

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
December 5, 2024 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the November 21, 2024 Special Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2024-49
 - Bills to Be Reviewed:
 - Voucher 2024-48
 - Monthly Billing Report: December 2024 (4)
 - Monthly Financial Report: October 2024 (5-15)
9. General Manager's Report (16)

BUSINESS:

10. Finalize Memorandum of Understanding with HPMA (17-19)

ONGOING BUSINESS

11. Discuss Well 2 Rehabilitation Update from Century West Engineering
12. Discuss Reservoir Hatch Repairs
13. Discuss Cross Connection Packet
14. Discuss Asset Management Status
15. Discuss Booster Pumps

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
November 21, 2024
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: President S. Swart, Secretary C. Anderson (via teleconference), 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 1:04 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: Commissioner Swart received correspondence from a renter on Promontory Road complaining of low water pressure and that District operators verified the residence measured 40 PSI, which is in acceptable range

PRESENT AGENDA: *Commissioner Birgh moved to adopt the agenda. Commissioner Anderson seconded.* PM requested to update voucher numbers in the Financial/Administrative Report. Commissioner Swart requested to add “10. Amendment to the Code of Safety.” **Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.**

MINUTES:

The minutes of the November 7, 2024 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner Swart reviewed takeaways from two RCAC trainings
- Commissioner Swart reminded commissioners to check emails on at least a daily basis

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2024-47 in the amount of \$49,834.07 was presented. *Commissioner Birgh moved to approve voucher 2024-47 in the amount of \$49,834.07. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2024-46 was presented for review

General Manager’s Report: GM presented his report on the current state of the District

BUSINESS:

Approve Adjustment to Project & Accounts Manager Compensation: *Commissioner Birgh moved to authorize transitioning PM from current hourly wage to an annual salary of \$85,000 as of the January 2025 payroll cycle. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Approve Resolution 2024-07, Adopting the 2025 Budget: Commissioners reviewed and discussed the resolution with the final proposed 2025 budget. *Commissioner Birgh moved to approve Resolution 2024-07, Adopting the 2025 Budget. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the resolution passed.*

Approve Resolution 2024-08, Adopting the 2025 Fee Schedule: *Commissioner Swart moved to approve Resolution 2024-08, Adopting the 2025 Fee Schedule. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the resolution passed.*

Finalize Memorandum of Understanding with HPMa: Commissioner Birgh suggested additional context and Commissioner Anderson concurred. Commissioners directed the GM to make changes and present changes for review at the next regular meeting.

ONGOING BUSINESS:

Discuss Well #2 Rehabilitation, Bid Extension, Feedback from Bidder: Tabled until feedback is received from bidder

Discuss Reservoir Hatch Repairs: Tabled while GM generates Small Works Roster

Review Cross Connection Packet: Commissioners approved as presented, recommending GM to generate a basic policy and a fact sheet for HPMa pre-construction meetings

Discuss “Code of Safety” Policy: *Commissioner Anderson moved to adopt the Code of Safety Policy. Commissioner Swart seconded.* Commissioners reviewed comments posted by Commissioner Anderson on the Shared Drive; all comments were accepted for inclusion. *Hearing 3 aye votes and 0 nay votes, the policy is adopted as amended.*

Discuss Asset Management Plan (AM) Status: Commissioners reviewed the current draft of AM and noted staff will add missing and supplemental data on an on-going basis. Commissioner Birgh plans to facilitate GM’s utilization and application.

Discuss Booster Pumps: Tabled while awaiting additional information

Amendment to Code of Safety: Commissioner Swart reviewed additions made to the document since review & discussion at the 11/7/24 regular meeting.

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:40 pm.

Meeting Minutes Drafted By: PM

Respectfully Submitted By:

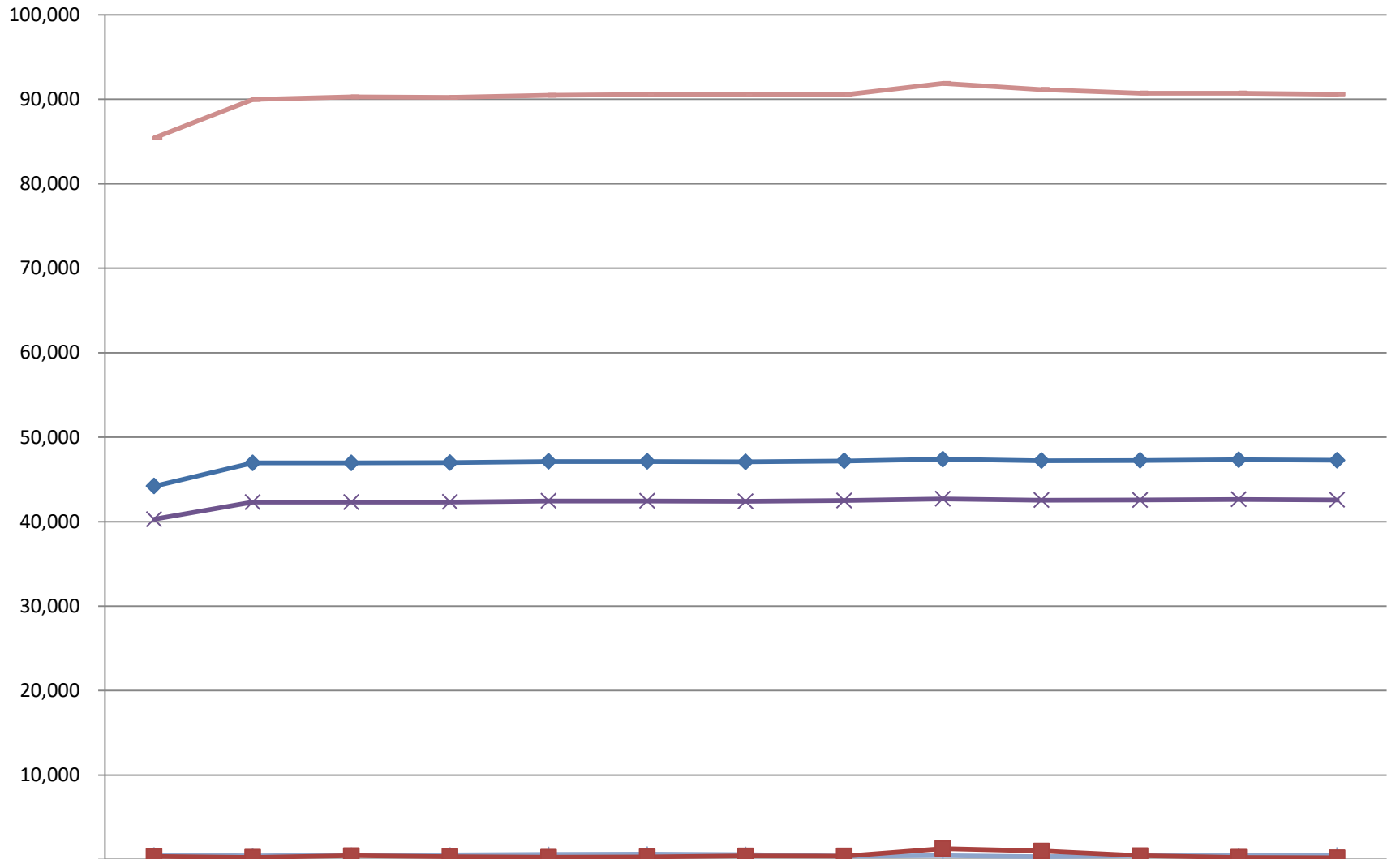
Signature

Carl Anderson, Secretary, Commissioner #1

Name and Title

Approved at the Regular Meeting of the Board on: 12-5-2024

Regular Utility Billing



	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024
◆ Water Service	44,197	46,959	46,959	46,976	47,118	47,118	47,071	47,176	47,385	47,217	47,241	47,324	47,254
✕ Sewer Service	40,287	42,308	42,308	42,323	42,450	42,450	42,408	42,503	42,691	42,540	42,561	42,636	42,573
+ Late/Misc. Fees	563	432	534	556	617	650	612	416	474	366	461	488	550
■ Consumption	375	260	470	355	275	325	430	425	1,315	1,025	460	265	220
— Total Charges	85,422	89,959	90,271	90,210	90,460	90,542	90,521	90,519	91,865	91,149	90,723	90,713	90,597

Hartstene Pointe Water Sewer District Monthly Financial Report - Fund Activity

October 2024

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
Reserve Funds					
030 - Ecology Reserve	44,735.16	-	181.83	44,916.99	181.83
050 - DWSRF Loan Reserve	1,822.12	-	6,534.70	8,356.82	6,534.70
060 - Bond Fund	0.00	-	-	0.00	-
070 - USDA Revenue Bond Reserve	46,682.16	-	189.74	46,871.90	189.74
Total Reserve Funds	93,239.44	-	6,906.27	100,145.71	6,906.27
Unreserved Funds					
EFT Account - Umpqua Bank	31,929.53	(81,256.34)	81,995.72	32,668.91	739.38
Petty Cash Account	2,918.90	(1,804.00)	362.88	1,477.78	(1,441.12)
Xpress Deposit Account	8,072.99	(57,203.35)	53,542.61	4,412.25	(3,660.74)
010 - Operating Fund					
<i>Operating Investment Fund</i>	200,000.00	-		200,000.00	-
<i>010 - Operating Fund - Other</i>	152,241.15	(85,832.95)	110,662.07	177,070.27	24,829.12
Total 010 - Operating Fund	352,241.15	(85,832.95)	110,662.07	377,070.27	24,829.12
065 - Capital Project Account	0.00	-	-	0.00	-
Total Unreserved Funds	395,162.57	(226,096.64)	246,563.28	415,629.21	20,466.64
Committed Funds					
020 - Water/Sewer Committed Fund					
Asset Replacement Fund	36,344.37	-	-	36,344.37	-
Capital Improvement Fund					
<i>I&I Repair</i>	93,037.33	-	960.00	93,997.33	960.00
<i>Reservoir Repair</i>	110,020.69	-	-	110,020.69	-
Total Capital Improvement Fund	203,058.02	-	960.00	204,018.02	960.00
Risk Management Fund	210,776.75	-	1,874.93	212,651.68	1,874.93
Total 020 - Water/Sewer Committed Fund	450,179.14	-	2,834.93	453,014.07	2,834.93
Total Committed Funds	450,179.14	-	2,834.93	453,014.07	2,834.93
Total Funds	938,581.15	(226,096.64)	256,304.48	968,788.99	30,207.84

I hereby certify that the above statement is true.

Project & Accounts Manager

Date

Audit Commissioner

Date

Hartstene Pointe Water Sewer District

Profit & Loss

October 2024

Oct 24

Ordinary Income/Expense	
Income	
Non-Operating Revenue	15,232.71
Operating Revenue	94,769.30
Total Income	<u>110,002.01</u>
Gross Profit	110,002.01
Expense	
534 - Water Expenditures	15,320.32
535 - WW Treatment Expenditures	35,115.71
538 - Combined W/S Expenditures	27,923.97
591.38 - Leases	1,000.00
Total Expense	<u>79,360.00</u>
Net Ordinary Income	<u>30,642.01</u>
Net Income	<u><u>30,642.01</u></u>

Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual Summary October 2024

	<u>Profit & Loss</u>	<u>Budget v Actual</u>			
	<u>October 24</u>	<u>Jan - Oct '24 (83.3% of Yr)</u>	<u>Total 2024 Budget</u>	<u>\$ Over (Under) Budget</u>	<u>% of Total Budget</u>
Ordinary Income/Expense					
Income					
Non-Operating Revenue	15,232.71	1,224,397.68	1,355,035.00	-130,637.32	90.36%
Operating Revenue	94,769.30	816,670.39	1,080,940.00	-264,269.61	75.55%
Total Income	<u>110,002.01</u>	<u>2,041,068.07</u>	<u>2,435,975.00</u>	<u>-394,906.93</u>	<u>83.79%</u>
Gross Profit	110,002.01	2,041,068.07	2,435,975.00	-394,906.93	83.79%
Expense					
534 · Water Expenditures	15,320.32	198,090.32	378,313.00	-180,222.68	52.36%
535 · WW Treatment Expenditures	35,115.71	1,391,677.03	1,635,828.00	-244,150.97	85.08%
538 · Combined W/S Expenditures	27,923.97	246,718.71	391,113.00	-144,394.29	63.08%
591.38 · Leases	1,000.00	9,000.00	12,300.00	-3,300.00	73.17%
Total Expense	<u>79,360.00</u>	<u>1,845,486.06</u>	<u>2,427,554.00</u>	<u>-572,067.94</u>	<u>76.34%</u>
Net Ordinary Income	<u>30,642.01</u>	<u>195,582.01</u>	<u>18,421.00</u>		
Net Income	<u><u>30,642.01</u></u>	<u><u>195,582.01</u></u>	<u><u>18,421.00</u></u>		

Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual Detail January through October 2024

	<u>Jan - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Non-Operating Revenue				
334.03 - 334.03.10 State Grant-Ecology	8,546.75			
361.11 - Interest earned				
010	6,819.03			
020	18,734.77			
030	1,868.86			
050	1,959.86			
070	1,950.21			
361.11 - Interest earned - Other	0.00	3,735.00	-3,735.00	0.0%
Total 361.11 - Interest earned	<u>31,332.73</u>	<u>3,735.00</u>	<u>27,597.73</u>	<u>838.9%</u>
367.40 - Contributions - Nongov't - DW	8,370.00	13,305.00	-4,935.00	62.91%
367.50 - Contributions - Nongov't - WW	10,630.00	16,695.00	-6,065.00	63.67%
391.80 - Intergovernmental Loan Proceeds	1,180,750.91	1,321,300.00	-140,549.09	89.36%
Total Non-Operating Revenue	<u>1,239,630.39</u>	<u>1,355,035.00</u>	<u>-115,404.61</u>	<u>91.48%</u>
Operating Revenue				
343.40 - Water Sales and Services				
343.42 - Metered Water Charges	4,913.14	11,729.00	-6,815.86	41.89%
343.40 - Water Sales and Services - Other	474,500.75	559,030.00	-84,529.25	84.88%
Total 343.40 - Water Sales and Services	<u>479,413.89</u>	<u>570,759.00</u>	<u>-91,345.11</u>	<u>84.0%</u>
343.50 - Sewer Sales and Services	426,386.38	503,626.00	-77,239.62	84.66%
359.90 - Penalties and Fees	5,288.42	6,555.00	-1,266.58	80.68%
369.91 - Miscellaneous Revenues	351.00			
Total Operating Revenue	<u>911,439.69</u>	<u>1,080,940.00</u>	<u>-169,500.31</u>	<u>84.32%</u>
Total Income	<u>2,151,070.08</u>	<u>2,435,975.00</u>	<u>-284,904.92</u>	<u>88.3%</u>
Gross Profit	<u>2,151,070.08</u>	<u>2,435,975.00</u>	<u>-284,904.92</u>	<u>88.3%</u>
Expense				
534 - Water Expenditures				
534.10 - Salaries - Water				
Water Distribution Manager	19,982.25	71,219.00	-51,236.75	28.06%
Total 534.10 - Salaries - Water	<u>19,982.25</u>	<u>71,219.00</u>	<u>-51,236.75</u>	<u>28.06%</u>

Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual Detail January through October 2024

	<u>Jan - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
534.20 - Personnel Benefits, Payroll Tax				
FICA/Medicare - Water	288.73			
HRA VEBA - Water	259.83			
Insurance	2,777.91			
L&I expense - Water	905.99			
Retirement Contribution	1,598.58			
SUTA - Water	95.81			
534.20 - Personnel Benefits, Payroll Tax - Other	<u>0.00</u>	<u>22,831.00</u>	<u>-22,831.00</u>	<u>0.0%</u>
Total 534.20 - Personnel Benefits, Payroll Tax	<u>5,926.85</u>	<u>22,831.00</u>	<u>-16,904.15</u>	<u>25.96%</u>
534.30 - Supplies - Water				
31 1010 - Supplies - Water				
35 1010 - Tools/Equip - Water	3,344.52			
31 1010 - Supplies - Water - Other	<u>2,635.46</u>	<u>8,000.00</u>	<u>-5,364.54</u>	<u>32.94%</u>
Total 31 1010 - Supplies - Water	<u>5,979.98</u>	<u>8,000.00</u>	<u>-2,020.02</u>	<u>74.75%</u>
31 1011 - Chemicals - Water				
Ferric Chloride	1,284.36			
Potassium Permanganate	605.99			
Sodium Hypochlorite	3,394.66			
31 1011 - Chemicals - Water - Other	<u>0.00</u>	<u>8,000.00</u>	<u>-8,000.00</u>	<u>0.0%</u>
Total 31 1011 - Chemicals - Water	<u>5,285.01</u>	<u>8,000.00</u>	<u>-2,714.99</u>	<u>66.06%</u>
Total 534.30 - Supplies - Water	<u>11,264.99</u>	<u>16,000.00</u>	<u>-4,735.01</u>	<u>70.41%</u>
534.40 - Services - Water				
Intergov				
53 1010 - Excise Tax - Water	23,778.23	27,670.00	-3,891.77	85.94%
53 1020 - Permit Fees - Water	809.20	804.00	5.20	100.65%
Other Intergov - Water	<u>57.00</u>			
Total Intergov	<u>24,644.43</u>	<u>28,474.00</u>	<u>-3,829.57</u>	<u>86.55%</u>
Other Services				
Software Subscriptions	<u>2,355.75</u>	<u>1,768.00</u>	<u>587.75</u>	<u>133.24%</u>
Total Other Services	<u>2,355.75</u>	<u>1,768.00</u>	<u>587.75</u>	<u>133.24%</u>
Professional Services - Water				
41 1050 - Lab Testing - Water	<u>1,255.00</u>	<u>1,500.00</u>	<u>-245.00</u>	<u>83.67%</u>

Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual Detail January through October 2024

	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
Total Professional Services - Water	1,255.00	1,500.00	-245.00	83.67%
Water Repair and Maint.				
48 1020 - SCADA - Water	0.00	2,500.00	-2,500.00	0.0%
48 1030 - Repair & Maintenance - Water				
Other	10,041.77			
Water Leak Repair	11,287.27			
48 1030 - Repair & Maintenance - Water - Other	0.00	15,437.00	-15,437.00	0.0%
Total 48 1030 - Repair & Maintenance - Water	21,329.04	15,437.00	5,892.04	138.17%
Total Water Repair and Maint.	21,329.04	17,937.00	3,392.04	118.91%
47 1010 - Electric - Water	8,845.72	12,777.00	-3,931.28	69.23%
Total 534.40 - Services - Water	58,429.94	62,456.00	-4,026.06	93.55%
594.34 - Capital Expenditures - Water				
Capacity Assessment	0.00	10,000.00	-10,000.00	0.0%
Reservoir				
Painting/Repair	0.00	8,000.00	-8,000.00	0.0%
Total Reservoir	0.00	8,000.00	-8,000.00	0.0%
Water SCADA Upgrade	0.00	50,000.00	-50,000.00	0.0%
Well #2 Rehab	0.00	30,000.00	-30,000.00	0.0%
Total 594.34 - Capital Expenditures - Water	0.00	98,000.00	-98,000.00	0.0%
59X.34 - Debt Service - Water				
5913470 - Debt Service Principal - Water				
DWSRF Loan Principal	65,670.80	65,671.00	-0.20	100.0%
78 1010 - USDA Loan Principal	30,990.76	30,991.00	-0.24	100.0%
Total 5913470 - Debt Service Principal - Water	96,661.56	96,662.00	-0.44	100.0%
5923480 - Debt Service Interest - Water				
DWSRF Loan Interest	12,805.81	12,806.00	-0.19	100.0%
83 1010 - USDA Loan - Interest	8,339.24	8,339.00	0.24	100.0%
Total 5923480 - Debt Service Interest - Water	21,145.05	21,145.00	0.05	100.0%
Total 59X.34 - Debt Service - Water	117,806.61	117,807.00	-0.39	100.0%
Total 534 - Water Expenditures	213,410.64	388,313.00	-174,902.36	54.96%
535 - WW Treatment Expenditures				
535.10 - Salaries/Wages-WWT				

Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual Detail January through October 2024

	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
Wastewater Treatment Plant Oper	54,623.51	63,648.00	-9,024.49	85.82%
WW Apprentice	30,727.00			
Total 535.10 · Salaries/Wages-WWT	85,350.51	63,648.00	21,702.51	134.1%
535.20 · Personnel Benefits - WW				
Employment Security	231.51			
FICA Expense	1,204.63			
HRA VEBA - WW	606.27			
Insurance - WW	17,473.69			
L&I - WW	2,738.77			
Retirement - WW	6,618.44			
535.20 · Personnel Benefits - WW - Other	0.00	22,100.00	-22,100.00	0.0%
Total 535.20 · Personnel Benefits - WW	28,873.31	22,100.00	6,773.31	130.65%
535.30 · Supplies - WW Treatment				
31 3010 · Supplies - WW Treatment				
Sewer	702.81			
31 3010 · Supplies - WW Treatment - Other	1,517.32	10,000.00	-8,482.68	15.17%
Total 31 3010 · Supplies - WW Treatment	2,220.13	10,000.00	-7,779.87	22.2%
31 3011 · Chemicals - WW Treatment	3,051.32	3,000.00	51.32	101.71%
35 3010 · Tools/Equip - WW Treatment	3,837.38			
Total 535.30 · Supplies - WW Treatment	9,108.83	13,000.00	-3,891.17	70.07%
535.40 · Services - WW Treatment				
Intergov				
B&O/Excise Tax				
B&O Tax - Wastewater Treatment	6,165.88			
Excise Tax - Sewer	366.76			
B&O/Excise Tax - Other	0.00	8,168.00	-8,168.00	0.0%
Total B&O/Excise Tax	6,532.64	8,168.00	-1,635.36	79.98%
Other	65.00			
Permit Fees - WW Treatment	3,143.61	3,131.00	12.61	100.4%
Total Intergov	9,741.25	11,299.00	-1,557.75	86.21%
Professional Services - WWT				
41 3010 · Attorney Fees - WW Treatment	3,871.15			

Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual Detail January through October 2024

	<u>Jan - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
41 3050 - Lab Testing - WW Treatment				
WA Ecology Nutrient Lab Testing	6,551.00			
41 3050 - Lab Testing - WW Treatment - Other	11,721.00	15,000.00	-3,279.00	78.14%
Total 41 3050 - Lab Testing - WW Treatment	<u>18,272.00</u>	<u>15,000.00</u>	<u>3,272.00</u>	<u>121.81%</u>
Total Professional Services - WWT	22,143.15	15,000.00	7,143.15	147.62%
WW Treatment Maint. and Repair				
48 3010 - Biosolids Disposal	19,901.04	17,834.00	2,067.04	111.59%
48 3020 - SCADA - WW Treatment	603.00	3,000.00	-2,397.00	20.1%
48 3030 - Repair & Maint. - WW Treatment				
Other	5,958.25	7,500.00	-1,541.75	79.44%
Sewer Collection	10,632.19	6,000.00	4,632.19	177.2%
Total 48 3030 - Repair & Maint. - WW Treatment	<u>16,590.44</u>	<u>13,500.00</u>	<u>3,090.44</u>	<u>122.89%</u>
Total WW Treatment Maint. and Repair	<u>37,094.48</u>	<u>34,334.00</u>	<u>2,760.48</u>	<u>108.04%</u>
47 3010 - Electric - WW Treatment	11,733.92	17,036.00	-5,302.08	68.88%
Total 535.40 - Services - WW Treatment	<u>80,712.80</u>	<u>77,669.00</u>	<u>3,043.80</u>	<u>103.92%</u>
594.35 - Capital Expenditures - WWT				
I&I Lateral Replacements	0.00	20,000.00	-20,000.00	0.0%
Influent Flow Meters	3,724.81			
WIRP WW Infrastructure Rehab				
1. WIRP Engineering Phase	1,179,418.12	1,321,300.00	-141,881.88	89.26%
Total WIRP WW Infrastructure Rehab	<u>1,179,418.12</u>	<u>1,321,300.00</u>	<u>-141,881.88</u>	<u>89.26%</u>
WWT Pumps - Rehab & Replacement	1,492.96	80,000.00	-78,507.04	1.87%
Total 594.35 - Capital Expenditures - WWT	<u>1,184,635.89</u>	<u>1,421,300.00</u>	<u>-236,664.11</u>	<u>83.35%</u>
59X.35 - Debt Service - WW Treatment				
5913570 - Debt Service Principal - WWT				
78 3010 - Ecology Loan Principal	36,028.34	36,028.00	0.34	100.0%
Total 5913570 - Debt Service Principal - WWT	<u>36,028.34</u>	<u>36,028.00</u>	<u>0.34</u>	<u>100.0%</u>
5923580 - Debt Service Interest - WWT				
83 3010 - Ecology Loan - Interest	2,083.06	2,083.00	0.06	100.0%
Total 5923580 - Debt Service Interest - WWT	<u>2,083.06</u>	<u>2,083.00</u>	<u>0.06</u>	<u>100.0%</u>
Total 59X.35 - Debt Service - WW Treatment	<u>38,111.40</u>	<u>38,111.00</u>	<u>0.40</u>	<u>100.0%</u>
Total 535 - WW Treatment Expenditures	<u>1,426,792.74</u>	<u>1,635,828.00</u>	<u>-209,035.26</u>	<u>87.22%</u>

Hartstene Pointe Water Sewer District
Profit & Loss Budget vs. Actual Detail
January through October 2024

	<u>Jan - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
538 - Combined W/S Expenditures				
538.10 - Salaries & Wages				
Elected Officials				
10 0010 - Commissioner 1	4,179.50	3,931.00	248.50	106.32%
10 0020 - Commissioner 2	3,959.00	3,730.00	229.00	106.14%
10 0030 - Commissioner 3	4,655.50	5,141.00	-485.50	90.56%
Total Elected Officials	<u>12,794.00</u>	<u>12,802.00</u>	<u>-8.00</u>	<u>99.94%</u>
Employees				
Clerk	69,549.87	83,427.00	-13,877.13	83.37%
General Manager	81,314.20	103,105.00	-21,790.80	78.87%
Total Employees	<u>150,864.07</u>	<u>186,532.00</u>	<u>-35,667.93</u>	<u>80.88%</u>
Total 538.10 - Salaries & Wages	<u>163,658.07</u>	<u>199,334.00</u>	<u>-35,675.93</u>	<u>82.1%</u>
538.20 - Personnel Benefits, Payroll Tax				
HRA VEBA - Admin	1,304.60			
L&I Expense	3,852.10			
Retirement Expense - Admin	12,069.12			
SUTA Expense	362.82			
20 0010 - FICA/Medicare				
20 0010 - FICA/Medicare - Other	3,181.16			
Total 20 0010 - FICA/Medicare	<u>3,181.16</u>			
20 0020 - Insurance	28,679.10			
538.20 - Personnel Benefits, Payroll Tax - Other	<u>0.00</u>	<u>60,920.00</u>	<u>-60,920.00</u>	<u>0.0%</u>
Total 538.20 - Personnel Benefits, Payroll Tax	<u>49,448.90</u>	<u>60,920.00</u>	<u>-11,471.10</u>	<u>81.17%</u>
538.30 - Supplies - Combined W/S				
Tools/Equip/Supplies	7,837.67	12,737.00	-4,899.33	61.54%
31 4010 - Office Supplies	1,610.56	4,000.00	-2,389.44	40.26%
Total 538.30 - Supplies - Combined W/S	<u>9,448.23</u>	<u>16,737.00</u>	<u>-7,288.77</u>	<u>56.45%</u>
538.40 - Services - Combined W/S				
Intergov				
B&O Tax - Fees/Penalties	86.94	73.00	13.94	119.1%
County Election Costs	392.18	300.00	92.18	130.73%
Other	0.00	210.00	-210.00	0.0%

Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual Detail January through October 2024

	Jan - Oct 24	Budget	\$ Over Budget	% of Budget
State Audit	0.00	750.00	-750.00	0.0%
Total Intergov	479.12	1,333.00	-853.88	35.94%
Other Services - Combined W/S				
Accounting Consultant Fees	1,645.74	1,335.00	310.74	123.28%
Attorney Fees - Combined W/S	142.50	4,500.00	-4,357.50	3.17%
Bank Fees	125.00	150.00	-25.00	83.33%
Cleaning Services	3,300.00	3,960.00	-660.00	83.33%
Information Technology	7,459.08	10,000.00	-2,540.92	74.59%
Lockbox	291.16	901.00	-609.84	32.32%
Online Payment System				
Monthly Fees	1,000.00			
Transaction Fees	2,635.44			
Online Payment System - Other	0.00	3,644.00	-3,644.00	0.0%
Total Online Payment System	3,635.44	3,644.00	-8.56	99.77%
Payroll Services	2,854.70	2,563.00	291.70	111.38%
361.19 · Investment Service Fees	3,922.28	4,849.00	-926.72	80.89%
42 0010 · Postage	3,107.62	3,528.00	-420.38	88.08%
42 0020 · Telephones	8,313.01	10,611.00	-2,297.99	78.34%
44 0010 · Legal Notices & Publications	46.50	3,000.00	-2,953.50	1.55%
46 0010 · Liability Insurance	88.00	42,455.00	-42,367.00	0.21%
49 0010 · Professional Dues	695.90	1,988.00	-1,292.10	35.01%
49 0020 · Printing to Subscribers	1,686.12	2,305.00	-618.88	73.15%
Other Services - Combined W/S - Other	2,362.29	2,000.00	362.29	118.12%
Total Other Services - Combined W/S	39,675.34	97,789.00	-58,113.66	40.57%
43 · Travel/Mileage/Training				
Employee Training	6,544.14			
43 0020 · General Manager Travel	210.86			
43 0040 · Operations Mileage	5,058.02			
43 · Travel/Mileage/Training - Other	120.00	15,000.00	-14,880.00	0.8%
Total 43 · Travel/Mileage/Training	11,933.02	15,000.00	-3,066.98	79.55%
Total 538.40 · Services - Combined W/S	52,087.48	114,122.00	-62,034.52	45.64%
Total 538 · Combined W/S Expenditures	274,642.68	391,113.00	-116,470.32	70.22%

Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual Detail January through October 2024

	<u>Jan - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
591.38 - Leases				
Office Rent	10,000.00	12,300.00	-2,300.00	81.3%
Total 591.38 - Leases	<u>10,000.00</u>	<u>12,300.00</u>	<u>-2,300.00</u>	<u>81.3%</u>
Total Expense	<u>1,924,846.06</u>	<u>2,427,554.00</u>	<u>-502,707.94</u>	<u>79.29%</u>
Net Ordinary Income	<u>226,224.02</u>	<u>8,421.00</u>		
Net Income	<u><u>226,224.02</u></u>	<u><u>8,421.00</u></u>		

GM REPORT FOR BOC MEETING ON 12/5/24

- WWTP averaged 100,034 GPD (97,929 min; 194,516max)
- Wells averaged 39,296 GPD (22,250 min; 54,800 max)
- From 11/17 - 11/30
- Flows still high at WWTP, but decreasing
- Wells ran more on weekends and during holiday
- WIRP sealed bid opening 12/12 @ 11 AM in Clubhouse
- Jared back on 12/19
- Well #3 grant possibility
- W.A.P. update letter
- North Beach restrooms



Hartstene Pointe Water-Sewer District
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M E M O R A N D U M O F U N D E R S T A N D I N G

**MEMORANDUM OF UNDERSTANDING
REGARDING SHARED USE OF EQUIPMENT**

This Memorandum of Understanding (“MOU”) is entered into by and between the Hartstene Pointe Water-Sewer District, a Washington water and sewer district, and Hartstene Pointe Maintenance Association, a Washington non-profit corporation (individually, a “Party,” collectively, “the Parties”).

WHEREAS, Hartstene Pointe Water-Sewer District (“HPWSD” or the “District”) is a special purpose district organized under and governed by Title 57 of the Revised Code of Washington (RCW) that provides water and sewer utility services within its approved service area; and

WHEREAS, the Hartstene Pointe Maintenance Association (“HPMA”) is a Washington non-profit corporation and homeowners association, composed of the property owners of Hartstene Pointe and HPMA and its members are customers of and receive water and sewer utility services from the District; and

WHEREAS, pursuant to RCW 57.08.044, the District may enter into contracts or agreements with any county, city, town, or any other municipal or quasi-municipal corporation, or with any private person or corporation, for the acquisition, ownership, use, and operation of any property, facilities, or services, within or without the District boundaries, and necessary or desirable to carry out the purposes of the District; and

WHEREAS, the District and the HPMA have a shared interest in the provision of safe and reliable water and sewer services and desire to work with each other through the cooperative sharing of certain equipment and materials to the mutual benefit of the Parties; and

WHEREAS, the for example, District owns a mini-excavator and, for example, the HPMA owns a tractor, and each own certain other equipment, that from time-to-time, the sharing of which would be economical, increase efficiencies and response times, and be in the mutual best interests of the Parties and the customers of the District, and the District and the HPMA desire to enter into this MOU to provide the terms and conditions for such reciprocal sharing of such equipment.

NOW THEREFORE, in consideration of the mutual benefit and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the District and HPMA hereby resolve and agree as follows:

1. Purpose. The purpose of this MOU is to set forth the terms and conditions under which the District and HPMA may provide or use equipment, as requested by the other Party in a manner convenient to the Party providing the use of equipment.

2. Shared Use of Equipment. Upon reasonable request, each Party may loan certain equipment or machinery ("Shared Equipment") to the other Party for that Party's reasonable use, which shared use after the Effective Date, shall be deemed pursuant to the terms and conditions of this MOU. Nothing in this MOU obligates a Party to provide the shared use of any equipment, and each Party reserves the right, in its sole discretion, to allow for or not allow for the use of any equipment owned by that Party.

3. Mutual Benefit; Costs. The Parties intend to allow for the temporary limited duration use of Shared Equipment, for their mutual benefit. Any compensation or use fees will be addressed by the Parties on a case-by-case basis; provided that, upon request, the Party using any shared equipment shall be responsible for any and all fuel and other incidental costs, and shall be responsible to and shall indemnify the other Party for any damage to the Shared Equipment.

4. Responsibilities; Compliance with Laws. The Party using any Shared Equipment under this MOU shall be solely responsible for the work and direction of any work involving the Shared Equipment. The District and HPMA shall perform all activities involving the use of Shared Equipment exercising reasonable due care. In the use of any Shared Equipment, each Party shall comply with all applicable federal, state and local laws and regulations.

5. Damage or Loss. A Party receiving or using any Shared Equipment shall protect and use and operate the same in a workmanlike manner, and shall be solely responsible for all damages to or loss of such Shared Equipment, and shall be responsible for and pay all costs of repair, other than normal wear and tear, and if damaged beyond reasonable repair, shall be responsible for and pay the full costs of replacement.

6. Indemnification; Hold Harmless. HPMA shall indemnify, defend, and hold the District harmless for and against claims and liabilities relating to bodily injury, death, or damage to real or personal property or the destruction or loss of use thereof, including reasonable attorney's fees and costs, caused by or arising out of the HPMA's use of the District's Shared Equipment. The District shall indemnify, defend, and hold HPMA harmless for and against claims and liabilities relating to bodily injury, death, or damage to real or personal property or the destruction or loss of use thereof, including reasonable attorney's fees and costs, caused by or arising out of the District's use of HPMA's Shared Equipment.

Should a court of competent jurisdiction determine that this MOU is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of HPMA and the District, each Party's respective liability hereunder shall be only to the extent of that Party's negligence.

It is further specifically and expressly understood that the indemnification provided herein constitutes the District and HPMA's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

The provisions of this section shall survive any expiration or termination of this MOU.

7. Reservation of Rights. Nothing in this MOU is intended to or shall be interpreted to limit the rights, power, or authority of the District in carrying out its functions as a water-sewer district under Title 57 RCW. In all cases, the priorities and paramount obligation of the District are to maintain the operational integrity of its systems and to deliver water and sewer services to its customers consistent with its purpose and applicable law. These priorities and obligations

take precedence over all other considerations. Nothing in this MOU is intended to, or shall be interpreted to be, a delegation of any authority of the District.

8. Effective Date; Termination. This MOU shall be effective as of the date of mutual execution of the Parties (the "Effective Date"). This MOU shall commence on the Effective Date and renew annually on January 1 of each year, unless earlier terminated by either Party. Either Party may terminate this MOU through provision of written notice to the other Party, which termination shall be effective upon delivery of the notice of termination.

9. Relationship of Parties. Nothing in this MOU shall be deemed to create a partnership or joint venture and/or principal and agent relationship between or among the Parties. No Party or authorized representative shall have authority to act as a general agent for the other Party, to direct the employees, volunteers, or representatives of the other Party, or to bid for or undertake any contracts enforceable against the other Party.

10. No Assignment. Neither Party may assign its interest or rights under this MOU without the prior written consent of the other Party, which consent shall be exercised in their sole and exclusive discretion. This term shall survive the termination of this MOU and remain binding on the Parties.

11. Binding Agreement. This MOU is and shall be deemed contractual in nature, and subject to the limitations set forth in Section 9, shall be binding on the Parties and their respective successors and assigns.

12. Severability. Any provision of this MOU that is declared invalid or illegal shall in no way affect or invalidate any other provision hereof and such other provisions shall remain in full force and effect. Further, if it should appear that any provision hereof is in conflict with any statutory provision of the State of Washington, the provision that appears to conflict therewith shall be deemed inoperative, null and void, insofar as it may be in conflict therewith and shall be deemed modified to conform to such statutory provision.

12. Authority. The Parties each represent and warrant that the person signing this MOU has been duly and properly authorized and directed to sign this MOU on behalf of each respective Party.

HARTSTENE POINTE WATER-SEWER DISTRICT

_____ By _____
Date *Name* _____
Title _____

HARTSTENE POINTE MAINTENANCE ASSOCIATION

_____ By _____
Date *Name* _____
Title _____