

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584  
June 19, 2025 9:00 A.M.**

**AGENDA**

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

**REPORTS:**

7. Commissioner Reports
8. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Voucher 2025-25
  - Bills to Be Reviewed:
    - Voucher 2025-24
  - Monthly Billing Report: June 2025 (4)
  - Monthly Financial Report: May 2025 (5-15)
9. General Manager's Report (16)
  - Discuss Status of Remaining Three (3) Bluff Lots Warranting Redirection of Service Lines
  - Update on Status of Association Reserve Studies Contract & Scheduling
  - Updat on Scheduling of Electrician for Various Projects, Including Evaluation of Lift Stations, Power Hook-Up & Lighting at WWTP

**ITEMS REQUIRING BOARD ACTION:**

10. Schedule GM Quarterly Performance Review for Next Regular Meeting
11. Select Color for PDE Power Pedestals

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

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
June 5, 2025  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

**MINUTES**

**PRESENT:** Secretary C. Anderson (Acting Chari), Audit Commissioner S. Birgh, General Manager (GM) J. Palmer, Project & Accounts Manager (PM) J. Sartori; President S. Swart absence excused

**CALL TO ORDER:** The meeting was called to order at 9:05 am

**SUBSCRIBER REMARKS:** No subscribers present

**CORRESPONDENCE:**

- PM noted that the District office received notice of activation from WA Dept. of Ecology for the sewer project agreement

**PRESENT AGENDA:** *Commissioner Birgh moved to adopt the agenda. Commissioner Anderson seconded.* PM requested to add Voucher 2025-23 to be approved. *Hearing 2 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:**

The minutes of the May 15, 2025 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Anderson seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as presented.*

**REPORTS:**

**Commissioner Reports:** No commissioner reports

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2025-22 in the amount of \$1,495.00 was presented. *Commissioner Birgh moved to approve voucher 2025-22 in the amount of \$1,495.00. Commissioner Anderson seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
  - Voucher 2025-23 in the amount of \$10,359.70 was presented. *Commissioner Birgh moved to approve voucher 2025-22 in the amount of \$10,359.70. Commissioner Anderson seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - PM presented Voucher 2025-21 for review
- Monthly Financial Report: PM presented the monthly financial report for April 2025

**General Manager's Report:**

- GM presented his report on the current state of the District
- GM noted that operators are working on inspecting a valve at the wastewater treatment plant that is presumed to be failing
- GM reviewed several leaks that have been repaired on Nantucket and Promontory roads

- GM shared that Ecology is redistributing grant funds for jet pumps and other nutrient-related sewer projects
- GM noted that iron bacteria treatment for Well #2 was successful and production flows are expected to improve
- GM noted that scheduled repairs at the reservoir had to be postponed due to the awarded contractor's availability
- GM noted that a water outage this week that occurred on Nantucket and simultaneous electricity outage were by coincidence and that the water outage did not cause the electricity outage
- GM answered questions about placements of power pedestal and alarm panels
- Commissioners Directed GM to follow up with HPMA about the status of the needed lease signatures
- Commissioners asked GM about the status of initiating the reserve study
- Commissioners asked about the project task list; GM reviewed the status of each tasks, including which tasks have been completed

*Commissioner Anderson moved to amend the motion from the 5/8/25 meeting of the Board of Commissioners to correct a clerical error. The motion to authorize funds per the Well #2 Rehabilitation quote should have been in the amount of \$35,123.10 and not \$32,123.10*

**ITEMS REQUIRING BOARD ACTION:**

**Approve Purchase of Two (2) Grinder Pumps per the Quote Received from Correct Equipment:** Commissioners discussed whether to purchase one or two grinder pumps as back up units. *Commissioner Birgh moved to authorize the purchase of two grinder pumps as quoted from Correct Equipment. Commissioner Anderson seconded. Hearing 2 aye votes and 0 nay votes, funds are authorized for the purchase of two grinder pumps.*

*Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 11:20 am.*

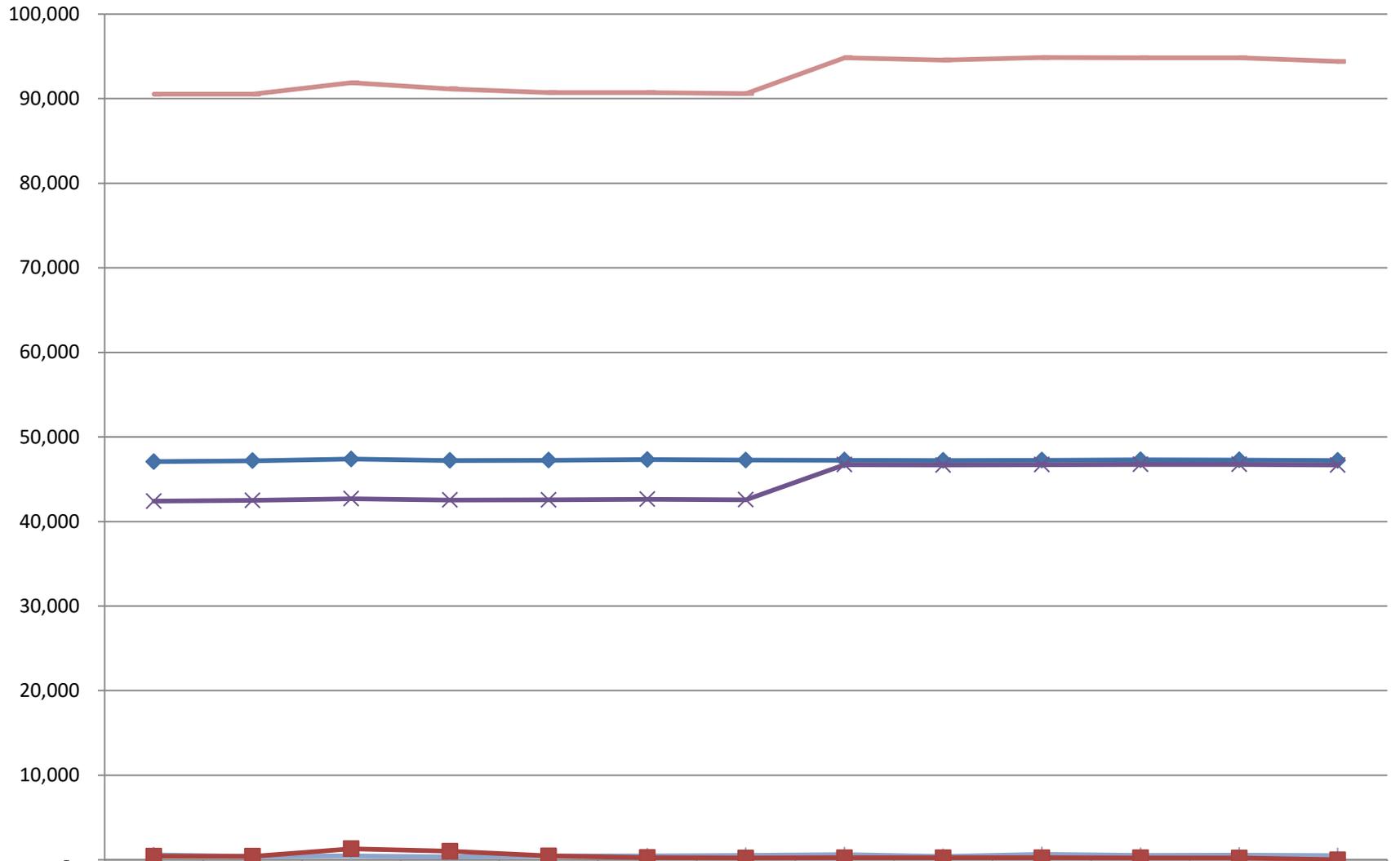
Meeting Minutes Drafted By: PM  
Respectfully Submitted By:

\_\_\_\_\_  
*Signature*

Carl Anderson, Secretary, Commissioner #1  
*Name and Title*

Approved at the Regular Meeting of the Board on: 6-19-2025

## Regular Utility Billing



	Jun 2024	Jul 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025
◆ Water Service	47,071	47,176	47,385	47,217	47,241	47,324	47,254	47,249	47,206	47,242	47,283	47,273	47,206
✕ Sewer Service	42,408	42,503	42,691	42,540	42,561	42,636	42,573	46,719	46,680	46,715	46,756	46,746	46,680
+ Late/Misc. Fees	612	416	474	366	461	488	550	620	420	646	536	579	507
■ Consumption	430	425	1,315	1,025	460	265	220	250	250	250	240	220	-
— Total Charges	90,521	90,519	91,865	91,149	90,723	90,713	90,597	94,839	94,556	94,853	94,816	94,817	94,393

## Hartstene Pointe Water Sewer District Monthly Financial Report - Fund Activity

May 2025

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
<b>Reserve Funds</b>					
<b>030 - Ecology Reserve</b>	45,899.05	-	156.90	46,055.95	156.90
<b>050 - DWSRF Loan Reserve</b>	46,567.98	-	6,423.87	52,991.85	6,423.87
<b>060 - Bond Fund</b>	0.00	-	-	0.00	-
<b>070 - USDA Revenue Bond Reserve</b>	47,896.68	-	163.72	48,060.40	163.72
<b>Total Reserve Funds</b>	140,363.71	-	6,744.49	147,108.20	6,744.49
<b>Unreserved Funds</b>					
<b>EFT Account - Umpqua Bank</b>	43,122.33	(68,966.41)	69,374.01	43,529.93	407.60
<b>Petty Cash Account</b>	2,644.98	(2,485.53)	1,341.25	1,500.70	(1,144.28)
<b>Xpress Deposit Account</b>	3,379.60	(48,779.48)	50,589.76	5,189.88	1,810.28
<b>010 - Operating Fund</b>					
<i>Operating Investment Fund</i>	200,000.00	-	-	200,000.00	-
<i>010 - Operating Fund - Other</i>	221,105.62	(196,207.95)	94,043.13	118,940.80	(102,164.82)
<b>Total 010 - Operating Fund</b>	421,105.62	(196,207.95)	94,043.13	318,940.80	(102,164.82)
<b>065 - Capital Project Account</b>	0.00	-	-	0.00	-
<b>Total Unreserved Funds</b>	470,252.53	(316,439.37)	215,348.15	369,161.31	(101,091.22)
<b>Committed Funds</b>					
<b>020 - Water/Sewer Committed Fund</b>					
Asset Replacement Fund	45,344.37	-	-	45,344.37	-
Capital Improvement Fund					
<i>I&amp;I Repair</i>	115,552.33	-	85.00	115,637.33	85.00
<i>Reservoir Repair</i>	123,347.13	-	-	123,347.13	-
Total Capital Improvement Fund	238,899.46	-	85.00	238,984.46	85.00
Risk Management Fund	223,327.12	-	1,776.17	225,103.29	1,776.17
<b>Total 020 - Water/Sewer Committed Fund</b>	507,570.95	-	1,861.17	509,432.12	1,861.17
<b>Total Committed Funds</b>	507,570.95	-	1,861.17	509,432.12	1,861.17
<b>Total Funds</b>	1,118,187.19	(316,439.37)	223,953.81	1,025,701.63	(92,485.56)

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 May 31, 2025

May 31, 25

**ASSETS**

**Current Assets**

**Checking/Savings**

**Reserve Funds**

030 · Ecology Reserve	46,055.95
050 · DWSRF Loan Reserve	52,991.85
070 · USDA Revenue Bond Reserve	48,060.40

**Total Reserve Funds** 147,108.20

**Unreserved Funds**

EFT Account - Umpqua Bank	43,529.93
Petty Cash Account	1,467.09
Xpress Account	5,189.88

**010 · Operating Fund**

Operating Investment Fund	200,000.00
010 · Operating Fund - Other	118,940.80

**Total 010 · Operating Fund** 318,940.80

**020 · Water/Sewer Committed Fund**

Asset Replacement Fund	45,344.37
Capital Improvement Fund	

I&I Repair 115,302.33

Reservoir Repair 123,347.13

**Total Capital Improvement Fund** 238,649.46

Risk Management Fund 223,162.12

020 · Water/Sewer Committed Fund - Other 2,276.17

**Total 020 · Water/Sewer Committed Fund** 509,432.12

**Total Unreserved Funds** 878,559.82

**Total Checking/Savings** 1,025,668.02

**Total Current Assets** 1,025,668.02

**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

**535.594 · WIRP WW Infrastructure Rehab**

1. WIRP Engineering Phase 1,301,895.72

2. WIRP Construction Phase 137,881.62

**Total 535.594 · WIRP WW Infrastructure Rehab** 1,439,777.34

**Total Fixed Assets** 2,888,610.12

**TOTAL ASSETS** 3,914,278.14

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

20000 · Accounts Payable -1,607.00

# Hartstene Pointe Water Sewer District Balance Sheet

As of May 31, 2025

	<u>May 31, 25</u>
Total Accounts Payable	-1,607.00
Other Current Liabilities	
24000 - Payroll Liabilities	
FICA	2,855.40
Long Term Insurance	200.09
WA Family Sick Leave	335.80
Total 24000 - Payroll Liabilities	<u>3,391.29</u>
Total Other Current Liabilities	<u>3,391.29</u>
Total Current Liabilities	1,784.29
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	<u>4,645,598.06</u>
Total Liabilities	4,647,382.35
Equity	
30000 - Opening Balance Equity	566,435.91
32000 - Unrestricted Net Assets	-1,480,423.45
Net Income	180,883.33
Total Equity	<u>-733,104.21</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>3,914,278.14</u></u></b>

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

	Profit & Loss	Budget v Actual			
	May 25	Jan - May '25 (41.6% of Yr)	Total 2025 Budget	\$ Over (Under) Budget	% of Total Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>10 - Operating Revenue</b>	93,364.74	472,580.03	1,134,144.00	-661,563.97	41.67%
<b>20 - Non-Operating Revenue</b>	4,925.63	22,155.50	33,960.00	-11,804.50	65.24%
<b>Total Income</b>	<u>98,290.37</u>	<u>494,735.53</u>	<u>1,168,104.00</u>	<u>-673,368.47</u>	<u>42.35%</u>
<b>Gross Profit</b>	98,290.37	494,735.53	1,168,104.00	-673,368.47	42.35%
<b>Expense</b>					
<b>534 - Water Expenditures</b>	14,224.94	87,913.87	399,328.00	-311,414.13	22.02%
<b>535 - WW Treatment Expenditures</b>	13,127.09	81,781.02	339,524.00	-257,742.98	24.09%
<b>538 - Combined W/S Expenditures</b>	28,235.18	139,157.31	406,777.00	-267,619.69	34.21%
<b>591.38 - Leases</b>	1,000.00	5,000.00	12,300.00	-7,300.00	40.65%
<b>Total Expense</b>	<u>56,587.21</u>	<u>313,852.20</u>	<u>1,157,929.00</u>	<u>-844,076.80</u>	<u>27.11%</u>
<b>Net Ordinary Income</b>	<u>41,703.16</u>	<u>180,883.33</u>	<u>10,175.00</u>		
<b>Net Income</b>	<u><u>41,703.16</u></u>	<u><u>180,883.33</u></u>	<u><u>10,175.00</u></u>		

## Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual Detail January through May 2025

	<u>Jan - May 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>10 - Operating Revenue</b>				
<b>343.40 - Water Sales and Services</b>				
<b>343.42 - Metered Water Charges</b>	825.00	6,158.00	-5,333.00	13.4%
<b>343.40 - Water Sales and Services - Other</b>	235,501.93	559,491.00	-323,989.07	42.09%
<b>Total 343.40 - Water Sales and Services</b>	<u>236,326.93</u>	<u>565,649.00</u>	<u>-329,322.07</u>	<u>41.78%</u>
<b>343.50 - Sewer Sales and Services</b>	233,196.13	553,034.00	-319,837.87	42.17%
<b>359.90 - Penalties and Fees</b>	2,446.64	6,726.00	-4,279.36	36.38%
<b>369.91 - Miscellaneous Revenues</b>	610.33	8,735.00	-8,124.67	6.99%
<b>Total 10 - Operating Revenue</b>	<u>472,580.03</u>	<u>1,134,144.00</u>	<u>-661,563.97</u>	<u>41.67%</u>
<b>20 - Non-Operating Revenue</b>				
<b>333 - Indirect Federal Grants</b>	3,445.00			
<b>334.03 - 334.03.10 State Grant-Ecology</b>	4,116.24			
<b>361.11 - Interest earned</b>				
<b>010</b>	3,503.91			
<b>020</b>	8,900.64			
<b>030</b>	795.11			
<b>050</b>	564.90			
<b>070</b>	829.70			
<b>361.11 - Interest earned - Other</b>	0.00	10,000.00	-10,000.00	0.0%
<b>Total 361.11 - Interest earned</b>	<u>14,594.26</u>	<u>10,000.00</u>	<u>4,594.26</u>	<u>145.94%</u>
<b>367.40 - Contributions - Nongov't - DW</b>	0.00	9,310.00	-9,310.00	0.0%
<b>367.50 - Contributions - Nongov't - WW</b>	0.00	14,650.00	-14,650.00	0.0%
<b>Total 20 - Non-Operating Revenue</b>	<u>22,155.50</u>	<u>33,960.00</u>	<u>-11,804.50</u>	<u>65.24%</u>
<b>Total Income</b>	<u>494,735.53</u>	<u>1,168,104.00</u>	<u>-673,368.47</u>	<u>42.35%</u>
<b>Gross Profit</b>	<u>494,735.53</u>	<u>1,168,104.00</u>	<u>-673,368.47</u>	<u>42.35%</u>
<b>Expense</b>				
<b>534 - Water Expenditures</b>				
<b>534.10 - Salaries - Water</b>				
<b>Apprentice/Trainee</b>	14,305.00	57,283.00	-42,978.00	24.97%
<b>Water Distribution Manager</b>	5,490.00			

## Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual Detail January through May 2025

	<u>Jan - May 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Total 534.10 · Salaries - Water</b>	19,795.00	57,283.00	-37,488.00	34.56%
<b>534.20 · Personnel Benefits, Payroll Tax</b>				
FICA/Medicare - Water	300.19			
HRA VEBA - Water	1,813.20			
Insurance	2,010.62			
L&I expense - Water	766.78			
Retirement Contribution	1,583.60			
SUTA - Water	61.54			
<b>534.20 · Personnel Benefits, Payroll Tax - Other</b>	<u>0.00</u>	<u>22,023.00</u>	<u>-22,023.00</u>	<u>0.0%</u>
<b>Total 534.20 · Personnel Benefits, Payroll Tax</b>	6,535.93	22,023.00	-15,487.07	29.68%
<b>534.30 · Supplies - Water</b>				
<b>31 1010 · Supplies - Water</b>				
35 1010 · Tools/Equip - Water	2,918.91			
31 1010 · Supplies - Water - Other	5,642.77	8,000.00	-2,357.23	70.54%
<b>Total 31 1010 · Supplies - Water</b>	<u>8,561.68</u>	<u>8,000.00</u>	<u>561.68</u>	<u>107.02%</u>
<b>31 1011 · Chemicals - Water</b>				
Sodium Hypochlorite	1,894.12			
31 1011 · Chemicals - Water - Other	0.00	8,000.00	-8,000.00	0.0%
<b>Total 31 1011 · Chemicals - Water</b>	<u>1,894.12</u>	<u>8,000.00</u>	<u>-6,105.88</u>	<u>23.68%</u>
<b>Total 534.30 · Supplies - Water</b>	10,455.80	16,000.00	-5,544.20	65.35%
<b>534.40 · Services - Water</b>				
<b>Intergov</b>				
53 1010 - Excise Tax - Water	11,981.34	29,969.00	-17,987.66	39.98%
53 1020 - Permit Fees - Water	809.20	850.00	-40.80	95.2%
<b>Total Intergov</b>	<u>12,790.54</u>	<u>30,819.00</u>	<u>-18,028.46</u>	<u>41.5%</u>
<b>Other Services</b>				
Other Services - Other	0.00	2,474.00	-2,474.00	0.0%
<b>Total Other Services</b>	<u>0.00</u>	<u>2,474.00</u>	<u>-2,474.00</u>	<u>0.0%</u>
<b>Professional Services - Water</b>				
41 1050 · Lab Testing - Water	617.00	1,628.00	-1,011.00	37.9%
<b>Total Professional Services - Water</b>	<u>617.00</u>	<u>1,628.00</u>	<u>-1,011.00</u>	<u>37.9%</u>
<b>Water Repair and Maint.</b>				

## Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual Detail January through May 2025

	<u>Jan - May 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
48 1020 - SCADA - Water	0.00	2,500.00	-2,500.00	0.0%
48 1030 - Repair & Maintenance - Water				
Other	1,353.58			
48 1030 - Repair & Maintenance - Water - Other	0.00	22,395.00	-22,395.00	0.0%
<b>Total 48 1030 - Repair &amp; Maintenance - Water</b>	<u>1,353.58</u>	<u>22,395.00</u>	<u>-21,041.42</u>	<u>6.04%</u>
<b>Total Water Repair and Maint.</b>	1,353.58	24,895.00	-23,541.42	5.44%
47 1010 - Electric - Water	4,382.49	12,384.00	-8,001.51	35.39%
<b>Total 534.40 - Services - Water</b>	<u>19,143.61</u>	<u>72,200.00</u>	<u>-53,056.39</u>	<u>26.52%</u>
<b>594.34 - Capital Expenditures - Water</b>				
Pressure Reducing Valve Rehabs	11,863.47			
Reservoir				
Painting/Repair	455.06	10,000.00	-9,544.94	4.55%
<b>Total Reservoir</b>	<u>455.06</u>	<u>10,000.00</u>	<u>-9,544.94</u>	<u>4.55%</u>
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%
<b>Total 594.34 - Capital Expenditures - Water</b>	<u>12,318.53</u>	<u>115,000.00</u>	<u>-102,681.47</u>	<u>10.71%</u>
<b>59X.34 - Debt Service - Water</b>				
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%
<b>Total 5913470 - Debt Service Principal - Water</b>	<u>15,815.73</u>	<u>97,520.00</u>	<u>-81,704.27</u>	<u>16.22%</u>
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%
<b>Total 5923480 - Debt Service Interest - Water</b>	<u>3,849.27</u>	<u>19,302.00</u>	<u>-15,452.73</u>	<u>19.94%</u>
<b>Total 59X.34 - Debt Service - Water</b>	<u>19,665.00</u>	<u>116,822.00</u>	<u>-97,157.00</u>	<u>16.83%</u>
<b>Total 534 - Water Expenditures</b>	<u>87,913.87</u>	<u>399,328.00</u>	<u>-311,414.13</u>	<u>22.02%</u>
<b>535 - WW Treatment Expenditures</b>				
535.10 - Salaries/Wages-WWT				
Wastewater Treatment Plant Oper	21,220.88	73,195.00	-51,974.12	28.99%
<b>Total 535.10 - Salaries/Wages-WWT</b>	<u>21,220.88</u>	<u>73,195.00</u>	<u>-51,974.12</u>	<u>28.99%</u>

## Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual Detail January through May 2025

	<u>Jan - May 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>535.20 - Personnel Benefits - WW</b>				
Employment Security	91.21			
FICA Expense	264.03			
Insurance - WW	4,646.48			
L&I - WW	847.75			
Retirement - WW	1,697.67			
<b>535.20 - Personnel Benefits - WW - Other</b>	<u>0.00</u>	<u>23,570.00</u>	<u>-23,570.00</u>	<u>0.0%</u>
<b>Total 535.20 - Personnel Benefits - WW</b>	<u>7,547.14</u>	<u>23,570.00</u>	<u>-16,022.86</u>	<u>32.02%</u>
<b>535.30 - Supplies - WW Treatment</b>				
<b>31 3010 - Supplies - WW Treatment</b>				
31 3010 - Supplies - WW Treatment - Other	1,291.38	10,000.00	-8,708.62	12.91%
<b>Total 31 3010 - Supplies - WW Treatment</b>	<u>1,291.38</u>	<u>10,000.00</u>	<u>-8,708.62</u>	<u>12.91%</u>
31 3011 - Chemicals - WW Treatment	1,289.12	3,000.00	-1,710.88	42.97%
35 3010 - Tools/Equip - WW Treatment	80.60			
<b>Total 535.30 - Supplies - WW Treatment</b>	<u>2,661.10</u>	<u>13,000.00</u>	<u>-10,338.90</u>	<u>20.47%</u>
<b>535.40 - Services - WW Treatment</b>				
Intergov				
B&O/Excise Tax				
B&O Tax - Wastewater Treatment	3,263.84			
Excise Tax - Sewer	485.56			
B&O/Excise Tax - Other	<u>0.00</u>	<u>8,259.00</u>	<u>-8,259.00</u>	<u>0.0%</u>
<b>Total B&amp;O/Excise Tax</b>	<u>3,749.40</u>	<u>8,259.00</u>	<u>-4,509.60</u>	<u>45.4%</u>
Permit Fees - WW Treatment	<u>1,251.05</u>	<u>3,521.00</u>	<u>-2,269.95</u>	<u>35.53%</u>
<b>Total Intergov</b>	<u>5,000.45</u>	<u>11,780.00</u>	<u>-6,779.55</u>	<u>42.45%</u>
<b>Professional Services - WWT</b>				
41 3010 - Attorney Fees - WW Treatment	104.63			
41 3050 - Lab Testing - WW Treatment				
WA Ecology Nutrient Lab Testing	3,495.34			
41 3050 - Lab Testing - WW Treatment - Other	<u>6,216.88</u>	<u>17,380.00</u>	<u>-11,163.12</u>	<u>35.77%</u>
<b>Total 41 3050 - Lab Testing - WW Treatment</b>	<u>9,712.22</u>	<u>17,380.00</u>	<u>-7,667.78</u>	<u>55.88%</u>
<b>Total Professional Services - WWT</b>	<u>9,816.85</u>	<u>17,380.00</u>	<u>-7,563.15</u>	<u>56.48%</u>
<b>WW Treatment Maint. and Repair</b>				

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

	<u>Jan - May 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
48 3010 - Biosolids Disposal	0.00	20,000.00	-20,000.00	0.0%
48 3020 - SCADA - WW Treatment	402.00	3,000.00	-2,598.00	13.4%
48 3030 - Repair & Maint. - WW Treatment				
Other	595.33	7,500.00	-6,904.67	7.94%
Sewer Collection	8,425.70	10,000.00	-1,574.30	84.26%
<b>Total 48 3030 - Repair &amp; Maint. - WW Treatment</b>	<u>9,021.03</u>	<u>17,500.00</u>	<u>-8,478.97</u>	<u>51.55%</u>
<b>Total WW Treatment Maint. and Repair</b>	<u>9,423.03</u>	<u>40,500.00</u>	<u>-31,076.97</u>	<u>23.27%</u>
47 3010 - Electric - WW Treatment	7,055.87	17,000.00	-9,944.13	41.51%
<b>Total 535.40 - Services - WW Treatment</b>	<u>31,296.20</u>	<u>86,660.00</u>	<u>-55,363.80</u>	<u>36.11%</u>
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%
<b>Total 594.35 - Capital Expenditures - WWT</b>	<u>0.00</u>	<u>67,500.00</u>	<u>-67,500.00</u>	<u>0.0%</u>
59X.35 - Debt Service - WW Treatment				
5913570 - Debt Service Principal - WWT				
78 3010 - Ecology Loan Principal	18,217.71	36,572.00	-18,354.29	49.81%
78 3020 - WIRP Engineer Principal	0.00	21,545.00	-21,545.00	0.0%
<b>Total 5913570 - Debt Service Principal - WWT</b>	<u>18,217.71</u>	<u>58,117.00</u>	<u>-39,899.29</u>	<u>31.35%</u>
5923580 - Debt Service Interest - WWT				
83 3010 - Ecology Loan - Interest	837.99	1,539.00	-701.01	54.45%
83 3020 - WIRP Engineer Interest	0.00	15,943.00	-15,943.00	0.0%
<b>Total 5923580 - Debt Service Interest - WWT</b>	<u>837.99</u>	<u>17,482.00</u>	<u>-16,644.01</u>	<u>4.79%</u>
<b>Total 59X.35 - Debt Service - WW Treatment</b>	<u>19,055.70</u>	<u>75,599.00</u>	<u>-56,543.30</u>	<u>25.21%</u>
<b>Total 535 - WW Treatment Expenditures</b>	<u>81,781.02</u>	<u>339,524.00</u>	<u>-257,742.98</u>	<u>24.09%</u>
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	2,978.50	5,221.00	-2,242.50	57.05%
10 0030 - Commissioner 3	2,780.00	5,956.00	-3,176.00	46.68%
<b>Total Elected Officials</b>	<u>5,998.50</u>	<u>16,750.00</u>	<u>-10,751.50</u>	<u>35.81%</u>
Employees				

## Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual Detail January through May 2025

	<u>Jan - May 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Clerk	35,021.87	84,864.00	-49,842.13	41.27%
General Manager	40,175.00	96,420.00	-56,245.00	41.67%
<b>Total Employees</b>	<b>75,196.87</b>	<b>181,284.00</b>	<b>-106,087.13</b>	<b>41.48%</b>
<b>Total 538.10 · Salaries &amp; Wages</b>	<b>81,195.37</b>	<b>198,034.00</b>	<b>-116,838.63</b>	<b>41.0%</b>
<b>538.20 · Personnel Benefits, Payroll Tax</b>				
HRA VEBA - Admin	387.14			
L&I Expense	1,913.26			
Retirement Expense - Admin	6,015.76			
SUTA Expense	138.80			
<b>20 0010 · FICA/Medicare</b>				
20 0010 · FICA/Medicare - Other	1,536.36			
<b>Total 20 0010 · FICA/Medicare</b>	<b>1,536.36</b>			
<b>20 0020 · Insurance</b>	<b>15,463.35</b>			
<b>538.20 · Personnel Benefits, Payroll Tax - Other</b>	<b>0.00</b>	<b>60,727.00</b>	<b>-60,727.00</b>	<b>0.0%</b>
<b>Total 538.20 · Personnel Benefits, Payroll Tax</b>	<b>25,454.67</b>	<b>60,727.00</b>	<b>-35,272.33</b>	<b>41.92%</b>
<b>538.30 · Supplies - Combined W/S</b>				
Tools/Equip/Supplies	3,249.96	12,365.00	-9,115.04	26.28%
31 4010 · Office Supplies	282.95	4,000.00	-3,717.05	7.07%
<b>Total 538.30 · Supplies - Combined W/S</b>	<b>3,532.91</b>	<b>16,365.00</b>	<b>-12,832.09</b>	<b>21.59%</b>
<b>538.40 · Services - Combined W/S</b>				
<b>Intergov</b>				
B&O Tax - Fees/Penalties	46.12	103.00	-56.88	44.78%
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%
<b>Total Intergov</b>	<b>46.12</b>	<b>10,961.00</b>	<b>-10,914.88</b>	<b>0.42%</b>
<b>Other Services - Combined W/S</b>				
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	62.50	150.00	-87.50	41.67%
Cleaning Services	1,650.00	3,960.00	-2,310.00	41.67%
Information Technology	7,559.85	10,000.00	-2,440.15	75.6%

## Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual Detail January through May 2025

	<u>Jan - May 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Lockbox	178.48	901.00	-722.52	19.81%
Online Payment System				
Monthly Fees	500.00			
Transaction Fees	1,641.03			
Online Payment System - Other	0.00	5,090.00	-5,090.00	0.0%
<b>Total Online Payment System</b>	<u>2,141.03</u>	<u>5,090.00</u>	<u>-2,948.97</u>	<u>42.06%</u>
Payroll Services	1,621.84	3,997.00	-2,375.16	40.58%
Reserve Studies	1,495.00			
361.19 · Investment Service Fees	2,012.09	5,491.00	-3,478.91	36.64%
42 0010 · Postage	1,682.05	3,840.00	-2,157.95	43.8%
42 0020 · Telephones	3,699.30	10,932.00	-7,232.70	33.84%
44 0010 · Legal Notices & Publications	0.00	3,000.00	-3,000.00	0.0%
46 0010 · Liability Insurance	88.00	45,323.00	-45,235.00	0.19%
49 0010 · Professional Dues	1,076.15	2,600.00	-1,523.85	41.39%
49 0020 · Printing to Subscribers	732.16	2,145.00	-1,412.84	34.13%
Other Services - Combined W/S - Other	386.77	2,000.00	-1,613.23	19.34%
<b>Total Other Services - Combined W/S</b>	<u>24,670.22</u>	<u>105,690.00</u>	<u>-81,019.78</u>	<u>23.34%</u>
43 · Travel/Mileage/Training				
Employee Training	3,650.59			
43 0040 · Operations Mileage	607.43			
43 · Travel/Mileage/Training - Other	0.00	15,000.00	-15,000.00	0.0%
<b>Total 43 · Travel/Mileage/Training</b>	<u>4,258.02</u>	<u>15,000.00</u>	<u>-10,741.98</u>	<u>28.39%</u>
<b>Total 538.40 · Services - Combined W/S</b>	<u>28,974.36</u>	<u>131,651.00</u>	<u>-102,676.64</u>	<u>22.01%</u>
<b>Total 538 · Combined W/S Expenditures</b>	<u>139,157.31</u>	<u>406,777.00</u>	<u>-267,619.69</u>	<u>34.21%</u>
591.38 · Leases				
Office Rent	5,000.00	12,300.00	-7,300.00	40.65%
<b>Total 591.38 · Leases</b>	<u>5,000.00</u>	<u>12,300.00</u>	<u>-7,300.00</u>	<u>40.65%</u>
<b>Total Expense</b>	<u>313,852.20</u>	<u>1,157,929.00</u>	<u>-844,076.80</u>	<u>27.11%</u>
<b>Net Ordinary Income</b>	<u>180,883.33</u>	<u>10,175.00</u>		
<b>Net Income</b>	<u>180,883.33</u>	<u>10,175.00</u>		

## **GM REPORT FOR BOC MEETING ON 6/19**

- Wells from 6/1-6/14: 46K GPD avg, 32K min, 55K max
- WWTP flows: 40K avg, 30K min, 64K max
- After the Well 2 acid treatment, we ran the well filter-to-waste for several hours. It has now been back on-line for several days and showing almost 40 GPM. We will continue to monitor it. The flow meter will be cleaned when there is a chance.
- The booster pumps were serviced on 6/6. Everything should be ready to go - we just need to determine the psi setpoints.
- We discovered an issue with the decant assembly for SBR #1 at the WWTP. Loren from ERWOW is scheduled to be here on Wed 6/18 to assist with repairs.
- 2 small water leak repairs were done over the last week, both along PDE. Another one is scheduled for Thurs 6/19.
- Ethan will be off from 6/19-6/27