

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
November 20, 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 November 6, 2025 Regular Meeting (2-3)
7. Minutes of the November 13, 2025 Special Meeting (4)

REPORTS:

8. Commissioner Reports
9. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2025-50
 - Voucher 2025-51
 - Bills to Be Reviewed:
 - Voucher 2025-49
10. General Manager's Report (5)

ITEMS REQUIRING BOARD ACTION:

11. Revise Tentative Date for Hybrid Information Meeting for Grinder Pump Residents
12. Confirm Intent for a Separate Ronglin's Inc. Contract for Well #2 Rehabilitation Project
13. Confirm Readiness for Ordering of Ramp for Office Installation
14. Review & Adopt Resolution 2025-04, Approving the 2026 Proposed Budget (6-19)
15. Adopt Resolution 2025-05, Approving the 2026 Fee Schedule (20-21)
16. Schedule Special Meeting for Adopting the 2026 Budget (if needed)
17. Change the Date for the First Regular Meeting in 2026

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
November 6, 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 9:03 am

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE:

- Commissioners discussed traffic revisions prompted by email from a ratepayer
- Commissioner Swart shared election results and related statistics

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 October 16, 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 Swart noted concerns from a member of HPMAs Board of Directors over condition of water mains and District plans that may impact paved roads
- Commissioner Swart shared a reminder from WA Association of Sewer & Water Districts regarding the Public Records Act
- Commissioner Birgh reported that he offered to speak to HPMAs board to describe a proposal to gravel bluff path related to the sewer project

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2025-47 in the amount of \$2,952.01 was presented to pay quarterly tax filings. *Commissioner Anderson moved to approve voucher 2025-47 in the amount of \$2,952.01. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher 2025-48 in the amount of \$89,361.47 was presented. *Commissioner Anderson moved to approve voucher 2025-48 in the amount of \$89,361.17. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2025-46: PM presented for review

General Manager's Report:

- GM presented his report on the current state of the District
- GM discussed the availability of Professional Operator certification
- GM shared a concern from a resident regarding sewer lining
- GM reported on leak repairs and leak investigating
- GM provided updated Inflow & Infiltration data
- GM discussed revised traffic control plan
- GM presented updates on Midco schedule, electrical projects, Association Reserves & Well #2 treatment infrastructure
- *Commissioner Birgh moved to authorize purchase based on the lowest jet pump quote procured, contingent on comparable warranties. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.*

ITEMS REQUIRING BOARD ACTION:

Set a Tentative Date for Hybrid Information Meeting for Grinder Pump Residents: Commissioners tentatively scheduled the meeting for 12/13/25 at 10:00 am at HPMAs Clubhouse.

Set Deadline for Written Grinder Pump Information to be Generated (maintenance agreement & charges for repairs resulting from improper use: Commissioners directed staff to have document(s) at the 12/4/25 regular meeting

Review 2026 Preliminary Budget: Commissioners & administrative staff reviewed the 2026 budget in its preliminary state and discussed adjustments needed; GM & Lead Operator will refine proposals on the Capital Improvement Plan before the next meeting

Schedule Special Meeting to Conduct 2026 Budget Workshop on 11/13/25: *Commissioner Swart called for a special meeting on 11/13/25 at 1:00 pm at the District Office for the purpose of conducting a 2026 budget workshop.*

Discuss Changing Time of Meetings: Commissioners directed PM to draft a resolution changing the regular meeting time to 1:00 pm in 2026

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 1:44 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: 11-20-2025

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
November 13, 2025
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: President S. Swart, Secretary C. Anderson, Audit Commissioner S. Birgh, Project & Accounts Manager (PM) Joe S., Lead Operator (LO) Jaron S.; General Manager J. Palmer absent

CALL TO ORDER: The meeting was called to order at 1:10 pm

SUBSCRIBER REMARKS: No subscribers present

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

ITEMS REQUIRING BOARD ACTION:

Review 2026 Proposed Budget: Commissioners reviewed the proposed budget, operational costs and Capital Improvement Plan proposals; the reserve study report was not yet available. Commissioners will continue planning and rate setting at the next Regular Meeting on 11/20/25.

ANY OTHER BUSINESS: Tentative rescheduling of East Bluff Resident Grinder Pump Informational Meeting to Saturday, 12/6/25 at 10:00 am at HPMA's Clubhouse. GM will confirm availability of Clubhouse and Correct Equipment Representative.

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 5:45 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: 11-20-2025

GM REPORT FOR BOC MEETING ON 11/20

- I&I report to be shown
- Jaron requested time to speak to the BOC
- Kelly has applied to take his WTPO exam
- SDS request for CIPP chemicals
- PFAS test at wells - none detected
- Matt can be here for a 12/6 meeting, and Correct Equipment is checking their schedule
- Reminder that Nov 27 & 28 are holidays and the District will be closed

PROJECT LIST

- 2 different electricians are coming out 11/19 to look at wwtp lighting. A 3rd electrician had been out to look at it last month, but finally let me know today that he couldn't fit it in his schedule
- I've emailed Midco every week for the last 3 weeks and called as well. As of 11/18, I have yet to receive any form of reply
- Association Reserves provided a ballpark estimate - still waiting for the final report as of 11/18
- The jet pumps have been ordered. We received the invoice and it will be sent to Ecology for payment
- Rognlin's replaced the Well 2 treatment room piping on the exterior and Lakeside paved the area last week. The exterior work was expedited in order for the paving to be done on the same day as PDE. The interior work is not as pressing, and so far, we have not received any schedule for it. Justin will provide an update during tomorrow's construction meeting
- Discount Ramps asked for a credit card as payment on the ADA ramp. I requested that we be invoiced - still waiting to hear back

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

RESOLUTION 2025-04

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
ADOPTING THE 2026 BUDGET**

WHEREAS, Hartstene Pointe Water-Sewer District is a special purpose district, governed by Title 57 of the Revised Code of Washington; and

WHEREAS, the District Commissioners held a public hearing on the proposed 2026 Budget on November 13, 2025 and heard testimony at said hearing, including testimony received during public comment period prior to November 13, 2024; and

WHEREAS, the Hartstene Pointe Water-Sewer District provided public notice of its intent to adopt a 2026 Budget; and

WHEREAS, the District Commissioners determined the proposed 2026 Budget included expenditure limitations to allow prudent operation of the water, waste water collection, and waste water treatment systems, payment on the District's annual debt service, and funding for scheduled capital outlay projects; and

WHEREAS, the estimated revenues of the District in 2026 plus the estimated 2026 starting fund balance are adequate to fund 2026 expenditures;

THEREFORE, The Board of Commissioners of the Hartstene Pointe Water-Sewer District hereby resolves:

To adopt the enclosed Budget for the period of January 1, 2026 through December 31, 2026 for the Hartstene Pointe Water-Sewer District.

ADOPTED by the District Board of Commissioners at its scheduled meeting on this 20th day of November, 2025.

Hartstene Pointe Water-Sewer District
Mason County, Washington

Stacy Swart, President

Carl Anderson, Secretary

Stefan Birgh, Audit Commissioner

**Hartstene Pointe Water-Sewer District
2026 Proposed 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	1,096,970	1,142,331	1,464,104	1,808,350	2,185,441
Revenues & Other Net Increases	1,085,958	1,146,460	1,168,047	1,159,369	1,424,157	1,780,885	1,837,454	1,895,962	1,956,376
Grant & Loan Proceeds		1,284,150	14,018,670	14,008,735	1,724,747				
Expenditures	1,098,013	2,190,379	14,950,302	15,157,929	3,100,859	1,503,717	1,490,249	1,515,764	1,722,180
Net Income (Loss)	(12,055)	240,231	236,415	10,175	48,045	277,168	347,206	380,198	234,196
Ending Unreserved Funds Balance	633,019	869,174	1,096,970	883,450	1,142,331	1,464,104	1,808,350	2,185,441	2,416,374

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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	47,424	2,163	4.78%	47,424	0	0	0
050 - DWSRF Loan Reserve	20,499	21,574	21,097	27,008	25,774	4,677	17.32%	25,774	25,774	25,774	25,774
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	545,798	176,276	43.12%	551,447	785,665	1,089,619	1,426,252
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	360,154	143,951	66.38%	377,540	442,769	460,734	478,865
Total 020 - Committed Funds	396,914	380,977	499,651	467,019	551,172	51,520	11.03%	590,884	678,440	718,732	759,189
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	1,096,970	227,796	26.01%	1,142,331	1,464,104	1,808,350	2,185,441

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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	47,424	45,289	47,424	2,135	4.71%	0	0	0	0
050 - DWSRF Loan Reserve	21,574	21,097	25,774	27,008	25,774	(1,234)	-4.57%	25,774	25,774	25,774	25,774
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	545,798	375,494	551,447	175,953	46.86%	785,665	1,089,619	1,426,252	1,616,557
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	360,154	229,300	377,540	148,240	64.65%	442,769	460,734	478,865	497,167
Total 020 - Committed Funds	380,977	499,651	551,172	507,956	590,884	82,928	16.33%	678,440	718,732	759,189	799,817
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	1,096,970	883,450	1,142,331	258,881	29.30%	1,464,104	1,808,350	2,185,441	2,416,374

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**Hartstene Pointe Water-Sewer District
Revenues & Other Net Increases**

	History				Budget		Difference		Projections			
	2023 Actual	2024 Actual	2025 Jan - Oct	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	87.60	(12.30)	-12.31%	91.10	93.80	96.60	99.50
3 Residential Sewer (Monthly)	85.50	90.00	98.90	98.90	98.90	161.40	62.50	63.20%	223.90	230.60	237.50	244.60
4 Total Residential Monthly Charge	179.30	189.90	198.80	198.80	198.80	249.00	50.20	25.25%	315.00	324.40	334.10	344.10
5 Prepaid Connection - Water (Monthly)	39.00	41.50	43.50	43.50	43.50	43.50	(0.00)	0.00%	47.20	48.60	50.10	51.60
6 Prepaid Connection - Sewer (Monthly)	35.60	37.50	39.50	39.50	39.50	43.70	4.20	10.64%	47.40	48.80	50.30	51.80
7 Total Prepaid Connection Monthly Charge	74.60	79.00	83.00	83.00	83.00	87.20	4.20	5.06%	94.60	97.40	100.40	103.40
8 Water - Metered Charges	7,000	11,729	4,030	4,836	6,158	4,933	(1,225)	-19.90%	5,352	5,513	5,678	5,848
9 Water Connection & Capital Facilities Charge	3,450	4,435	0	0	4,655	4,655	0	0.00%	4,655	4,655	4,655	4,655
10 Sewer Connection & Capital Facilities Charge	4,350	5,565	0	0	7,325	7,785	460	6.28%	7,785	7,785	7,785	7,785
11 Total Connection & Capital Facilities Charge	7,800	10,000	0	0	11,980	12,440	460	3.84%	12,440	12,440	12,440	12,440
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	1	(1)	-50.00%	1	1	1	1
16 Revenues												
17 Total Water Revenues	533,306	573,361	475,957	568,732	565,649	496,823	(68,826)	-12.17%	511,974	528,274	545,213	562,774
18 Total Sewer Revenues	479,186	510,811	466,331	557,572	553,034	897,542	344,508	62.29%	1,243,480	1,283,453	1,324,715	1,367,251
19 Total Penalties & Fees	6,308	6,086	4,949	5,939	6,726	7,352	626	9.31%	9,256	9,553	9,860	10,177
20 Capital Facilities Charges & Connection Fees	21,900	19,000	0	0	23,960	12,440	(11,520)	-48.08%	12,440	12,440	12,440	12,440
21 Interest Income	30,099	37,202	29,836	35,804	10,000	10,000	0	0.00%	3,735	3,735	3,735	3,735
22 WA State Ecology Water Quality Fin. Assistance Loan		1,275,253	3,782,092	11,637,956	14,000,000	1,724,747	(12,275,253)	-87.68%				
23 Miscellaneous Revenues	15,159	8,898	2,369,544	2,380,713	8,735	0	(8,735)	0.00%	0	0	0	0
Total Revenues	\$1,085,958	\$2,430,610	\$7,128,709	\$15,186,717	\$15,168,104	\$3,148,904	(12,019,200)	-79.24%	\$1,780,885	\$1,837,454	\$1,895,962	\$1,956,376

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**Hartstene Pointe Water-Sewer District
Expenditures**

	History				Budget		Difference		Projections			
	2023 Actual	2024 Actual	2025 Jan-Oct	2025 Projected	2025	2026	\$ Change	% Change	2027	2028	2029	2030
1 Operations												
2 Staff	399,470	422,850	264,834	397,419	434,833	464,099	29,266	6.73%	477,351	491,001	505,060	519,542
3 Water	66,945	82,599	86,326	95,529	88,200	83,920	(4,280)	-4.85%	81,637	84,494	87,451	90,512
4 Wastewater Treatment/Sewer	237,675	113,549	85,477	108,828	99,660	98,670	(990)	-0.99%	102,124	105,698	109,397	113,226
5 Combined W/S, Administrative	128,206	130,241	63,787	122,845	160,314	149,666	(10,648)	-6.64%	145,715	151,262	157,046	163,077
6 Total Operations	832,296	749,239	500,424	724,621	783,007	796,355	13,348	1.70%	806,827	832,456	858,955	886,357
7 Capital Improvements	108,709	1,285,221	5,289,325	14,033,259	14,182,500	1,841,450	(12,341,050)	-87.02%	0	0	0	180,000
8 Loan Payments	156,903	155,918	192,421	192,421	192,421	463,054	270,632	140.65%	696,889	657,793	656,809	655,823
9 Total Expenditures	\$1,098,011	\$2,190,379	\$5,982,171	\$14,950,302	\$15,157,929	\$3,100,859	-\$12,057,070	-79.54%	\$1,503,717	\$1,490,249	\$1,515,764	\$1,722,180

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

	History				Budget		Difference		Projections			
	2023 Actual	2024 Actual	2025 Jan - Oct	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	3,337	4,005								
5 31 1010 · Supplies - Water - Other	1,515	2,824	24,835	24,835								
6 Supplies - Water	5,418	8,460	28,173	28,840	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	31,730	34,176	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	23,950	28,740	29,969	30,177	208	0.69%	31,233	32,326	33,457	34,628
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	24,759	29,549	30,819	31,026	207	0.67%	32,112	33,236	34,399	35,603
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	1,690	2,028	1,628	2,129	501	30.80%	2,204	2,281	2,361	2,444
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	17,582	17,582	22,395	18,461	(3,934)	-17.57%	19,107	19,776	20,468	21,184
20 Total 48 1030 Repair & Maintenance - Water	13,922	23,443	17,582	17,582	24,895	20,961	(3,934)	-15.80%	19,107	19,776	20,468	21,184
21 47 1010 · Electric - Water	11,322	10,259	8,142	9,771	12,384	10,259	(2,125)	-17.16%	10,618	10,990	11,375	11,773
22 Total 534.40 · Services - Water	56,174	67,309	54,596	61,352	72,200	66,920	(5,280)	-7.31%	64,042	66,283	68,603	71,004
Total Water Operations Expenditures	\$66,945	\$82,599	\$86,326	\$95,529	\$88,200	\$83,920	(4,280)	-4.85%	\$81,637	\$84,494	\$87,451	\$90,512

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

	History				Budget		Difference		Projections			
	2023 Actual	2024 Actual	2025 Jan - Oct	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	4,477	5,372								
5 35 3010 · Tools/Equip - WW Treatment	414	3,837	932	1,118								
6 31 3010 · Supplies - WW Treatment	2,408	6,397	5,409	6,490	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	2,328	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	7,348	8,818	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	1,164	1,397	0	0	0	#DIV/0!	0	0	0	0
11 Intergov - WW Treatment (previously 535.5)												
12 B&O/Excise Tax												
13 B&O Tax - Wastewater Treatment	6,630	7,427	6,672	8,007								
14 53 2010 · Excise Tax - Sewer	1,449	437	650	780								
15 Total B&O/Excise Tax	8,078	7,864	7,323	8,787	8,259	9,227	968	11.72%	9,550	9,884	10,230	10,588
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	10,619	12,228	11,780	12,839	1,059	8.99%	13,289	13,754	14,235	14,734
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	19,337	23,204	17,380	15,331	(2,049)	-11.79%	15,867	16,423	16,997	17,592
21 WW Treatment Maint. and Repair												
22 48 3010 · Biosolids Disposal	27,940	24,481	18,382	18,382	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	7,603	3,000	3,000	0	0.00%	3,105	3,214	3,326	3,443
24 Other	3,622	9,763	3,252	3,252	7,500	7,500	0	0.00%	7,763	8,034	8,315	8,606
25 Sewer Collection System	62,311	17,822	12,345	19,030	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	34,582	48,267	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	12,427	14,913	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	78,129	100,010	86,660	85,670	(990)	-1.14%	88,669	91,772	94,984	98,308
29 Total WWT Operations Expenditures	\$237,675	\$113,549	\$85,477	\$108,828	\$99,660	\$98,670	(990)	-0.99%	\$102,124	\$105,698	\$109,397	\$113,226

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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 - Oct	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	6,694	8,033	12,365	8,595	(3,769)	-30.48%	8,896	9,208	9,530	9,863
4 Office Supplies	1,781	1,818	1,108	1,330	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	7,802	9,363	16,365	12,595	(3,769)	-23.03%	13,036	13,493	13,965	14,454
6 538.40 · Services - Combined W/S												
7 Bank Fees	75	150	113	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	2,597	3,117	3,997	3,273	(724)	-18.11%	3,387	3,506	3,629	3,756
11 Intergov (previously 538.50)												
12 B&O Tax - Fees/Penalties	92	99	78	93	103	98	(5)	-4.65%	101	105	109	112
13 Other	23	0	18	18	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	96	111	10,961	708	(10,253)	-93.54%	733	758	785	812
17 Lockbox	737	351	769	923	901	900	(1)	-0.07%	932	964	998	1,033
18 Online Payment System	3,665	4,374	4,322	5,186	5,090	5,445	356	6.99%	5,636	5,833	6,037	6,249
19 Cleaning Services	3,970	3,960	3,550	3,960	3,960	3,960	0	0.00%	3,960	3,960	3,960	3,960
20 IT/Software Applications	7,104	7,575	7,859	7,859	10,000	10,000	0	0.00%	10,500	11,025	11,576	12,155
21 Rent	12,000	12,000	10,000	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	3,972	4,766	5,491	5,005	(486)	-8.86%	5,105	5,207	5,311	5,417
23 Postage	3,661	3,579	3,312	3,974	3,840	4,173	333	8.68%	4,257	4,342	4,429	4,517
24 Telephone/Internet	9,971	9,805	8,248	9,898	10,932	10,393	(540)	-4.94%	10,600	10,812	11,029	11,249
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	49,800	4,477	9.88%	52,290	54,905	57,650	60,532
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	1,425	1,710	2,145	1,795	(349)	-16.29%	1,885	1,979	2,078	2,182
29 Other Miscellaneous Services	10	2,362	1,882	3,764	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	5,061	6,073	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	55,985	113,482	143,949	137,070	(6,879)	-4.78%	132,679	137,770	143,081	148,624
Total Combined W/S, Administrative Operations	128,206	130,241	63,787	122,845	160,314	149,666	(10,648)	-6.64%	145,715	151,262	157,046	163,077

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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	80,308	82,717	85,199	87,755
7 Benefits & Payroll Tax	0	20,655	13,320	19,980	23,570	37,281	38,400	39,552	40,739	41,961
8 Total WWTPO II Compensation	0	87,043	53,872	80,809	96,765	115,250	118,708	122,269	125,937	129,715
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	\$464,099	\$477,351	\$491,001	\$505,060	\$519,542

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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	21,545	21,545	58,969	59,680	60,400	61,129	61,867
Interest Payment			11,957	11,957	11,957	11,486	10,952	10,412	9,866	9,312
Admin Payment			3,986	3,986	3,986	3,829	3,651	3,471	3,289	3,104
Total WIRP Engineering - Ecology Loan	0	0	37,488	37,488	37,488.44	74,284	74,283	74,283	74,284	74,283
WIRP Construction - Ecology Loan <i>(Estimated)</i>										
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	192,421	192,421	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	1,442	2,163	0	0	0	#DIV/0!	(47,424)	0	0	0
050 - DWSRF Loan Reserve	1,074	(3,761)	(19,676)	4,677	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)	(1,929)	(60,139)	(43,494)	(42,397)	1,097	-2.52%	(42,950)	(43,252)	(43,565)	(43,891)
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	2,590	(114,757)	0	0	0	#DIV/0!	0	0	0	0
Reservoir Repair	13,326	26,653	0	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	16,239	143,951	18,611	17,386	(1,225)	-6.58%	65,229	17,966	18,131	18,301
Total 020 - Committed Funds	(2,946)	118,675	18,829	51,520	40,937	39,712	(1,225)	-2.99%	87,556	40,292	40,457	40,628
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	1010	1,790.00
Future Improvements	1100	3315	4,415.00
Assets	2525	3210	5,735.00
Total	\$4,405.00	\$7,535.00	11,940.00
Connection Fees	\$250.00	\$250.00	\$500.00
Total CFC + Connection Fees	\$4,655.00	\$7,785.00	
Total Cost for New Connections			\$12,440.00

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

RESOLUTION 2025-05

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
ADOPTING A DISTRICT FEE SCHEDULE FOR 2026**

WHEREAS, Hartstene Pointe Water-Sewer District is a special purpose district, governed by Title 57 of the Revised Code of Washington; and

WHEREAS, RCW 57.08 authorizes the commissioners of any district to provide for revenues by fixing rates and charges for furnishing sewer and drainage service and facilities to those to whom service is available or for providing water, such rates and charges to be fixed as deemed necessary by the commissioners; now

THEREFORE, The Board of Commissioners of the Hartstene Pointe Water-Sewer District hereby resolves:

1. As of January 1, 2026, to repeal Resolution 2024-08.
2. As of January 1, 2026, fees will be charged according to the following schedule, which shall supersede any previously adopted fee schedule.

Water Fees

Residential water connection monthly base fee	\$87.60
Non-Residential water connection monthly base fee	\$262.80
Residential water connection surcharge for each additional 100 cubic foot of water consumed over 500 cubic foot read in a month	\$5.00
Prepaid Connection Lot/Connected Lot water monthly base fee	\$36.45
Prepaid Connection Lot/Connected Lot surcharge for each 100 cubic foot consumed	
Water Capital Facilities Charge	\$4,405.00
Meter Installation Connection Fee	\$550.00
Pre-Installed Meter Connection Fee	\$250.00

Sewer Fees

Residential sewer connection monthly fee	\$161.40
Non-Residential sewer connection monthly fee	\$484.20
Prepaid Connection Lot/Connected Lot sewer monthly fee	\$50.75
Sewer Capital Facilities Charge	\$7,075.00
Sewer Connection Fee	\$250.00

Miscellaneous Fees

Water/Sewer System Tampering	\$500.00
Billing Late Fee	10%
Returned Checks and eChecks	\$40.00
Certified Mail Fee	\$10.00
Water Shut-off Notice	\$20.00
Water Turn-on for delinquent accounts	\$40.00
Water Turn-on for delinquent accounts after hours	\$180.00
Meter Testing (if meter is not faulty)	\$22.50
Hydrant Meter Damage Deposit	\$1,000
Hydrant Meter Rental (per week)	\$25.00
Unauthorized Use/Tampering, Minimal Impact to Public Health (Examples include cutting District locks, damaging meters, unauthorized taking of water, etc.)	\$500.00 plus cost of repair
Unauthorized Use/Tampering, Potential Impact to Public Health (Examples include creating a backflow that violates the cross connection program, injecting any unauthorized substance into the water system, vandalism of any pump, well, or tank, etc.)	\$1,000.00 plus cost of repair
Lien Fee	\$128.00
New Account Fee	\$20.00
Escrow Fee	\$25.00
Copies (black and white)	\$0.15 each
Records on disk	\$0.40 each
Damage to Water/Sewer System or District Equipment*	Time and Materials (\$100 min.)
Damage to District-owned Grinder Pumps due to tampering or flushing improper materials	Time and Materials (\$100 min.)

*In the event of damage to the water or sewer system due to construction without a locate request, tampering, misuse, or negligence, the damage will be repaired by a District contractor and billed to the responsible property owner.

ADOPTED by the District Board of Commissioners at its scheduled meeting on this 20th day of November, 2025.

Hartstene Pointe Water-Sewer District
Mason County, Washington

Stacy Swart, President

Carl Anderson, Secretary

Stefan Birgh, Audit Commissioner