

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
March 6, 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 February 20, 2025 Regular Meeting (2-4)
7. Minutes of the February 26, 2025 Special Meeting (5)

REPORTS:

8. Presentation of Apprenticeship Completion by Representatives from Evergreen Rural Water of WA
9. Commissioner Reports
10. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2025-11
 - Bills to Be Reviewed:
 - Voucher 2025-10
 - Monthly Billing Report: March 2025 (6)
 - Monthly Financial Report: January 2025 (7-15)
11. General Manager's Report (16-18)

BUSINESS:

12. Authorize Secretary to Sign 2025 Engagement Letter with Wittenberg CPA (19-24)
13. Discuss Future Format of Meeting Agendas
14. Adopt Policy Regarding Notifications of E. Coli Presence in Water Samples (25-29)
15. Discuss Employee Performance Review (*executive session expected*)

UNFINISHED BUSINESS

16. Discuss Status of Reservoir Cleaning & Hatch Repairs, Review Quotes
17. Discuss Status of Servicing Booster Pumps
18. Discuss Status of Asset Management Plan, Inventory Update Completed by GM
19. Discuss Strategic Plan: Present Proposals from Commissioners & GM

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
February 20, 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 1:05 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: Commissioner Swart received a question from a ratepayer inquiring when project-related rate increases could be expected

PRESENT AGENDA: *Commissioner Anderson moved to adopt the agenda. Commissioner Birgh seconded.* PM requested to change Voucher numbers. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the February 6, 2025 regular meeting were presented. *Commissioner Anderson moved to approve the minutes. Commissioner Birgh seconded.* Commissioner Swart noted corrections to the original draft in the packet. *Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended.*

REPORTS:

Commissioner Reports:

- Commissioner Birgh discussed how to book grant money to a balance sheet
- Commissioner Swart noted that the agenda was modified in preparation for presenting ongoing projects in a different format, which will be addressed in the GM report; business agenda to present *action items* only
- Commissioner Swart contacted Mason County Dept. of Emergency Management (DEM) for the third time to obtain *Critical Infrastructure Designation (CID)* to receive assistance following a District Declaration of Emergency; DEM is still developing the CID packet
- Commissioner Swart relayed information on *Short-term Rental* list numbers provided by HPMa during its 2/15/25 Board of Directors' meeting
- Commissioner Swart suggested that GM communicate with on-site Century West Engineering engineer in advance, if operational needs would lead to staff entering work zones

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2025-09 in the amount of \$29,262.68 was presented. *Commissioner Birgh moved to approve voucher 2025-09 in the amount of \$29,262.68. Commissioner Anderson seconded.*
- Bills to Be Reviewed:
 - Voucher 2025-08: PM presented for review

General Manager's Report:

- GM presented his report on the current state of the District

BUSINESS:

Adopt Resolution 2025-01, Amending the General Manager's Spending Authorization: *Commissioner Birgh moved to adopt Resolution 2025-01, Amending the GM's Spending Authorization. Commissioner Swart seconded.* Commissioners discussed the resolution. Commissioners directed PM to amend language defining sections 3, 4; last sentence of original section 4 moved to section 5. *Hearing 3 aye votes and 0 nay votes, Resolution 2025-01 is adopted as amended.*

Approve Tree Removal Expenses: *Commissioner Birgh moved to authorize tree removal expenses up to \$3,500 to make room for equipment storage and hazardous tree removal next to District office. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the expense is authorized.*

Discuss Strategic Plan, Present Proposals from Commissioners & GM: Tabled, to be determined after GM attains additional information from Dept. of Health

Discuss Test Pump of Well #3, Review DOH Requirements for Water System Plan: GM will review prior test and consult with Dept. of Health regarding required test pump duration and aquifer draw-down

Authorize & Sign Agreement with Rognlin's Inc.: *Commissioner Birgh moved to authorize & sign the agreement with Rognlin's Inc. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion to authorize & sign the agreement passes. Commissioner Swart signed on behalf of the Board.*

UNFINISHED BUSINESS:

Discuss Status of Reservoir Cleaning & Hatch Repairs, Review Quotes: Three (3) quotes were received from the Request for Quotes (RFQ), with the lowest bid totaling \$14,023. After the initial RFQ was issued, a paint sample was collected for lead analysis and results are expected 2/21/25. No action to be taken until lead results are obtained.

Discuss Status of Servicing Booster Pumps, Inquiry to Designing Engineer: Discussed in GM report, *Pump Tech* scheduled to assess ability to operate booster pumps

Discuss Status of Asset Management Plan, Inventory Update Completed by GM?: Initiated by GM, to include in GM project/task list for next meeting

ANY OTHER BUSINESS (*for new or overlooked items not included in the agenda*):

Commissioner Swart called for a ten-minute executive session at 4:25 pm for the purpose of reviewing employee performance in accordance with RCW 42.30.110(g). The regular meeting will resume at 4:35 pm.

The regular meeting resumed at 4:35 pm.

Commissioner Swart called for a ten-minute executive session at 4:35 pm to extend the previous executive session. The regular meeting will resume at 4:45 pm.

The regular meeting resumed at 4:45 pm.

Commissioner Swart called for a fifteen-minute executive session at 4:45 pm to extend the previous executive session. The regular meeting will resume at 5:00 pm.

The regular meeting resumed at 5:00 pm.

Commissioner Swart called for a special meeting on Wednesday, February 26, 2025 at 9:00 am at 474 E Chesapeake Dr., Shelton WA, 98584, for the purpose of reviewing employee performance (executive session expected, no business to be transacted).

Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 5:00 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: 3-6-2025

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
February 26, 2025
474 E CHESAPEAKE DR SHELTON WA 98584**

MINUTES

PRESENT: President S. Swart, Secretary C. Anderson, Audit Commissioner S. Birgh

CALL TO ORDER: The meeting was called to order at 9:10 am

SUBSCRIBER REMARKS: No subscribers present

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.*

BUSINESS:

Conduct Employee Performance Review (*executive session expected*): Commissioners reviewed objectives set for the General Manager (GM) in the employee agreement. Commissioners identified additional projects and tasks for discussion with GM.

Commissioner Birgh was excused at 11: 10 am.

Commissioner Anderson moved to adjourn the meeting. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 12:00 noon.

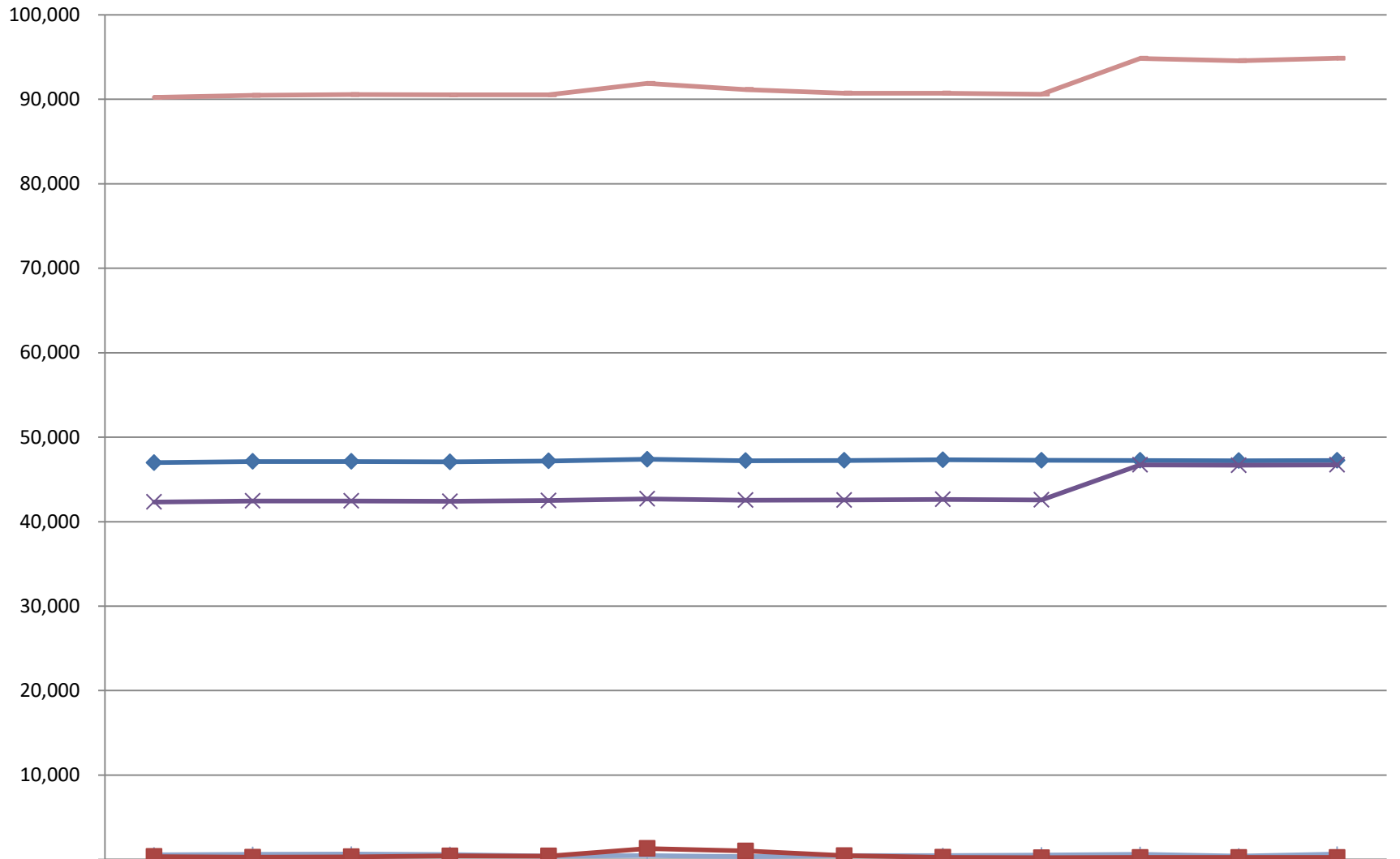
Meeting Minutes Drafted By: PM
Respectfully Submitted By:

Signature

Carl Anderson, Secretary, Commissioner #1
Name and Title

Approved at the Regular Meeting of the Board on: 3-6-2025

Regular Utility Billing



	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025
◆ Water Service	46,976	47,118	47,118	47,071	47,176	47,385	47,217	47,241	47,324	47,254	47,249	47,206	47,242
✕ Sewer Service	42,323	42,450	42,450	42,408	42,503	42,691	42,540	42,561	42,636	42,573	46,719	46,680	46,715
+ Late/Misc. Fees	556	617	650	612	416	474	366	461	488	550	620	420	646
■ Consumption	355	275	325	430	425	1,315	1,025	460	265	220	250	250	250
— Total Charges	90,210	90,460	90,542	90,521	90,519	91,865	91,149	90,723	90,713	90,597	94,839	94,556	94,853

Hartstene Pointe Water Sewer District Monthly Financial Report - Fund Activity

January 2025

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
Reserve Funds					
030 · Ecology Reserve	45,260.84	-	167.46	45,428.30	167.46
050 · DWSRF Loan Reserve	21,096.95	-	6,341.14	27,438.09	6,341.14
060 · Bond Fund	0.00	-	-	0.00	-
070 · USDA Revenue Bond Reserve	47,230.70	-	174.74	47,405.44	174.74
Total Reserve Funds	113,588.49	-	6,683.34	120,271.83	6,683.34
Unreserved Funds					
EFT Account - Umpqua Bank	32,309.33	(71,190.36)	82,521.05	43,640.02	11,330.69
Petty Cash Account	2,997.01	(844.82)	742.88	2,895.07	(101.94)
Xpress Deposit Account	12,784.68	(59,777.55)	51,737.33	4,744.46	(8,040.22)
010 · Operating Fund					
<i>Operating Investment Fund</i>	200,000.00	-		200,000.00	-
<i>010 · Operating Fund - Other</i>	121,514.61	(90,927.51)	104,768.68	135,355.78	13,841.17
Total 010 · Operating Fund	321,514.61	(90,927.51)	104,768.68	335,355.78	13,841.17
065 · Capital Project Account	0.00	-	-	0.00	-
Total Unreserved Funds	369,605.63	(222,740.24)	239,769.94	386,635.33	17,029.70
Committed Funds					
020 · Water/Sewer Committed Fund					
Asset Replacement Fund	45,344.37	-	-	45,344.37	-
Capital Improvement Fund					
<i>I&I Repair</i>	114,757.33	-	205.00	114,962.33	205.00
<i>Reservoir Repair</i>	123,347.13	-	-	123,347.13	-
Total Capital Improvement Fund	238,104.46	-	205.00	238,309.46	205.00
Risk Management Fund	216,202.65	-	1,800.16	218,002.81	1,800.16
Total 020 · Water/Sewer Committed Fund	499,651.48	-	2,005.16	501,656.64	2,005.16
Total Committed Funds	499,651.48	-	2,005.16	501,656.64	2,005.16
Total Funds	982,845.60	(222,740.24)	248,458.44	1,008,563.80	25,718.20

I hereby certify that the above statement is true.

Project & Accounts Manager	Date	Audit Commissioner	Date
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Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual Summary January 2025

	<u>Profit & Loss</u>	<u>Budget v Actual</u>			
	<u>January '25</u>	<u>Jan '25 (8.3% of Yr)</u>	<u>Total 2025 Budget</u>	<u>\$ Over (Under) Budget</u>	<u>% of Total Budget</u>
Ordinary Income/Expense					
Income					
10 · Operating Revenue	97,316.08	97,316.08	1,134,144.00	-1,036,827.92	8.58%
20 · Non-Operating Revenue	<u>2,960.57</u>	<u>2,960.57</u>	<u>33,960.00</u>	<u>-30,999.43</u>	<u>8.72%</u>
Total Income	<u>100,276.65</u>	<u>100,276.65</u>	<u>1,168,104.00</u>	<u>-1,067,827.35</u>	<u>8.59%</u>
Gross Profit	100,276.65	100,276.65	1,168,104.00	-1,067,827.35	8.59%
Expense					
534 · Water Expenditures	23,676.61	23,676.61	399,328.00	-375,651.39	5.93%
535 · WW Treatment Expenditures	15,152.00	15,152.00	339,524.00	-324,372.00	4.46%
538 · Combined W/S Expenditures	33,377.95	33,377.95	406,777.00	-373,399.05	8.21%
591.38 · Leases	<u>1,000.00</u>	<u>1,000.00</u>	<u>12,300.00</u>	<u>-11,300.00</u>	<u>8.13%</u>
Total Expense	<u>73,206.56</u>	<u>73,206.56</u>	<u>1,157,929.00</u>	<u>-1,084,722.44</u>	<u>6.32%</u>
Net Ordinary Income	<u>27,070.09</u>	<u>27,070.09</u>	<u>10,175.00</u>		
Net Income	<u><u>27,070.09</u></u>	<u><u>27,070.09</u></u>	<u><u>10,175.00</u></u>		

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

	<u>Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
10 · Operating Revenue				
343.40 · Water Sales and Services				
343.42 · Metered Water Charges	245.00	6,158.00	-5,913.00	3.98%
343.40 · Water Sales and Services - Other	48,680.07	559,491.00	-510,810.93	8.7%
Total 343.40 · Water Sales and Services	48,925.07	565,649.00	-516,723.93	8.65%
343.50 · Sewer Sales and Services	47,572.00	553,034.00	-505,462.00	8.6%
359.90 · Penalties and Fees	819.01	6,726.00	-5,906.99	12.18%
369.91 · Miscellaneous Revenues	0.00	8,735.00	-8,735.00	0.0%
Total 10 · Operating Revenue	97,316.08	1,134,144.00	-1,036,827.92	8.58%
20 · Non-Operating Revenue				
361.11 · Interest earned				
010	743.07			
020	1,800.16			
030	167.46			
050	75.14			
361.11 · Interest earned - Other	174.74	10,000.00	-9,825.26	1.75%
Total 361.11 · Interest earned	2,960.57	10,000.00	-7,039.43	29.61%
367.40 · Contributions - Nongov't - DW	0.00	9,310.00	-9,310.00	0.0%
367.50 · Contributions - Nongov't - WW	0.00	14,650.00	-14,650.00	0.0%
Total 20 · Non-Operating Revenue	2,960.57	33,960.00	-30,999.43	8.72%
Total Income	100,276.65	1,168,104.00	-1,067,827.35	8.59%
Gross Profit	100,276.65	1,168,104.00	-1,067,827.35	8.59%
Expense				
534 · Water Expenditures				
534.10 · Salaries - Water				
Apprentice/Trainee	0.00	57,283.00	-57,283.00	0.0%
Water Distribution Manager	5,490.00			
Total 534.10 · Salaries - Water	5,490.00	57,283.00	-51,793.00	9.58%
534.20 · Personnel Benefits, Payroll Tax				
FICA/Medicare - Water	73.08			

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

	<u>Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Insurance	1,137.58			
L&I expense - Water	431.33			
Retirement Contribution	439.20			
SUTA - Water	41.10			
534.20 · Personnel Benefits, Payroll Tax - Other	<u>0.00</u>	<u>22,023.00</u>	<u>-22,023.00</u>	<u>0.0%</u>
Total 534.20 · Personnel Benefits, Payroll Tax	2,122.29	22,023.00	-19,900.71	9.64%
534.30 · Supplies - Water				
31 1010 · Supplies - Water				
31 1010 · Supplies - Water - Other	<u>390.44</u>	<u>8,000.00</u>	<u>-7,609.56</u>	<u>4.88%</u>
Total 31 1010 · Supplies - Water	390.44	8,000.00	-7,609.56	4.88%
31 1011 · Chemicals - Water				
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	0.00	8,000.00	-8,000.00	0.0%
Total 534.30 · Supplies - Water	390.44	16,000.00	-15,609.56	2.44%
534.40 · Services - Water				
Intergov				
53 1010 - Excise Tax - Water	2,448.65	29,969.00	-27,520.35	8.17%
53 1020 - Permit Fees - Water	<u>0.00</u>	<u>850.00</u>	<u>-850.00</u>	<u>0.0%</u>
Total Intergov	2,448.65	30,819.00	-28,370.35	7.95%
Other Services				
Other Services - Other	<u>0.00</u>	<u>2,474.00</u>	<u>-2,474.00</u>	<u>0.0%</u>
Total Other Services	0.00	2,474.00	-2,474.00	0.0%
Professional Services - Water				
41 1050 · Lab Testing - Water	<u>92.00</u>	<u>1,628.00</u>	<u>-1,536.00</u>	<u>5.65%</u>
Total Professional Services - Water	92.00	1,628.00	-1,536.00	5.65%
Water Repair and Maint.				
48 1020 · SCADA - Water	0.00	2,500.00	-2,500.00	0.0%
48 1030 · Repair & Maintenance - Water				
Other	439.33			
48 1030 · Repair & Maintenance - Water - Other	<u>0.00</u>	<u>22,395.00</u>	<u>-22,395.00</u>	<u>0.0%</u>
Total 48 1030 · Repair & Maintenance - Water	439.33	22,395.00	-21,955.67	1.96%
Total Water Repair and Maint.	439.33	24,895.00	-24,455.67	1.77%

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

	<u>Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
47 1010 · Electric - Water	830.43	12,384.00	-11,553.57	6.71%
Total 534.40 · Services - Water	3,810.41	72,200.00	-68,389.59	5.28%
594.34 · Capital Expenditures - Water				
Pressure Reducing Valve Rehabs	11,863.47			
Reservoir				
Painting/Repair	0.00	10,000.00	-10,000.00	0.0%
Total Reservoir	0.00	10,000.00	-10,000.00	0.0%
Test Pump Well #3	0.00	20,000.00	-20,000.00	0.0%
Water SCADA Upgrade	0.00	15,000.00	-15,000.00	0.0%
Well #2 Rehab	0.00	70,000.00	-70,000.00	0.0%
Total 594.34 · Capital Expenditures - Water	11,863.47	115,000.00	-103,136.53	10.32%
59X.34 · Debt Service - Water				
5913470 · Debt Service Principal - Water				
DWSRF Loan Principal	0.00	65,671.00	-65,671.00	0.0%
78 1010 · USDA Loan Principal	0.00	31,849.00	-31,849.00	0.0%
Total 5913470 · Debt Service Principal - Water	0.00	97,520.00	-97,520.00	0.0%
5923480 · Debt Service Interest - Water				
DWSRF Loan Interest	0.00	11,821.00	-11,821.00	0.0%
83 1010 · USDA Loan - Interest	0.00	7,481.00	-7,481.00	0.0%
Total 5923480 · Debt Service Interest - Water	0.00	19,302.00	-19,302.00	0.0%
Total 59X.34 · Debt Service - Water	0.00	116,822.00	-116,822.00	0.0%
Total 534 · Water Expenditures	23,676.61	399,328.00	-375,651.39	5.93%
535 · WW Treatment Expenditures				
535.10 · Salaries/Wages-WWT				
Wastewater Treatment Plant Oper	2,311.50	73,195.00	-70,883.50	3.16%
Total 535.10 · Salaries/Wages-WWT	2,311.50	73,195.00	-70,883.50	3.16%
535.20 · Personnel Benefits - WW				
Employment Security	49.00			
FICA Expense	67.46			
L&I - WW	444.38			
Retirement - WW	184.92			
535.20 · Personnel Benefits - WW - Other	0.00	23,570.00	-23,570.00	0.0%

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

	<u>Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 535.20 · Personnel Benefits - WW	745.76	23,570.00	-22,824.24	3.16%
535.30 · Supplies - WW Treatment				
31 3010 · Supplies - WW Treatment				
31 3010 · Supplies - WW Treatment - Other	295.83	10,000.00	-9,704.17	2.96%
Total 31 3010 · Supplies - WW Treatment	295.83	10,000.00	-9,704.17	2.96%
31 3011 · Chemicals - WW Treatment	643.24	3,000.00	-2,356.76	21.44%
Total 535.30 · Supplies - WW Treatment	939.07	13,000.00	-12,060.93	7.22%
535.40 · Services - WW Treatment				
Intergov				
B&O/Excise Tax				
B&O Tax - Wastewater Treatment	646.16			
Excise Tax - Sewer	5.20			
B&O/Excise Tax - Other	0.00	8,259.00	-8,259.00	0.0%
Total B&O/Excise Tax	651.36	8,259.00	-7,607.64	7.89%
Permit Fees - WW Treatment	0.00	3,521.00	-3,521.00	0.0%
Total Intergov	651.36	11,780.00	-11,128.64	5.53%
Professional Services - WWT				
41 3050 · Lab Testing - WW Treatment				
WA Ecology Nutrient Lab Testing	696.98			
41 3050 · Lab Testing - WW Treatment - Other	1,149.16	17,380.00	-16,230.84	6.61%
Total 41 3050 · Lab Testing - WW Treatment	1,846.14	17,380.00	-15,533.86	10.62%
Total Professional Services - WWT	1,846.14	17,380.00	-15,533.86	10.62%
WW Treatment Maint. and Repair				
48 3010 · Biosolids Disposal	0.00	20,000.00	-20,000.00	0.0%
48 3020 · SCADA - WW Treatment	0.00	3,000.00	-3,000.00	0.0%
48 3030 · Repair & Maint. - WW Treatment				
Other	436.03	7,500.00	-7,063.97	5.81%
Sewer Collection	6,778.48	10,000.00	-3,221.52	67.79%
Total 48 3030 · Repair & Maint. - WW Treatment	7,214.51	17,500.00	-10,285.49	41.23%
Total WW Treatment Maint. and Repair	7,214.51	40,500.00	-33,285.49	17.81%
47 3010 · Electric - WW Treatment	1,443.66	17,000.00	-15,556.34	8.49%
Total 535.40 · Services - WW Treatment	11,155.67	86,660.00	-75,504.33	12.87%

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

	<u>Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
594.35 · Capital Expenditures - WWT				
WAS Pump Station Improvements	0.00	50,000.00	-50,000.00	0.0%
WW SCADA/Telemetry Upgrade	<u>0.00</u>	<u>17,500.00</u>	<u>-17,500.00</u>	<u>0.0%</u>
Total 594.35 · Capital Expenditures - WWT	0.00	67,500.00	-67,500.00	0.0%
59X.35 · Debt Service - WW Treatment				
5913570 · Debt Service Principal - WWT				
78 3010 · Ecology Loan Principal	0.00	36,572.00	-36,572.00	0.0%
78 3020 · WIRP Engineer Principal	<u>0.00</u>	<u>21,545.00</u>	<u>-21,545.00</u>	<u>0.0%</u>
Total 5913570 · Debt Service Principal - WWT	0.00	58,117.00	-58,117.00	0.0%
5923580 · Debt Service Interest - WWT				
83 3010 · Ecology Loan - Interest	0.00	1,539.00	-1,539.00	0.0%
83 3020 · WIRP Engineer Interest	<u>0.00</u>	<u>15,943.00</u>	<u>-15,943.00</u>	<u>0.0%</u>
Total 5923580 · Debt Service Interest - WWT	<u>0.00</u>	<u>17,482.00</u>	<u>-17,482.00</u>	<u>0.0%</u>
Total 59X.35 · Debt Service - WW Treatment	<u>0.00</u>	<u>75,599.00</u>	<u>-75,599.00</u>	<u>0.0%</u>
Total 535 · WW Treatment Expenditures	15,152.00	339,524.00	-324,372.00	4.46%
538 · Combined W/S Expenditures				
538.10 · Salaries & Wages				
Elected Officials				
10 0010 · Commissioner 1	0.00	5,573.00	-5,573.00	0.0%
10 0020 · Commissioner 2	483.00	5,221.00	-4,738.00	9.25%
10 0030 · Commissioner 3	<u>562.00</u>	<u>5,956.00</u>	<u>-5,394.00</u>	<u>9.44%</u>
Total Elected Officials	1,045.00	16,750.00	-15,705.00	6.24%
Employees				
Clerk	6,688.55	84,864.00	-78,175.45	7.88%
General Manager	<u>8,035.00</u>	<u>96,420.00</u>	<u>-88,385.00</u>	<u>8.33%</u>
Total Employees	<u>14,723.55</u>	<u>181,284.00</u>	<u>-166,560.45</u>	<u>8.12%</u>
Total 538.10 · Salaries & Wages	15,768.55	198,034.00	-182,265.45	7.96%
538.20 · Personnel Benefits, Payroll Tax				
HRA VEBA - Admin	74.84			
L&I Expense	991.68			
Retirement Expense - Admin	1,177.88			
SUTA Expense	17.41			

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

	<u>Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
20 0010 · FICA/Medicare				
20 0010 · FICA/Medicare - Other	320.08			
Total 20 0010 · FICA/Medicare	320.08			
20 0020 · Insurance	3,096.98			
538.20 · Personnel Benefits, Payroll Tax - Other	<u>0.00</u>	<u>60,727.00</u>	<u>-60,727.00</u>	<u>0.0%</u>
Total 538.20 · Personnel Benefits, Payroll Tax	5,678.87	60,727.00	-55,048.13	9.35%
538.30 · Supplies - Combined W/S				
Tools/Equip/Supplies	866.19	12,365.00	-11,498.81	7.01%
31 4010 · Office Supplies	38.37	4,000.00	-3,961.63	0.96%
Total 538.30 · Supplies - Combined W/S	904.56	16,365.00	-15,460.44	5.53%
538.40 · Services - Combined W/S				
Intergov				
B&O Tax - Fees/Penalties	5.94	103.00	-97.06	5.77%
County Election Costs	0.00	400.00	-400.00	0.0%
Other	0.00	210.00	-210.00	0.0%
State Audit	0.00	10,248.00	-10,248.00	0.0%
Total Intergov	5.94	10,961.00	-10,955.06	0.05%
Other Services - Combined W/S				
Accounting Consultant Fees	285.00	1,761.00	-1,476.00	16.18%
Attorney Fees - Combined W/S	0.00	4,500.00	-4,500.00	0.0%
Bank Fees	12.50	150.00	-137.50	8.33%
Cleaning Services	330.00	3,960.00	-3,630.00	8.33%
Information Technology	7,340.89	10,000.00	-2,659.11	73.41%
Lockbox	29.00	901.00	-872.00	3.22%
Online Payment System				
Monthly Fees	100.00			
Transaction Fees	251.11			
Online Payment System - Other	0.00	5,090.00	-5,090.00	0.0%
Total Online Payment System	351.11	5,090.00	-4,738.89	6.9%
Payroll Services	206.50	3,997.00	-3,790.50	5.17%
361.19 · Investment Service Fees	379.51	5,491.00	-5,111.49	6.91%
42 0010 · Postage	381.63	3,840.00	-3,458.37	9.94%

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

	<u>Jan 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
42 0020 · Telephones	727.74	10,932.00	-10,204.26	6.66%
44 0010 · Legal Notices & Publications	0.00	3,000.00	-3,000.00	0.0%
46 0010 · Liability Insurance	0.00	45,323.00	-45,323.00	0.0%
49 0010 · Professional Dues	645.15	2,600.00	-1,954.85	24.81%
49 0020 · Printing to Subscribers	173.81	2,145.00	-1,971.19	8.1%
Other Services - Combined W/S - Other	0.00	2,000.00	-2,000.00	0.0%
Total Other Services - Combined W/S	<u>10,862.84</u>	<u>105,690.00</u>	<u>-94,827.16</u>	<u>10.28%</u>
43 · Travel/Mileage/Training				
43 0040 · Operations Mileage	157.19			
43 · Travel/Mileage/Training - Other	0.00	15,000.00	-15,000.00	0.0%
Total 43 · Travel/Mileage/Training	<u>157.19</u>	<u>15,000.00</u>	<u>-14,842.81</u>	<u>1.05%</u>
Total 538.40 · Services - Combined W/S	<u>11,025.97</u>	<u>131,651.00</u>	<u>-120,625.03</u>	<u>8.38%</u>
Total 538 · Combined W/S Expenditures	<u>33,377.95</u>	<u>406,777.00</u>	<u>-373,399.05</u>	<u>8.21%</u>
591.38 · Leases				
Office Rent	1,000.00	12,300.00	-11,300.00	8.13%
Total 591.38 · Leases	<u>1,000.00</u>	<u>12,300.00</u>	<u>-11,300.00</u>	<u>8.13%</u>
Total Expense	<u>73,206.56</u>	<u>1,157,929.00</u>	<u>-1,084,722.44</u>	<u>6.32%</u>
Net Ordinary Income	<u>27,070.09</u>	<u>10,175.00</u>		
Net Income	<u><u>27,070.09</u></u>	<u><u>10,175.00</u></u>		

GM REPORT FOR BOC MEETING ON 3/6

WATER

- For the period of 2/16 - 3/1, the wells produced an average of 49,325 GPD, with a min of 30,000 and a max of 60,000.
- Paint samples were collected from the reservoir and sent in for testing on 2/18. Results were received back on 2/28, and were at safe levels.
- The reservoir booster pump system was inspected by PumpTech. A new pressure switch is being ordered and will be installed by one of their techs.
- We've had 2 chemical pumps in the treatment facilities fail recently. Typically, we always have an extra one on hand to allow for quick replacement, then send the failed one in for repairs. But we weren't even able to send the first one in before the 2nd one failed. Both pumps are being sent in, but we may need to consider purchasing a new one to have on hand. Price is \$1700.
- We need to have the cathodic protection system at the reservoir tested, which is required every 3 years, as per WAC 173-360A-0430
- Aquifers were tested for draw down levels.
- Rognlin's will be looking at Well 2 treatment piping after the construction meeting tomorrow.

SEWER

- For the period of 2/16 - 3/1, the flows at the wwtp were an average of almost 195,000 GPD. Due to heavy rain and I&I, flows were elevated and we exceeded our permit max of 342,000 GPD. On 2/23, we had 381,388 GPD and on 2/25, we had 404,230 GPD. Ecology was notified and these will be violations on our Feb DMR.
- We are waiting on a quote for a rebuild kit for our effluent pumps.

GENERAL

- The WIRP is under way. Camera work started on 2/24, and CIPP is starting this week, ahead of schedule.
- Storage and parking remain issues for the contractors due to limited space.
- Tree removal here by the office is scheduled for the week of 3/17
- Jaron successfully passed his exam for WTPO 2. This is not a requirement for our water system here, but would be necessary if we had someone on ERWOW's WTPO apprenticeship.
- The first construction meeting is on March 5 - I'll be able to provide a follow-up about it during the BOC meeting.



February 27, 2025

Mr. Jeff Palmer
Hartstene Pointe Water-Sewer District
772 E Chesapeake Dr
Shelton, WA 98584
Email: gm@hpwsd.org

Ph-360-549-6047

Subject: **2025 CATHODIC PROTECTION SYSTEM INSPECTION
HARTSTENE WATER-SEWER DISTRICT RESERVOIR
SHELTON, WA**

Dear Jeff:

Norton Corrosion Limited (NCL) is pleased to provide you with this proposal for an inspection of the impressed current cathodic protection system that protects the interior submerged steel surfaces of the water reservoir from corrosion.

Please consider the following:

Item	Quantity		Unit Cost	Ext. Cost
1	1 lot	Onsite CP Testing and Written Report: NCL NACE certified corrosion professional to perform an inspection of the system rectifier and collect readings of potential levels in the water reservoir at 10' intervals. A detailed written report will be provided that will include raw data collected, our observations, conclusions and any recommendations. This price includes mob/demob and any travel expenses.	\$1,607.00	\$1,607.00

Budget assumes that access to the top of the reservoir does not require any special equipment. Our budget assumes that there will be minimal delays with regards to performing this inspection while we are onsite.

Terms: Net 30 days on approved credit. Validity of proposal 60 days. NCL maintains \$3M/\$5M professional liability insurance. Additional coverage is available at an added cost. Thank you for the opportunity to present this proposal. We look forward to your positive response.

Sincerely,

Miles VC Hickey
Technical Sales

Authorized by

Date

To: Hartstene Pointe Water-Sewer District
From: Samantha Tatum
Date: 1/6/2025
Re: 2025 Engagement Letter

Enclosed is our annual Engagement Letter and Client Services Schedule for 2025.

Please take time to read through this information and call me with any questions or comments you may have.

The new Client Services Schedule gives you a list of all the services we are able to offer. Let me know if we can be of further service to you in any way.

Please sign, initial, and date each letter and schedule where indicated and return them to me in the envelope provided as soon as possible. I have enclosed a copy for your records.
Thank you for your prompt response.

Samantha Tatum
Staff Accountant

January 2, 2025

To the *Board of Directors of
Hartstene Pointe Water-Sewer District
772 E Chesapeake Dr
Shelton, WA 98584*

This letter confirms our agreement with *Hartstene Pointe Water-Sewer District* for professional services for the year ending **12/31/2025**. Specifically, this letter confirms the terms and conditions under which we agree to perform these services, and the objectives as well as limitations of the services requested from us by the Company.

Scope of Services

Hartstene Pointe Water-Sewer District has asked our firm to perform other accounting services for the year ending **12/31/2025**. We will provide accounting services as requested by the Company on a **monthly** basis. We will also prepare the excise and income tax reports, as required by the Federal and State taxing authorities for fiscal year ending **12/31/2025**.

We will not be responsible for the signing of checks, nor the authorization of electronic funds transmissions. We will also not be responsible to assess whether service providers to which the organization pays fees for services to are contractors versus employees. If you have questions regarding such issues, we strongly encourage you to consult with legal counsel experienced in employment practice matters. **Please refer to the attached Client Services Schedule for the specific agreed upon services to be provided.**

Upon mutual agreement, *Hartstene Pointe Water-Sewer District* will provide Wittenberg CPA access to the accounting software, via remote access, by our firm, in order to perform the accounting services, set forth in the Client Services Schedule.

Our firm's remote access to your accounting software will be on an as-needed basis in order to perform the procedures identified in the Client Services Schedule and will be for your convenience. However, by your signature below, you acknowledge your understanding and agreement that the accounting records are solely the responsibility of *Hartstene Pointe Water-Sewer District*.

It is our understanding that management has designated qualified individuals with the necessary expertise, preferably within senior management, to be responsible and accountable for overseeing all the services performed as part of this engagement. By your signature below, you acknowledge that management agrees to evaluate the adequacy of, and accept responsibility for, the results of all the services performed as part of this agreement. In addition, you are responsible

for establishing and maintaining internal controls, including monitoring ongoing activities. This includes designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial statements; as well as identifying and ensuring that the organization complies with the laws and regulations applicable to its activities. We will have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

The timing of our accounting work will be coordinated with the personnel of *Hartstene Pointe Water-Sewer District* to avoid as many disruptions to the Company's normal workflow as is possible. However, we will need to complete financial records and reports on a timely basis, and we expect a significant amount of help from the personnel of the Company. Upon your request, we will furnish a written list of required information needed from you, in order for us to complete the engagement in an efficient and effective manner.

The Company cannot rely on our engagement to disclose errors, irregularities, or illegal acts, including fraud or defalcations that may exist. However, we will inform the appropriate level of management of any material errors, irregularities or illegal acts that come to our attention, unless they are clearly inconsequential.

Other Matters

In accordance with the terms and conditions of this agreement *Hartstene Pointe Water-Sewer District* shall be responsible for the accuracy and completeness of all data, information and representations provided to us for purposes of this engagement.

Because of the importance of oral and written management representations to the effective performance of our services, *Hartstene Pointe Water-Sewer District* releases and indemnifies our firm and its personnel from any, and all claims, liabilities, costs and expenses attributable to any misrepresentation by management and its representatives.

We will prepare the federal tax returns for *Hartstene Pointe Water-Sewer District* for the year ended *12/31/2025* from information furnished by you and will provide a separate tax return preparation engagement letter for your review and approval. This engagement does not include income tax planning, or the rendering of advice on tax savings opportunities. We do not agree to perform any other service for the Company, unless specifically described in this letter.

Fees

Our fee for time spent on your account will be invoiced at \$260 per hour for CPA time, and \$130 per hour for staff time at the end of each billing cycle, on the 25th of each month. The Company acknowledges and agrees that we are not required to continue work in the event of the Company's failure to pay on a timely basis for services rendered as required by this engagement letter.

The Company further acknowledges and agrees that in the event we stop work or withdraw from this engagement, as a result of the Company's failure to pay on a timely basis for services

rendered, we shall not be liable to the Company for any damages that may occur as a result of our ceasing to render services.

Unless directed otherwise, we will send monthly invoices for our services, which are due and payable upon receipt by the Company. Such invoices must be paid within 30 days after invoice date or a standard monthly rebilling fee will be added, which is currently \$25 per month for outstanding invoices that are 60 days or more past due.

Confidentiality

As your CPA firm, we collect information provided by you from your worksheets, documents and discussions, and information that we develop as part of the engagement. As your CPA firm we are required to **keep** all information about our engagement confidential, so we will not disclose **any information** about you, unless we **have** your approval or are required to do so by law. This policy **will apply** even if you are no **longer** a client of our firm.

It is **our** policy to **keep** records related for this **engagement** for seven years. However, Wittenberg CPA does not **keep any original** client records, so we will return those to you at the completion of the services rendered, under this engagement. **When** records are returned to you, it is your responsibility to **retain** and protect your records (**which** includes any work product we provide to you, as well as any **records** that we return) for **possible** future use, including potential examination by any **government** or regulatory agencies.

Wittenberg CPA, PS does not accept responsibility for hosting client information; therefore, you have **the sole responsibility** for ensuring you **retain** and maintain in your possession all your **financial** and non-**financial** information, data and records. By your signature below, you **acknowledge** and **agree** that upon the expiration of the seven-year period, Wittenberg CPA shall be free to destroy **our** records related to this engagement.

In connection with **this** engagement, we may communicate with you or others via email transmission. We **take** reasonable measures to secure your confidential information in our email transmissions. However, as email can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom it is directed and only to such parties, we cannot guarantee or warrant that email from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of email transmissions, or for the unauthorized use or failed delivery of email transmitted by us in connection with the performance of this engagement.

Mediation / Arbitration

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation, before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the applicable rules for resolving professional accounting and related services disputes. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION. The prevailing party shall be entitled to an award of reasonable attorneys' fees and costs incurred in connection with the arbitration of the dispute, as determined by the arbitrator.

Conclusion

This letter constitutes the entire agreement between our firm and *Hartstene Pointe Water-Sewer District*, and it may not be modified except through a written agreement between your Company and our firm. We will issue a separate engagement letter for income tax services that we will provide for the Company.

If this letter correctly states our agreement with *Hartstene Pointe Water-Sewer District* for the offering of professional services, please sign and return this letter to us, at your earliest convenience.

Very truly yours,
Wittenberg CPA, PS

I am currently the _____ for Hartstene Pointe Water-Sewer District and have the authority to execute this agreement on behalf of the Company. I agree that this letter correctly describes the terms and conditions under which you agree to perform services for Hartstene Pointe Water-Sewer District, and the objectives as well as limitations of the services requested.

Signed

Date

Title

PAYROLL SERVICES	FREQUENCY
❖ Payroll Preparation	monthly
❖ Federal Tax Deposits	monthly
❖ Quarterly Tax Reports	quarterly
❖ Forms W-3 & W-2 Preparation	annually
❖ New Hire Reporting Procedures	as needed
 BUSINESS TAX PREPARATION	
❖ Combined Excise Tax Returns	n/a
❖ Local B&O Tax Returns	n/a
 ACCOUNTING SERVICES	
❖ Accounting Data Entry into General Ledger	n/a
❖ Bank Reconciliations	n/a
❖ Accounts Payable - Bill Paying	n/a
❖ Accounts Receivable - Invoicing & Deposits, Statements	n/a
❖ General Ledger Review	n/a
 FINANCIAL STATEMENTS AND REPORTS	
❖ Budget Reports	n/a
❖ Client Specific Report Preparation	n/a
❖ Financial Statement Preparation	n/a
❖ Budget Report Preparation	n/a
 OTHER SERVICES	
❖ Accounting Maintenance	as requested
❖ Accounting Software Support and Set Up	as requested
❖ Forms 1096 & 1099 preparation	annually
❖ Personal Property Tax Affidavit Preparation and Review	as requested
❖ Audit Support Services	as requested

NOTES:

Your timely cooperation is needed in supplying our firm with the data necessary for us to provide services to you in an efficient and effective manner.

While every attempt will be made to collect the data necessary to comply with governmental agency reporting schedules, our firm will not be held responsible if data is not provided by you in a timely manner.

Client Initial: _____
Hartstene Pointe Water-Sewer District

Date: _____

Firm Initial: *MW*
Wittenberg CPA, PS

Date: *1/8/25*

F. *E. coli*-Present Sample Response

Distribution System <i>E. coli</i> Response Checklist				
Background Information	Yes	No	N/A	To Do List
We inform staff members about activities within the distribution system that could affect water quality.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We document all water main breaks, construction & repair activities, and low pressure and outage incidents.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We can easily access and review documentation on water main breaks, construction & repair activities, and low pressure and outage incidents.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our Cross-Connection Control Program is up-to-date.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We test all cross-connection control devices annually as required, with easy access to the proper documentation.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We routinely inspect all treatment facilities for proper operation.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We identified one or more qualified individuals who are able to conduct a Level 2 assessment of our water system.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have procedures in place for disinfecting and flushing the water system if it becomes necessary.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We can activate an emergency intertie with an adjacent water system in an emergency.	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have a map of our service area boundaries.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have consumers who may not have access to bottled or boiled water.	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a sufficient supply of bottled water immediately available to our customers who are unable to boil their water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>
We have identified the contact person at each day care, school, medical facility, food service, and other customers who may have difficulty responding to a Health Advisory.	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>
We have messages prepared and translated into different languages to ensure our consumers will understand them.	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>
We have the capacity to print and distribute the required number of notices in a short time period.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Policy Direction	Yes	No	N/A	To Do List
We have discussed the issue of <i>E. coli</i> -present sample results with our policy makers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>
If we find <i>E. coli</i> in a routine distribution sample, the policy makers want to wait until repeat test results are available before issuing advice to water system customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>
(Cont.)				

Distribution System <i>E. coli</i> Response Checklist				
Potential Public Notice Delivery Methods	Yes	No	N/A	To Do List
It is feasible to deliver a notice going door-to-door.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have a list of all of our customers' addresses.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have a list of customer telephone numbers or access to a Reverse 9-1-1 system.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have a list of customer email addresses.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We encourage our customers to remain in contact with us using social media.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
We have an active website we can quickly update to include important messages.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Our customers drive by a single location where we could post an advisory and expect everyone to see it.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We need a news release to supplement our public notification process.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Distribution System <i>E. coli</i> Response Plan
<p>If we have <i>E. coli</i> in our distribution system we will immediately:</p> <ol style="list-style-type: none"> 1. Call DOH. 2. Collect repeat and triggered source samples per Part D. Collect additional investigative samples as necessary. 3. Discuss with DOH whether to issue a Health Advisory Based on repeated sampling. 4. Analyze and isolate contaminated part of system. 5. Remove source of contamination. 6. Flush and disinfect contaminated sources. 7. Resample, verify potable status, turn system back on, notify customers water is safe for consumption.

***E. coli*-Present Triggered Source Sample Response Checklist –
All Sources**

Background Information	Yes	No	N/A	To Do List
We review our sanitary survey results and respond to any recommendations affecting the microbial quality of our water supply.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We address any significant deficiencies identified during a sanitary survey.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are contaminant sources within our Wellhead Protection Area that could affect the microbial quality of our source water, and If yes, we can eliminate them.	x <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> x <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
We routinely inspect our well site(s).	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have a good raw water sample tap installed at each source.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After we complete work on a source, we disinfect the source, flush, and collect an investigative sample.	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Notice	Yes	No	N/A	To Do List
We discussed the requirement for immediate public notice of an <i>E. coli</i> -present source sample result with our water system's governing body (board of directors or commissioners) and received direction from them on our response plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>
We discussed the requirement for immediate public notice of an <i>E. coli</i> -present source sample result with our wholesale customers and encouraged them to develop a response plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>
We have prepared templates and a communications plan that will help us quickly distribute our messages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>

<i>E. coli</i>-Present Triggered Source Sample Response Checklist – Source S__*				
Alternate Sources	Yes	No	N/A	To Do List
We can stop using this source and still provide reliable water service to our customers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have an emergency intertie with a neighboring water system that we can use until corrective action is complete (perhaps for several months).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
We can provide bottled water to all or part of the distribution system for an indefinite period.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We can quickly replace our existing source of supply with a more protected new source.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temporary Treatment	Yes	No	N/A	To Do List
This source is continuously chlorinated, and our existing facilities can provide 4-log virus treatment (CT = 6) before the first customer. If yes, at what concentration? <u>1.56</u> mg/L	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We can quickly introduce chlorine into the water system and take advantage of the existing contact time to provide 4-log virus treatment to a large portion of the distribution system.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
We can reduce the production capacity of our pumps or alter the configuration of our storage quantities (operational storage) to increase the amount of time the water stays in the system before the first customer to achieve CT = 6.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We can alter the demand for drinking water (maximum day or peak hour) through conservation messages to increase the time the water is in the system prior to the first customer in order to achieve 4-log virus treatment with chlorine.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*NOTE: If your system has multiple sources, you may want to complete a separate checklist for each source.

<i>E. coli</i>-Present Triggered Source Sample Response Plan – Sources 2 and 4
<p>If we have <i>E. coli</i> in Source 2 or 4 water, we will immediately:</p> <ol style="list-style-type: none"> 1. Call DOH. 2. Shut off contaminated source. 3. Collect 5 additional samples from the affected source, reservoir, and within 5 connections upstream and downstream within 24 hours. 4. Issue a boil water notice to all customers in the system within 24 hours. 5. Disinfect source, other affected areas, and flush system. 6. Resample to verify potable status. 7. Once results are satisfactory, notify customers of sample results and lift boil water notice. 8. Contact DOH again to determine what further actions need to be taken, i.e assessments or further corrective action. 9. Once deemed safe, turn source back on.

G. System Map
See attached.

