

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
September 18, 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 September 4, 2025 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2025-39
 - Voucher 2025-40
 - Bills to Be Reviewed:
 - Voucher 2025-38
9. General Manager's Report (4)

ITEMS REQUIRING BOARD ACTION:

10. Review Water Board Bible, Chapter Three (3)
11. Report on Ecology Commitment to Board-Approved Bluff Sewer Main Abandonment Alternative
12. Discuss Future Pump Requirements for Vacant Bluff Lots on Pointes Drive East
13. Review Preliminary 2026 Budget (5-17)
14. Review New Customer Packet & Related Policies
15. Emergency & Anticipated Outage Communication with Ratepayers, Formats, Training & Duty Coverage

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
September 4, 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 9:06 am

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No correspondence

PRESENT AGENDA: *Commissioner Birgh moved to adopt the agenda. Commissioner Swart seconded.* Commissioner Anderson requested to add “Proposal to HPMA for Paving on PDE” to the agenda. PM requested to change Voucher to be Authorized to Voucher 2025-37 and remove Voucher to be Reviewed. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the August 21, 2025 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Swart seconded.* Commissioner Birgh requested to add detailed item to GM report. *Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended.*

REPORTS:

Commissioner Reports: No commissioner reports

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2025-37 in the amount of \$12,954.93 was presented. *Commissioner Anderson moved to approve voucher 2025-35 in the amount of \$52,038.46. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher 2025-36 in the amount of \$2,127,468.77 was presented. *Commissioner Swart moved to approve voucher 2025-36 in the amount of \$2,127,468.77. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Monthly Billing Reports:
 - PM presented various Monthly Billing Reports for August & September 2025

General Manager’s Report:

- GM presented his report on the current state of the District operations
- GM reported challenges regarding leak repairs on PDE
- GM reported on the state of the failed culvert discovered by sewer contractors and correspondence w/HPMA
- GM reported on applicants for the open operator position
- GM reported that HPMA off-season pool hours are in effect; working to schedule Well #2 project

- GM reported updates regarding Midco & reservoir cleaning and repairs
- Effluent pump is being rebuilt, three other pumps cannot be rebuilt and must be replaced; GM to determine sizes needed for replacement and consult with sewer project engineer
- CWE provided a proposal for WWTP air gap installation, ERWoW was unable to locate water line
- Operator has been working on Asset Inventory, much progress has been made, AR to schedule a site visit as soon as possible

ITEMS REQUIRING BOARD ACTION:

Review Water Board Bible, Chapter Two (2): Commissioners reviewed & discussed the chapter.

Report on Ecology Commitment to Board-Approved Bluff Sewer Main Abandonment Alternative: Project engineer will follow up with Ecology for determination on funding.

Correspondence from Resident: Commissioners discussed issues raised about health & environmental impacts of sewer lining and subsequently committed to increased ratepayer education regarding the lining process.

Proposal for Paving on PDE: Commissioner Anderson will draft a proposal to be sent to the HPMA GM to stimulate a timely written request for a paving bid from sewer project contractor.

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 12:08 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: 9-18-2025

GM REPORT FOR BOC MEETING ON 9/18

- As Rognlin's has been digging in the common driveway to 338-346 PDE, they've hit a power line and water line, both causing temporary outages. The water line was on 9/12, and repairs were made, but they ended up not holding, and by 9 PM that night, they popped open. Repairs were made that night from 10 PM - 2 AM.
- After over 5 weeks of the job opening being posted on WASWD, and over 3 weeks on DOH, I received a total of 4 applicants, with only 1 being a certified operator (WDM 2, CCCS). After interviewing the top 2 choices, I made the decision to hire the certified operator. He will begin as soon as his current employer finds a replacement for him.

PROJECT LIST

- Now that Labor Day is over and the pool is closed (mostly), I've asked Rognlin's about scheduling the work on the pipe replacement - we will ask about this in the 9/17 construction meeting.
- As shown in the email I sent, Midco Diving has agreed to return and perform the reservoir cleaning, hasp attachment and painting at no cost to us. We do have to wait for them to be in the area again, so that will be coordinated with them.
- The effluent pump in the shop was rebuilt. The 3 other pumps need to be replaced. Tomorrow, Matt and I will be going around to look at the lift stations and will further discuss pump replacement.
- We now have 5 quotes for the ADA ramp. I will present them all during the meeting.

Hartstene Pointe Water-Sewer District 2026 Preliminary Budget Overview

	2023 Actual	2024 Actual	2025 Projected	Budget		Projections			
				2025	2026	2027	2028	2029	2030
Beginning Unreserved Funds Balance	650,259	633,019	869,174	875,832	1,165,890	1,229,616	1,555,312	2,223,591	2,932,024
Revenues	1,085,958	1,155,357	15,186,987	15,168,104	4,488,451	2,078,705	2,144,438	2,211,881	2,281,867
Expenditures	1,098,013	2,190,485	14,888,409	15,157,929	4,422,041	1,750,189	1,473,199	1,500,340	1,528,538
Net Income (Loss)	(12,055)	(1,035,127)	298,578	10,175	66,410	328,515	671,238	711,541	753,330
Ending Unreserved Funds Balance	633,019	869,174	1,165,890	883,450	1,229,616	1,555,312	2,223,591	2,932,024	3,682,090

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**Harstene Pointe Water-Sewer District
Beginning Fund Balances**

	History			Budget		Difference		Projections			
	2023 Actual	2024 Actual	2025 Actual	2025	2026	\$ Change	% Change	2027	2028	2029	2030
Beginning Fund Balances											
Reserve Funds											
030 - Ecology Loan Reserve	41,065	43,048	45,261	45,289	47,178	1,918	4.23%	47,178	47,178	47,178	47,178
050 - DWSRF Loan Reserve	20,499	21,574	21,097	27,008	19,261	(1,836)	-6.80%	19,261	19,261	19,261	19,261
070 - USDA Revenue Bond Reserve	42,201	44,922	47,231	46,647	49,009	1,779	3.81%	51,694	54,513	57,473	60,580
Unreserved Funds											
010 - Operating Fund (incl. revolving funds)	253,345	252,043	369,522	408,813	619,110	249,588	61.05%	644,758	932,097	1,561,911	2,231,768
020 - Committed Funds											
Asset Replacement Fund	27,344	27,344	45,344	45,344	54,344	9,000	19.85%	63,344	72,344	81,344	90,344
Capital Improvement Fund											
Inflow & Infiltration	103,209	69,104	114,757	94,807	0	(114,757)	-121.04%	0	0	0	0
Reservoir Repair	96,694	96,694	123,347	110,021	136,674	13,326	12.11%	150,000	163,326	176,653	189,979
Other	0	0	0	0	0	0	0.00%	0	0	0	0
Risk Management Fund	169,666	187,834	216,203	216,847	355,762	139,559	64.36%	371,513	387,544	403,683	419,932
Total 020 - Committed Funds	396,914	380,977	499,651	467,019	546,780	47,129	10.09%	584,858	623,215	661,680	700,256
065 - Capital Projects Account	0	0	0	0	0	0	0.00%	0	0	0	0
Total Beginning Unreserved Fund Balances	650,259	633,019	869,174	875,832	1,165,890	296,717	33.88%	1,229,616	1,555,312	2,223,591	2,932,024

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Hartstene Pointe Water-Sewer District
Ending Fund Balances

	History			Budget		Difference		Projections			
	2023 Actual	2024 Actual	2025 Projected	2025	2026	\$ Change	% Change	2027	2028	2029	2030
Ending Fund Balances											
Reserve Funds											
030 - Ecology Loan Reserve	43,048	45,261	47,178	45,289	47,178	1,889	4.17%	47,178	47,178	47,178	47,178
050 - DWSRF Loan Reserve	21,574	21,097	19,261	27,008	19,261	(7,747)	-28.68%	19,261	19,261	19,261	19,261
070 - USDA Revenue Bond Reserve	44,922	47,231	49,009	49,204	51,694	2,490	5.06%	54,513	57,473	60,580	63,843
Unreserved Funds											
010 - Operating Fund (incl. revolving funds)	252,043	369,522	619,110	375,494	644,758	269,264	71.71%	932,097	1,561,911	2,231,768	2,943,145
020 - Committed Funds											
Asset Replacement Fund	27,344	45,344	54,344	54,344	63,344	9,000	16.56%	72,344	81,344	90,344	99,344
Capital Improvement Fund											
Inflow & Infiltration	69,104	114,757	0	100,965	0	(100,965)	-100.00%	0	0	0	0
Reservoir Repair	96,694	123,347	136,674	123,347	150,000	26,653		163,326	176,653	189,979	203,306
Other	0	0	0	0	0	0	0.00%	0	0	0	0
Risk Management Fund	187,834	216,203	355,762	229,300	371,513	142,213	62.02%	387,544	403,683	419,932	436,295
Total 020 - Committed Funds	380,977	499,651	546,780	507,956	584,858	76,902	15.14%	623,215	661,680	700,256	738,945
065 - Capital Projects Account	0	0	0	0	0	0	0.00%	0	0	0	0
Total Ending Unreserved Fund Balances	633,019	869,174	1,165,890	883,450	1,229,616	346,166	39.18%	1,555,312	2,223,591	2,932,024	3,682,090

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Hartstene Pointe Water-Sewer District
Revenues

	History				Budget		Difference		Projections			
	2023 Actual	2024 Actual	2025 Jan - Aug	2025 Projected	2025	2026	\$ Change	% Change	2027	2028	2029	2030
1 Rates												
2 Residential Water (Monthly)	93.80	99.90	99.90	99.90	99.90	87.71	(12.19)	-12.20%	95.20	98.10	101.00	104.00
3 Residential Sewer (Monthly)	85.50	90.00	98.90	98.90	98.90	161.34	62.44	63.13%	268.76	276.80	285.10	293.70
4 Total Residential Monthly Charge	179.30	189.90	198.80	198.80	198.80	249.05	50.25	25.28%	363.96	374.90	386.10	397.70
5 Prepaid Connection - Water (Monthly)	39.00	41.50	43.50	43.50	43.50	36.52	(6.99)	-16.06%	39.60	40.80	42.00	43.30
6 Prepaid Connection - Sewer (Monthly)	35.60	37.50	39.50	39.50	39.50	50.68	11.19	28.33%	55.00	56.70	58.40	60.20
7 Total Prepaid Connection Monthly Charge	74.60	79.00	83.00	83.00	83.00	87.20	4.20	5.06%	94.60	97.50	100.40	103.50
8 Water - Metered Charges	7,000	11,729	2,425	3,233	6,158	3,298	(2,860)	-46.44%	3,578	3,686	3,796	3,910
9 Water Connection & Capital Facilities Charge	3,450	4,435	0	0	4,655	4,735	80	1.72%	4,735	4,735	4,735	4,735
10 Sewer Connection & Capital Facilities Charge	4,350	5,565	0	0	7,325	34,255	26,930	367.65%	34,255	34,255	34,255	34,255
11 Total Connection & Capital Facilities Charge	7,800	10,000	0	0	11,980	38,990	27,010	225.46%	38,990	38,990	38,990	38,990
12 Connections												
13 # of Residential Connections	458	458	464	463	458	458	0	0.00%	459	460	461	462
14 # of Prepaid Connections	18	20	14	16	20	20	0	0.00%	18	18	18	18
15 # of New Connections (not Prepaid)	3	3	2	2	2	2	0	0.00%	1	1	1	1
16 Revenues												
17 Total Water Revenues	533,306	573,361	379,808	567,130	565,649	494,116	(71,533)	-12.65%	532,915	550,325	567,804	585,929
18 Total Sewer Revenues	479,186	510,811	373,211	557,572	553,034	898,889	345,855	62.54%	1,492,210	1,540,183	1,589,788	1,641,276
19 Total Penalties & Fees	6,308	6,086	4,019	6,028	6,726	7,466	740	11.01%	10,854	11,205	11,564	11,937
20 Capital Facilities Charges & Connection Fees	21,900	19,000	0	0	23,960	77,980	54,020	225.46%	38,990	38,990	38,990	38,990
21 Interest Income	30,099	37,202	23,770	35,656	10,000	10,000	0	0.00%	3,735	3,735	3,735	3,735
22 WA State Ecology Water Quality Fin. Assistance Loan			2,572,611	14,000,000	14,000,000	3,000,000	(11,000,000)	-78.57%				
23 Miscellaneous Revenues	15,159	8,898	7,500	20,601	8,735	0	(8,735)	0.00%	0	0	0	0
Total Revenues	\$1,085,958	\$1,155,357	\$3,360,920	\$15,186,987	\$15,168,104	\$4,488,451	(10,679,65)	-70.41%	\$2,078,705	\$2,144,438	\$2,211,881	\$2,281,867
					% Water Revenue:	50.56%	35.47%					
					% Wastewater Revenue:	49.44%	64.53%					

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**Hartstene Pointe Water-Sewer District
Expenditures**

	History				Budget		Difference		Projections			
	2023 Actual	2024 Actual	2025 Jan-Aug	2025 Projected	2025	2026	\$ Change	% Change	2027	2028	2029	2030
1 Operations												
2 Staff	399,470	422,850	264,834	397,419	434,833	452,099	17,266	3.97%	467,056	482,566	498,648	515,328
3 Water	66,945	82,599	62,587	86,064	88,200	78,678	(9,522)	-10.80%	76,212	78,879	81,640	84,497
4 Wastewater Treatment/Sewer	237,675	113,549	62,659	92,845	99,660	98,602	(1,058)	-1.06%	102,053	105,625	109,322	113,149
5 Combined W/S, Administrative	128,206	130,241	55,248	123,888	160,314	147,108	(13,206)	-8.24%	142,979	148,337	153,921	159,742
6 Total Operations	832,296	749,239	445,328	700,217	783,007	776,487	(6,520)	-0.83%	788,300	815,406	843,531	872,715
7 Capital Improvements	108,709	1,285,221	5,289,325	14,033,259	14,182,500	3,182,500	(11,000,000)	-77.56%	265,000	0	0	0
8 Loan Payments	156,903	155,918	154,933	154,933	192,421	463,054	270,632	140.65%	696,889	657,793	656,809	655,823
9 Total Expenditures	\$1,098,011	\$2,190,485	\$5,889,586	\$14,888,409	\$15,157,929	\$4,422,041	-\$10,735,887	-70.83%	\$1,750,189	\$1,473,199	\$1,500,340	\$1,528,538

Total Water Expenditures: 390,069
 Total Wastewater Expenditures: 616,570
 Total Combined W/S, Administrative Expenditures: 415,403
 % Water: 42.04%
 % Wastewater: 57.96%

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-\$9,577,959

**Hartstene Pointe Water-Sewer District
Water Operations Costs**

	History				Budget		Difference		Projections			
	2023 Actual	2024 Actual	2025 Jan - Aug	2025 Projected	2025	2026	\$ Change	% Change	2027	2028	2029	2030
1 Water Operations Expenditures												
2 534.30 · Supplies - Water												
3 31 1010 · Supplies - Water												
4 35 1010 · Tools/Equip - Water	3,902	5,636	3,168	4,751								
5 31 1010 · Supplies - Water - Other	1,515	2,824	13,078	15,693								
6 Supplies - Water	5,418	8,460	16,245	24,368	8,000	9,000	1,000	12.50%	9,315	9,641	9,978	10,328
7 Chemicals - Water	5,354	6,830	3,557	5,336	8,000	8,000	0	0.00%	8,280	8,570	8,870	9,180
8 Total 534.30 · Supplies - Water	10,772	15,290	19,803	29,704	16,000	17,000	1,000	6.25%	17,595	18,211	18,848	19,508
9 534.40 · Services - Water												
10 Intergov Fees												
11 53 1010 · Excise Tax - Water	26,477	28,551	19,100	28,650	29,969	30,082	113	0.38%	31,135	32,225	33,353	34,520
12 53 1020 · Permit Fees - Water	766	809	809	809	850	850	(0)	-0.04%	879	910	942	975
13 534.50 · Intergov - Water - Other	638	57	0	0	0	0	0	#DIV/0!	0	0	0	0
14 Total Intergov Fees	27,880	29,417	19,909	29,459	30,819	30,932	113	0.37%	32,015	33,135	34,295	35,495
15 Other Services	1,684	2,356	2,423	2,423	2,474	2,544	70	2.83%	0	0	0	0
16 Lab Testing - Water	1,365	1,834	1,402	2,103	1,628	2,208	580	35.64%	2,285	2,365	2,448	2,534
17 Repair & Maintenance - Water												
18 SCADA System - Water	0	0	0	0	2,500	2,500	0	0.00%	2,588	2,678	2,772	2,869
19 Other	13,922	23,443	12,399	12,399	22,395	13,019	(9,376)	-41.87%	13,475	13,947	14,435	14,940
20 Total 48 1030 Repair & Maintenance - Water	13,922	23,443	12,399	12,399	24,895	15,519	(9,376)	-37.66%	13,475	13,947	14,435	14,940
21 47 1010 · Electric - Water	11,322	10,259	6,651	9,976	12,384	10,475	(1,909)	-15.42%	10,841	11,221	11,614	12,020
22 Total 534.40 · Services - Water	56,174	67,309	42,784	56,360	72,200	61,678	(10,522)	-14.57%	58,617	60,668	62,791	64,989
Total Water Operations Expenditures	\$66,945	\$82,599	\$62,587	\$86,064	\$88,200	\$78,678	(9,522)	-10.80%	\$76,212	\$78,879	\$81,640	\$84,497

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**Hartstene Pointe Water-Sewer District
Wastewater Treatment Operations Costs**

	History				Budget		Difference		Projections			
	2023 Actual	2024 Actual	2025 Jan - Aug	2025 Projected	2025	2026	\$ Change	% Change	2027	2028	2029	2030
1 Wastewater Treatment Operations Expenditures												
2 535.30 · Supplies - WW Treatment												
3 31 3010 · Supplies - WW Treatment												
4 31 3010 · Supplies - WW Treatment	1,994	2,560	2,026	3,039								
5 35 3010 · Tools/Equip - WW Treatment	414	3,837	218	327								
6 31 3010 · Supplies - WW Treatment	2,408	6,397	2,244	3,366	10,000	10,000	0	0.00%	10,350	10,712	11,087	11,475
7 31 3011 · Chemicals - WW Treatment	1,718	3,051	1,940	2,909	3,000	3,000	0	0.00%	3,105	3,214	3,326	3,443
8 Total 535.30 · Supplies - WW Treatment	4,126	9,449	4,183	6,275	13,000	13,000	0	0.00%	13,455	13,926	14,413	14,918
9 535.40 · Services - WW Treatment												
10 Attorney Fees - Wastewater	39,786	3,871	523	523	0	0	0	#DIV/0!	0	0	0	0
11 Intergov - WW Treatment (<i>previously 535.5</i>)												
12 B&O/Excise Tax												
13 B&O Tax - Wastewater Treatment	6,630	7,427	5,346	8,019								
14 53 2010 · Excise Tax - Sewer	1,449	437	496	744								
15 Total B&O/Excise Tax	8,078	7,864	5,842	8,764	8,259	9,202	943	11.42%	9,524	9,857	10,202	10,559
16 53 3020 · Permit Fees - WW Treatment	3,087	3,209	3,296	3,441	3,521	3,613	92	2.61%	3,739	3,870	4,006	4,146
17 Total Intergov - WW Treatment	11,165	11,073	9,138	12,204	11,780	12,815	1,035	8.78%	13,263	13,727	14,208	14,705
18 41 3040 · WWT Operations - Contracted	44,800	0	0	0	0	0	0	0.00%	0	0	0	0
19 41 3041 · Non-Routine WWT Operations - Contracted	0	0	0	0	0	0	0	0.00%	0	0	0	0
20 41 3050 · Lab Testing - WW Treatment	23,281	22,321	15,443	23,164	17,380	15,288	(2,092)	-12.04%	15,823	16,377	16,950	17,543
21 WW Treatment Maint. and Repair												
22 48 3010 · Biosolids Disposal	27,940	24,481	13,351	18,851	20,000	20,000	0	0.00%	20,700	21,425	22,174	22,950
23 48 3020 · SCADA - WW Treatment	5,281	804	603	603	3,000	3,000	0	0.00%	3,105	3,214	3,326	3,443
24 Other	3,622	9,763	727	727	7,500	7,500	0	0.00%	7,763	8,034	8,315	8,606
25 Sewer Collection System	62,311	17,822	8,446	15,132	10,000	10,000	0	0.00%	10,350	10,712	11,087	11,475
26 Total WW Treatment Maint. and Repair	99,156	52,869	23,128	35,313	40,500	40,500	0	0.00%	41,918	43,385	44,903	46,475
27 47 3010 · Electric - WW Treatment	15,362	13,967	10,243	15,365	17,000	17,000	0	0.00%	17,595	18,211	18,848	19,508
28 Total 535.40 · Services - WW Treatment	233,550	104,101	58,475	86,570	86,660	85,602	(1,058)	-1.22%	88,598	91,699	94,909	98,231
29 Total WWT Operations Expenditures	\$237,675	\$113,549	\$62,659	\$92,845	\$99,660	\$98,602	(1,058)	-1.06%	\$102,053	\$105,625	\$109,322	\$113,149

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**Hartstene Pointe Water-Sewer District
Combined Water/Sewer, Administrative Operations Costs**

	History				Budget		Difference		Projections			
	2023 Actual	2024 Actual	2025 Jan - Aug	2025 Projected	2025	2026	\$ Change	% Change	2027	2028	2029	2030
1 Combined W/S, Administrative Operations Expenditures												
2 538.30 · Supplies - Combined W/S												
3 Tools/Equip/Supplies	7,929	9,928	5,074	7,610	12,365	8,143	(4,222)	-34.14%	8,428	8,723	9,028	9,344
4 Office Supplies	1,781	1,818	791	1,186	4,000	4,000	0	0.00%	4,140	4,285	4,435	4,590
5 Total 538.30 · Supplies - Combined W/S	9,710	11,746	5,865	8,797	16,365	12,143	(4,222)	-25.80%	12,568	13,008	13,463	13,935
6 538.40 · Services - Combined W/S												
7 Bank Fees	75	150	100	150	150	150	0	0.00%	158	165	174	182
8 Attorney Fees	143	570	285	285	4,500	4,500	0	0.00%	2,500	2,500	2,500	2,500
9 Accounting Consulting	1,214	1,646	1,331	1,331	1,761	1,761	0	0.00%	1,823	1,886	1,952	2,021
10 Payroll Services	2,461	3,508	2,441	3,662	3,997	3,845	(152)	-3.80%	3,979	4,118	4,263	4,412
11 Intergov (previously 538.50)												
12 B&O Tax - Fees/Penalties	92	99	67	101	103	106	3	3.00%	110	113	117	121
13 Other	23	0	0	0	210	210	0	0.00%	217	225	233	241
14 State Audit	10,248	0	0	0	10,248	0	(10,248)	-100.00%	6,250	0	6,500	0
15 County Election Costs	0	392	0	0	400	400	0	0.00%	414	428	443	459
16 Total Intergov	10,363	492	67	101	10,961	716	(10,245)	-93.47%	741	767	794	821
17 Lockbox	737	351	697	1,045	901	900	(1)	-0.07%	932	964	998	1,033
18 Online Payment System	3,665	4,374	3,465	5,198	5,090	5,458	368	7.24%	5,649	5,847	6,051	6,263
19 Cleaning Services	3,970	3,960	2,890	4,335	3,960	3,960	0	0.00%	3,960	3,960	3,960	3,960
20 IT/Software Applications	7,104	7,575	7,731	7,731	10,000	10,000	0	0.00%	10,500	11,025	11,576	12,155
21 Rent	12,000	12,000	8,000	12,000	12,300	12,000	(300)	-2.44%	12,420	12,855	13,305	13,770
22 Merchant Service Fees	4,611	4,765	3,591	5,386	5,491	5,656	165	3.00%	5,769	5,884	6,002	6,122
23 Postage	3,661	3,579	2,890	4,335	3,840	4,551	712	18.53%	4,642	4,735	4,830	4,926
24 Telephone/Internet	9,971	9,805	6,980	10,471	10,932	10,994	62	0.57%	11,214	11,438	11,667	11,900
25 Legal Notices & Publications	3,865	47	0	0	3,000	3,000	0	0.00%	3,105	3,214	3,326	3,443
26 Liability Insurance	44,337	45,321	88	45,321	45,323	45,323	0	0.00%	47,589	49,969	52,467	55,090
27 Professional Dues	2,510	2,752	1,076	3,055	2,600	3,208	608	23.40%	3,320	3,436	3,557	3,681
28 Printing	2,279	1,902	1,234	1,851	2,145	1,943	(201)	-9.39%	2,040	2,142	2,249	2,362
29 Other Miscellaneous Services	10	2,362	1,882	1,882	2,000	2,000	0	0.00%	2,070	2,142	2,217	2,295
30 Travel/Mileage/Training and Education	5,521	13,337	4,636	6,955	15,000	15,000	0	0.00%	8,000	8,280	8,570	8,870
31 Total 538.40 · Services - Combined W/S	118,495	118,495	49,384	115,091	143,949	134,964	(8,984)	-6.24%	130,410	135,329	140,458	145,807
Total Combined W/S, Administrative Operations	128,206	130,241	55,248	123,888	160,314	147,108	(13,206)	-8.24%	142,979	148,337	153,921	159,742

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Hartstene Pointe Water-Sewer District													
Capital Improvement Plan													
	Total Project Costs	History				Budgets		Projections					
		2023 Actual	2024 Actual	2025 Jan - Aug	2025 Projected	2025 Budget	2026 Budget	2027	2028	2029	2030	2031	2032 - 2047
1	Water												
2	Pressure Reducing Valve Rehabilitation	11,863		11,863	11,863	-	-						
3	Update Water System Plan	80,000				-	-						
4	Reservoir Mixer	0				0	0						
5	Test Pump Well #3					20,000	20,000						
6	Well 2 Rehabilitation	30,000	3,463	8,445	8,445	70,000	70,000						
7	Well 3 Connect	160,000				-	-	160,000					
8	Upgrade Water SCADA					15,000	15,000						
9	New Radio Read Water Meters	150,000				-	-						
10	Capacity Assessment	10,000				-	-						
11	Reservoir Cleaning	8,000		663	7,734	10,000	10,000						
12	Total Water Capital Improvements	492,626	0	3,463	20,971	28,042	115,000	115,000	160,000	0	0	0	0
13	Wastewater Treatment/Sewer												
14	Influent Flow Meters	80,000		3,725		-	-						
15	WWT Pumps - Rehab and Replace	140,000	35,038	1,493	1,493	50,000	50,000	90,000					
17	Laboratory Equipment Upgrade		7,766			-	-						
18	Wastewater Infrastructure Rehabilitation Project		1,333	1,276,541	5,253,655	14,000,000	3,000,000	15,000					
19	Influent Flow Meters	0			3,725	3,725	-	-					
20	Grinder Pumps	600,000			9,482	0	0						
21	SCADA Units for Lift Stations	20,000				17,500	17,500						
22	Slide Gate Actuators	30,000	37,756			-	-						
23	Total WWT/Sewer Capital Improvements	875,000	81,892	1,281,759	5,268,355	14,005,218	14,067,500	3,067,500	105,000	0	0	0	0
24	Combined W/S												
25	Portable Generator for W/WW Facilities		26,817			-	-						
26	Convert Patrol House to ADA	30,000				-	-						
27	Infrastructure Replacement	810,000				-	-						
28	Lease/Rent/Purchase New Work Truck	15,000				-	-						
29	Total Combined W/S Capital Improvements	50,000	26,817	0	0	0	0	0	0	0	0	0	0
30	Total Capital Improvements	\$1,417,626	\$108,709	\$1,285,221	\$5,289,325	\$14,033,259	\$14,182,500	\$3,182,500	\$265,000	\$0	\$0	\$0	\$0
				Carry-over from Previous Year:		24,849	149,241						
				From Reservoir Repair Fund:		-	-						
				From I&I Fund:		50,000	-						
				From Asset Replacement Fund:		-	-						
				From Risk Management Fund:		80,000	-						
				CIP Expenditures from Existing Funds:		\$ 154,849	\$ 149,241						
				CIP Expenditures from Current Revenues:		\$ 14,027,651	\$ 3,033,259						

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**Hartstene Pointe Water-Sewer District
Staff Costs**

	History				Budget		Projections			
	2023 Actual	2024 Actual	2025 Jan - Aug	2025 Projected	2025	2026	2027	2028	2029	2030
1 Water Distribution Manager II - 1.0 FTE										
2 Employee Wages	65,228	30,366	5,490	24,498	57,283	57,283	59,002	60,772	62,595	64,473
3 Benefits & Payroll Tax	20,551	8,930	2,192	3,288	22,023	23,271	23,969	24,688	25,429	26,192
4 Total WDM II Compensation	85,780	39,296	7,682	27,786	79,307	80,554	82,971	85,460	88,024	90,664
5 WW Treatment Plant Operator II - 1.0 FTE										
6 Employee Wages	0	66,388	40,552	60,828	73,195	77,969	81,867	85,961	90,259	94,772
7 Benefits & Payroll Tax	0	20,655	13,320	19,980	23,570	25,281	26,546	27,873	29,266	30,730
8 Total WWTPO II Compensation	0	87,043	53,872	80,809	96,765	103,250	108,413	113,833	119,525	125,501
8 General Manager - 1.0 FTE										
9 Employee Salary	99,330	97,384	64,280	96,420	96,420	96,420	99,313	102,292	105,361	108,522
10 Benefits & Payroll Tax	33,379	34,618	24,113	36,169	34,742	38,700	39,861	41,057	42,289	43,557
11 Total GM Compensation	132,709	132,003	88,393	132,589	131,162	135,120	139,174	143,349	147,649	152,079
12 Project/Account Manager - 1.0 FTE										
13 Employee Wages	78,673	82,945	56,272	84,408	84,864	84,864	87,410	90,032	92,733	95,515
14 Benefits & Payroll Tax	22,331	22,625	15,787	23,681	24,704	25,952	26,730	27,532	28,358	29,209
15 Total PM Compensation	101,005	105,571	72,059	108,089	109,568	110,816	114,140	117,564	121,091	124,724
16 Apprentice/Trainee - 0.0 FTE										
17 Employee Salary	48,325	30,727	24,405	24,405	0	0	0	0	0	0
18 Benefits & Payroll Tax	17,943	11,552	7,784	7,784	0	0	0	0	0	0
19 Total A/T Compensation	66,268	42,279	32,189	32,189	0	0	0	0	0	0
20 Commissioners										
21 Commissioner 1										
22 Per Diem	3,904	4,580	240	360	5,573	5,573	5,573	5,573	5,573	5,573
23 Payroll Tax	304	372	37	55	426	426	426	426	426	426
24 Commissioner 2										
25 Per Diem	3,584	5,167	5,474	8,211	5,221	8,622	8,622	8,622	8,622	8,622
26 Payroll Tax	269	369	388	582	399	660	660	660	660	660
27 Commissioner 3										
28 Per Diem	5,248	5,730	4,175	6,263	5,956	6,576	6,576	6,576	6,576	6,576
29 Payroll Tax	400	440	324	486	457	503	503	503	503	503
30 Total Commissioner Compensation	13,709	16,657	10,638	15,957	18,032	22,359	22,359	22,359	22,359	22,359
Total Staff Costs	\$399,470	\$422,850	\$264,834	\$397,419	\$434,833	\$452,099	\$467,056	\$482,566	\$498,648	\$515,328

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**Hartstene Pointe Water-Sewer District
Loan Payments**

	History				Budget		Projections			
	2023 Actual	2024 Actual	2025 Projected	2025 Actual	2025	2026	2027	2028	2029	2030
Ecology Loan - Effluent Outfall										
Principal Payment	35,492	36,028	36,572	36,572	36,572	37,125	37,686			
Interest Payment	2,619	2,083	1,539	1,539	1,539	987	426			
Total Ecology Loan Payments	38,111	38,111	38,111	38,111	38,111	38,111	38,111	0	0	0
USDA Bond - Booster Pump, Meters										
Principal Payment	30,991	30,991	31,849	31,849	31,849	32,731	33,637	34,568	35,525	36,508
Interest Payment	8,339	8,339	7,481	7,481	7,481	6,599	5,693	4,762	3,805	2,822
Total USDA Bond Payments	39,330	39,330	39,330	39,330	39,330	39,330	39,330	39,330	39,330	39,330
DWSRF Loan - Water Treatment Upgrades										
Principal Payment	65,671	65,671	65,671	65,671	65,671	65,671	65,671	65,671	65,671	65,671
Interest Payment	13,791	12,806	11,821	11,821	11,821	10,836	9,851	8,866	7,881	6,895
Total DWSRF Loan Payments	79,462	78,477	77,492	77,492	77,492	76,506	75,521	74,536	73,551	72,566
WIRP Engineering - Ecology Loan										
Principal Payment					21,545	58,969	59,680	60,400	61,129	61,867
Interest Payment					11,957	11,486	10,952	10,412	9,866	9,312
Admin Payment					3,986	3,829	3,651	3,471	3,289	3,104
Total WIRP Engineering - Ecology Loan	0	0	0	0	37,488.44	74,284	74,283	74,283	74,284	74,283
WIRP Construction - Ecology Loan (Estimated)										
Principal Payment						198,756	434,844	436,587	438,336	440,093
Interest Payment						27,050	26,100	24,793	23,481	22,163
Admin Payment						9,017	8,700	8,264	7,827	7,388
Total WIRP Construction - Ecology Loan	0	0	0	0	0	234,822	469,644	469,644	469,644	469,644
Total Loan Payments	156,903	155,918	154,933	154,933	192,421	463,054	696,889	657,793	656,809	655,823

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**Hartstene Pointe Water-Sewer District
Net Effect of Transfers**

Net Effect of Transfers

	History				Budget		Difference		Projections			
	2023 Actual	2024 Actual	2025 Jan - Aug	2025 Projected	2025	2026	\$ Change	% Change	2027	2028	2029	2030
030 - Ecology Loan Reserve	1,983	2,213	1,278	1,918	0	0	0	#DIV/0!	0	0	0	0
050 - DWSRF Loan Reserve	1,074	(3,761)	51,303	(1,836)	0	0	0	#DIV/0!	0	0	0	0
070 - USDA Revenue Bond Reserve	2,721	2,309	1,334	1,779	2,557	2,685	128	5.00%	2,819	2,960	3,108	3,263
010 - Operating Fund (incl. revolving funds)	(2,832)	(119,435)	(83,071)	(48,989)	(43,494)	(40,762)	2,732	-6.28%	(41,177)	(41,425)	(41,683)	(41,953)
020 - Committed Funds							0	0.00%				
Asset Replacement Fund	0	18,000	0	9,000	9,000	9,000	0	0.00%	9,000	9,000	9,000	9,000
Capital Improvement Fund							0	0.00%				
Inflow & Infiltration	(34,440)	45,653	1,450	(114,757)	0	0	0	#DIV/0!	0	0	0	0
Reservoir Repair	13,326	26,653	13,326	13,326	13,326	13,326	0	0.00%	13,326	13,326	13,326	13,326
Other	0	0	0	0	0	0	0	0.00%	0	0	0	0
Risk Management Fund	18,168	28,369	14,379	139,559	18,611	15,751	(2,860)	-15.37%	16,031	16,139	16,249	16,363
Total 020 - Committed Funds	(2,946)	118,675	29,156	47,129	40,937	38,077	(2,860)	-6.99%	38,358	38,465	38,576	38,690
065 - Capital Projects Account	0	0	0	0	0	0	0	#DIV/0!	0	0	0	0

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Hartstene Pointe Water-Sewer District

Proposed Capital Facilities Charges

	Water	Sewer	Total
Debt Share	780	970	1,750.00
Future Improvements	1130	5985	7,115.00
Assets	2575	27050	29,625.00
Total	\$4,485.00	\$34,005.00	38,490.00
Connection Fees	\$250.00	\$250.00	\$500.00
Total CFC + Connection Fees	\$4,735.00	\$34,255.00	
Total Cost for New Connections			\$38,990.00

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