

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
March 20, 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 March 6, 2025 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2025-13
 - Bills to Be Reviewed:
 - Voucher 2025-12
 - Monthly Financial Report: February 2025 (4-14)
9. General Manager's Report (15-16)

ITEMS REQUIRING BOARD ACTION:

10. Approve Quote from Midco Diving & Marine Services (17-19)
11. Discuss ADA Compliance Considerations for Front Entry of Office
12. Discuss District Involvement in Contractor-provided CIPP for Residential Lots
13. Establish Well #2 History & Discuss Potential for Refurbishment

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
March 6, 2025
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: President S. Swart, Secretary C. Anderson, Audit Commissioner S. Birgh, General Manager (GM) J. Palmer, Project & Accounts Manager (PM) J. Sartori

CALL TO ORDER: The meeting was called to order at 1:05 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No Correspondence

PRESENT AGENDA: *Commissioner Birgh moved to adopt the agenda. Commissioner Anderson seconded.* Commissioner Swart requested that item #15 be moved to the end of the agenda. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the February 20, 2025 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Anderson 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.*

The minutes of the February 26, 2025 special 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:

Presentation of Apprenticeship Completion by Representatives from Evergreen Rural Water of WA (ERWoW):

- Ernie K. and Shantelle C. from ERWoW presented Jaron with a plaque and certificate, congratulating his completion of ERWoW's apprenticeship program and attaining several state certifications. They thanked commissioners for supporting the apprenticeship program.

Commissioner Reports:

- Commissioner Anderson relayed a conversation with Matt M. from Century West Engineering regarding the Wastewater Infrastructure Rehabilitation Project
- Commissioner Swart requested draft minutes to be distributed before meeting packet preparation
- Commissioner Swart noted that AWWA is promoting *Water Week* May 4-10
- Commissioner Swart suggested requesting use of HPMA's announcement board at the mail shed

Financial/Administrative Report:

- Bills to Be Authorized:

- Voucher 2025-11 in the amount of \$7,762.68 was presented. *Commissioner Anderson moved to approve voucher 2025-11 in the amount of \$7,762.68. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2025-10: PM presented for review

General Manager’s Report:

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

BUSINESS:

Authorize Secretary to Sign 2025 Engagement Letter with Wittenberg CPA: *Commissioner Birgh moved to authorize the Secretary to sign the engagement letter with Wittenberg CPA. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, motion passed.*

Discuss Future Format of Meeting Agenda: Business/Unfinished business heading is to be replaced with “Items Requiring Board Action.” Unfinished Business Items are to be transferred to a GM-generated *Project List* and parsed out into *Tasks* for effective management and for reporting updates to Commissioners via the *General Manager’s Report*.

Adopt Policy Regarding Notifications of E. Coli Presence in Water Samples: GM and Commissioners discussed and memorialized the agreement on notification plans

UNFINISHED BUSINESS:

Discuss Status of Reservoir Cleaning & Hatch Repairs, Review Quotes: Discussed in GM Report

Discuss Status of Servicing Booster Pumps, Inquiry to Designing Engineer: Discussed in GM report

Discuss Status of Asset Management Plan, Inventory Update Completed by GM?: GM initiated review of the list and plans to make corrections

Discuss Strategic Plan: Present Proposals: Discussion tabled until next Regular Meeting. Commissioner Birgh also requested to review District Well-related documents to determine if any Well was ever refurbished. GM plans to search for additional information. Commissioner Swart will contact former commissioners and review historical documents for the next meeting.

Discuss Employee Performance Review: Commissioners reviewed goals and objectives within GM Employment Agreement for the second quarter. Commissioner Birgh identified T-Mobile/Starlink Satellite as an alternative to Zoleo to be explored, as establishment of emergency communication is an objective for GM.

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

Meeting Minutes Drafted By: PM

Respectfully Submitted By:

<p>_____ <i>Signature</i></p>	<p>Carl Anderson, Secretary, Commissioner #1 <i>Name and Title</i></p>
<p>Approved at the Regular Meeting of the Board on:</p>	<p>3-20-2025</p>

Hartstene Pointe Water Sewer District Monthly Financial Report - Fund Activity

February 2025

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
Reserve Funds					
030 - Ecology Reserve	45,428.30	-	162.51	45,590.81	162.51
050 - DWSRF Loan Reserve	27,438.09	-	6,359.20	33,797.29	6,359.20
060 - Bond Fund	0.00	-	-	0.00	-
070 - USDA Revenue Bond Reserve	47,405.44	-	169.57	47,575.01	169.57
Total Reserve Funds	120,271.83	-	6,691.28	126,963.11	6,691.28
Unreserved Funds					
EFT Account - Umpqua Bank	43,640.02	(72,687.39)	71,643.60	42,596.23	(1,043.79)
Petty Cash Account	2,895.07	(483.00)	502.79	2,914.86	19.79
Xpress Deposit Account	4,744.46	(47,355.52)	45,309.76	2,698.70	(2,045.76)
010 - Operating Fund					
<i>Operating Investment Fund</i>	200,000.00	-		200,000.00	-
<i>010 - Operating Fund - Other</i>	135,355.78	(81,596.17)	121,187.34	174,946.95	39,591.17
Total 010 - Operating Fund	335,355.78	(81,596.17)	121,187.34	374,946.95	39,591.17
065 - Capital Project Account	0.00	-	-	0.00	-
Total Unreserved Funds	386,635.33	(202,122.08)	238,643.49	423,156.74	36,521.41
Committed Funds					
020 - Water/Sewer Committed Fund					
Asset Replacement Fund	45,344.37	-	-	45,344.37	-
Capital Improvement Fund					
<i>I&I Repair</i>	114,962.33	-	245.00	115,207.33	245.00
<i>Reservoir Repair</i>	123,347.13	-	-	123,347.13	-
Total Capital Improvement Fund	238,309.46	-	245.00	238,554.46	245.00
Risk Management Fund	218,002.81	-	1,839.07	219,841.88	1,839.07
Total 020 - Water/Sewer Committed Fund	501,656.64	-	2,084.07	503,740.71	2,084.07
Total Committed Funds	501,656.64	-	2,084.07	503,740.71	2,084.07
Total Funds	1,008,563.80	(202,122.08)	247,418.84	1,053,860.56	45,296.76

I hereby certify that the above statement is true.

Project & Accounts Manager

Date

Audit Commissioner

Date

Hartstene Pointe Water Sewer District
Balance Sheet
As of February 28, 2025

Feb 28, 25

ASSETS

Current Assets

Checking/Savings

Reserve Funds

030 · Ecology Reserve	45,590.81
050 · DWSRF Loan Reserve	33,797.29
070 · USDA Revenue Bond Reserve	47,575.01

Total Reserve Funds 126,963.11

Unreserved Funds

EFT Account - Umpqua Bank	42,596.23
Petty Cash Account	2,914.86
Xpress Account	2,698.70

010 · Operating Fund

Operating Investment Fund	200,000.00
010 · Operating Fund - Other	174,946.95

Total 010 · Operating Fund 374,946.95

020 · Water/Sewer Committed Fund

Asset Replacement Fund	45,344.37
Capital Improvement Fund	
I&I Repair	114,872.33
Reservoir Repair	123,347.13

Total Capital Improvement Fund 238,219.46

Risk Management Fund 217,900.71

020 · Water/Sewer Committed Fund - Other 2,276.17

Total 020 · Water/Sewer Committed Fund 503,740.71

Total Unreserved Funds 926,897.45

Total Checking/Savings 1,053,860.56

Total Current Assets 1,053,860.56

Fixed Assets

13000

DWSRF Improvements	943,361.12
Ecology Outfall Extension	152,445.57
USDA Bond Improvements	353,026.09

Total 13000 1,448,832.78

535.594 · WIRP WW Infrastructure Rehab

1. WIRP Engineering Phase	1,294,898.87
2. WIRP Construction Phase	2,503.30

Total 535.594 · WIRP WW Infrastructure Rehab 1,297,402.17

Total Fixed Assets 2,746,234.95

TOTAL ASSETS 3,800,095.51

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable -6,334.61

Hartstene Pointe Water Sewer District

Balance Sheet

As of February 28, 2025

	<u>Feb 28, 25</u>
Total Accounts Payable	-6,334.61
Other Current Liabilities	
24000 - Payroll Liabilities	
Employee Insurance	-662.24
FICA	3,159.20
Long Term Insurance	191.50
WA Family Sick Leave	326.07
Total 24000 - Payroll Liabilities	<u>3,014.53</u>
Total Other Current Liabilities	<u>3,014.53</u>
Total Current Liabilities	-3,320.08
Long Term Liabilities	
25000 - Long Term Debt Service	
DWSRF	943,361.12
Ecology	152,445.57
USDA Bond	353,026.09
Total 25000 - Long Term Debt Service	1,448,832.78
391.80 - Intergovernmental Loan Proceeds	3,196,765.28
Total Long Term Liabilities	<u>4,645,598.06</u>
Total Liabilities	4,642,277.98
Equity	
30000 - Opening Balance Equity	566,435.91
32000 - Unrestricted Net Assets	-1,480,423.45
Net Income	71,805.07
Total Equity	<u>-842,182.47</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,800,095.51</u></u>

Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual Summary January through February 2025

	<u>Profit & Loss</u>	<u>Budget v Actual</u>			
	<u>February '25</u>	<u>Jan - Feb '25 (16.6% 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	88,923.72	186,239.80	1,134,144.00	-947,904.20	16.42%
20 - Non-Operating Revenue	5,114.52	8,075.09	33,960.00	-25,884.91	23.78%
Total Income	<u>94,038.24</u>	<u>194,314.89</u>	<u>1,168,104.00</u>	<u>-973,789.11</u>	<u>16.64%</u>
Gross Profit	94,038.24	194,314.89	1,168,104.00	-973,789.11	16.64%
Expense					
534 - Water Expenditures	10,358.90	33,956.41	399,328.00	-365,371.59	8.5%
535 - WW Treatment Expenditures	10,931.36	26,083.36	339,524.00	-313,440.64	7.68%
538 - Combined W/S Expenditures	27,013.00	60,470.05	406,777.00	-346,306.95	14.87%
591.38 - Leases	1,000.00	2,000.00	12,300.00	-10,300.00	16.26%
Total Expense	<u>49,303.26</u>	<u>122,509.82</u>	<u>1,157,929.00</u>	<u>-1,035,419.18</u>	<u>10.58%</u>
Net Ordinary Income	<u>44,734.98</u>	<u>71,805.07</u>	<u>10,175.00</u>		
Net Income	<u><u>44,734.98</u></u>	<u><u>71,805.07</u></u>	<u><u>10,175.00</u></u>		

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

	<u>Jan - Feb 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	435.00	6,158.00	-5,723.00	7.06%
343.40 - Water Sales and Services - Other	92,607.64	559,491.00	-466,883.36	16.55%
Total 343.40 - Water Sales and Services	<u>93,042.64</u>	<u>565,649.00</u>	<u>-472,606.36</u>	<u>16.45%</u>
343.50 - Sewer Sales and Services	91,405.10	553,034.00	-461,628.90	16.53%
359.90 - Penalties and Fees	1,181.73	6,726.00	-5,544.27	17.57%
369.91 - Miscellaneous Revenues	610.33	8,735.00	-8,124.67	6.99%
Total 10 - Operating Revenue	<u>186,239.80</u>	<u>1,134,144.00</u>	<u>-947,904.20</u>	<u>16.42%</u>
20 - Non-Operating Revenue				
334.03 - 334.03.10 State Grant-Ecology	2,131.50			
361.11 - Interest earned				
010	1,461.74			
020	3,639.23			
030	329.97			
050	168.34			
070	169.57			
361.11 - Interest earned - Other	174.74	10,000.00	-9,825.26	1.75%
Total 361.11 - Interest earned	<u>5,943.59</u>	<u>10,000.00</u>	<u>-4,056.41</u>	<u>59.44%</u>
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	<u>8,075.09</u>	<u>33,960.00</u>	<u>-25,884.91</u>	<u>23.78%</u>
Total Income	<u>194,314.89</u>	<u>1,168,104.00</u>	<u>-973,789.11</u>	<u>16.64%</u>
Gross Profit	194,314.89	1,168,104.00	-973,789.11	16.64%
Expense				
534 - Water Expenditures				
534.10 - Salaries - Water				
Apprentice/Trainee	4,560.00	57,283.00	-52,723.00	7.96%
Water Distribution Manager	5,490.00			
Total 534.10 - Salaries - Water	<u>10,050.00</u>	<u>57,283.00</u>	<u>-47,233.00</u>	<u>17.54%</u>

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

	<u>Jan - Feb 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
534.20 - Personnel Benefits, Payroll Tax				
FICA/Medicare - Water	143.08			
HRA VEBA - Water	385.19			
Insurance	1,495.82			
L&I expense - Water	431.33			
Retirement Contribution	804.00			
SUTA - Water	41.10			
534.20 - Personnel Benefits, Payroll Tax - Other	0.00	22,023.00	-22,023.00	0.0%
Total 534.20 - Personnel Benefits, Payroll Tax	3,300.52	22,023.00	-18,722.48	14.99%
534.30 - Supplies - Water				
31 1010 - Supplies - Water				
35 1010 - Tools/Equip - Water	90.65			
31 1010 - Supplies - Water - Other	390.44	8,000.00	-7,609.56	4.88%
Total 31 1010 - Supplies - Water	481.09	8,000.00	-7,518.91	6.01%
31 1011 - Chemicals - Water				
Sodium Hypochlorite	461.82			
31 1011 - Chemicals - Water - Other	0.00	8,000.00	-8,000.00	0.0%
Total 31 1011 - Chemicals - Water	461.82	8,000.00	-7,538.18	5.77%
Total 534.30 - Supplies - Water	942.91	16,000.00	-15,057.09	5.89%
534.40 - Services - Water				
Intergov				
53 1010 - Excise Tax - Water	4,909.09	29,969.00	-25,059.91	16.38%
53 1020 - Permit Fees - Water	0.00	850.00	-850.00	0.0%
Total Intergov	4,909.09	30,819.00	-25,909.91	15.93%
Other Services				
Other Services - Other	0.00	2,474.00	-2,474.00	0.0%
Total Other Services	0.00	2,474.00	-2,474.00	0.0%
Professional Services - Water				
41 1050 - Lab Testing - Water	378.00	1,628.00	-1,250.00	23.22%
Total Professional Services - Water	378.00	1,628.00	-1,250.00	23.22%
Water Repair and Maint.				
48 1020 - SCADA - Water	0.00	2,500.00	-2,500.00	0.0%

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

	<u>Jan - Feb 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
48 1030 - Repair & Maintenance - Water				
Other	755.30			
48 1030 - Repair & Maintenance - Water - Other	0.00	22,395.00	-22,395.00	0.0%
Total 48 1030 - Repair & Maintenance - Water	755.30	22,395.00	-21,639.70	3.37%
Total Water Repair and Maint.	755.30	24,895.00	-24,139.70	3.03%
47 1010 - Electric - Water	1,757.12	12,384.00	-10,626.88	14.19%
Total 534.40 - Services - Water	7,799.51	72,200.00	-64,400.49	10.8%
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	33,956.41	399,328.00	-365,371.59	8.5%
535 - WW Treatment Expenditures				
535.10 - Salaries/Wages-WWT				
Wastewater Treatment Plant Oper	7,113.00	73,195.00	-66,082.00	9.72%
Total 535.10 - Salaries/Wages-WWT	7,113.00	73,195.00	-66,082.00	9.72%
535.20 - Personnel Benefits - WW				

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

	<u>Jan - Feb 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Employment Security	49.00			
FICA Expense	100.98			
Insurance - WW	1,152.62			
L&I - WW	444.38			
Retirement - WW	569.04			
535.20 · Personnel Benefits - WW - Other	0.00	23,570.00	-23,570.00	0.0%
Total 535.20 · Personnel Benefits - WW	2,316.02	23,570.00	-21,253.98	9.83%
535.30 · Supplies - WW Treatment				
31 3010 · Supplies - WW Treatment				
31 3010 · Supplies - WW Treatment - Other	409.76	10,000.00	-9,590.24	4.1%
Total 31 3010 · Supplies - WW Treatment	409.76	10,000.00	-9,590.24	4.1%
31 3011 · Chemicals - WW Treatment	643.24	3,000.00	-2,356.76	21.44%
Total 535.30 · Supplies - WW Treatment	1,053.00	13,000.00	-11,947.00	8.1%
535.40 · Services - WW Treatment				
Intergov				
B&O/Excise Tax				
B&O Tax - Wastewater Treatment	1,210.18			
Excise Tax - Sewer	389.28			
B&O/Excise Tax - Other	0.00	8,259.00	-8,259.00	0.0%
Total B&O/Excise Tax	1,599.46	8,259.00	-6,659.54	19.37%
Permit Fees - WW Treatment	0.00	3,521.00	-3,521.00	0.0%
Total Intergov	1,599.46	11,780.00	-10,180.54	13.58%
Professional Services - WWT				
41 3010 · Attorney Fees - WW Treatment	104.63			
41 3050 · Lab Testing - WW Treatment				
WA Ecology Nutrient Lab Testing	958.00			
41 3050 · Lab Testing - WW Treatment - Other	2,408.00	17,380.00	-14,972.00	13.86%
Total 41 3050 · Lab Testing - WW Treatment	3,366.00	17,380.00	-14,014.00	19.37%
Total Professional Services - WWT	3,470.63	17,380.00	-13,909.37	19.97%
WW Treatment Maint. and Repair				
48 3010 · Biosolids Disposal	0.00	20,000.00	-20,000.00	0.0%
48 3020 · SCADA - WW Treatment	201.00	3,000.00	-2,799.00	6.7%

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

	<u>Jan - Feb 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
48 3030 - Repair & Maint. - WW Treatment				
Other	544.53	7,500.00	-6,955.47	7.26%
Sewer Collection	6,778.48	10,000.00	-3,221.52	67.79%
Total 48 3030 - Repair & Maint. - WW Treatment	<u>7,323.01</u>	<u>17,500.00</u>	<u>-10,176.99</u>	<u>41.85%</u>
Total WW Treatment Maint. and Repair	7,524.01	40,500.00	-32,975.99	18.58%
47 3010 - Electric - WW Treatment	<u>3,007.24</u>	<u>17,000.00</u>	<u>-13,992.76</u>	<u>17.69%</u>
Total 535.40 - Services - WW Treatment	15,601.34	86,660.00	-71,058.66	18.0%
594.35 - Capital Expenditures - WWT				
WAS Pump Station Improvements	0.00	50,000.00	-50,000.00	0.0%
WW SCADA/Telemetry Upgrade	0.00	17,500.00	-17,500.00	0.0%
Total 594.35 - Capital Expenditures - WWT	<u>0.00</u>	<u>67,500.00</u>	<u>-67,500.00</u>	<u>0.0%</u>
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	0.00	21,545.00	-21,545.00	0.0%
Total 5913570 - Debt Service Principal - WWT	<u>0.00</u>	<u>58,117.00</u>	<u>-58,117.00</u>	<u>0.0%</u>
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	0.00	15,943.00	-15,943.00	0.0%
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	26,083.36	339,524.00	-313,440.64	7.68%
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	966.00	5,221.00	-4,255.00	18.5%
10 0030 - Commissioner 3	1,114.00	5,956.00	-4,842.00	18.7%
Total Elected Officials	<u>2,080.00</u>	<u>16,750.00</u>	<u>-14,670.00</u>	<u>12.42%</u>
Employees				
Clerk	13,771.88	84,864.00	-71,092.12	16.23%
General Manager	16,070.00	96,420.00	-80,350.00	16.67%

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

	<u>Jan - Feb 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total Employees	29,841.88	181,284.00	-151,442.12	16.46%
Total 538.10 - Salaries & Wages	31,921.88	198,034.00	-166,112.12	16.12%
538.20 - Personnel Benefits, Payroll Tax				
HRA VEBA - Admin	153.99			
L&I Expense	991.68			
Retirement Expense - Admin	2,387.35			
SUTA Expense	17.41			
20 0010 - FICA/Medicare				
20 0010 - FICA/Medicare - Other	613.51			
Total 20 0010 - FICA/Medicare	613.51			
20 0020 - Insurance	6,185.34			
538.20 - Personnel Benefits, Payroll Tax - Other	0.00	60,727.00	-60,727.00	0.0%
Total 538.20 - Personnel Benefits, Payroll Tax	10,349.28	60,727.00	-50,377.72	17.04%
538.30 - Supplies - Combined W/S				
Tools/Equip/Supplies	1,197.83	12,365.00	-11,167.17	9.69%
31 4010 - Office Supplies	52.42	4,000.00	-3,947.58	1.31%
Total 538.30 - Supplies - Combined W/S	1,250.25	16,365.00	-15,114.75	7.64%
538.40 - Services - Combined W/S				
Intergov				
B&O Tax - Fees/Penalties	18.22	103.00	-84.78	17.69%
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	18.22	10,961.00	-10,942.78	0.17%
Other Services - Combined W/S				
Accounting Consultant Fees	0.00	1,761.00	-1,761.00	0.0%
Attorney Fees - Combined W/S	285.00	4,500.00	-4,215.00	6.33%
Bank Fees	25.00	150.00	-125.00	16.67%
Cleaning Services	660.00	3,960.00	-3,300.00	16.67%
Information Technology	7,395.63	10,000.00	-2,604.37	73.96%
Lockbox	69.70	901.00	-831.30	7.74%
Online Payment System				

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

	<u>Jan - Feb 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Monthly Fees	200.00			
Transaction Fees	612.55			
Online Payment System - Other	0.00	5,090.00	-5,090.00	0.0%
Total Online Payment System	812.55	5,090.00	-4,277.45	15.96%
Payroll Services	762.49	3,997.00	-3,234.51	19.08%
361.19 - Investment Service Fees	824.35	5,491.00	-4,666.65	15.01%
42 0010 - Postage	381.63	3,840.00	-3,458.37	9.94%
42 0020 - Telephones	1,478.35	10,932.00	-9,453.65	13.52%
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	233.26	2,145.00	-1,911.74	10.88%
Other Services - Combined W/S - Other	0.00	2,000.00	-2,000.00	0.0%
Total Other Services - Combined W/S	13,573.11	105,690.00	-92,116.89	12.84%
43 - Travel/Mileage/Training				
Employee Training	3,024.00			
43 0040 - Operations Mileage	333.31			
43 - Travel/Mileage/Training - Other	0.00	15,000.00	-15,000.00	0.0%
Total 43 - Travel/Mileage/Training	3,357.31	15,000.00	-11,642.69	22.38%
Total 538.40 - Services - Combined W/S	16,948.64	131,651.00	-114,702.36	12.87%
Total 538 - Combined W/S Expenditures	60,470.05	406,777.00	-346,306.95	14.87%
591.38 - Leases				
Office Rent	2,000.00	12,300.00	-10,300.00	16.26%
Total 591.38 - Leases	2,000.00	12,300.00	-10,300.00	16.26%
Total Expense	122,509.82	1,157,929.00	-1,035,419.18	10.58%
Net Ordinary Income	71,805.07	10,175.00		
Net Income	71,805.07	10,175.00		

GM REPORT FOR BOC MEETING ON 3/20

- Wells from 3/2-3/15 avg: 51K GPD, 34K min, 65K max
- WWTP flows 3/2-315 averaged 84K GPD (135,127 max)
- Feb DMR was finished and submitted. We had 2 flow violations and a TSS removal violation, all due to rain and I&I. The influent ends up so diluted, we can't reach 85% removal. There was also a lab error, but the sample was re-tested past the allowed hold time, so the erroneous number had to be reported, along with a note explaining it.
- WWTP needs an air gap for backflow prevention. Matt will look at the site next time he is here so we can develop a plan.
- Cathodic protection testing for reservoir has been scheduled for 3/24
- Reservoir paint is safe in regard to lead. We now need to choose a company to inspect & clean, and do hatch repair.
- Chlorine gas training that was scheduled for 3/17 has been postponed.
- Our operators will be marking locations of sewer laterals and clean-outs this week for the bluff properties.

Announcements:

1. WIRP: Confirmation of which Boat Storage lot is to be vacated
2. Tree removal for Portage lift station & generator
3. Midco Update: answers to 6 questions posed by Commissioners

Project List and Task Updates:

- A. Reservoir Cleaning and Hatch repairs Tasks:
Tasks: 1. Review quotes
2. Scheduling
- B. Booster Pumps
Tasks: 1. Servicing
- C. Asset Management Plan
Tasks: 1. Update Inventory
- D. Heater Cord at Reservoir
- E. Cross Connection Packet Update

ITEM	LAST UPDATED	STATUS	DUE DATE
WELL #3	3/17/25	on hold while Well 2 is figured out	12/31/25
RESERVOIR MAINT	3/17/25	waiting for BOC vote on quote	12/31/25
ASSET MGMT	3/17/25	work in progress	12/31/25
WELL #2 PIPING	3/6/25	Rognlin's to give quote	12/31/25
PARTS INVENTORY	3/14/25	operators updating as needed	always ongoing
EMRGNCY WATER	3/17/25	getting pricing for water trucks	12/31/25
RES. EXT CORD	3/18/25	conduit was purchased	5/1/25
UTILITY MGMT CERT	3/17/25	taking online, time permitting	12/31/25
BOOSTER PUMPS	3/18/25	PumpTech ordering part	12/31/25
CROSS CONNECT	3/18/25	No update yet	12/31/25

MIDCO

DIVING & MARINE SERVICES

March 17, 2025

Hartstene Pointe Water-Sewer District
Attn: Jeff Palmer
772 Chesapeake Dr.
Shelton, WA 98584

RE: 2025 Tank Maintenance Project – Prevailing Wage

Thank you for considering Midco Diving & Marine Services, Inc. – a proud member and supporter of the National Rural Water Association (NRWA). We are pleased to provide the following proposal to perform the scope of work outlined below.

All diving operations are fully insured for “**Commercial Diving Operations**” including: General Liability, Workman’s Compensation, Hull Machinery, Protection and Indemnity, Pollution Liability, Maritime Employer’s Liability, Contractor’s Pollution, Automotive Liability, U.S.L.H., and Umbrella/Excess Liability/Bumbershoot. **Verifiable Certificates of Insurance with Current Limits** are available upon request.

Midco Diving & Marine Services, Inc. is in full compliance with OSHA 29 CFR 1910, Subpart T – Commercial Diving Operations regulations. OSHA specifies that the minimum acceptable dive crew size is three qualified divers. Not all firms comply with this mandate and continue to use two-person dive crews or unqualified personnel; please be aware of the safety concerns when evaluating our proposal.

Current diver and equipment certifications will be available on-site for review:

- Diver training – from an accredited commercial dive school (each dive team member)**
- Current First Aid/CPR training (each dive team member)**
- Annual medical examination determining diver is fit to perform assigned tasks (each dive team member)**
- Air purity test for breathing air source(s) – tested every 6 months**
- Breathing gas supply hoses – tested at least annually to 1.5 times their working pressure**
- Depth gauges – calibrated every 6 months**

TANK DESCRIPTION(S)

(See Page 3)

Inspection

The diver inspection with a live video recording will be transferred to a flash drive documenting our findings in each tank(s). Inspection procedures include, but are not limited to:

- Inlet / Outlet
- Overflow
- Roof and Roof Hatch
- Walls and Floors
- Baffles / Support Walls
- Interior Ladders
- Roof Vents
- Exterior Ladder & Rails
- Sumps
- Internal Plumbing
- Joints & Seams
- Telemetry
- Interior Coatings
- Exterior Coatings
- Sediment Depths
- Thermal Stratification
- Bio-film Buildup
- Passive / Active Mixers

Cleaning

Midco will remove up to three inches (**3”**) of accumulated material from the storage tank floor using underwater vacuum procedures as needed. Material(s) that cannot be removed by normal vacuum procedures or material(s) in excess of three inches (3”) will be removed for an **additional charge** with an estimated price given on site. Material(s) such as sand, gravel, and concrete are considered debris and will be removed by hand at an **additional charge**. All discharged materials, including water, are the responsibility of the Client, Owner, or Owners Representative unless prior arrangements are made.

Potable Water Operations – All Midco divers and associated in-tank equipment are fully disinfected in accordance with ANSI/AWWA Standard C652-19. All system entries will be conducted in accordance with applicable OSHA regulations pertaining to Diving & Confined Space; including 1910.401 – 1910.441. Specialty equipment may include but is not limited to; appropriate OSHA climbing and personal fall protection, AWWA, and ADCI-approved commercial diving equipment as it relates to in-service potable water operations.



800.479.1558 (P)
800.238.0217 (F)
605.791.3030 (O)

www.midcodiving.com / info@midcodiving.com
PO Box 513, Rapid City, SD. 57709



MIDCO

DIVING & MARINE SERVICES

Cleaning & Inspection (Including Inspection Video – Up to 8-Hours)	\$6,576.00
Access Hatch Improvements (See page 3)	Included
Work Exceeding 8 Hours	\$1,236.00 Overtime/Hr.
Additional Services & Fees	
Payment & Performance Bonds	\$370.00
<input type="checkbox"/> Confidential Report Utilizing EPA Guidelines	\$360.00 Each
<input type="checkbox"/> Confidential Full Written Report Utilizing EPA or State Guidelines	\$495.00 Each
<input type="checkbox"/> No Report(s) Requested	

*Pricing above does not include Local, State or Franchise Taxes
Additional Fees may be applied upon receipt of any Contract post-proposal acceptance as required.*

This proposal, when executed by both parties, shall constitute a binding agreement between the parties. The persons signing on behalf of the Client, Owner, or Owners Representative and Midco hereby represents and certifies that they are fully empowered to bind the respective parties to this contract. Any contract that is not fulfilled will be subject to a cancellation fee. **Terms are net 10 days from completed on-site work**; interest accrues at 1.5% monthly on any unpaid balance. Any fees required to obtain a city business license or any additional permits will be added to the final invoice at the current city rate plus appropriate markup. Please note the above pricing **does not include**; contract review, comprehensive dive plans, additional insurance requirements, third-party vendor verification site requirements, and/or any repair work unless stated with the above pricing. This proposal is valid for thirty (30) days from receipt.

- To expedite your project please be aware of the following:**
- The tank(s) must be full to overflow, unless otherwise directed by Midco, and in-service prior to the crews' arrival. In order to ensure diver safety, the headspace or air gap cannot exceed 10' from the access hatch regardless of overflow elevation.
 - Access into the reservoirs must be sufficient for safe diver entry and exit. A minimum hatch size of 24" in diameter, no hatch obstructions, and unobstructed road access to the tank is required.
 - Working with our scheduling department to complete the project in a timely and proficient manner, which may require weekend and/or holiday access.
 - It will be the responsibility of the Client, Owner, or Owner Representative to notify antenna operator and/or owners prior to crews' arrival for proper lockout of all antennas, RF devices (Radio Frequency Antennas) and EME sources (Electromagnetic Energy) that may interfere with Midco team safety and access to the water reservoirs.

This quote has been prepared exclusively for your firm using the information you provide. Incorrect or inaccurate information used for estimate purposes that delays progress may influence your final price. The utility is responsible for all-weather access for Midco crew(s) and equipment. Any damages related to tank and/or site location(s) because of poor site conditions, (ex. snow, rain, mud, etc.) and obstructed road access may result in additional fees and/or a nominal trip charge to be applied to the final invoice. Interruptions in the work progression, not in control of Midco Diving & Marine Services, Inc., such as weather or other delays may also affect your final pricing. If Midco Diving & Marine Services, Inc. is unable to complete the work as described above due to lack of weekend and/or holiday access, tank access, water levels, safety issues, etc. a nominal trip charge and/or standby fee will be added. The contents of this quotation are considered confidential and are not to be divulged to third parties. Please note, it is the Client, Owner, and Owner Representative's responsibility to test and maintain for water quality.

All Midco Diving quotes are subject to the availability of personnel and equipment. Upon approval, please sign and return by fax, email, or mail to Midco Diving & Marine Services, Inc.

Hartstene Pointe Water-Sewer District
772 Chesapeake Dr.
Shelton, WA 98584

Midco Diving & Marine Services, Inc.
PO Box 513
Rapid City, SD. 57709
P: (800) 479-1558
F: (800) 238-0217

I have read, understand, and agree to the terms of this proposal:

By: _____

By: *Calli Ridenour*

Title: _____

Title: Regional Account Manager

Date: _____

Date: March 17, 2025



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DIVING & MARINE SERVICES

TANK DESCRIPTION(S)

Tank	Capacity	Dimensions	Type
Shelton Reservoir	190K Gallons	80' Height x 20' Diameter	Steel Welded Standpipe

SCOPE OF WORK

1. Midco dive crew will paint the interior and exterior of the access hatch.
 - a. Midco dive crew will install new weather stripping and lock on access hatch.
 - b. Midco dive crew will scrape hatch prior to painting.
 - c. Paint and painting supplies and lock hardware to be provided by Hartstene Pointe Water-Sewer District.
 - d. Weather stripping to be provided by Midco Diving & Marine Services.
 - e. Midco does not warranty paint work; warranty is only as specified by paint manufacturer.
2. Additional work, as directed by Hartstene Pointe Water-Sewer District, within Midco's scope.
3. The dive crew will complete as much work as possible in a single 8-hour workday.



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