the SCADA and telemetry system.

3030 – Repair & Maintenance of Equipment and Structures, Treatment **\$21,000**

This line item is for material and supplies only. Examples would be repairs the sewer pumps or pump controls.

538.10.49 Miscellaneous**10 - Dues** **\$750**

This line item is for dues for the Hartstene Board of Commissioners and General Manager. Examples include the Washington Association of Sewer and Water Districts and Evergreen Rural Water of Washington.

20 - Printing **\$500**

This line item provides for printing of documents, such as utility bills.

3010 - Biosolids Disposal **\$12,000**

The biosolids have to be hauled away by a septic tank company to a larger treatment facility.

538.10.51 Intergovernmental Professional Services**Elections** **\$0**

This is Hartstene Pointe's pro-rata share of County elections, as determined by Mason County. The next election is 2012.

3010 - State Audit, Treatment **\$500**

The District is audited bi-annually by the Washington State Auditor. It is assumed that the 2010 and 2011 audit will be in 2012. That cost may be about \$5,000.

538.10.53 Excise Tax**3010 - Excise Tax** **\$20,300**

This line item assumes a 6% excise tax paid to the State of Washington of all sewer revenues.

3010 - Permit Fees **\$1,500**

This line item provides for permit fees such as the Department of Ecology NPDES permit fee.

591.10 Debt; Department of Ecology Loan**78. 3010 - Principle** **\$28,990**

This line item is the annual payment for the extension of the outfall.

80. 3010 Interest **\$ 9,122**

This line item is the annual payment for the extension of the outfall.
