

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584  
January 16, 2025 1:00 P.M.**

**AGENDA**

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the January 2, 2025 Regular Meeting (2-4)

**REPORTS:**

7. Commissioner Reports
8. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Voucher 2025-03
  - Bills to Be Reviewed:
    - Voucher 2024-02
  - Monthly Billing Report: January 2025 (5)
  - Monthly Financial Report: December 2025 (6-15)
9. General Manager's Report (16)

**BUSINESS:**

10. Discuss Strategic Plan
11. Discuss Developing a Public Records Act-compliant Policy regarding Outgoing Commissioners
12. Identify Steps to Completion of Well #3 Test Pump
13. Review Plan for Obtaining WTPO I, WDM I, CCS within Two years

**ONGOING BUSINESS**

14. Discuss Status of Wastewater Infrastructure Rehabilitation Project
15. Discuss Well 2 Rehabilitation Project
16. Discuss Status of Reservoir Hatch Repair Project & Small Works Roster/Procurement
17. Discuss Cross Connection Packet, Annual Survey
18. Discuss Status of Asset Management Plan, Forms for GM use in HPMA Preconstruction Meetings
19. Discuss Status of Servicing Booster Pumps, Inquiry to Designing Engineer, Path to Implementation

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
January 2, 2025  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

**MINUTES**

**PRESENT:** President S. Swart, Secretary C. Anderson (joined via teleconference at 1:20 pm), 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 1:06 pm

**SUBSCRIBER REMARKS:** No subscribers present

**CORRESPONDENCE:** PM shared a letter from an operator employee regarding anticipated time off requests next month

**PRESENT AGENDA:** *Commissioner Birgh moved to adopt the agenda. Commissioner Swart seconded.* PM requested to add “Approve Renewing Springbrook Contract & Invoice” as an item of business. GM requested to add “Approve Evergreen Rural Water Apprenticeship Fees” as an item of business. Commissioner Swart requested to add “Employee Handbook Discussion” to the agenda. GM requested to add “Award Bid” to the agenda. Commissioner Swart suggested moving “Review of General Manager” after *Ongoing Business*. **Hearing 2 aye votes and 0 nay votes, the agenda was adopted as amended.**

**MINUTES:**

The minutes of the December 19, 2024 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as presented.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner Swart reported on WASWD updates and *Pipeline*
- Commissioner Swart noted the 10-year Strategic Plan document is on the share drive for review prior to 1/16/25 meeting
- Commissioner Swart noted AWWA petition regarding LCRI feasibility and funding

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2025-01 in the amount of \$28,394.34 was presented. *Commissioner Birgh moved to approve voucher 2024-50 in the amount of \$31,807.62. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

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

**BUSINESS PART I:**

**Approve Renewing Springbrook Contract & Invoice:** PM discussed the contract for the District’s billing software subscription and history of renewing annually at January’s first meeting. *Commissioner*

*Birgh moved to approve the contract renewal and annual invoice totaling \$7,286.15. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the contract is renewed and funds for the invoice approved.*

**Reallocate 2025 Line Items for Salary & Benefits for Apprenticeship/Trainee Position:** Commissioners and GM discussed reallocating funds to the Apprenticeship/Trainee Position line items for 2025. *Commissioner Birgh moved to approve costs for the Apprentice/Trainee Position in 2025 and reallocate funds from the Water Distribution Manager line items. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.*

**Approve Evergreen Rural Water Apprenticeship Costs:** The Apprenticeship/Trainee program and related employment package were reviewed. Commissioners directed GM to prepare an addendum to the existing signed employment agreement to document newly-required completion of the two-year Apprenticeship and financial consequences of failure to do so, or early departure from employment. Apprenticeship documents to be updated to reflect this required agreement. *Commissioner Anderson moved to funding up to \$3,500 toward the apprenticeship costs, contingent upon the apprentice signing of agreement. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the funding is approved.* Commissioners directed GM to include additional steps in the hiring process of future employees, including advertising, interview, background check, request for references and tour of facilities.

**Employee Handbook Discussion:** Commissioners reviewed benefits offered to new employees. *Commissioner Anderson moved to modify the Employee Handbook for future new employees to reflect the following:*

- a. Holiday Pay (Personal Holidays included) will be treated as Unpaid Holidays during the first ninety (90) days of employment*
- b. PTO is accrued, but unavailable for use, during the first ninety (90) days of employment*

*Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.*

**Awarding of Wastewater Infrastructure Rehabilitation Project Bid:** Commissioners reviewed the timeline for awarding the bid. The engineer who completed the bid analysis joined the meeting remotely and answered questions. Commissioners tabled awarding the bid until a response is received from WA Dept. of Ecology confirming the total loan amount for the project will be available.

#### **ONGOING BUSINESS:**

**Discuss Status of Wastewater Infrastructure Rehabilitation Project:** Status was addressed during Business Part I

**Discuss Well 2 Rehabilitation Update from Century West Engineering:** Commissioners tabled

**Discuss Reservoir Hatch Repairs:** Commissioners tabled, awaiting Small Works Roster review by GM

**Discuss Cross Connection Packet, Annual Survey:** Commissioners tabled, GM is still developing documents

**Discuss Status of Asset Management Plan:** Commissioners directed GM to update Asset list and GM will then contact Commissioner Birgh for assistance with next step of asset management process

**Discuss Booster Pumps:** No progress since last meeting, Commissioners directed GM to contact engineer who developed plans for installed booster and schedule an informational meeting and directed GM to request quote and scheduling timeline for booster servicing from vendor that recently serviced Pressure Reducing Valves

**BUSINESS PART II:**

**Review of General Manager:** Commissioners completed a quarterly review of GM expectations and goals. Guidance was provided and expectations clarified by commissioners for optimal performance of GM moving forward. Commissioners plan to conduct the next review at the 4/3/25 Regular Meeting.

*Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 5:30 pm.*

Meeting Minutes Drafted By: PM

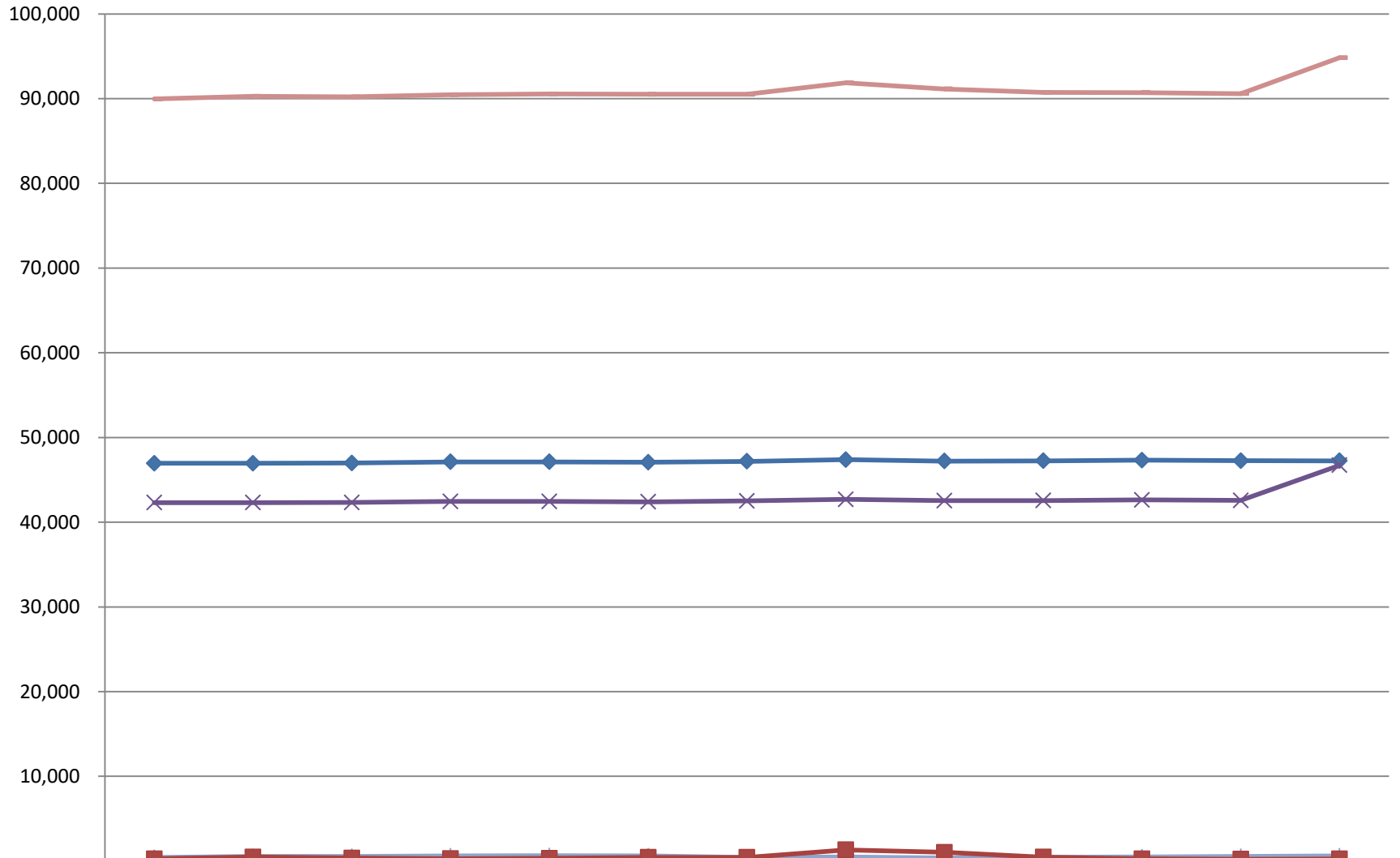
Respectfully Submitted By:

\_\_\_\_\_  
*Signature*

Carl Anderson, Secretary, Commissioner #1  
*Name and Title*

Approved at the Regular Meeting of the Board on: 1-16-2025

# Regular Utility Billing



	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025
◆ Water Service	46,959	46,959	46,976	47,118	47,118	47,071	47,176	47,385	47,217	47,241	47,324	47,254	47,249
✕ Sewer Service	42,308	42,308	42,323	42,450	42,450	42,408	42,503	42,691	42,540	42,561	42,636	42,573	46,719
+ Late/Misc. Fees	432	534	556	617	650	612	416	474	366	461	488	550	620
■ Consumption	260	470	355	275	325	430	425	1,315	1,025	460	265	220	250
— Total Charges	89,959	90,271	90,210	90,460	90,542	90,521	90,519	91,865	91,149	90,723	90,713	90,597	94,839

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

December 2024

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
<b>Reserve Funds</b>					
<b>030 - Ecology Reserve</b>	45,095.07	-	165.77	45,260.84	165.77
<b>050 - DWSRF Loan Reserve</b>	14,716.73	-	6,380.22	21,096.95	6,380.22
<b>060 - Bond Fund</b>	0.00	-	-	0.00	-
<b>070 - USDA Revenue Bond Reserve</b>	47,057.72	-	172.98	47,230.70	172.98
<b>Total Reserve Funds</b>	106,869.52	-	6,718.97	113,588.49	6,718.97
<b>Unreserved Funds</b>					
<b>EFT Account - Umpqua Bank</b>	32,689.13	(71,293.09)	70,913.29	32,309.33	(379.80)
<b>Petty Cash Account</b>	3,490.46	(1,222.69)	729.24	2,997.01	(493.45)
<b>Xpress Deposit Account</b>	3,088.50	(40,928.04)	50,624.22	12,784.68	9,696.18
<b>010 - Operating Fund</b>					
<i>Operating Investment Fund</i>	200,000.00	-		200,000.00	-
<i>010 - Operating Fund - Other</i>	137,108.39	(99,346.48)	83,752.70	121,514.61	(15,593.78)
<b>Total 010 - Operating Fund</b>	337,108.39	(99,346.48)	83,752.70	321,514.61	(15,593.78)
<b>065 - Capital Project Account</b>	0.00	-	-	0.00	-
<b>Total Unreserved Funds</b>	376,376.48	(212,790.30)	206,019.45	369,605.63	(6,770.85)
<b>Committed Funds</b>					
<b>020 - Water/Sewer Committed Fund</b>					
Asset Replacement Fund	36,344.37	-	9,000.00	45,344.37	9,000.00
Capital Improvement Fund					
<i>I&amp;I Repair</i>	94,382.33	-	20,375.00	114,757.33	20,375.00
<i>Reservoir Repair</i>	110,020.69	-	13,326.44	123,347.13	13,326.44
Total Capital Improvement Fund	204,403.02	-	33,701.44	238,104.46	33,701.44
Risk Management Fund	214,491.60	-	1,711.05	216,202.65	1,711.05
<b>Total 020 - Water/Sewer Committed Fund</b>	455,238.99	-	44,412.49	499,651.48	44,412.49
<b>Total Committed Funds</b>	455,238.99	-	44,412.49	499,651.48	44,412.49
<b>Total Funds</b>	938,484.99	(212,790.30)	257,150.91	982,845.60	44,360.61

I hereby certify that the above statement is true.

\_\_\_\_\_  
Project & Accounts Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Audit Commissioner

\_\_\_\_\_  
Date

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

	<u>Profit &amp; Loss</u>	<u>Budget v Actual</u>			
	<u>December 24</u>	<u>Jan - Dec '24 (100% of Yr)</u>	<u>Total 2024 Budget</u>	<u>\$ Over (Under) Budget</u>	<u>% of Total Budget</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Non-Operating Revenue</b>	92,299.24	1,090,609.09	1,080,940.00	9,669.09	100.9%
<b>Operating Revenue</b>	2,838.62	1,340,000.90	1,355,035.00	-15,034.10	98.89%
<b>Total Income</b>	<u>95,137.86</u>	<u>2,430,609.99</u>	<u>2,435,975.00</u>	<u>-5,365.01</u>	<u>99.78%</u>
<b>Gross Profit</b>	95,137.86	2,430,609.99	2,435,975.00	-5,365.01	99.78%
<b>Expense</b>					
<b>534 · Water Expenditures</b>	15,070.23	243,164.59	388,313.00	-145,148.41	62.62%
<b>535 · WW Treatment Expenditures</b>	9,836.15	1,562,742.31	1,635,828.00	-73,085.69	95.53%
<b>538 · Combined W/S Expenditures</b>	24,154.92	372,471.99	391,113.00	-18,641.01	95.23%
<b>591.38 · Leases</b>	1,000.00	12,000.00	12,300.00	-300.00	97.56%
<b>Total Expense</b>	<u>49,997.61</u>	<u>2,190,378.89</u>	<u>2,427,554.00</u>	<u>-237,175.11</u>	<u>90.23%</u>
<b>Net Ordinary Income</b>	<u>45,140.25</u>	<u>240,231.10</u>	<u>8,421.00</u>		
<b>Net Income</b>	<u><u>45,140.25</u></u>	<u><u>240,231.10</u></u>	<u><u>8,421.00</u></u>		

## Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual January through December 2024

	<u>Jan - Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>10 - Operating Revenue</b>				
<b>343.40 - Water Sales and Services</b>				
<b>343.42 - Metered Water Charges</b>	5,493.14	11,729.00	-6,235.86	46.83%
<b>343.40 - Water Sales and Services - Other</b>	567,868.12	559,030.00	8,838.12	101.58%
<b>Total 343.40 - Water Sales and Services</b>	573,361.26	570,759.00	2,602.26	100.46%
<b>343.50 - Sewer Sales and Services</b>	510,810.83	503,626.00	7,184.83	101.43%
<b>359.90 - Penalties and Fees</b>	6,086.00	6,555.00	-469.00	92.85%
<b>369.91 - Miscellaneous Revenues</b>	351.00			
<b>Total 10 - Operating Revenue</b>	1,090,609.09	1,080,940.00	9,669.09	100.9%
<b>20 - Non-Operating Revenue</b>				
<b>334.03 - 334.03.10 State Grant-Ecology</b>	8,546.75			
<b>361.11 - Interest earned</b>				
<b>010</b>	8,354.08			
<b>020</b>	22,285.74			
<b>030</b>	2,212.71			
<b>050</b>	2,039.99			
<b>070</b>	2,309.01			
<b>361.11 - Interest earned - Other</b>	0.00	3,735.00	-3,735.00	0.0%
<b>Total 361.11 - Interest earned</b>	37,201.53	3,735.00	33,466.53	996.03%
<b>367.40 - Contributions - Nongov't - DW</b>	8,370.00	13,305.00	-4,935.00	62.91%
<b>367.50 - Contributions - Nongov't - WW</b>	10,630.00	16,695.00	-6,065.00	63.67%
<b>391.80 - Intergovernmental Loan Proceeds</b>	1,275,252.62	1,321,300.00	-46,047.38	96.52%
<b>Total 20 - Non-Operating Revenue</b>	1,340,000.90	1,355,035.00	-15,034.10	98.89%
<b>Total Income</b>	2,430,609.99	2,435,975.00	-5,365.01	99.78%
<b>Gross Profit</b>	2,430,609.99	2,435,975.00	-5,365.01	99.78%
<b>Expense</b>				
<b>534 - Water Expenditures</b>				
<b>534.10 - Salaries - Water</b>				
<b>Water Distribution Manager</b>	30,366.00	71,219.00	-40,853.00	42.64%
<b>Total 534.10 - Salaries - Water</b>	30,366.00	71,219.00	-40,853.00	42.64%



## Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual January through December 2024

	<u>Jan - Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>534.20 - Personnel Benefits, Payroll Tax</b>				
FICA/Medicare - Water	436.47			
HRA VEBA - Water	433.05			
Insurance	4,629.85			
L&I expense - Water	905.99			
Retirement Contribution	2,429.28			
SUTA - Water	95.81			
<b>534.20 - Personnel Benefits, Payroll Tax - Other</b>	<b>0.00</b>	<b>22,831.00</b>	<b>-22,831.00</b>	<b>0.0%</b>
<b>Total 534.20 - Personnel Benefits, Payroll Tax</b>	<b>8,930.45</b>	<b>22,831.00</b>	<b>-13,900.55</b>	<b>39.12%</b>
<b>534.30 - Supplies - Water</b>				
<b>31 1010 - Supplies - Water</b>				
35 1010 - Tools/Equip - Water	5,636.33			
31 1010 - Supplies - Water - Other	2,823.88	8,000.00	-5,176.12	35.3%
<b>Total 31 1010 - Supplies - Water</b>	<b>8,460.21</b>	<b>8,000.00</b>	<b>460.21</b>	<b>105.75%</b>
<b>31 1011 - Chemicals - Water</b>				
Ferric Chloride	1,284.36			
Potassium Permanganate	1,227.18			
Sodium Hypochlorite	4,318.30			
31 1011 - Chemicals - Water - Other	0.00	8,000.00	-8,000.00	0.0%
<b>Total 31 1011 - Chemicals - Water</b>	<b>6,829.84</b>	<b>8,000.00</b>	<b>-1,170.16</b>	<b>85.37%</b>
<b>Total 534.30 - Supplies - Water</b>	<b>15,290.05</b>	<b>16,000.00</b>	<b>-709.95</b>	<b>95.56%</b>
<b>534.40 - Services - Water</b>				
<b>Intergov</b>				
53 1010 - Excise Tax - Water	28,551.06	27,670.00	881.06	103.18%
53 1020 - Permit Fees - Water	809.20	804.00	5.20	100.65%
Other Intergov - Water	57.00			
<b>Total Intergov</b>	<b>29,417.26</b>	<b>28,474.00</b>	<b>943.26</b>	<b>103.31%</b>
<b>Other Services</b>				
Software Subscriptions	2,355.75	1,768.00	587.75	133.24%
<b>Total Other Services</b>	<b>2,355.75</b>	<b>1,768.00</b>	<b>587.75</b>	<b>133.24%</b>
<b>Professional Services - Water</b>				
41 1050 - Lab Testing - Water	1,834.00	1,500.00	334.00	122.27%

## Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
<b>Total Professional Services - Water</b>	1,834.00	1,500.00	334.00	122.27%
<b>Water Repair and Maint.</b>				
48 1020 - SCADA - Water	0.00	2,500.00	-2,500.00	0.0%
48 1030 - Repair & Maintenance - Water				
Other	12,156.09			
Water Leak Repair	11,287.27			
48 1030 - Repair & Maintenance - Water - Other	0.00	15,437.00	-15,437.00	0.0%
<b>Total 48 1030 - Repair &amp; Maintenance - Water</b>	<b>23,443.36</b>	<b>15,437.00</b>	<b>8,006.36</b>	<b>151.87%</b>
<b>Total Water Repair and Maint.</b>	<b>23,443.36</b>	<b>17,937.00</b>	<b>5,506.36</b>	<b>130.7%</b>
47 1010 - Electric - Water	10,258.61	12,777.00	-2,518.39	80.29%
<b>Total 534.40 - Services - Water</b>	<b>67,308.98</b>	<b>62,456.00</b>	<b>4,852.98</b>	<b>107.77%</b>
<b>594.34 - Capital Expenditures - Water</b>				
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%
<b>Total Reservoir</b>	<b>0.00</b>	<b>8,000.00</b>	<b>-8,000.00</b>	<b>0.0%</b>
Water SCADA Upgrade	0.00	50,000.00	-50,000.00	0.0%
Well #2 Piping Revisions Projec	3,462.50			
Well #2 Rehab	0.00	30,000.00	-30,000.00	0.0%
<b>Total 594.34 - Capital Expenditures - Water</b>	<b>3,462.50</b>	<b>98,000.00</b>	<b>-94,537.50</b>	<b>3.53%</b>
<b>59X.34 - Debt Service - Water</b>				
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%
<b>Total 5913470 - Debt Service Principal - Water</b>	<b>96,661.56</b>	<b>96,662.00</b>	<b>-0.44</b>	<b>100.0%</b>
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%
<b>Total 5923480 - Debt Service Interest - Water</b>	<b>21,145.05</b>	<b>21,145.00</b>	<b>0.05</b>	<b>100.0%</b>
<b>Total 59X.34 - Debt Service - Water</b>	<b>117,806.61</b>	<b>117,807.00</b>	<b>-0.39</b>	<b>100.0%</b>
<b>Total 534 - Water Expenditures</b>	<b>243,164.59</b>	<b>388,313.00</b>	<b>-145,148.41</b>	<b>62.62%</b>
<b>535 - WW Treatment Expenditures</b>				

## Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
<b>535.10 - Salaries/Wages-WWT</b>				
Wastewater Treatment Plant Oper	66,388.01	63,648.00	2,740.01	104.31%
WW Apprentice	30,727.00			
<b>Total 535.10 - Salaries/Wages-WWT</b>	<u>97,115.01</u>	<u>63,648.00</u>	<u>33,467.01</u>	<u>152.58%</u>
<b>535.20 - Personnel Benefits - WW</b>				
Employment Security	231.51			
FICA Expense	1,399.32			
HRA VEBA - WW	606.27			
Insurance - WW	19,672.07			
L&I - WW	2,738.77			
Retirement - WW	7,559.60			
535.20 - Personnel Benefits - WW - Other	0.00	22,100.00	-22,100.00	0.0%
<b>Total 535.20 - Personnel Benefits - WW</b>	<u>32,207.54</u>	<u>22,100.00</u>	<u>10,107.54</u>	<u>145.74%</u>
<b>535.30 - Supplies - WW Treatment</b>				
31 3010 - Supplies - WW Treatment				
Sewer	702.81			
31 3010 - Supplies - WW Treatment - Other	1,857.20	10,000.00	-8,142.80	18.57%
<b>Total 31 3010 - Supplies - WW Treatment</b>	<u>2,560.01</u>	<u>10,000.00</u>	<u>-7,439.99</u>	<u>25.6%</u>
31 3011 - Chemicals - WW Treatment	3,051.32	3,000.00	51.32	101.71%
35 3010 - Tools/Equip - WW Treatment	3,837.38			
<b>Total 535.30 - Supplies - WW Treatment</b>	<u>9,448.71</u>	<u>13,000.00</u>	<u>-3,551.29</u>	<u>72.68%</u>
<b>535.40 - Services - WW Treatment</b>				
Intergov				
B&O/Excise Tax				
B&O Tax - Wastewater Treatment	7,426.94			
Excise Tax - Sewer	437.28			
B&O/Excise Tax - Other	0.00	8,168.00	-8,168.00	0.0%
<b>Total B&amp;O/Excise Tax</b>	<u>7,864.22</u>	<u>8,168.00</u>	<u>-303.78</u>	<u>96.28%</u>
Other	65.00			
Permit Fees - WW Treatment	3,143.61	3,131.00	12.61	100.4%
<b>Total Intergov</b>	<u>11,072.83</u>	<u>11,299.00</u>	<u>-226.17</u>	<u>98.0%</u>
Professional Services - WWT				

## Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
41 3010 - Attorney Fees - WW Treatment	3,871.15			
41 3050 - Lab Testing - WW Treatment				
WA Ecology Nutrient Lab Testing	8,185.00			
41 3050 - Lab Testing - WW Treatment - Other	14,136.00	15,000.00	-864.00	94.24%
<b>Total 41 3050 - Lab Testing - WW Treatment</b>	<b>22,321.00</b>	<b>15,000.00</b>	<b>7,321.00</b>	<b>148.81%</b>
<b>Total Professional Services - WWT</b>	<b>26,192.15</b>	<b>15,000.00</b>	<b>11,192.15</b>	<b>174.61%</b>
<b>WW Treatment Maint. and Repair</b>				
48 3010 - Biosolids Disposal	24,480.56	17,834.00	6,646.56	137.27%
48 3020 - SCADA - WW Treatment	804.00	3,000.00	-2,196.00	26.8%
48 3030 - Repair & Maint. - WW Treatment				
Other	7,482.18	7,500.00	-17.82	99.76%
Sewer Collection	17,821.54	6,000.00	11,821.54	297.03%
<b>Total 48 3030 - Repair &amp; Maint. - WW Treatment</b>	<b>25,303.72</b>	<b>13,500.00</b>	<b>11,803.72</b>	<b>187.44%</b>
<b>Total WW Treatment Maint. and Repair</b>	<b>50,588.28</b>	<b>34,334.00</b>	<b>16,254.28</b>	<b>147.34%</b>
45 3010 - Equipment Rental - WW Treatment	2,280.41			
47 3010 - Electric - WW Treatment	13,967.08	17,036.00	-3,068.92	81.99%
<b>Total 535.40 - Services - WW Treatment</b>	<b>104,100.75</b>	<b>77,669.00</b>	<b>26,431.75</b>	<b>134.03%</b>
<b>594.35 - Capital Expenditures - WWT</b>				
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	1,274,437.83	1,321,300.00	-46,862.17	96.45%
2. WIRP Construction Phase	2,103.30			
<b>Total WIRP WW Infrastructure Rehab</b>	<b>1,276,541.13</b>	<b>1,321,300.00</b>	<b>-44,758.87</b>	<b>96.61%</b>
WWT Pumps - Rehab & Replacement	1,492.96	80,000.00	-78,507.04	1.87%
<b>Total 594.35 - Capital Expenditures - WWT</b>	<b>1,281,758.90</b>	<b>1,421,300.00</b>	<b>-139,541.10</b>	<b>90.18%</b>
<b>59X.35 - Debt Service - WW Treatment</b>				
5913570 - Debt Service Principal - WWT				
78 3010 - Ecology Loan Principal	36,028.34	36,028.00	0.34	100.0%
<b>Total 5913570 - Debt Service Principal - WWT</b>	<b>36,028.34</b>	<b>36,028.00</b>	<b>0.34</b>	<b>100.0%</b>
5923580 - Debt Service Interest - WWT				
83 3010 - Ecology Loan - Interest	2,083.06	2,083.00	0.06	100.0%

## Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Total 5923580 - Debt Service Interest - WWT	2,083.06	2,083.00	0.06	100.0%
Total 59X.35 - Debt Service - WW Treatment	38,111.40	38,111.00	0.40	100.0%
Total 535 - WW Treatment Expenditures	1,562,742.31	1,635,828.00	-73,085.69	95.53%
538 - Combined W/S Expenditures				
538.10 - Salaries & Wages				
Elected Officials				
10 0010 - Commissioner 1	4,579.50	3,931.00	648.50	116.5%
10 0020 - Commissioner 2	5,166.50	3,730.00	1,436.50	138.51%
10 0030 - Commissioner 3	5,729.50	5,141.00	588.50	111.45%
Total Elected Officials	15,475.50	12,802.00	2,673.50	120.88%
Employees				
Clerk	82,945.28	83,427.00	-481.72	99.42%
General Manager	97,384.20	103,105.00	-5,720.80	94.45%
Total Employees	180,329.48	186,532.00	-6,202.52	96.68%
Total 538.10 - Salaries & Wages	195,804.98	199,334.00	-3,529.02	98.23%
538.20 - Personnel Benefits, Payroll Tax				
HRA VEBA - Admin	1,565.52			
L&I Expense	3,852.10			
Retirement Expense - Admin	14,426.35			
SUTA Expense	362.82			
20 0010 - FICA/Medicare				
20 0010 - FICA/Medicare - Other	3,803.97			
Total 20 0010 - FICA/Medicare	3,803.97			
20 0020 - Insurance	34,414.92			
538.20 - Personnel Benefits, Payroll Tax - Other	0.00	60,920.00	-60,920.00	0.0%
Total 538.20 - Personnel Benefits, Payroll Tax	58,425.68	60,920.00	-2,494.32	95.91%
538.30 - Supplies - Combined W/S				
Tools/Equip/Supplies	9,928.44	12,737.00	-2,808.56	77.95%
31 4010 - Office Supplies	1,817.83	4,000.00	-2,182.17	45.45%
Total 538.30 - Supplies - Combined W/S	11,746.27	16,737.00	-4,990.73	70.18%
538.40 - Services - Combined W/S				
Intergov				

## Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
<b>B&amp;O Tax - Fees/Penalties</b>	99.42	73.00	26.42	136.19%
<b>County Election Costs</b>	392.18	300.00	92.18	130.73%
<b>Other</b>	0.00	210.00	-210.00	0.0%
<b>State Audit</b>	0.00	750.00	-750.00	0.0%
<b>Total Intergov</b>	491.60	1,333.00	-841.40	36.88%
<b>Other Services - Combined W/S</b>				
<b>Accounting Consultant Fees</b>	1,645.74	1,335.00	310.74	123.28%
<b>Attorney Fees - Combined W/S</b>	570.00	4,500.00	-3,930.00	12.67%
<b>Bank Fees</b>	150.00	150.00	0.00	100.0%
<b>Cleaning Services</b>	3,960.00	3,960.00	0.00	100.0%
<b>Information Technology</b>	7,575.09	10,000.00	-2,424.91	75.75%
<b>Lockbox</b>	351.48	901.00	-549.52	39.01%
<b>Online Payment System</b>				
<b>Monthly Fees</b>	1,200.00			
<b>Transaction Fees</b>	3,174.37			
<b>Online Payment System - Other</b>	0.00	3,644.00	-3,644.00	0.0%
<b>Total Online Payment System</b>	4,374.37	3,644.00	730.37	120.04%
<b>Payroll Services</b>	3,507.55	2,563.00	944.55	136.85%
<b>361.19 - Investment Service Fees</b>	4,765.07	4,849.00	-83.93	98.27%
<b>42 0010 - Postage</b>	3,579.42	3,528.00	51.42	101.46%
<b>42 0020 - Telephones</b>	9,804.54	10,611.00	-806.46	92.4%
<b>44 0010 - Legal Notices &amp; Publications</b>	46.50	3,000.00	-2,953.50	1.55%
<b>46 0010 - Liability Insurance</b>	45,321.00	42,455.00	2,866.00	106.75%
<b>49 0010 - Professional Dues</b>	2,752.16	1,988.00	764.16	138.44%
<b>49 0020 - Printing to Subscribers</b>	1,901.68	2,305.00	-403.32	82.5%
<b>Other Services - Combined W/S - Other</b>	2,362.29	2,000.00	362.29	118.12%
<b>Total Other Services - Combined W/S</b>	92,666.89	97,789.00	-5,122.11	94.76%
<b>43 - Travel/Mileage/Training</b>				
<b>Employee Training</b>	7,573.81			
<b>43 0020 - General Manager Travel</b>	210.86			
<b>43 0040 - Operations Mileage</b>	5,431.90			
<b>43 - Travel/Mileage/Training - Other</b>	120.00	15,000.00	-14,880.00	0.8%

## Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual January through December 2024

	<u>Jan - Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 43 · Travel/Mileage/Training	13,336.57	15,000.00	-1,663.43	88.91%
Total 538.40 · Services - Combined W/S	106,495.06	114,122.00	-7,626.94	93.32%
Total 538 · Combined W/S Expenditures	372,471.99	391,113.00	-18,641.01	95.23%
585.00 · Special or Extraordinary Items	0.00			
591.38 · Leases				
Office Rent	12,000.00	12,300.00	-300.00	97.56%
Total 591.38 · Leases	12,000.00	12,300.00	-300.00	97.56%
Total Expense	2,190,378.89	2,427,554.00	-237,175.11	90.23%
Net Ordinary Income	240,231.10	8,421.00		
Net Income	<b>240,231.10</b>	<b>8,421.00</b>		

## **GM REPORT FOR BOC MEETING ON 1/16**

- WWTP averaged 176,546 GPD (95,610 min; 312,782 max)
- Wells averaged 48,032 GPD (34,050 min; 110,250 max)
- From 12/29 - 1/11
- WWTP flows going down with lack of rain
- Holiday closure on 1/20/25
- December DMR violations
- HPWSD currently has 3 people who meet the minimum water certification requirements, and 2 that meet the minimum wwtp certification requirements
- Apprenticeship addendum added
- Jaron out Feb 3-21
- Contract operator coverage during same period