

**HARTSTONE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584  
August 21, 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 17, 2025 Regular Meeting (2-3)
7. Minutes of the August 7, 2025 Regular Meeting (4-5)

**REPORTS:**

8. Commissioner Reports
9. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Voucher 2025-34
  - Bills to Be Reviewed:
    - Voucher 2025-33
  - Monthly Financial Report: July 2025 (6-16)
10. General Manager's Report (17)

**ITEMS REQUIRING BOARD ACTION:**

11. Discuss & Approve E-One Tank Lid
12. Report on Ecology Commitment to Board-Approved Bluff Sewer Main Abandonment Alternative
13. Discuss Apparent Need to Seek Priority Response & Repair Status for Communications Outages at Wells & Wastewater Treatment Plant
14. Discuss Need for Tree Branch Trimming over Lift Station #8
15. Review Water Board Bible, Chapter Two (2)

**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 17, 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 9:07 am

**SUBSCRIBER REMARKS:** No subscribers present

**CORRESPONDENCE:**

- Commissioner Swart received communication from HPMAs Permit Review Committee

**PRESENT AGENDA:** *Commissioner Birgh moved to adopt the agenda. Commissioner Swart seconded.* Commissioner Birgh requested to remove “& approved” from item #10. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:**

The minutes of the July 3, 2025 regular meeting were presented. *Commissioner Anderson moved to approve the minutes. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner Anderson noted a comment made at a meeting of the HPMAs Board of Directors regarding the bluff infrastructure decision
- Commissioner Birgh filled out and presented an HPMAs permit form for GM to submit
- Commissioner Swart recommended upcoming Drinking Water State Revolving Fund webinars

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2025-30 in the amount of \$35,114.39 was presented. *Commissioner Anderson moved to approve voucher 2025-30 in the amount of \$35,114.39. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - PM presented Voucher 2025-29 for review
- Monthly Financial Report: PM presented the monthly financial report for June 2025
- Monthly Financial Report: PM presented the monthly billing report for July 2025

**ITEMS REQUIRING BOARD ACTION (PART I):**

- Matt M. from Century West Engineering joined the meeting to discuss sewer project status and issues concerning grinder pump lids, Lift Station #8 rehabilitation, bluff sewer main dispositions and grinder pump boring strategies

**General Manager’s Report:**

- GM presented his report on the current state of the District operations, including WWTP SCADA and DOH PFAs sampling to be conducted
- GM discussed performance issues at Lift Station #8
- GM informed that his employee evaluations are completed
- GM informed that he conducted a six-month performance review of the apprentice; commissioners requested specific updates; the apprentice’s status will continue to be monitored by commissioners via the GM
- GM noted that he will be out of town on 7/18-7/20 and the District’s operator is scheduled to be on-call
- GM noted that Associations Reserves is scheduled to meet on 8/1/25 to begin the reserve study
- GM noted that reservoir inspection & repairs are scheduled on 7/21/25

**ITEMS REQUIRING BOARD ACTION (Part II):**

**Discuss E-One Tank with Modified Lid:** It was determined that the issues with the grinder pump order will be corrected by the contractor

**Memorialize Declared State of Emergency at Lift Station #8:** Commissioner Swart declared a State of Emergency regarding the pump failures at Lift Station #8, requiring emergent sewage removal

**Discuss Wood versus Cyclone Fencing around Portage Lift Station:** Commissioners determined that a chain link fence is preferred

**Approve Funds for WWTP Lighting:** GM will request at least one more quote for the lighting project

**Review New Logo Submissions, Selection:** Commissioners and administrative staff discussed new logo submissions and made a selection with slight alteration requests

GM Quarterly Review: Commissioners tabled for a special meeting due to time constraints. *Commissioner Swart called for a special meeting on 7/19/25 at 1:30 pm at 474 E Chesapeake Drive, Shelton WA 98584, for the purpose of conducting GM’s quarterly performance review.*

*Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 11:55 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: 8-21-2025

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
August 7, 2025  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

**MINUTES**

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

**CALL TO ORDER:** The meeting was called to order at 9:00 am

**SUBSCRIBER REMARKS:** No subscribers present

**CORRESPONDENCE:** No correspondence

**PRESENT AGENDA:** *Commissioner Birgh moved to adopt the agenda. Commissioner Swart seconded.* PM requested to update vouchers being presented. *Hearing 2 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:**

The minutes of the July 19, 2025 special meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as presented.*

The minutes of the July 24, 2025 special meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as presented.*

The minutes of the August 1, 2025 special meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner Birgh seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as presented.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner Swart shared that she virtually attended relevant portions of the Drinking Water State Revolving Funds training

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2025-33 in the amount of \$9,131.34 was presented. *Commissioner Birgh moved to approve voucher 2025-33 in the amount of \$9,131.34. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - PM presented Voucher 2025-31 for review
  - PM presented Voucher 2025-32 for review

**General Manager’s Report:**

- GM presented his report on the current state of the District operations
- GM shared and discussed the report from Midco Diving following the 7/21/25 inspection of and repairs to the reservoir; he will provide further details after following up with Midco regarding some questions about the report and will send newly identified repairs out for bid
- GM informed that he is continuing to determine if wastewater treatment plant effluent pumps can be repaired or if they need to be replaced
- GM updated the Commissioners regarding the ongoing driveway closures for the sewer project and working with contractors in terms of timing of backwash cycles
- GM continues to update Asset Inventory; Commissioners directed GM to schedule Association Reserves site visit for the end of August

**ITEMS REQUIRING BOARD ACTION:**

**Discuss E-One Tank with Modified Lid:** Commissioners and staff discussed issues with the modified “E-One” tank lids. This item is tabled until visual inspection of gasket material, securing a ten-year manufacturer’s warranty and a ten-year workmanship warranty or fund designation for future repairs to modifications.

**Report on Ecology Commitment to Board-Approved Bluff Sewer Main Abandonment Alternative:** Commissioners discussed the benefits to the community should HPMA take ownership of the abandoned sewer main. Commissioner Birgh will speak to HPMA as their Board of Directors agenda allows. Commissioner Swart to contact engineer to ensure understanding of proposal for presentation to Ecology.

**Review Water Board Bible, Chapter One:** Commissioners discussed items in the chapter and assessed various aspects of carrying out board responsibilities.

**Status of Apprenticeship Determination:** Commissioners & GM discussed and concluded that the current apprentice-status employee may continue to attend Evergreen Rural Water courses, provided no additional expenses are incurred.

*Commissioner Birgh moved to adjourn the meeting. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 12:35 pm.*

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: 8-21-2025

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

July 2025

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
<b>Reserve Funds</b>					
030 - Ecology Reserve	46,217.86	-	157.65	46,375.51	157.65
050 - DWSRF Loan Reserve	59,439.27	-	6,466.71	65,905.98	6,466.71
060 - Bond Fund	0.00	-	-	0.00	-
070 - USDA Revenue Bond Reserve	48,229.36	-	164.51	48,393.87	164.51
<b>Total Reserve Funds</b>	153,886.49	-	6,788.87	160,675.36	6,788.87
<b>Unreserved Funds</b>					
EFT Account - Umpqua Bank	60,993.53	(89,916.17)	72,000.77	43,078.13	(17,915.40)
Petty Cash Account	2,892.55	(1,118.90)	865.07	2,638.72	(253.83)
Xpress Deposit Account	11,149.07	(63,074.77)	56,318.32	4,392.62	(6,756.45)
<b>010 - Operating Fund</b>					
<i>Operating Investment Fund</i>	200,000.00	-	-	200,000.00	-
<i>010 - Operating Fund - Other</i>	240,942.37	(73,691.99)	128,141.71	295,392.09	54,449.72
<b>Total 010 - Operating Fund</b>	440,942.37	(73,691.99)	128,141.71	495,392.09	54,449.72
065 - Capital Project Account	0.00	-	-	0.00	-
<b>Total Unreserved Funds</b>	515,977.52	(227,801.83)	257,325.87	545,501.56	29,524.04
<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>	115,787.33	-	130.00	115,917.33	130.00
<i>Reservoir Repair</i>	123,347.13	-	-	123,347.13	-
Total Capital Improvement Fund	239,134.46	-	130.00	239,264.46	130.00
Risk Management Fund	226,938.17	-	1,786.05	228,724.22	1,786.05
<b>Total 020 - Water/Sewer Committed Fund</b>	511,417.00	-	1,916.05	513,333.05	1,916.05
<b>Total Committed Funds</b>	511,417.00	-	1,916.05	513,333.05	1,916.05
<b>Total Funds</b>	1,181,281.01	(227,801.83)	266,030.79	1,219,509.97	38,228.96

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 July 31, 2025

Jul 31, 25

**ASSETS**

**Current Assets**

**Checking/Savings**

**Reserve Funds**

030 · Ecology Reserve	46,375.51
050 · DWSRF Loan Reserve	65,905.98
070 · USDA Revenue Bond Reserve	48,393.87

<b>Total Reserve Funds</b>	160,675.36
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**Unreserved Funds**

EFT Account - Umpqua Bank	43,078.13
Petty Cash Account	2,579.94
Xpress Account	4,392.62

**010 · Operating Fund**

Operating Investment Fund	200,000.00
010 · Operating Fund - Other	295,392.09

<b>Total 010 · Operating Fund</b>	495,392.09
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**020 · Water/Sewer Committed Fund**

Asset Replacement Fund	45,344.37
<b>Capital Improvement Fund</b>	
I&I Repair	115,582.33
Reservoir Repair	123,347.13

<b>Total Capital Improvement Fund</b>	238,929.46
Risk Management Fund	226,783.05

020 · Water/Sewer Committed Fund - Other	2,276.17
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<b>Total 020 · Water/Sewer Committed Fund</b>	513,333.05
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<b>Total Unreserved Funds</b>	1,058,775.83
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<b>Total Checking/Savings</b>	1,219,451.19
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<b>Total Current Assets</b>	1,219,451.19
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**Fixed Assets**

**13000**

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

<b>Total 13000</b>	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	3,102,164.47

<b>Total 535.594 · WIRP WW Infrastructure Rehab</b>	4,404,060.19
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<b>Total Fixed Assets</b>	5,852,892.97
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<b>TOTAL ASSETS</b>	<b>7,072,344.16</b>
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**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

24000 · Payroll Liabilities

# Hartstene Pointe Water Sewer District Balance Sheet

As of July 31, 2025

Jul 31, 25

FICA	3,022.16
Long Term Insurance	103.99
WA Family Sick Leave	173.93
<b>Total 24000 - Payroll Liabilities</b>	<b>3,300.08</b>
<b>Total Other Current Liabilities</b>	<b>3,300.08</b>
<b>Total Current Liabilities</b>	<b>3,300.08</b>
<b>Long Term Liabilities</b>	
<b>25000 - Long Term Debt Service</b>	
DWSRF	943,361.12
Ecology	152,445.57
USDA Bond	353,026.09
<b>Total 25000 - Long Term Debt Service</b>	<b>1,448,832.78</b>
<b>391.80 - Intergovernmental Loan Proceeds</b>	<b>5,061,406.47</b>
<b>Total Long Term Liabilities</b>	<b>6,510,239.25</b>
<b>Total Liabilities</b>	<b>6,513,539.33</b>
<b>Equity</b>	
30000 - Opening Balance Equity	566,435.91
32000 - Unrestricted Net Assets	-1,480,423.45
Net Income	1,472,792.37
<b>Total Equity</b>	<b>558,804.83</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>7,072,344.16</u></b>

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

	Profit & Loss	Budget v Actual			
	July 25	Jan - Jul '25 (58.3% of Yr)	Total 2025 Budget	\$ Over (Under) Budget	% of Total Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>10 - Operating Revenue</b>	100,018.78	661,271.15	1,134,144.00	-472,872.85	58.31%
<b>20 - Non-Operating Revenue</b>	5,314.50	1,254,840.78	33,960.00	1,220,880.78	3,695.06%
<b>Total Income</b>	<u>105,333.28</u>	<u>1,916,111.93</u>	<u>1,168,104.00</u>	<u>748,007.93</u>	<u>164.04%</u>
<b>Gross Profit</b>	105,333.28	1,916,111.93	1,168,104.00	748,007.93	164.04%
<b>Expense</b>					
<b>534 - Water Expenditures</b>	20,160.81	129,561.87	399,328.00	-269,766.13	32.45%
<b>535 - WW Treatment Expenditures</b>	21,081.08	113,998.38	339,524.00	-225,525.62	33.58%
<b>538 - Combined W/S Expenditures</b>	25,915.06	192,759.31	406,777.00	-214,017.69	47.39%
<b>591.38 - Leases</b>	1,000.00	7,000.00	12,300.00	-5,300.00	56.91%
<b>Total Expense</b>	<u>68,156.95</u>	<u>443,319.56</u>	<u>1,157,929.00</u>	<u>-714,609.44</u>	<u>38.29%</u>
<b>Net Ordinary Income</b>	<u>37,176.33</u>	<u>1,472,792.37</u>	<u>10,175.00</u>		
<b>Net Income</b>	<u><u>37,176.33</u></u>	<u><u>1,472,792.37</u></u>	<u><u>10,175.00</u></u>		

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

	Jan - Jul 25	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>10 - Operating Revenue</b>				
<b>343.40 - Water Sales and Services</b>				
343.42 - Metered Water Charges	1,245.00	6,158.00	-4,913.00	20.22%
343.40 - Water Sales and Services - Other	329,860.92	559,491.00	-229,630.08	58.96%
<b>Total 343.40 - Water Sales and Services</b>	331,105.92	565,649.00	-234,543.08	58.54%
343.50 - Sewer Sales and Services	326,081.05	553,034.00	-226,952.95	58.96%
359.90 - Penalties and Fees	3,473.85	6,726.00	-3,252.15	51.65%
369.91 - Miscellaneous Revenues	610.33	8,735.00	<del>8,124.67</del>	<del>6.00%</del>
<b>Total 10 - Operating Revenue</b>	661,271.15	1,134,144.00	-472,872.85	58.31%
<b>20 - Non-Operating Revenue</b>				
333 - Indirect Federal Grants	3,445.00	8,735.00	-5,290.00	39.44%
334.03 - 334.03.10 State Grant-Ecology	1,230,754.54			
361.11 - Interest earned				
010	4,894.80			
020	12,521.57			
030	1,114.67			
050	947.03			
070	1,163.17			
361.11 - Interest earned - Other	0.00	10,000.00	-10,000.00	0.0%
<b>Total 361.11 - Interest earned</b>	20,641.24	10,000.00	10,641.24	206.41%
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%
<b>Total 20 - Non-Operating Revenue</b>	1,254,840.78	33,960.00	1,220,880.78	3,695.06%
<b>Total Income</b>	1,916,111.93	1,168,104.00	748,007.93	164.04%
<b>Gross Profit</b>	1,916,111.93	1,168,104.00	748,007.93	164.04%
<b>Expense</b>				
<b>534 - Water Expenditures</b>				
<b>534.10 - Salaries - Water</b>				
Apprentice/Trainee	21,015.00	57,283.00	-36,268.00	36.69%
Water Distribution Manager	5,490.00			

\* Interest earnings better than expected

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

	Jan - Jul 25	Budget	\$ Over Budget	% of Budget
<b>Total 534.10 · Salaries - Water</b>	26,505.00	57,283.00	-30,778.00	46.27%
<b>534.20 · Personnel Benefits, Payroll Tax</b>				
FICA/Medicare - Water	399.08			
HRA VEBA - Water	2,770.22			
Insurance	2,353.82			
L&I expense - Water	1,274.08			
Retirement Contribution	2,120.40			
SUTA - Water	88.77			
<b>534.20 · Personnel Benefits, Payroll Tax - Other</b>	0.00	22,023.00	-22,023.00	0.0%
<b>Total 534.20 · Personnel Benefits, Payroll Tax</b>	9,006.37	22,023.00	-13,016.63	40.9%
<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	10,115.02	8,000.00	2,115.02	126.44%
<b>Total 31 1010 · Supplies - Water</b>	13,033.93	8,000.00	5,033.93	162.92%
<b>31 1011 · Chemicals - Water</b>				
Sodium Hypochlorite	2,595.04			
31 1011 · Chemicals - Water - Other	0.00	8,000.00	-8,000.00	0.0%
<b>Total 31 1011 · Chemicals - Water</b>	2,595.04	8,000.00	-5,404.96	32.44%
<b>Total 534.30 · Supplies - Water</b>	15,628.97	16,000.00	-371.03	97.68%
<b>534.40 · Services - Water</b>				
<b>Intergov</b>				
53 1010 - Excise Tax - Water	16,589.70	29,969.00	-13,379.30	55.36%
53 1020 - Permit Fees - Water	809.20	850.00	-40.80	95.2%
<b>Total Intergov</b>	17,398.90	30,819.00	-13,420.10	56.46%
<b>Other Services</b>				
Software Subscriptions	2,422.77			
Other Services - Other	0.00	2,474.00	-2,474.00	0.0%
<b>Total Other Services</b>	2,422.77	2,474.00	-51.23	97.93%
<b>Professional Services - Water</b>				
41 1050 · Lab Testing - Water	1,262.00	1,628.00	-366.00	77.52%
<b>Total Professional Services - Water</b>	1,262.00	1,628.00	-366.00	77.52%

High due to several unexpected water main repairs

No more water permit fees expected for rest of FY

All paid in January

High cost IOC test in May, IOC test required every 9 years

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

	Jan - Jul 25	Budget	\$ Over Budget	% of Budget
<b>Water Repair and Maint.</b>				
48 1020 - SCADA - Water	0.00	2,500.00	-2,500.00	0.0%
48 1030 - Repair & Maintenance - Water				
Other	11,057.87			
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>	<b>11,057.87</b>	<b>22,395.00</b>	<b>-11,337.13</b>	<b>49.38%</b>
<b>Total Water Repair and Maint.</b>	<b>11,057.87</b>	<b>24,895.00</b>	<b>-13,837.13</b>	<b>44.42%</b>
47 1010 - Electric - Water	5,851.91	12,384.00	-6,532.09	47.25%
<b>Total 534.40 - Services - Water</b>	<b>37,993.45</b>	<b>72,200.00</b>	<b>-34,206.55</b>	<b>52.62%</b>
<b>594.34 - Capital Expenditures - Water</b>				
Pressure Reducing Valve Rehabs Reservoir	11,863.47			
Painting/Repair	455.06	10,000.00	-9,544.94	4.55%
<b>Total Reservoir</b>	<b>455.06</b>	<b>10,000.00</b>	<b>-9,544.94</b>	<b>4.55%</b>
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	8,444.55	70,000.00	-61,555.45	12.06%
<b>Total 594.34 - Capital Expenditures - Water</b>	<b>20,763.08</b>	<b>115,000.00</b>	<b>-94,236.92</b>	<b>18.06%</b>
<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>	<b>15,815.73</b>	<b>97,520.00</b>	<b>-81,704.27</b>	<b>16.22%</b>
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>	<b>3,849.27</b>	<b>19,302.00</b>	<b>-15,452.73</b>	<b>19.94%</b>
<b>Total 59X.34 - Debt Service - Water</b>	<b>19,665.00</b>	<b>116,822.00</b>	<b>-97,157.00</b>	<b>16.83%</b>
<b>Total 534 - Water Expenditures</b>	<b>129,561.87</b>	<b>399,328.00</b>	<b>-269,766.13</b>	<b>32.45%</b>
<b>535 - WW Treatment Expenditures</b>				
535.10 - Salaries/Wages-WWT				
Wastewater Treatment Plant Oper	33,551.41	73,195.00	-39,643.59	45.84%

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

	Jan - Jul 25	Budget	\$ Over Budget	% of Budget
<b>Total 535.10 · Salaries/Wages-WWT</b>	33,551.41	73,195.00	-39,643.59	45.84%
<b>535.20 · Personnel Benefits - WW</b>				
Employment Security	136.96			
FICA Expense	371.35			
Insurance - WW	6,996.60			
L&I - WW	1,333.44			
Retirement - WW	2,684.11			
<b>535.20 · Personnel Benefits - WW - Other</b>	<b>0.00</b>	<b>23,570.00</b>	<b>-23,570.00</b>	<b>0.0%</b>
<b>Total 535.20 · Personnel Benefits - WW</b>	<b>11,522.46</b>	<b>23,570.00</b>	<b>-12,047.54</b>	<b>48.89%</b>
<b>535.30 · Supplies - WW Treatment</b>				
<b>31 3010 · Supplies - WW Treatment</b>				
31 3010 · Supplies - WW Treatment - Other	1,518.29	10,000.00	-8,481.71	15.18%
<b>Total 31 3010 · Supplies - WW Treatment</b>	<b>1,518.29</b>	<b>10,000.00</b>	<b>-8,481.71</b>	<b>15.18%</b>
31 3011 · Chemicals - WW Treatment	1,939.62	3,000.00	-1,060.38	64.65%
35 3010 · Tools/Equip - WW Treatment	217.88			
<b>Total 535.30 · Supplies - WW Treatment</b>	<b>3,675.79</b>	<b>13,000.00</b>	<b>-9,324.21</b>	<b>28.28%</b>
<b>535.40 · Services - WW Treatment</b>				
Intergov				
B&O/Excise Tax				
B&O Tax - Wastewater Treatment	4,603.35			
Excise Tax - Sewer	495.59			
B&O/Excise Tax - Other	0.00	8,259.00	-8,259.00	0.0%
<b>Total B&amp;O/Excise Tax</b>	<b>5,098.94</b>	<b>8,259.00</b>	<b>-3,160.06</b>	<b>61.74%</b>
Permit Fees - WW Treatment	1,251.05	3,521.00	-2,269.95	35.53%
<b>Total Intergov</b>	<b>6,349.99</b>	<b>11,780.00</b>	<b>-5,430.01</b>	<b>53.91%</b>
<b>Professional Services - WWT</b>				
41 3010 · Attorney Fees - WW Treatment	523.13			
41 3050 · Lab Testing - WW Treatment				
WA Ecology Nutrient Lab Testing	4,684.00			
41 3050 · Lab Testing - WW Treatment - Other	8,162.00	17,380.00	-9,218.00	46.96%
<b>Total 41 3050 · Lab Testing - WW Treatment</b>	<b>12,846.00</b>	<b>17,380.00</b>	<b>-4,534.00</b>	<b>73.91%</b>
<b>Total Professional Services - WWT</b>	<b>13,369.13</b>	<b>17,380.00</b>	<b>-4,010.87</b>	<b>76.92%</b>

27% difference reimbursed by Ecology

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

	Jan - Jul 25	Budget	\$ Over Budget	% of Budget
<b>WW Treatment Maint. and Repair</b>				
48 3010 · Biosolids Disposal	7,738.40	20,000.00	-12,261.60	38.69%
48 3020 · SCADA - WW Treatment	402.00	3,000.00	-2,598.00	13.4%
48 3030 · Repair & Maint. - WW Treatment				
Other	727.41	7,500.00	-6,772.59	9.7%
Sewer Collection	8,439.19	10,000.00	-1,560.81	84.39%
<b>Total 48 3030 · Repair &amp; Maint. - WW Treatment</b>	<b>9,166.60</b>	<b>17,500.00</b>	<b>-8,333.40</b>	<b>52.38%</b>
<b>Total WW Treatment Maint. and Repair</b>	<b>17,307.00</b>	<b>40,500.00</b>	<b>-23,193.00</b>	<b>42.73%</b>
47 3010 · Electric - WW Treatment	9,166.90	17,000.00	-7,833.10	53.92%
<b>Total 535.40 · Services - WW Treatment</b>	<b>46,193.02</b>	<b>86,660.00</b>	<b>-40,466.98</b>	<b>53.3%</b>
<b>594.35 · Capital Expenditures - WWT</b>				
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>	<b>0.00</b>	<b>67,500.00</b>	<b>-67,500.00</b>	<b>0.0%</b>
<b>59X.35 · Debt Service - WW Treatment</b>				
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>	<b>18,217.71</b>	<b>58,117.00</b>	<b>-39,899.29</b>	<b>31.35%</b>
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>	<b>837.99</b>	<b>17,482.00</b>	<b>-16,644.01</b>	<b>4.79%</b>
<b>Total 59X.35 · Debt Service - WW Treatment</b>	<b>19,055.70</b>	<b>75,599.00</b>	<b>-56,543.30</b>	<b>25.21%</b>
<b>Total 535 · WW Treatment Expenditures</b>	<b>113,998.38</b>	<b>339,524.00</b>	<b>-225,525.62</b>	<b>33.58%</b>
<b>538 · Combined W/S Expenditures</b>				
<b>538.10 · Salaries &amp; Wages</b>				
Elected Officials				
10 0010 · Commissioner 1	240.00	5,573.00	-5,333.00	4.31%
10 0020 · Commissioner 2	4,427.50	5,221.00	-793.50	84.8%
10 0030 · Commissioner 3	3,603.00	5,956.00	-2,353.00	60.49%
<b>Total Elected Officials</b>	<b>8,270.50</b>	<b>16,750.00</b>	<b>-8,479.50</b>	<b>49.38%</b>

Unexpected high-cost sewer repair by contractors in January

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

	Jan - Jul 25	Budget	\$ Over Budget	% of Budget
<b>Employees</b>				
Clerk	49,188.53	84,864.00	-35,675.47	57.96%
General Manager	56,245.00	96,420.00	-40,175.00	58.33%
<b>Total Employees</b>	<u>105,433.53</u>	<u>181,284.00</u>	<u>-75,850.47</u>	<u>58.16%</u>
<b>Total 538.10 - Salaries &amp; Wages</b>	113,704.03	198,034.00	-84,329.97	57.42%
<b>538.20 - Personnel Benefits, Payroll Tax</b>				
HRA VEBA - Admin	541.14			
L&I Expense	2,902.75			
Retirement Expense - Admin	8,434.70			
SUTA Expense	261.26			
<b>20 0010 - FICA/Medicare</b>				
20 0010 - FICA/Medicare - Other	2,184.66			
<b>Total 20 0010 - FICA/Medicare</b>	<u>2,184.66</u>			
<b>20 0020 - Insurance</b>	21,648.69			
<b>538.20 - Personnel Benefits, Payroll Tax - Other</b>	<u>0.00</u>	<u>60,727.00</u>	<u>-60,727.00</u>	<u>0.0%</u>
<b>Total 538.20 - Personnel Benefits, Payroll Tax</b>	35,973.20	60,727.00	-24,753.80	59.24%
<b>538.30 - Supplies - Combined W/S</b>				
Tools/Equip/Supplies	4,720.72	12,365.00	-7,644.28	38.18%
<b>31 4010 - Office Supplies</b>	704.01	4,000.00	-3,295.99	17.6%
<b>Total 538.30 - Supplies - Combined W/S</b>	<u>5,424.73</u>	<u>16,365.00</u>	<u>-10,940.27</u>	<u>33.15%</u>
<b>538.40 - Services - Combined W/S</b>				
<b>Intergov</b>				
B&O Tax - Fees/Penalties	58.72	103.00	-44.28	57.01%
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>	<u>58.72</u>	<u>10,961.00</u>	<u>-10,902.28</u>	<u>0.54%</u>
<b>Other Services - Combined W/S</b>				
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	87.50	150.00	-62.50	58.33%
Cleaning Services	2,560.00	3,960.00	-1,400.00	64.65%

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

	Jan - Jul 25	Budget	\$ Over Budget	% of Budget
Information Technology	7,669.33	10,000.00	-2,330.67	76.69%
Lockbox	654.34	901.00	-246.66	72.62%
Online Payment System				
Monthly Fees	700.00			
Transaction Fees	2,334.58			
Online Payment System - Other	0.00	5,090.00	-5,090.00	0.0%
<b>Total Online Payment System</b>	<b>3,034.58</b>	<b>5,090.00</b>	<b>-2,055.42</b>	<b>59.62%</b>
Payroll Services	1,934.69	3,997.00	-2,062.31	48.4%
Reserve Studies	1,495.00			
361.19 · Investment Service Fees	2,797.59	5,491.00	-2,693.41	50.95%
42 0010 · Postage	2,472.35	3,840.00	-1,367.65	64.38%
42 0020 · Telephones	6,046.85	10,932.00	-4,885.15	55.31%
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	1,042.84	2,145.00	-1,102.16	48.62%
Other Services - Combined W/S - Other	386.77	2,000.00	-1,613.23	19.34%
<b>Total Other Services - Combined W/S</b>	<b>32,961.77</b>	<b>105,690.00</b>	<b>-72,728.23</b>	<b>31.19%</b>
43 · Travel/Mileage/Training				
Employee Training	3,650.59			
43 0040 · Operations Mileage	986.27			
43 · Travel/Mileage/Training - Other	0.00	15,000.00	-15,000.00	0.0%
<b>Total 43 · Travel/Mileage/Training</b>	<b>4,636.86</b>	<b>15,000.00</b>	<b>-10,363.14</b>	<b>30.91%</b>
<b>Total 538.40 · Services - Combined W/S</b>	<b>37,657.35</b>	<b>131,651.00</b>	<b>-93,993.65</b>	<b>28.6%</b>
<b>Total 538 · Combined W/S Expenditures</b>	<b>192,759.31</b>	<b>406,777.00</b>	<b>-214,017.69</b>	<b>47.39%</b>
591.38 · Leases				
Office Rent	7,000.00	12,300.00	-5,300.00	56.91%
<b>Total 591.38 · Leases</b>	<b>7,000.00</b>	<b>12,300.00</b>	<b>-5,300.00</b>	<b>56.91%</b>
<b>Total Expense</b>	<b>443,319.56</b>	<b>1,157,929.00</b>	<b>-714,609.44</b>	<b>38.29%</b>
<b>Net Ordinary Income</b>	<b>1,472,792.37</b>	<b>10,175.00</b>		
<b>Net Income</b>	<b>1,472,792.37</b>	<b>10,175.00</b>		

Little more expected this FY

## **GM REPORT FOR BOC MEETING ON 8/21**

- From late 8/14 to early 8/16, we had a total of 1.64” of rain. Normally, whenever we get over ½” there is an increase in flow at the wwtp. While we didn’t see an increase this time, there is also the possibility of the ground not being saturated enough since it hasn’t rained for so long. We may not see a difference until the rainy season starts.
- Update on the modified E/One lids: at some point, someone said something about a 5-year warranty on these units, but as I look at the website, I see they only have a 2-year warranty. E/One will not honor the warranty with a modified lid, but Correct Equipment and Rognlin’s will. As the General Contractor for this project, Rognlin’s has said to contact them if there is any problem with any part of it.

### **PROJECT LIST**

- Reservoir work was done on 7/21. However, upon reviewing the report, it showed that only an inspection was done, not any cleaning. I spoke with Midco’s Regional Account Manager on 8/6, who was going to check with the crew that was on-site for an explanation. I’ve since emailed and called, but as of 8/18, I’ve yet to hear back.
- HPMA approved the permit for the ADA parking.
- The effluent pumps we have are no longer being made, but we found a shop that said they can rebuild them. One pump was taken in on 8/19.