

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
July 17, 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 July 3, 2025 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2025-30
 - Bills to Be Reviewed:
 - Voucher 2025-29
 - Monthly Financial Report: June 2025 (4-14)
 - Monthly Billing Report: July 2025 (15)
9. General Manager's Report (16)
 - Apprentice: 6 Month Performance Review Report
 - Association Reserves

ITEMS REQUIRING BOARD ACTION:

10. Discuss & Approve E-One Tank with Modified Lid
11. Memorialize Declared State of Emergency at Lift Station #8
12. Discuss Wood vs. Cyclone Fencing around Portage Lift Station
13. Approve Funds for WWTP Lighting (17)
14. Review New Logo Submissions, Selection (18)
15. GM Quarterly Review (*executive session possible*)

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
July 3, 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 9:20 am

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE:

- Commissioner Swart received correspondence from a resident regarding a trail closure due to the sewer project
- Commissioner Swart received a question from a resident about the direction of pipe in an open trench close to their residence
- Commissioners Swart received correspondence HPMA's *Permit Review Committee* regarding the excavation around the east bluff

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

MINUTES:

The minutes of the June 19, 2025 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Anderson seconded.* Commissioner Swart noted a minor correction. *Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended.*

REPORTS:

Commissioner Reports:

- Commissioner Anderson shared promotional material from *LOTT Clean Water Alliance* about reducing grease disposal in household plumbing
- Commissioner Swart requested that logo submissions for consideration be in digitized form
- Commissioner Swart plans to attend a grant writing training on 7/7/25 through Ecology
- Commissioner Swart encouraged District purchase of construction-related signs for current and future use

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2025-28 in the amount of \$22,407.23 was presented. *Commissioner Anderson moved to approve voucher 2025-28 in the amount of \$22,407.23. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2025-27 for review

General Manager's Report:

- GM presented his report on the current state of the District
- GM provided updates regarding repairs to the SBR #1 decant assembly
- GM conveyed that booster pumps have been running, but due to excessive run times and alarms, the District operator is following up with PumpTech to troubleshoot the issues
- GM contacted an electrician who, following a site visit, will provide quotes on multiple projects
- GM noted that *Association Reserves* assigned a project manager for the reserve study, who will contact him this week for scheduling
- GM received reports of people ignoring notices and signs that the bluff trail is closed
- GM reached out to HPMA's GM regarding the status of getting the lease signed, who is hoping that the remaining signatures will be obtained at HPMA's annual meeting on 6/28/25
- GM received reports that people are walking through sewer project work zones and around open trenches and that there has been reckless driving in the area, resulting in at least one fine
- Commissioners directed the GM to initiate a performance review of the apprentice and to report the results by the next meeting

ITEMS REQUIRING BOARD ACTION:

Discuss Status of ADA Ramp Project: Commissioner Birgh shared quotes for ramps and his drawn plans for installation; he will procure more quotes; GM will discuss asphaltting component with *Rognlin's Construction*

Advance Notice to Residences Regarding Construction and CIPP Schedules: Commissioners discussed notices to be sent

Commissioner Swart called for a five-minute recess at 11:22 am. The meeting will resume at 11:27 pm.

The recess was extended an additional ten minutes. The meeting resumed at 11:37 am.

Perform GM Quarterly Review: *Commissioner Swart called for an executive session for the purpose of conducting a Personnel Performance Review of GM, per RCW 42.30.110 section 1(g) at 11:40 am for 20 minutes.* Commissioners will review goals with current employment agreement and progress documented in the project list.

The regular meeting resumed at 12:00 noon. Commissioner Swart called to extend the executive session at 12:00 noon for 30 minutes.

The regular meeting resumed at 12:30 pm.

Commissioners did not complete their review in the available time and plan to continue at either a special meeting or the next regular meeting.

Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 12:35 pm.

Hartstene Pointe Water Sewer District Monthly Financial Report - Fund Activity

June 2025

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
Reserve Funds					
030 - Ecology Reserve	46,055.95	-	161.91	46,217.86	161.91
050 - DWSRF Loan Reserve	52,991.85	-	6,447.42	59,439.27	6,447.42
060 - Bond Fund	0.00	-	-	0.00	-
070 - USDA Revenue Bond Reserve	48,060.40	-	168.96	48,229.36	168.96
Total Reserve Funds	147,108.20	-	6,778.29	153,886.49	6,778.29
Unreserved Funds					
EFT Account - Umpqua Bank	43,529.93	(52,940.38)	70,403.98	60,993.53	17,463.60
Petty Cash Account	1,500.70	(770.90)	2,162.75	2,892.55	1,391.85
Xpress Deposit Account	5,189.88	(40,433.02)	46,392.21	11,149.07	5,959.19
010 - Operating Fund					
<i>Operating Investment Fund</i>	200,000.00	-	-	200,000.00	-
<i>010 - Operating Fund - Other</i>	118,940.80	(3,032,912.78)	3,154,914.35	240,942.37	122,001.57
Total 010 - Operating Fund	318,940.80	(3,032,912.78)	3,154,914.35	440,942.37	122,001.57
065 - Capital Project Account	0.00	-	-	0.00	-
Total Unreserved Funds	369,161.31	(3,127,057.08)	3,273,873.29	515,977.52	146,816.21
Committed Funds					
020 - Water/Sewer Committed Fund					
Asset Replacement Fund	45,344.37	-	-	45,344.37	-
Capital Improvement Fund					
<i>I&I Repair</i>	115,637.33	-	150.00	115,787.33	150.00
<i>Reservoir Repair</i>	123,347.13	-	-	123,347.13	-
Total Capital Improvement Fund	238,984.46	-	150.00	239,134.46	150.00
Risk Management Fund	225,103.29	-	1,834.88	226,938.17	1,834.88
Total 020 - Water/Sewer Committed Fund	509,432.12	-	1,984.88	511,417.00	1,984.88
Total Committed Funds	509,432.12	-	1,984.88	511,417.00	1,984.88
Total Funds	1,025,701.63	(3,127,057.08)	3,282,636.46	1,181,281.01	155,579.38

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 June 30, 2025

Jun 30, 25

ASSETS

Current Assets

Checking/Savings

Reserve Funds

030 - Ecology Reserve	46,217.86
050 - DWSRF Loan Reserve	59,439.27
070 - USDA Revenue Bond Reserve	48,229.36

Total Reserve Funds 153,886.49

Unreserved Funds

EFT Account - Umpqua Bank	60,993.53
Petty Cash Account	2,833.70
Xpress Account	11,149.07

010 - Operating Fund

Operating Investment Fund	200,000.00
010 - Operating Fund - Other	240,942.37

Total 010 - Operating Fund 440,942.37

020 - Water/Sewer Committed Fund

Asset Replacement Fund	45,344.37
Capital Improvement Fund	

I&I Repair	115,452.33
Reservoir Repair	123,347.13

Total Capital Improvement Fund 238,799.46

Risk Management Fund 224,997.00

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

Total 020 - Water/Sewer Committed Fund 511,417.00

Total Unreserved Funds 1,027,335.67

Total Checking/Savings 1,181,222.16

Total Current Assets 1,181,222.16

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	3,102,164.47

Total 535.594 - WIRP WW Infrastructure Rehab 4,404,060.19

Total Fixed Assets 5,852,892.97

TOTAL ASSETS 7,034,115.13

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 - Accounts Payable -246.42

Hartstene Pointe Water Sewer District Balance Sheet

As of June 30, 2025

	Jun 30, 25
Total Accounts Payable	-246.42
Other Current Liabilities	
24000 - Payroll Liabilities	
Employee Insurance	-1,225.21
FICA	2,912.95
Long Term Insurance	301.89
WA Family Sick Leave	504.17
Total 24000 - Payroll Liabilities	2,493.80
Total Other Current Liabilities	2,493.80
Total Current Liabilities	2,247.38
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	5,061,406.47
Total Long Term Liabilities	6,510,239.25
Total Liabilities	6,512,486.63
Equity	
30000 - Opening Balance Equity	566,435.91
32000 - Unrestricted Net Assets	-1,480,423.45
Net Income	1,435,616.04
Total Equity	521,628.50
TOTAL LIABILITIES & EQUITY	7,034,115.13

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

	Profit & Loss	Budget v Actual			
	June 25	Jan - Jun '25 (50% of Yr)	Total 2025 Budget	\$ Over (Under) Budget	% of Total Budget
Ordinary Income/Expense					
Income					
10 - Operating Revenue	88,672.34	561,252.37	1,134,144.00	-572,891.63	49.49%
20 - Non-Operating Revenue	1,227,370.78	1,249,526.28	33,960.00	1,215,566.28	3,679.41%
Total Income	<u>1,316,043.12</u>	<u>1,810,778.65</u>	<u>1,168,104.00</u>	<u>642,674.65</u>	<u>155.02%</u>
Gross Profit	1,316,043.12	1,810,778.65	1,168,104.00	642,674.65	155.02%
Expense					
534 - Water Expenditures	21,487.19	109,401.06	399,328.00	-289,926.94	27.4%
535 - WW Treatment Expenditures	11,136.28	92,917.30	339,524.00	-246,606.70	27.37%
538 - Combined W/S Expenditures	27,686.94	166,844.25	406,777.00	-239,932.75	41.02%
591.38 - Leases	1,000.00	6,000.00	12,300.00	-6,300.00	48.78%
Total Expense	<u>61,310.41</u>	<u>375,162.61</u>	<u>1,157,929.00</u>	<u>-782,766.39</u>	<u>32.4%</u>
Net Ordinary Income	<u>1,254,732.71</u>	<u>1,435,616.04</u>	<u>10,175.00</u>		
Net Income	<u><u>1,254,732.71</u></u>	<u><u>1,435,616.04</u></u>	<u><u>10,175.00</u></u>		

Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual Detailed January through June 2025

	<u>Jan - Jun 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
10 - Operating Revenue				
343.40 - Water Sales and Services				
343.42 - Metered Water Charges	955.00	6,158.00	-5,203.00	15.51%
343.40 - Water Sales and Services - Other	280,235.20	559,491.00	-279,255.80	50.09%
Total 343.40 - Water Sales and Services	281,190.20	565,649.00	-284,458.80	49.71%
343.50 - Sewer Sales and Services	276,542.79	553,034.00	-276,491.21	50.01%
359.90 - Penalties and Fees	2,909.05	6,726.00	-3,816.95	43.25%
369.91 - Miscellaneous Revenues	610.33	8,735.00	-8,124.67	6.99%
Total 10 - Operating Revenue	561,252.37	1,134,144.00	-572,891.63	49.49%
20 - Non-Operating Revenue				
333 - Indirect Federal Grants	3,445.00			
334.03 - 334.03.10 State Grant-Ecology	1,228,433.80			
361.11 - Interest earned				
010	4,209.96			
020	10,735.52			
030	957.02			
050	746.32			
070	998.66			
361.11 - Interest earned - Other	0.00	10,000.00	-10,000.00	0.0%
Total 361.11 - Interest earned	17,647.48	10,000.00	7,647.48	176.48%
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	1,249,526.28	33,960.00	1,215,566.28	3,679.41%
Total Income	1,810,778.65	1,168,104.00	642,674.65	155.02%
Gross Profit	1,810,778.65	1,168,104.00	642,674.65	155.02%
Expense				
534 - Water Expenditures				
534.10 - Salaries - Water				
Apprentice/Trainee	17,655.00	57,283.00	-39,628.00	30.82%
Water Distribution Manager	5,490.00			

Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual Detailed January through June 2025

	<u>Jan - Jun 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 534.10 - Salaries - Water	23,145.00	57,283.00	-34,138.00	40.41%
534.20 - Personnel Benefits, Payroll Tax				
FICA/Medicare - Water	350.50			
HRA VEBA - Water	2,291.71			
Insurance	2,182.22			
L&I expense - Water	766.78			
Retirement Contribution	1,851.60			
SUTA - Water	61.54			
534.20 - Personnel Benefits, Payroll Tax - Other	0.00	22,023.00	-22,023.00	0.0%
Total 534.20 - Personnel Benefits, Payroll Tax	7,504.35	22,023.00	-14,518.65	34.08%
534.30 - Supplies - Water				
31 1010 - Supplies - Water				
35 1010 - Tools/Equip - Water	2,918.91			
31 1010 - Supplies - Water - Other	8,768.14	8,000.00	768.14	109.6%
Total 31 1010 - Supplies - Water	11,687.05	8,000.00	3,687.05	146.09%
31 1011 - Chemicals - Water				
Sodium Hypochlorite	1,894.12			
31 1011 - Chemicals - Water - Other	0.00	8,000.00	-8,000.00	0.0%
Total 31 1011 - Chemicals - Water	1,894.12	8,000.00	-6,105.88	23.68%
Total 534.30 - Supplies - Water	13,581.17	16,000.00	-2,418.83	84.88%
534.40 - Services - Water				
Intergov				
53 1010 - Excise Tax - Water	14,333.53	29,969.00	-15,635.47	47.83%
53 1020 - Permit Fees - Water	809.20	850.00	-40.80	95.2%
Total Intergov	15,142.73	30,819.00	-15,676.27	49.13%
Other Services				
Software Subscriptions	2,422.77			
Other Services - Other	0.00	2,474.00	-2,474.00	0.0%
Total Other Services	2,422.77	2,474.00	-51.23	97.93%
Professional Services - Water				
41 1050 - Lab Testing - Water	1,176.00	1,628.00	-452.00	72.24%
Total Professional Services - Water	1,176.00	1,628.00	-452.00	72.24%

Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual Detailed January through June 2025

	<u>Jan - Jun 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Water Repair and Maint.				
48 1020 - SCADA - Water	0.00	2,500.00	-2,500.00	0.0%
48 1030 - Repair & Maintenance - Water				
Other	9,311.35			
48 1030 - Repair & Maintenance - Water - Other	0.00	22,395.00	-22,395.00	0.0%
Total 48 1030 - Repair & Maintenance - Water	<u>9,311.35</u>	<u>22,395.00</u>	<u>-13,083.65</u>	<u>41.58%</u>
Total Water Repair and Maint.	9,311.35	24,895.00	-15,583.65	37.4%
47 1010 - Electric - Water	5,134.16	12,384.00	-7,249.84	41.46%
Total 534.40 - Services - Water	<u>33,187.01</u>	<u>72,200.00</u>	<u>-39,012.99</u>	<u>45.97%</u>
594.34 - Capital Expenditures - Water				
Pressure Reducing Valve Rehabs	11,863.47			
Reservoir				
Painting/Repair	455.06	10,000.00	-9,544.94	4.55%
Total Reservoir	<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%
Total 594.34 - Capital Expenditures - Water	<u>12,318.53</u>	<u>115,000.00</u>	<u>-102,681.47</u>	<u>10.71%</u>
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	<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%
Total 5923480 - Debt Service Interest - Water	<u>3,849.27</u>	<u>19,302.00</u>	<u>-15,452.73</u>	<u>19.94%</u>
Total 59X.34 - Debt Service - Water	<u>19,665.00</u>	<u>116,822.00</u>	<u>-97,157.00</u>	<u>16.83%</u>
Total 534 - Water Expenditures	<u>109,401.06</u>	<u>399,328.00</u>	<u>-289,926.94</u>	<u>27.4%</u>
535 - WW Treatment Expenditures				
535.10 - Salaries/Wages-WWT				
Wastewater Treatment Plant Oper	27,083.38	73,195.00	-46,111.62	37.0%

Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual Detailed January through June 2025

	Jan - Jun 25	Budget	\$ Over Budget	% of Budget
Total 535.10 - Salaries/Wages-WWT	27,083.38	73,195.00	-46,111.62	37.0%
535.20 - Personnel Benefits - WW				
Employment Security	91.21			
FICA Expense	303.72			
Insurance - WW	5,834.98			
L&I - WW	847.75			
Retirement - WW	2,166.67			
535.20 - Personnel Benefits - WW - Other	0.00	23,570.00	-23,570.00	0.0%
Total 535.20 - Personnel Benefits - WW	9,244.33	23,570.00	-14,325.67	39.22%
535.30 - Supplies - WW Treatment				
31 3010 - Supplies - WW Treatment				
31 3010 - Supplies - WW Treatment - Other	1,518.29	10,000.00	-8,481.71	15.18%
Total 31 3010 - Supplies - WW Treatment	1,518.29	10,000.00	-8,481.71	15.18%
31 3011 - Chemicals - WW Treatment	1,289.12	3,000.00	-1,710.88	42.97%
35 3010 - Tools/Equip - WW Treatment	168.42			
Total 535.30 - Supplies - WW Treatment	2,975.83	13,000.00	-10,024.17	22.89%
535.40 - Services - WW Treatment				
Intergov				
B&O/Excise Tax				
B&O Tax - Wastewater Treatment	3,955.12			
Excise Tax - Sewer	490.52			
B&O/Excise Tax - Other	0.00	8,259.00	-8,259.00	0.0%
Total B&O/Excise Tax	4,445.64	8,259.00	-3,813.36	53.83%
Permit Fees - WW Treatment	1,251.05	3,521.00	-2,269.95	35.53%
Total Intergov	5,696.69	11,780.00	-6,083.31	48.36%
Professional Services - WWT				
41 3010 - Attorney Fees - WW Treatment	104.63			
41 3050 - Lab Testing - WW Treatment				
WA Ecology Nutrient Lab Testing	4,160.70			
41 3050 - Lab Testing - WW Treatment - Other	7,038.15	17,380.00	-10,341.85	40.5%
Total 41 3050 - Lab Testing - WW Treatment	11,198.85	17,380.00	-6,181.15	64.44%
Total Professional Services - WWT	11,303.48	17,380.00	-6,076.52	65.04%

Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual Detailed January through June 2025

	<u>Jan - Jun 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
WW Treatment Maint. and Repair				
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	8,431.77	10,000.00	-1,568.23	84.32%
Total 48 3030 · Repair & Maint. - WW Treatment	<u>9,027.10</u>	<u>17,500.00</u>	<u>-8,472.90</u>	<u>51.58%</u>
Total WW Treatment Maint. and Repair	9,429.10	40,500.00	-31,070.90	23.28%
47 3010 · Electric - WW Treatment	8,128.79	17,000.00	-8,871.21	47.82%
Total 535.40 · Services - WW Treatment	34,558.06	86,660.00	-52,101.94	39.88%
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	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%
Total 5913570 · Debt Service Principal - WWT	18,217.71	58,117.00	-39,899.29	31.35%
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%
Total 5923580 · Debt Service Interest - WWT	837.99	17,482.00	-16,644.01	4.79%
Total 59X.35 · Debt Service - WW Treatment	19,055.70	75,599.00	-56,543.30	25.21%
Total 535 · WW Treatment Expenditures	92,917.30	339,524.00	-246,606.70	27.37%
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	3,703.00	5,221.00	-1,518.00	70.93%
10 0030 · Commissioner 3	3,312.00	5,956.00	-2,644.00	55.61%
Total Elected Officials	7,255.00	16,750.00	-9,495.00	43.31%

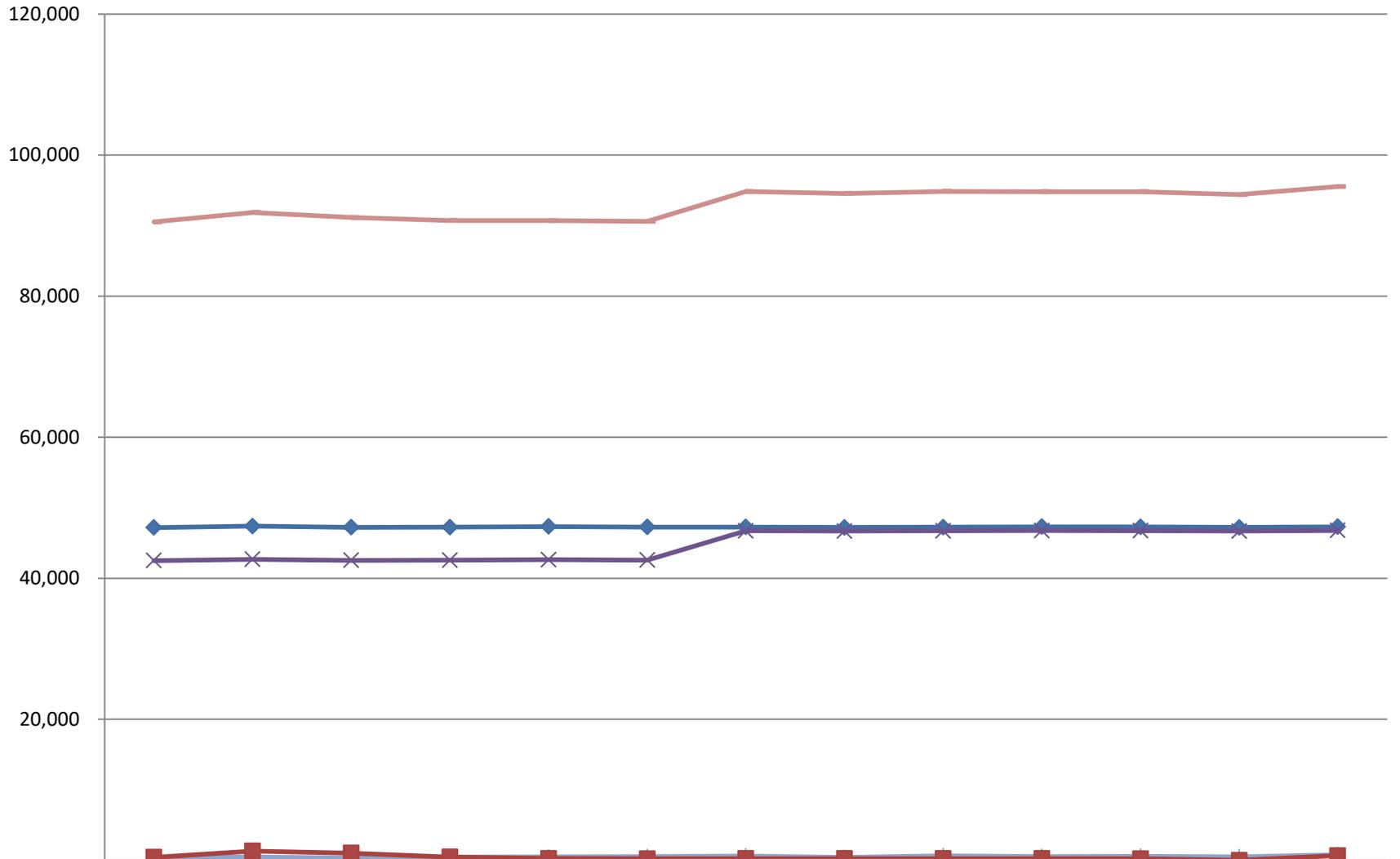
Hartstene Pointe Water Sewer District
Profit & Loss Budget vs. Actual Detailed
January through June 2025

	<u>Jan - Jun 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Employees				
Clerk	42,105.20	84,864.00	-42,758.80	49.62%
General Manager	48,210.00	96,420.00	-48,210.00	50.00%
Total Employees	<u>90,315.20</u>	<u>181,284.00</u>	<u>-90,968.80</u>	<u>49.82%</u>
Total 538.10 - Salaries & Wages	97,570.20	198,034.00	-100,463.80	49.27%
538.20 - Personnel Benefits, Payroll Tax				
HRA VEBA - Admin	464.14			
L&I Expense	1,913.26			
Retirement Expense - Admin	7,225.23			
SUTA Expense	138.80			
20 0010 - FICA/Medicare				
20 0010 - FICA/Medicare - Other	1,869.33			
Total 20 0010 - FICA/Medicare	<u>1,869.33</u>			
20 0020 - Insurance	18,556.02			
538.20 - Personnel Benefits, Payroll Tax - Other	<u>0.00</u>	<u>60,727.00</u>	<u>-60,727.00</u>	<u>0.0%</u>
Total 538.20 - Personnel Benefits, Payroll Tax	30,166.78	60,727.00	-30,560.22	49.68%
538.30 - Supplies - Combined W/S				
Tools/Equip/Supplies	4,015.35	12,365.00	-8,349.65	32.47%
31 4010 - Office Supplies	525.71	4,000.00	-3,474.29	13.14%
Total 538.30 - Supplies - Combined W/S	<u>4,541.06</u>	<u>16,365.00</u>	<u>-11,823.94</u>	<u>27.75%</u>
538.40 - Services - Combined W/S				
Intergov				
B&O Tax - Fees/Penalties	51.79	103.00	-51.21	50.28%
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	<u>51.79</u>	<u>10,961.00</u>	<u>-10,909.21</u>	<u>0.47%</u>
Other Services - Combined W/S				
Accounting Consultant Fees	1,330.78	1,761.00	-430.22	75.57%
Attorney Fees - Combined W/S	285.00	4,500.00	-4,215.00	6.33%
Bank Fees	75.00	150.00	-75.00	50.0%
Cleaning Services	1,980.00	3,960.00	-1,980.00	50.0%

Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual Detailed January through June 2025

	<u>Jan - Jun 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Information Technology	7,614.59	10,000.00	-2,385.41	76.15%
Lockbox	623.26	901.00	-277.74	69.17%
Online Payment System				
Monthly Fees	600.00			
Transaction Fees	1,994.01			
Online Payment System - Other	0.00	5,090.00	-5,090.00	0.0%
Total Online Payment System	<u>2,594.01</u>	<u>5,090.00</u>	<u>-2,495.99</u>	<u>50.96%</u>
Payroll Services	1,778.34	3,997.00	-2,218.66	44.49%
Reserve Studies	1,495.00			
361.19 · Investment Service Fees	2,410.58	5,491.00	-3,080.42	43.9%
42 0010 · Postage	2,064.10	3,840.00	-1,775.90	53.75%
42 0020 · Telephones	5,294.03	10,932.00	-5,637.97	48.43%
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	881.91	2,145.00	-1,263.09	41.12%
Other Services - Combined W/S - Other	386.77	2,000.00	-1,613.23	19.34%
Total Other Services - Combined W/S	<u>29,977.52</u>	<u>105,690.00</u>	<u>-75,712.48</u>	<u>28.36%</u>
43 · Travel/Mileage/Training				
Employee Training	3,650.59			
43 0040 · Operations Mileage	886.31			
43 · Travel/Mileage/Training - Other	0.00	15,000.00	-15,000.00	0.0%
Total 43 · Travel/Mileage/Training	<u>4,536.90</u>	<u>15,000.00</u>	<u>-10,463.10</u>	<u>30.25%</u>
Total 538.40 · Services - Combined W/S	<u>34,566.21</u>	<u>131,651.00</u>	<u>-97,084.79</u>	<u>26.26%</u>
Total 538 · Combined W/S Expenditures	<u>166,844.25</u>	<u>406,777.00</u>	<u>-239,932.75</u>	<u>41.02%</u>
591.38 · Leases				
Office Rent	6,000.00	12,300.00	-6,300.00	48.78%
Total 591.38 · Leases	<u>6,000.00</u>	<u>12,300.00</u>	<u>-6,300.00</u>	<u>48.78%</u>
Total Expense	<u>375,162.61</u>	<u>1,157,929.00</u>	<u>-782,766.39</u>	<u>32.4%</u>
Net Ordinary Income	<u>1,435,616.04</u>	<u>10,175.00</u>	<u>1,425,441.04</u>	<u>14,109.25%</u>
Net Income	<u><u>1,435,616.04</u></u>	<u><u>10,175.00</u></u>	<u><u>1,425,441.04</u></u>	<u><u>14,109.25%</u></u>

Regular Utility Billing



	Jul 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025
◆ Water Service	47,176	47,385	47,217	47,241	47,324	47,254	47,249	47,206	47,242	47,283	47,273	47,206	47,296
✕ Sewer Service	42,503	42,691	42,540	42,561	42,636	42,573	46,719	46,680	46,715	46,756	46,746	46,680	46,769
+ Late/Misc. Fees	416	474	366	461	488	550	620	420	646	536	579	507	801
■ Consumption	425	1,315	1,025	460	265	220	250	250	250	240	220	-	670
— Total Charges	90,519	91,865	91,149	90,723	90,713	90,597	94,839	94,556	94,853	94,816	94,817	94,393	95,536

GM REPORT FOR BOC MEETING ON 7/17

- Wells from 6/29-7/12: 54K GPD avg, 40K min, 76K max
- WWTP flows: 44K avg, 30K min, 69K max
- There was a significant increase in water usage over the holiday weekend. On Sat 7/5, the wells produced over 30k gallons more than the previous Saturday, and the WWTP also saw increased flow.
- We are required to perform PFAS sampling again this year (the last time was 2 years ago). We were once again able to sign up for free testing being offered by DOH. The last time, there were no PFAS detected in our potable water, and I don't expect that to have changed. The assigned lab will contact us when they are ready.
- On Fri 7/4, there was a pump failure at LS 8 on Nantucket. By the next morning, there was a high level alarm as the 2nd pump was unable to keep up with the flow, so I called AAA to pump it out. By the following week, we discovered that while the other pump was running, it wasn't actually pumping any fluid. We also discovered issues with trying to pull the pumps out. Rognlin's has been using their vac truck to keep us from overflowing and a pump is being delivered on 7/15.
- Starting on Fri 7/11, we had repeated loss of comms on our SCADA system, meaning we couldn't remotely access it. Each time they were reset, they would fail again within hours, sometimes only minutes. After being reset on Sunday morning, 7/13, there has been no problem.
- Employee annual evaluations have been completed.
- I will be out of town from late Fri 7/18 - Sun 7/20. Jaron will be on-call for the weekend.

RAM Electric
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 Shelton WA 98584
 360-482-0292
 richymccartney@hotmail.com



Estimate

Date	Estimate #
6/23/2025	3313

CUSTOMER	SERVICE LOCATION
HARSTENE POINTE WATER-SEWER DISTRICT 772 E CHESEPEAKE DR SHELTON, WA 98584	

Description	Qty	Rate	Total
HARSTENE WASTE PLANT LIGHTS 772 E CHESAPEAKE DRIVE REPLACE THREE LIGHT HEADS WITH LED. REPLACE ONE WALL PACK WITH LED REPLACE PAR FLOOD WITH LED. SUPPLY FIXTURES AND MOUNTING HARDWARE. L&I PERMITTING IS INCLUDED. MATERIALS, LABOR AND PERMITTING	1	2,990.00	2,990.00
NOTE- LIFT RENTAL- AS DISCUSSED ONSITE. OWNER CAN SUPPLY LIFT, IF OTHER PROJECT ARE NEEDING LIFT. IF RAM ELECTRIC SUPPLIES LIFT PLEASE ADD ADDITIONAL \$925.00 TO PROJECT EXCLUDES- CUTTING, PATCHING, PAINTING AS NEEDED FOR ELECTRICAL INSTALLATION. EXCLUDES- WIRING TO FIXTURES. WE ARE ASSUMING WORKING AND UP TO CODE. Sales Tax		8.60%	0.00

70% DOWN PAYMENT DUE UPON SCHEDULING.
 30% DUE UPON COMPLETION OF JOB.
 THIS WILL SERVE AS WA.RCW18.27.114 LEIN LAW IF PAYMENT IN FULL IS NOT RECEIVED BY TERMS ABOVE.
 ATTORNEY AND LEGAL FEES ADDED IF NOT PAID BY TERMS.
 CASH PRICE ONLY. 3% FEE IF PAID BY CREDIT OR DEBIT CARD.
 SALES TAX NOT INCLUDED.
 VALID FOR 30 DAYS.
 ALL ESTIMATES ARE SUBJECT TO CHANGE DUE TO MARKET FLUCTUATIONS AND MATERIAL AVAILABILITY.

Total	\$2,990.00
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APPROVAL SIGNATURE

