

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
May 1, 2025 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the April 16, 2025 Special Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2025-18
 - Bills to Be Reviewed:
 - Voucher 2025-17
 - Monthly Financial Report (4-15)
9. General Manager's Report (16)

ITEMS REQUIRING BOARD ACTION:

10. Adopt Resolution 2025-02:
Approving the Loan Agreement Amendment with WA Dept. Of Ecology (17-29)
11. Schedule & Plan for a Special Meeting on May 7, 2025
12. Discuss & Approve Asset Management Plan/Reserve Study Quote
13. Discuss District Response to Emergency Water Shut Offs Associated with WIRP
14. Discuss Water Board Bible Chapters 5, 8 (pp. 52-55) & 9 (p. 65)

ANY OTHER BUSINESS (for new or overlooked items not included in the agenda)

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
April 16, 2025
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: President S. Swart, Secretary C. Anderson, Audit Commissioner S. Birgh, 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: One subscriber present

CORRESPONDENCE:

- GM received an email from a resident on the east bluff inquiring about the expected impact of the sewer project on the common area immediately east of their lot

PRESENT AGENDA: *Commissioner Birgh moved to adopt the agenda. Commissioner Anderson seconded.* Commissioner Birgh requested to add “#12, Review Asset Management Proposal.” *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the April 3, 2025 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Anderson seconded.* Commissioners noted a couple corrections needed. *Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended with corrections.*

REPORTS:

Commissioner Reports:

- Commissioner Swart noted that she will be out of town June 1-7, 2025
- Commissioner Swart noted that the commissioner election filing deadline is May 9, 2025
- Commissioner Swart reported that the office lease with HPMA has not yet been signed by HPMA board members, per HPMA’s GM

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2025-16 in the amount of \$54,262.18 was presented. *Commissioner Birgh moved to approve voucher 2025-16 in the amount of \$54,262.18. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2025-15 for review

General Manager’s Report:

- GM reported that the voltage regulator (rectifier) for the reservoir needs replacement. The estimated budgetary cost is \$5,000. GM will proceed getting quotes for this work. GM will have staff install a new fuse.

- GM shared a quote that heat pumps for the well treatment rooms are estimated to cost \$21,000. GM will find alternative solutions to the humidity issues in treatment buildings.
- Reservoir cleaning will be scheduled for this summer, but the contractor has not opened up their calendar for scheduling this far out.
- GM reported on the project list that is on the *Commissioner Working Drive*. Commissioners directed GM to complete dates and tasks on the list.

ITEMS REQUIRING BOARD ACTION:

Approve Well Valve Rebuilding Expense: GM discussed why valves at the wells need to be rebuilt and shared quote. *Commissioner Birgh moved to authorize \$7,176 for the control valve rebuilds, per the quote submitted by Cimco-GC Systems. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the expenditure is approved.*

Designate & Confirm Signatory for Ecology & Century West Engineering Documents: *Commissioner Birgh moved to designate GM as the signatory for Wastewater Infrastructure Rehabilitation Project documents for WA Dept. of Ecology and Century West Engineering, provided that updates are provided at meetings of the Board of Commissioners. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Review Asset Management Proposal: Commissioner Birgh shared a proposal from a vendor for developing an Asset Management Plan (AMP). Commissioners discussed the benefits of having a robust plan generated and put in place. Commissioner Birgh will inquire regarding a timeline for deliverable in August and request their remote participation in a regular meeting May.

ANY OTHER BUSINESS: None.

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 5:20 pm.

Meeting Minutes Drafted By: PM
Respectfully Submitted By:

	Carl Anderson, Secretary, Commissioner #1
<i>Signature</i>	<i>Name and Title</i>

Approved at the Regular Meeting of the Board on: 5-1-2025

Hartstene Pointe Water Sewer District Monthly Financial Report - Fund Activity

March 2025

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
Reserve Funds					
030 - Ecology Reserve	45,590.81	-	146.58	45,737.39	146.58
050 - DWSRF Loan Reserve	33,797.29	-	6,371.89	40,169.18	6,371.89
060 - Bond Fund	0.00	(19,665.00)	19,665.00	0.00	-
070 - USDA Revenue Bond Reserve	47,575.01	-	152.97	47,727.98	152.97
Total Reserve Funds	126,963.11	(19,665.00)	26,336.44	133,634.55	6,671.44
Unreserved Funds					
EFT Account - Umpqua Bank	42,596.23	(69,549.42)	68,882.72	41,929.53	(666.70)
Petty Cash Account	2,914.86	(769.12)	693.96	2,839.70	(75.16)
Xpress Deposit Account	2,698.70	(51,623.99)	52,021.74	3,096.45	397.75
010 - Operating Fund					
<i>Operating Investment Fund</i>	200,000.00	-		200,000.00	-
<i>010 - Operating Fund - Other</i>	174,946.95	(71,549.78)	96,391.14	199,788.31	24,841.36
Total 010 - Operating Fund	374,946.95	(71,549.78)	96,391.14	399,788.31	24,841.36
065 - Capital Project Account	0.00	-	-	0.00	-
Total Unreserved Funds	423,156.74	(193,492.31)	217,989.56	447,653.99	24,497.25
Committed Funds					
020 - Water/Sewer Committed Fund					
Asset Replacement Fund	45,344.37	-	-	45,344.37	-
Capital Improvement Fund					
<i>I&I Repair</i>	115,207.33	-	190.00	115,397.33	190.00
<i>Reservoir Repair</i>	123,347.13	-	-	123,347.13	-
Total Capital Improvement Fund	238,554.46	-	190.00	238,744.46	190.00
Risk Management Fund	219,841.88	-	1,654.65	221,496.53	1,654.65
Total 020 - Water/Sewer Committed Fund	503,740.71	-	1,844.65	505,585.36	1,844.65
Total Committed Funds	503,740.71	-	1,844.65	505,585.36	1,844.65
Total Funds	1,053,860.56	(213,157.31)	246,170.65	1,086,873.90	33,013.34

I hereby certify that the above statement is true.

Project & Accounts Manager

Date

Audit Commissioner

Date

Hartstene Pointe Water Sewer District Balance Sheet

As of March 31, 2025

Mar 31, 25

ASSETS

Current Assets

Checking/Savings

Reserve Funds

030 · Ecology Reserve	45,737.39
050 · DWSRF Loan Reserve	40,169.18
070 · USDA Revenue Bond Reserve	47,727.98

Total Reserve Funds	133,634.55
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Unreserved Funds

EFT Account - Umpqua Bank	41,929.53
Petty Cash Account	2,839.70
Xpress Account	3,096.45

010 · Operating Fund

Operating Investment Fund	200,000.00
010 · Operating Fund - Other	199,788.31

Total 010 · Operating Fund	399,788.31
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020 · Water/Sewer Committed Fund

Asset Replacement Fund	45,344.37
Capital Improvement Fund	
I&I Repair	115,062.33
Reservoir Repair	123,347.13

Total Capital Improvement Fund	238,409.46
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Risk Management Fund	219,555.36
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020 · Water/Sewer Committed Fund - Other	2,276.17
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Total 020 · Water/Sewer Committed Fund	505,585.36
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Total Unreserved Funds	953,239.35
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Total Checking/Savings	1,086,873.90
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Total Current Assets	1,086,873.90
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Fixed Assets

13000

DWSRF Improvements	943,361.12
Ecology Outfall Extension	152,445.57
USDA Bond Improvements	353,026.09

Total 13000	1,448,832.78
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535.594 · WIRP WW Infrastructure Rehab

1. WIRP Engineering Phase	1,301,895.72
2. WIRP Construction Phase	2,503.30

Total 535.594 · WIRP WW Infrastructure Rehab	1,304,399.02
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Total Fixed Assets	2,753,231.80
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TOTAL ASSETS	3,840,105.70
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable	2,378.03
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Hartstene Pointe Water Sewer District Balance Sheet

As of March 31, 2025

Mar 31, 25

Total Accounts Payable	2,378.03
Other Current Liabilities	
24000 - Payroll Liabilities	
Employee Insurance	-662.24
FICA	2,767.37
Long Term Insurance	275.75
WA Family Sick Leave	474.51
Wages Payable	-1,715.79
Total 24000 - Payroll Liabilities	1,139.60
Total Other Current Liabilities	1,139.60
Total Current Liabilities	3,517.63
Long Term Liabilities	
25000 - Long Term Debt Service	
DWSRF	943,361.12
Ecology	152,445.57
USDA Bond	353,026.09
Total 25000 - Long Term Debt Service	1,448,832.78
391.80 - Intergovernmental Loan Proceeds	3,196,765.28
Total Long Term Liabilities	4,645,598.06
Total Liabilities	4,649,115.69
Equity	
30000 - Opening Balance Equity	566,435.91
32000 - Unrestricted Net Assets	-1,480,423.45
Net Income	104,977.55
Total Equity	-809,009.99
TOTAL LIABILITIES & EQUITY	3,840,105.70

Hartstene Pointe Water Sewer District Profit & Loss

March 2025

Mar 25

Ordinary Income/Expense

Income

10 · Operating Revenue 95,277.70

20 · Non-Operating Revenue 2,705.78

Total Income 97,983.48

Gross Profit 97,983.48

Expense

534 · Water Expenditures 28,019.19

535 · WW Treatment Expenditures 10,677.47

538 · Combined W/S Expenditures 25,114.34

591.38 · Leases 1,000.00

Total Expense 64,811.00

Net Ordinary Income 33,172.48

Net Income 33,172.48

**Hartstene Pointe Water Sewer District
Profit & Loss Budget vs. Actual Summary
January through March 2025**

	Profit & Loss	Budget v Actual			
	Mar 25	Jan - Mar '25 (25% of Yr)	Total 2025 Budget	\$ Over (Under) Budget	% of Total Budget
Ordinary Income/Expense					
Income					
10 • Operating Revenue	95,277.70	281,517.50	1,134,144.00	-852,626.50	24.82%
20 • Non-Operating Revenue	2,705.78	10,780.87	33,960.00	-23,179.13	31.75%
Total Income	<u>97,983.48</u>	<u>292,298.37</u>	<u>1,168,104.00</u>	<u>-875,805.63</u>	<u>25.02%</u>
Gross Profit	97,983.48	292,298.37	1,168,104.00	-875,805.63	25.02%
Expense					
534 • Water Expenditures	28,019.19	61,975.60	399,328.00	-337,352.40	15.52%
535 • WW Treatment Expenditures	10,677.47	36,760.83	339,524.00	-302,763.17	10.83%
538 • Combined W/S Expenditures	25,114.34	85,584.39	406,777.00	-321,192.61	21.04%
591.38 • Leases	1,000.00	3,000.00	12,300.00	-9,300.00	24.39%
Total Expense	<u>64,811.00</u>	<u>187,320.82</u>	<u>1,157,929.00</u>	<u>-970,608.18</u>	<u>16.18%</u>
Net Ordinary Income	<u>33,172.48</u>	<u>104,977.55</u>	<u>10,175.00</u>		
Net Income	<u><u>33,172.48</u></u>	<u><u>104,977.55</u></u>	<u><u>10,175.00</u></u>		

Hartstene Pointe Water Sewer District

Profit & Loss Budget vs. Actual

January through March 2025

	Jan - Mar 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
10 - Operating Revenue				
343.40 - Water Sales and Services				
343.42 - Metered Water Charges	590.00	6,158.00	-5,568.00	9.58%
343.40 - Water Sales and Services - Other	140,172.45	559,491.00	-419,318.55	25.05%
Total 343.40 - Water Sales and Services	140,762.45	565,649.00	-424,886.55	24.89%
343.50 - Sewer Sales and Services	138,396.69	553,034.00	-414,637.31	25.03%
359.90 - Penalties and Fees	1,748.03	6,726.00	-4,977.97	25.99%
369.91 - Miscellaneous Revenues	610.33	8,735.00	-8,124.67	6.99%
Total 10 - Operating Revenue	281,517.50	1,134,144.00	-852,626.50	24.82%
20 - Non-Operating Revenue				
334.03 - 334.03.10 State Grant-Ecology	2,131.50			
361.11 - Interest earned				
010	2,107.43			
020	5,293.88			
030	476.55			
050	274.23			
070	322.54			
361.11 - Interest earned - Other	174.74	10,000.00	-9,825.26	1.75%
Total 361.11 - Interest earned	8,649.37	10,000.00	-1,350.63	86.49%
367.40 - Contributions - Nongov't - DW	0.00	9,310.00	-9,310.00	0.0%
367.50 - Contributions - Nongov't - WW	0.00	14,650.00	-14,650.00	0.0%
Total 20 - Non-Operating Revenue	10,780.87	33,960.00	-23,179.13	31.75%
Total Income	292,298.37	1,168,104.00	-875,805.63	25.02%
Gross Profit	292,298.37	1,168,104.00	-875,805.63	25.02%
Expense				
534 - Water Expenditures				
534.10 - Salaries - Water				
Apprentice/Trainee	7,570.00	57,283.00	-49,713.00	13.22%
Water Distribution Manager	5,490.00			
Total 534.10 - Salaries - Water	13,060.00	57,283.00	-44,223.00	22.8%

Hartstene Pointe Water Sewer District

Profit & Loss Budget vs. Actual

January through March 2025

	Jan - Mar 25	Budget	\$ Over Budget	% of Budget
534.20 - Personnel Benefits, Payroll Tax				
FICA/Medicare - Water	209.20			
HRA VEBA - Water	856.18			
Insurance	1,667.42			
L&I expense - Water	431.33			
Retirement Contribution	1,044.80			
SUTA - Water	41.10			
534.20 - Personnel Benefits, Payroll Tax - Other	0.00	22,023.00	-22,023.00	0.0%
Total 534.20 - Personnel Benefits, Payroll Tax	4,250.03	22,023.00	-17,772.97	19.3%
534.30 - Supplies - Water				
31 1010 - Supplies - Water				
35 1010 - Tools/Equip - Water	715.04			
31 1010 - Supplies - Water - Other	492.12	8,000.00	-7,507.88	6.15%
Total 31 1010 - Supplies - Water	1,207.16	8,000.00	-6,792.84	15.09%
31 1011 - Chemicals - Water				
Sodium Hypochlorite	923.64			
31 1011 - Chemicals - Water - Other	0.00	8,000.00	-8,000.00	0.0%
Total 31 1011 - Chemicals - Water	923.64	8,000.00	-7,076.36	11.55%
Total 534.30 - Supplies - Water	2,130.80	16,000.00	-13,869.20	13.32%
534.40 - Services - Water				
Intergov				
53 1010 - Excise Tax - Water	7,127.76	29,969.00	-22,841.24	23.78%
53 1020 - Permit Fees - Water	0.00	850.00	-850.00	0.0%
Total Intergov	7,127.76	30,819.00	-23,691.24	23.13%
Other Services				
Other Services - Other	0.00	2,474.00	-2,474.00	0.0%
Total Other Services	0.00	2,474.00	-2,474.00	0.0%
Professional Services - Water				
41 1050 - Lab Testing - Water	439.00	1,628.00	-1,189.00	26.97%
Total Professional Services - Water	439.00	1,628.00	-1,189.00	26.97%
Water Repair and Maint.				
48 1020 - SCADA - Water	0.00	2,500.00	-2,500.00	0.0%

Hartstene Pointe Water Sewer District

Profit & Loss Budget vs. Actual

January through March 2025

	Jan - Mar 25	Budget	\$ Over Budget	% of Budget
48 1030 - Repair & Maintenance - Water				
Other	760.70			
48 1030 - Repair & Maintenance - Water - Other	0.00	22,395.00	-22,395.00	0.0%
Total 48 1030 - Repair & Maintenance - Water	760.70	22,395.00	-21,634.30	3.4%
Total Water Repair and Maint.	760.70	24,895.00	-24,134.30	3.06%
47 1010 - Electric - Water	2,678.84	12,384.00	-9,705.16	21.63%
Total 534.40 - Services - Water	11,006.30	72,200.00	-61,193.70	15.24%
594.34 - Capital Expenditures - Water				
Pressure Reducing Valve Rehabs	11,863.47			
Reservoir				
Painting/Repair	0.00	10,000.00	-10,000.00	0.0%
Total Reservoir	0.00	10,000.00	-10,000.00	0.0%
Test Pump Well #3	0.00	20,000.00	-20,000.00	0.0%
Water SCADA Upgrade	0.00	15,000.00	-15,000.00	0.0%
Well #2 Rehab	0.00	70,000.00	-70,000.00	0.0%
Total 594.34 - Capital Expenditures - Water	11,863.47	115,000.00	-103,136.53	10.32%
59X.34 - Debt Service - Water				
5913470 - Debt Service Principal - Water				
DWSRF Loan Principal	0.00	65,671.00	-65,671.00	0.0%
78 1010 - USDA Loan Principal	15,815.73	31,849.00	-16,033.27	49.66%
Total 5913470 - Debt Service Principal - Water	15,815.73	97,520.00	-81,704.27	16.22%
5923480 - Debt Service Interest - Water				
DWSRF Loan Interest	0.00	11,821.00	-11,821.00	0.0%
83 1010 - USDA Loan - Interest	3,849.27	7,481.00	-3,631.73	51.45%
Total 5923480 - Debt Service Interest - Water	3,849.27	19,302.00	-15,452.73	19.94%
Total 59X.34 - Debt Service - Water	19,665.00	116,822.00	-97,157.00	16.83%
Total 534 - Water Expenditures	61,975.60	399,328.00	-337,352.40	15.52%
535 - WW Treatment Expenditures				
535.10 - Salaries/Wages-WWT				
Wastewater Treatment Plant Oper	10,140.75	73,195.00	-63,054.25	13.85%
Total 535.10 - Salaries/Wages-WWT	10,140.75	73,195.00	-63,054.25	13.85%
535.20 - Personnel Benefits - WW				

Hartstene Pointe Water Sewer District

Profit & Loss Budget vs. Actual

January through March 2025

	Jan - Mar 25	Budget	\$ Over Budget	% of Budget
Employment Security	49.00			
FICA Expense	161.00			
Insurance - WW	2,305.24			
L&I - WW	444.38			
Retirement - WW	811.26			
535.20 - Personnel Benefits - WW - Other	0.00	23,570.00	-23,570.00	0.0%
Total 535.20 - Personnel Benefits - WW	3,770.88	23,570.00	-19,799.12	16.0%
535.30 - Supplies - WW Treatment				
31 3010 - Supplies - WW Treatment				
31 3010 - Supplies - WW Treatment - Other	585.32	10,000.00	-9,414.68	5.85%
Total 31 3010 - Supplies - WW Treatment	585.32	10,000.00	-9,414.68	5.85%
31 3011 - Chemicals - WW Treatment	1,289.12	3,000.00	-1,710.88	42.97%
35 3010 - Tools/Equip - WW Treatment	80.60			
Total 535.30 - Supplies - WW Treatment	1,955.04	13,000.00	-11,044.96	15.04%
535.40 - Services - WW Treatment				
Intergov				
B&O/Excise Tax				
B&O Tax - Wastewater Treatment	1,857.55			
Excise Tax - Sewer	415.28			
B&O/Excise Tax - Other	0.00	8,259.00	-8,259.00	0.0%
Total B&O/Excise Tax	2,272.83	8,259.00	-5,986.17	27.52%
Permit Fees - WW Treatment	1,251.05	3,521.00	-2,269.95	35.53%
Total Intergov	3,523.88	11,780.00	-8,256.12	29.91%
Professional Services - WWT				
41 3010 - Attorney Fees - WW Treatment	104.63			
41 3050 - Lab Testing - WW Treatment				
WA Ecology Nutrient Lab Testing	1,913.13			
41 3050 - Lab Testing - WW Treatment - Other	3,496.87	17,380.00	-13,883.13	20.12%
Total 41 3050 - Lab Testing - WW Treatment	5,410.00	17,380.00	-11,970.00	31.13%
Total Professional Services - WWT	5,514.63	17,380.00	-11,865.37	31.73%
WW Treatment Maint. and Repair				
48 3010 - Biosolids Disposal	0.00	20,000.00	-20,000.00	0.0%

Hartstene Pointe Water Sewer District

Profit & Loss Budget vs. Actual

January through March 2025

	Jan - Mar 25	Budget	\$ Over Budget	% of Budget
48 3020 - SCADA - WW Treatment	201.00	3,000.00	-2,799.00	6.7%
48 3030 - Repair & Maint. - WW Treatment				
Other	544.53	7,500.00	-6,955.47	7.26%
Sewer Collection	6,783.88	10,000.00	-3,216.12	67.84%
Total 48 3030 - Repair & Maint. - WW Treatment	7,328.41	17,500.00	-10,171.59	41.88%
Total WW Treatment Maint. and Repair	7,529.41	40,500.00	-32,970.59	18.59%
47 3010 - Electric - WW Treatment	4,326.24	17,000.00	-12,673.76	25.45%
Total 535.40 - Services - WW Treatment	20,894.16	86,660.00	-65,765.84	24.11%
594.35 - Capital Expenditures - WWT				
WAS Pump Station Improvements	0.00	50,000.00	-50,000.00	0.0%
WW SCADA/Telemetry Upgrade	0.00	17,500.00	-17,500.00	0.0%
Total 594.35 - Capital Expenditures - WWT	0.00	67,500.00	-67,500.00	0.0%
59X.35 - Debt Service - WW Treatment				
5913570 - Debt Service Principal - WWT				
78 3010 - Ecology Loan Principal	0.00	36,572.00	-36,572.00	0.0%
78 3020 - WIRP Engineer Principal	0.00	21,545.00	-21,545.00	0.0%
Total 5913570 - Debt Service Principal - WWT	0.00	58,117.00	-58,117.00	0.0%
5923580 - Debt Service Interest - WWT				
83 3010 - Ecology Loan - Interest	0.00	1,539.00	-1,539.00	0.0%
83 3020 - WIRP Engineer Interest	0.00	15,943.00	-15,943.00	0.0%
Total 5923580 - Debt Service Interest - WWT	0.00	17,482.00	-17,482.00	0.0%
Total 59X.35 - Debt Service - WW Treatment	0.00	75,599.00	-75,599.00	0.0%
Total 535 - WW Treatment Expenditures	36,760.83	339,524.00	-302,763.17	10.83%
538 - Combined W/S Expenditures				
538.10 - Salaries & Wages				
Elected Officials				
10 0010 - Commissioner 1	240.00	5,573.00	-5,333.00	4.31%
10 0020 - Commissioner 2	1,529.50	5,221.00	-3,691.50	29.3%
10 0030 - Commissioner 3	1,716.00	5,956.00	-4,240.00	28.81%
Total Elected Officials	3,485.50	16,750.00	-13,264.50	20.81%
Employees				
Clerk	20,855.21	84,864.00	-64,008.79	24.58%

Hartstene Pointe Water Sewer District

Profit & Loss Budget vs. Actual

January through March 2025

	Jan - Mar 25	Budget	\$ Over Budget	% of Budget
General Manager	24,105.00	96,420.00	-72,315.00	25.0%
Total Employees	44,960.21	181,284.00	-136,323.79	24.8%
Total 538.10 · Salaries & Wages	48,445.71	198,034.00	-149,588.29	24.46%
538.20 · Personnel Benefits, Payroll Tax				
HRA VEBA - Admin	233.14			
L&I Expense	991.68			
Retirement Expense - Admin	3,596.82			
SUTA Expense	17.41			
20 0010 · FICA/Medicare				
20 0010 · FICA/Medicare - Other	911.91			
Total 20 0010 · FICA/Medicare	911.91			
20 0020 · Insurance	9,278.01			
538.20 · Personnel Benefits, Payroll Tax - Other	0.00	60,727.00	-60,727.00	0.0%
Total 538.20 · Personnel Benefits, Payroll Tax	15,028.97	60,727.00	-45,698.03	24.75%
538.30 · Supplies - Combined W/S				
Tools/Equip/Supplies	1,472.91	12,365.00	-10,892.09	11.91%
31 4010 · Office Supplies	72.05	4,000.00	-3,927.95	1.8%
Total 538.30 · Supplies - Combined W/S	1,544.96	16,365.00	-14,820.04	9.44%
538.40 · Services - Combined W/S				
Intergov				
B&O Tax - Fees/Penalties	32.82	103.00	-70.18	31.86%
County Election Costs	0.00	400.00	-400.00	0.0%
Other	0.00	210.00	-210.00	0.0%
State Audit	0.00	10,248.00	-10,248.00	0.0%
Total Intergov	32.82	10,961.00	-10,928.18	0.3%
Other Services - Combined W/S				
Accounting Consultant Fees	0.00	1,761.00	-1,761.00	0.0%
Attorney Fees - Combined W/S	285.00	4,500.00	-4,215.00	6.33%
Bank Fees	37.50	150.00	-112.50	25.0%
Cleaning Services	990.00	3,960.00	-2,970.00	25.0%
Information Technology	7,450.37	10,000.00	-2,549.63	74.5%
Lockbox	103.00	901.00	-798.00	11.43%

Hartstene Pointe Water Sewer District

Profit & Loss Budget vs. Actual

January through March 2025

	Jan - Mar 25	Budget	\$ Over Budget	% of Budget
Online Payment System				
Monthly Fees	300.00			
Transaction Fees	955.08			
Online Payment System - Other	0.00	5,090.00	-5,090.00	0.0%
Total Online Payment System	1,255.08	5,090.00	-3,834.92	24.66%
Payroll Services	983.84	3,997.00	-3,013.16	24.61%
361.19 · Investment Service Fees	1,216.29	5,491.00	-4,274.71	22.15%
42 0010 · Postage	781.88	3,840.00	-3,058.12	20.36%
42 0020 · Telephones	2,213.82	10,932.00	-8,718.18	20.25%
44 0010 · Legal Notices & Publications	0.00	3,000.00	-3,000.00	0.0%
46 0010 · Liability Insurance	0.00	45,323.00	-45,323.00	0.0%
49 0010 · Professional Dues	1,076.15	2,600.00	-1,523.85	41.39%
49 0020 · Printing to Subscribers	383.01	2,145.00	-1,761.99	17.86%
Other Services - Combined W/S - Other	0.00	2,000.00	-2,000.00	0.0%
Total Other Services - Combined W/S	16,775.94	105,690.00	-88,914.06	15.87%
43 · Travel/Mileage/Training				
Employee Training	3,348.48			
43 0040 · Operations Mileage	407.51			
43 · Travel/Mileage/Training - Other	0.00	15,000.00	-15,000.00	0.0%
Total 43 · Travel/Mileage/Training	3,755.99	15,000.00	-11,244.01	25.04%
Total 538.40 · Services - Combined W/S	20,564.75	131,651.00	-111,086.25	15.62%
Total 538 · Combined W/S Expenditures	85,584.39	406,777.00	-321,192.61	21.04%
591.38 · Leases				
Office Rent	3,000.00	12,300.00	-9,300.00	24.39%
Total 591.38 · Leases	3,000.00	12,300.00	-9,300.00	24.39%
Total Expense	187,320.82	1,157,929.00	-970,608.18	16.18%
Net Ordinary Income	104,977.55	10,175.00		
Net Income	104,977.55	10,175.00		

GM REPORT FOR BOC MEETING ON 5/1

- Wells from 4/13-4/26: 63K GPD avg, 52K min, 79K max
- WWTP flows: 67K avg, 51K min, 108K max
- Water main breaks on Nantucket
- Possibility of CIPP lining Nantucket force main
- Ecology meeting review from 4/24/25 - change orders
- Cimco performed maintenance on Cla-Val's 4/28/25

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

RESOLUTION 2025-02

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
APPROVING THE LOAN AGREEMENT AMENDMENT WITH
WA DEPARTMENT OF ECOLOGY**

WHEREAS, Hartstene Pointe Water-Sewer District (the “District”) is a special purpose district and municipal corporation organized under and governed by Title 57 RCW; and

WHEREAS, the District Board of Commissioners previously approved loan agreement No. WQC-2024-HPWSD-00106, Amendment no. 1, with the State of Washington Department of Ecology (Ecology); and

WHEREAS, due to the lowest responsible bid received for the construction phase of the Wastewater Infrastructure Rehabilitation Project (Project) exceeding Ecology’s original funding as set forth in the agreement; and

WHEREAS, Ecology has drafted an amendment to the original agreement to fund the Project, increasing by \$13,980,077.72 from \$1,321,300.00 to \$15,301,377.72; and

WHEREAS, the District recognizes that \$5,000,000.00 of the funding is *Forgivable Principal*, that \$9,000,000.00 is *Standard Loan* for 20 years at 0.4% interest and that the original design loan \$1,301,377.72 is *Standard Loan* for 20 years at 1.2% interest; and

WHEREAS, the District and Ecology recognize the urgent need to continue work toward the completion of the Project; and

WHEREAS, the Board of Commissioners wishes to designate an authorized signatory representing the Board of Commissioners; now

THEREFORE, the Board of Commissioners hereby resolves:

1. To approve the draft agreement received from Ecology
2. To designate Jeffery Palmer, General Manager of the District, as an authorized signatory

ADOPTED by the District Board of Commissioners at its scheduled meeting on this 1st day of May, 2025.

Hartstene Pointe Water-Sewer District, Mason County, Washington

Stacy Swart, President

Carl Anderson, Secretary

Stefan Birgh, Audit Commissioner



**AMENDMENT NO. 1
TO AGREEMENT NO. WQC-2024-HPWSD-00106
BETWEEN
THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY
AND
HARTSTENE POINT WATER AND SEWER DISTRICT**

PURPOSE: To amend the above-referenced agreement (AGREEMENT) between the state of Washington Department of Ecology (ECOLOGY) and Hartstene Point Water and Sewer District (RECIPIENT) for the Hartstene Pointe Sewer Collection System Improvements (PROJECT).

This amendment is needed to: 1) change the funding expiration date; 2) Modify the short and long descriptions; 3) Add to the scope of work; 4) Add a new loan with funding for construction from FY25 funding cycle using the Small Community Project Priority List (SCPPL) process; and 5) Officially close out loan EL240418 and establish the final loan repayment schedule.

- 1) The funding agreement expiration date is changed from December 31, 2024, to February 28, 2026.
- 2) The Short and Long Descriptions are modified to reflect the additional scope of work.
- 3) Task 4, Project Construction, Task 5, Construction Management, and Task 6, Change Orders are added to the Scope of Work.
- 4) The funding is increased by \$13,980,077.72 from \$1,321,300.00 to \$15,301,377.72.
- 5) Forgivable Principal Loan EF250585 is added in the amount of \$5,000,000.00.
- 6) Standard Loan EL250584 is added in the amount of \$9,000,000.00.
- 7) Standard Loan EL250584 Estimated Loan Repayment Schedule XXXX, created on XXXX.
- 8) Standard Loan EL240418 in the amount of \$1,321,300, is reduced by \$19,922.28, to \$1,301,377.72. Based on the Design Completion Date of December 31, 2024, loan repayment will begin no later than December 31, 2025.
- 9) Loan EL240418 Estimated Loan Repayment Schedule Number 747, created on November 21, 2023, is replaced by Final Loan Repayment Schedule Number XXX, created on XXX.

IT IS MUTUALLY AGREED that the AGREEMENT is amended as follows:

Total Cost:

Original: 1,321,300.00 Amended: 15,301,377.72

Total Eligible Cost:

Original: 1,321,300.00 Amended: 15,301,377.72

Expiration Date:

Original: 12/31/2024 Amended: 02/28/2026

Project Short Description:

Original:

This project improves water quality in Puget Sound (Case Inlet) through the design of wastewater collection facilities at Harstine Island in Mason County of Hartstene Pointe Water-Sewer District Sewer Collection System. The project consists of system-wide rehabilitation of the existing sewer mains by Cured-in-Place-Pipe (CIPP) lining and the replacement/relocation of a primary sewer main running along a deteriorating bluff overlooking the Puget Sound.

Amended:

This project improves water quality in Puget Sound (Case Inlet) through the design and construction of wastewater collection facilities at Hartstene Island in Mason County of Hartstene Pointe Water-Sewer District Sewer Collection System. The project consists of system-wide rehabilitation of the existing sewer mains by Cured-in-Place-Pipe (CIPP) lining and the replacement/relocation of a primary sewer main running along a deteriorating bluff overlooking the Puget Sound.

Project Long Description:

Amended:

This project improves water quality in Puget Sound (Case Inlet) through the design and construction of wastewater collection facilities at Hartstene Island in Mason County of Hartstene Pointe Water-Sewer District Sewer Collection System. The project consists of system-wide rehabilitation of the existing sewer mains by Cured-in-Place-Pipe (CIPP) lining and the replacement/relocation of a primary sewer main running along a deteriorating bluff overlooking the Puget Sound.

Hartstene Pointe is a homeowner's association community, and the RECIPIENT is a Washington municipal corporation and water-sewer district organized under Title 57 RCW, that consists of approximately 445 total sewer connections, including approximately 439 residential connections. The collection system experiences a significant and increasing amount of Infiltration and Inflow (I&I) with seasonal- and precipitation-related events exceeding 500 percent of the base flow. A program of CIPP lining, joint repairs, service replacement and/or lining, and manhole lining is by far the most economical and least environmentally intrusive means of addressing the I&I issues identified in the General Sewer Plan (GSP). Specifically, the project consists of (a) completion of a CIPP liner installation for the sanitary sewer collection and conveyance system, as described in "Alternative 4" of Attachment A of the GSP (the "CIPP Project") to address the sewer system's I&I issues and (b) completion of the bluff sewer line replacement as described in "Alternative 2" of Attachment A with a Community Lift Station and Grouped Grinder Pump Services (the "Bluff Sewer Line Replacement Project").

Elements of the design include:

1. Topographic Survey of the entire collection/conveyance system.
2. Investigation of necessary environmental and cultural clearances as well as generation of any NEPA/SEPA documentation and filing of determinations of significance/non-significance.

3. Design for CIPP lining and rehabilitation of the wastewater collection.
4. Design of a lift station.
5. Design of the sewer main replacement/relocation along the deteriorating bluff and associated appurtenances.
6. Preliminary and Final Plans, Specifications, and Estimates (PS&E) for both the CIPP project and lift station and sewer main replacement project.
7. Periodic meetings and updates with representatives from Hartstene Pointe, Ecology, and other stakeholders.
8. Coordinated bid packages, including advertisement and award for both the CIPP lining and bluff main relocation.

Elements of the construction include:

1. Approximately 46,000 LF of CIPP pipe lining
2. Approximately 1,400 LF of pipe replacement
3. Construction of a new lift station and force main
4. Installation of approximately 30 individual grinder pump services
5. Service Line Replacements
6. Electrical Improvements
7. Surface restoration and all other appurtenances necessary for a complete and operational project

As part of the Small Community Project Priority List (SCPPL) process, this project is expanded to include construction of the improvements in accordance with the approved design prepared by the original funding agreement. Additional funding was awarded to the RECIPIENT as SFY25 project using the SCPPL process and adds new tasks for construction, construction management, and change orders.

CHANGES TO THE BUDGET

Funding Distribution EL240418

Funding Title: SRF Loan (State)

Funding Type: Loan

Funding Effective Date: 07/01/2023

Funding Expiration Date: 12/31/2024

Funding Source:

Title: CWSRF-SFY24 (State)

Fund: FD0727

Type: State

Funding Source %: 100%

Description: The Clean Water Act (CWA) (33 U.S.C 1251-1387) established the State Revolving Fund (SRF) low interest loans program (40. C.F.R. Part 31, 35 Sub Part K). Washington State administers the program under Chapter 173-98 WAC. The portion of this project funded with this funding distribution comes from non-federal source and are not subject to Federal Funding Accountability and Transparency Act (FFATA) and Single Audit Act (SAA). However, this project is subject to the federal requirements outlined in Section 4 and 5 of agreement terms and conditions.

Approved Indirect Costs Rate: Approved State Indirect: 30%

Recipient Match %: 0%

InKind Interlocal Allowed: No

InKind Other Allowed: No

Is this Funding Distribution used to match a federal grant? No

Effective Interest Rate: 1.2% Interest Rate: 0.9% Admin Charge: 0.3%

Terms: 20 years

Project Start Date: 07/01/2023 Project Completion Date: 12/31/2024

Estimated Initiation of Operation date: 12/31/2024

Loan Security: Revenue Secure Lien Obligation of the Recipient

Final Accrued Interest: \$

Final Loan Amount: \$

Repayment Schedule Number:

SRF Loan (State)	Task Total
Project Design	\$ 1,301,377.72

Total: \$ 1,301,377.72

CHANGES TO THE BUDGET

Funding Distribution E 250585

Funding Title: SRF Forgivable Principal (FY25)

Funding Type:

Funding Effective Date: 07/01/2024

Funding Expiration Date: 07/31/2026

Funding Source:

Approved Indirect Costs Rate: Approved State Indirect: 30%

Recipient Match %: 0%

InKind Interlocal Allowed: No

InKind Other Allowed: No

Is this Funding Distribution used to match a federal grant? No

Effective Interest Rate: 0% Interest Rate: % Admin Charge: %

Terms: years

Project Start Date: Project Completion Date:

Estimated Initiation of Operation date: 12/31/2024

Loan Security:

Final Accrued Interest: \$

Final Loan Amount: \$

Repayment Schedule Number:

SRF Forgivable Principal (FY25)	Task Total
Construction	\$ 5,000,000.00

Total: \$ 5,000,000.00

CHANGES TO THE BUDGET

Funding Distribution E 250584

Funding Title: SRF Loan (FY25 State)

Funding Type:

Funding Effective Date: 07/01/2024

Funding Expiration Date: 02/28/2026

Funding Source:

Approved Indirect Costs Rate: Approved State Indirect: 30%
Recipient Match %: 0%
InKind Interlocal Allowed: No
InKind Other Allowed: No
Is this Funding Distribution used to match a federal grant? No
Effective Interest Rate: 0.4% Interest Rate: 0.3% Admin Charge: 0.1%
Terms: 20 years
Project Start Date: 07/01/2024 Project Completion Date: 07/31/2026
Estimated Initiation of Operation date: 12/31/2024
Loan Security: Revenue Secure Lien Obligation of the Recipient
Final Accrued Interest: \$
Final Loan Amount: \$
Repayment Schedule Number:

SRF Loan (FY25 State)	Task Total
Construction	\$ 6,725,210.00
Construction Management	\$ 1,500,000.00
Change Order Allowance	\$ 774,790.00
Total: \$ 9,000,000.00	

CHANGES TO SCOPE OF WORK

Task Number: 2 Task Cost: \$1,301,377.72

Task Title: Project Design

Task Description:

A. The RECIPIENT will procure engineering services in accordance with state law. The RECIPIENT will include ECOLOGY's specification insert in the contract documents. The RECIPIENT must submit all contracts for engineering services before ECOLOGY will provide reimbursement for work performed under this task.

B. The RECIPIENT will design improvements of the sanitary sewer collection and conveyance system that serves the community of Hartstene Pointe. Plans and specifications developed by the RECIPIENT must be consistent with the requirements of Chapter 173-240 WAC. Elements of the design are listed in the Project Long Description.

C. The plans and specifications, construction contract documents, and addenda will be approved by the RECIPIENT prior to submittal for ECOLOGY review. All construction plans submitted to ECOLOGY for review and approval will be reduced to

no larger than 11" x 17" in size. Plans should note if they are to scale or not. The project manager may request plans be submitted in either PDF or AutoCAD electronic format, and specifications in a searchable PDF or Microsoft Word electronic file. An updated construction cost estimate will be submitted with each plan/specification submittal. The project manager may request a spreadsheet of the estimate in electronic file format.

D. The RECIPIENT's design team shall provide a constructability review and quality assurance check of the project drawing and specification package, and general requirements of the construction bid documents at the 60 percent and 90 percent stages.

E. As a condition of receiving this funding, the RECIPIENT will conduct an Investment Grade Efficiency Audit (IGEA). The RECIPIENT will review their energy use looking for cost-effective energy savings. Lastly, the RECIPIENT may also submit documentation of an energy efficiency review conducted within the last 5 years.

F. The RECIPIENT will submit the minimum requirements as outlined in the EID Guidance, Part A and in the SERP EID at the time plans and specification are submitted to ECOLOGY for approval.

G. The RECIPIENT will provide an Ecology Cultural Resources Review form as part of the minimum SERP requirements. The RECIPIENT will provide any additional information for ECOLOGY to lead the required cultural resources consultation.

H. The RECIPIENT will complete an Ecology inadvertent discovery plan template for their project.

I. The RECIPIENT will notify Ecology when deliverables are available and have been uploaded to EAGL.

J. All mitigation measures committed to in documents developed in the SERP process, such as the environmental mitigation plan, environmental checklist, environmental report, SEPA environmental impact statement (EIS), the finding of no significant impact/environmental assessment, or record of decision/federal EIS will become revolving fund loan agreement conditions. All recipients of funding for water pollution control facility projects must comply with the SERP in accordance with WAC 173-98-720.

Task Goal Statement:

See Overall Goal

Task Expected Outcome:

See Overall Goal

Deliverables

Number	Description	Due Date
2.1	Executed contracts for engineering services and documentation of the RECIPIENT’s process for procuring engineering services.	
2.2	Copies of the draft and final design.	
2.3	Documentation of an energy efficiency review.	
2.4	Complete SERP EID.	
2.5	Ecology Cultural Resources Review form.	
2.6	Inadvertent Discovery Plan.	
2.7	Fiscal Sustainability Certification Form.	

CHANGES TO SCOPE OF WORK

Task Number: 4

Task Cost: \$11,725,210.00

Task Title: Construction

Task Description:

A. The RECIPIENT will execute a contract with a contractor selected in compliance with state law. The RECIPIENT will include ECOLOGY's State Revolving Fund Specification Insert, Contract Clauses, and Pre-Selection Inserts in the construction contract documents as applicable. The RECIPIENT will submit Bid Tabs, the Notice of Award, a copy of the executed contract, and Notice to Proceed before ECOLOGY will provide reimbursement for work performed under this task.

B. The RECIPIENT will complete the construction in accordance with the approved construction contract documents. The construction project will include:

- B.1 Approximately 46,000 LF of CIPP pipe lining
- B.2 Approximately 1,400 LF of pipe replacement
- B.3 Construction of a new lift station and force main
- B.4 Installation of approximately 30 individual grinder pump services
- B.5 Service Line Replacements
- B.6 Electrical Improvements
- B.7 Surface restoration and all other appurtenances necessary for a complete and operational project

C. The RECIPIENT will conduct a pre-construction conference and will invite ECOLOGY staff to the meeting.

D. The RECIPIENT will provide ECOLOGY with a plan for increasing user rates necessary to support this loan. This plan will be provided within 180 days of signing the loan agreement. The plan will include the total revenue requirement and the user rates necessary for the RECIPIENT to operate and maintain the funded utility, to establish reserves to pay for equipment replacement, and to pay debt service. The Plan will identify a schedule of rate increases necessary to achieve the total revenue requirement by the estimated date of loan repayment.

E. All recipients of funding for water pollution control facility projects must comply with the SERP in accordance with WAC 173-98-720.

Task Goal Statement:

See overall goal.

Task Expected Outcome:

See overall goal.

Deliverables

Number	Description	Due Date
4.1	Bid Tabs, the Notice of Award, a copy of the executed. construction contract and a copy of the Notice to Proceed.	
4.2	The RECIPIENT'S Sewer Revenue and User Rate Plan.	
4.3	Minutes of the pre-construction meeting.	
4.4	Complete SERP EID.	
4.5	Ecology Cultural Resources Review Form.	
4.6	Inadvertent Discovery Plan (IDP).	

CHANGES TO SCOPE OF WORK

Task Number: 5 Task Cost: \$1,500,000.00

Task Title: Construction Management

Task Description:

A. The RECIPIENT will provide adequate and competent construction management and inspection for the Project. If professional services are procured, the RECIPIENT will procure them in accordance with state law. The RECIPIENT will include ECOLOGY's State Revolving Fund Specification Insert, Contract Clauses, and Pre-Selection Inserts, in the contract documents as applicable. The RECIPIENT will submit contracts for construction management services before ECOLOGY provides reimbursement for work performed under this task.

B. The RECIPIENT will develop a detailed Construction Quality Assurance Plan (WAC 173-240-075) and submit it to ECOLOGY for approval prior to any ground disturbing activities. This plan will describe the activities which the RECIPIENT will undertake to achieve adequate and competent oversight of all construction work.

C. The RECIPIENT will ensure construction progresses according to a timely schedule developed to meet completion dates indicated in the construction contract. The RECIPIENT will revise or update the schedule whenever major changes occur and resubmit to ECOLOGY. A significant change in the scope of work may trigger a SERP review and should be discussed and coordinated with ECOLOGY. In the absence of any major changes, the RECIPIENT will describe progress of the construction in the monthly/quarterly progress reports.

D. At completion of construction, the RECIPIENT will provide ECOLOGY's Project Manager with a set of "as-built" plans by the expiration date of this agreement (i.e., record construction drawings which reflect changes, modifications, or other significant revisions made to the project during construction).

E. At substantial completion, the recipient will notify ECOLOGY and coordinate the project's closeout with ECOLOGY's

Project Manager.

F. At project completion, the RECIPIENT will submit the Declaration of Construction Completion form to ECOLOGY in accordance with WAC 173-240-090. The form, when signed by a professional engineer, indicates that the project was completed in accordance with the plans, specifications, and major change orders approved by ECOLOGY, and is accurately shown on the as-built plans.

Task Goal Statement:

See overall goal.

Task Expected Outcome:

See overall goal.

Deliverables

Number	Description	Due Date
5.1	Executed contract for construction management services.	
5.2	Documentation of the RECIPIENT's process for procuring professional services.	
5.3	Construction Quality Assurance Plan.	
5.4	"As-built" Plans.	
5.5	Declaration of Construction Completion.	

CHANGES TO SCOPE OF WORK

Task Number: 6

Task Cost: \$774,790.00

Task Title: Change Order Allowance

Task Description:

A. The RECIPIENT will negotiate all change orders to the construction contract necessary for successful completion of the project.

B. The RECIPIENT will submit change orders and associated backup documentation to ECOLOGY for approval. Change orders that are a significant deviation from the approved plans/specifications will be submitted for approval, prior to execution. A significant deviation shall be as defined in the Water Quality Program Orange Book, section G1-4.2.6 and mean a change in the selected treatment process, facility size, design criteria, or performance standards that result in changes in expected facility performance or environmental impacts. All other change orders will be executed and submitted to ECOLOGY within 30 days of execution. If the change order contains engineering content a P.E stamp is required.

Task Goal Statement:

See overall goal.

Task Expected Outcome:

See overall goal.

Deliverables

Number	Description	Due Date
6.1	A copy of all executed change orders.	

Funding Distribution Summary

Recipient / Ecology Share

Funding Distribution Name	Recipient Match %	Recipient Share	Ecology Share	Total
SRF Loan (State)	0 %	\$ 0.00	\$ 1,301,377.72	\$ 1,301,377.72
SRF Loan (FY25 State)	0 %	\$ 0.00	\$ 9,000,000.00	\$ 9,000,000.00
SRF Forgivable Principal (FY25)	0 %	\$ 0.00	\$ 5,000,000.00	\$ 5,000,000.00
Total		\$ 0.00	\$ 1,321,300.00	\$ 1,321,300.00