

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
June 5, 2025 9:00 A.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the May 15, 2025 Regular Meeting (2-4)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2025-22
 - Bills to Be Reviewed:
 - Voucher 2025-21
 - Monthly Financial Report: April 2025 (5-13)
9. General Manager's Report (14)

ITEMS REQUIRING BOARD ACTION:

10. Approve Purchase of Two (2) Grinder Pumps per Quote from Correct Equipment (15)

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
May 15, 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: One subscriber was present who shared his appreciation for the crew's work on recent repairs

CORRESPONDENCE:

- Commissioner Swart received correspondence from a resident who is pleased with the contractors working on the sewer project and expressed concern about ongoing water service line issues
- Commissioners Swart received correspondence from a resident regarding a site visit and discussed rerouting grinder pump line
- Commissioner Swart received correspondence from HPMA inquiring about the likelihood of ongoing water service outages throughout the sewer project
- Commissioner Swart received correspondence asking the District's GM or representative from the District to attend HPMA's upcoming Board of Director meeting on Saturday, May 17

PRESENT AGENDA: *Commissioner Birgh moved to adopt the agenda. Commissioner Anderson seconded.* Commissioners discussed adding "16. Discuss HPMA BOD Request for District Presence." Commissioners discussed adding "17. Approve Change Order for Force Main Replacement." *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the May 1, 2025 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Anderson seconded.* Commissioner Swart noted a minor correction. *Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended with the correction.*

The minutes of the May 7, 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.*

The minutes of the May 8, 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:

Commissioner Reports:

- Commissioner Anderson shared concerns about vibrating equipment being used for future roads projects due to recent issues affecting existing infrastructure
- Commissioner Anderson requested the PM look for a solution to make updating contact information for accounts simpler

- Commissioner Swart noted that she and Commissioner Birgh filed for Commissioner positions #2 and #3 respectively for the upcoming November election and noted that according to the county assessor, no other candidates filed to run for either position
- Commissioner Swart requested a class description for the apprentice's upcoming Water Distribution Manager training through Evergreen Rural Water of Washington

Financial/Administrative Report:

- Bills to Be Authorized:
 - PM requested that commissioners authorize \$124,811.27 to pay the first progress payment to Rognlin's Inc. for work performed through 2/25/25 while Ecology struggles to finalize the loan agreement in their software; funds will be reimbursed to the District after the first Payment Request Progress Report is finalized. *Commissioner Anderson moved to authorize the funds as requested. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the funds are authorized.*
 - Voucher 2025-20 in the amount of \$156,808.84 was presented. *Commissioner Anderson moved to approve voucher 2025-20 in the amount of \$156,808.84. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2025-19 for review
- Authorize Annual Financial Report to SAO: PM presented the annual financial report assembled for the WA State Auditor's Office. PM noted that the report was reviewed by TDJ CPA and that the CPA's suggestions were incorporated. *Commissioner Birgh moved to authorize the financial report as presented. Commissioner Anderson seconded. Hearing 3 aye votes, the financial report is authorized for submittal.*

General Manager's Report:

- GM presented his report on the current state of the District
- GM noted that force main replacement was completed on May 9th
- GM shared the results of the inspection of Well 2, which has lost efficiency due to sludge buildup; GM is waiting for a cost estimate for a solution
- GM shared events of water main breaks on Nantucket Road and other leak repairs in the previous two weeks
- GM received positive feedback from residents regarding the sewer project and the teams involved with the project

ITEMS REQUIRING BOARD ACTION:

Adopt Resolution #2025-03: *Commissioner Birgh moved to adopt Resolution #2025-03, "Establishing the Place & Times of Meetings of the Board of Commissioners." Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, Resolution #2025-03 is adopted, repealing Resolution #2021-02.*

Discuss OnSolve Status: PM shared the status of "OnSolve," the replacement for the "CodeRED" platform previously used by the District for emergency communications. PM noted that current records from District billing software were successfully imported and that he will participate in training to better understand the platforms capabilities. PM assembled step-by-step instructions for implementing emergency alerts.

Discuss & Approve Funds for Well #2 Acid Treatment: *Commissioner Birgh moved to approve up to \$8,000 for Well #2 Acid Treatment. Commissioner Anderson seconded. Commissioners directed*

GM to have further conversations with Nicholson Drilling regarding pump replacement costs, in case that is needed. Hearing 3 aye votes and 0 nay votes, the funds are approved.

Discussed Water Board Bible Chapters 5 (pp. 30 & 36), 8 (pp. 53, 54 Reg. #3 & 4) & 9 (p. 65, Q. 1-8): Commissioners reviewed and discussed the noted sections of the Water Board Bible.

Discuss HPMA Board of Director's Request: HPMA requested that HPWSD's General Manager or other representative attend HPMA's Board of Directors meeting on Saturday, May 17. Commissioners determined this request to be unreasonable given the reason for the request. As Commissioner Anderson is already planning to attend, he agreed to field questions briefly.

Approve Change Order for Force Main Replacement: Due to the deterioration of the force sewer main on Nantucket Road, a change order was provided as an option for the remaining sewer main to be replaced. This section of infrastructure was not originally planned for replacement. Commissioners determined it is in the best interest of all to approve the change order. *Commissioner Birgh moved to approve the change order provided. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the change order is approved.*

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:55 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: 6-5-2025

Hartstene Pointe Water Sewer District Monthly Financial Report - Fund Activity

April 2025

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
Reserve Funds					
030 - Ecology Reserve	45,737.39	-	161.66	45,899.05	161.66
050 - DWSRF Loan Reserve	40,169.18	-	6,398.80	46,567.98	6,398.80
060 - Bond Fund	0.00	-	-	0.00	-
070 - USDA Revenue Bond Reserve	47,727.98	-	168.70	47,896.68	168.70
Total Reserve Funds	133,634.55	-	6,729.16	140,363.71	6,729.16
Unreserved Funds					
EFT Account - Umpqua Bank	41,929.53	(69,781.68)	70,974.48	43,122.33	1,192.80
Petty Cash Account	2,839.70	(939.48)	744.76	2,644.98	(194.72)
Xpress Deposit Account	3,096.45	(53,559.80)	53,842.95	3,379.60	283.15
010 - Operating Fund					
<i>Operating Investment Fund</i>	200,000.00	-	-	200,000.00	-
<i>010 - Operating Fund - Other</i>	199,788.31	(79,059.78)	100,377.09	221,105.62	21,317.31
Total 010 - Operating Fund	399,788.31	(79,059.78)	100,377.09	421,105.62	21,317.31
065 - Capital Project Account	0.00	-	-	0.00	-
Total Unreserved Funds	447,653.99	(203,340.74)	225,939.28	470,252.53	22,598.54
Committed Funds					
020 - Water/Sewer Committed Fund					
Asset Replacement Fund	45,344.37	-	-	45,344.37	-
Capital Improvement Fund					
<i>I&I Repair</i>	115,397.33	-	155.00	115,552.33	155.00
<i>Reservoir Repair</i>	123,347.13	-	-	123,347.13	-
Total Capital Improvement Fund	238,744.46	-	155.00	238,899.46	155.00
Risk Management Fund	221,496.53	-	1,830.59	223,327.12	1,830.59
Total 020 - Water/Sewer Committed Fund	505,585.36	-	1,985.59	507,570.95	1,985.59
Total Committed Funds	505,585.36	-	1,985.59	507,570.95	1,985.59
Total Funds	1,086,873.90	(203,340.74)	234,654.03	1,118,187.19	31,313.29

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
January through April 2025**

	Profit & Loss	Budget v Actual			
	Apr 25	Jan - Apr '25 (33.3% of Yr)	Total 2025 Budget	\$ Over (Under) Budget	% of Total Budget
Ordinary Income/Expense					
Income					
10 • Operating Revenue	97,697.79	379,215.29	1,134,144.00	-754,928.71	33.44%
20 • Non-Operating Revenue	6,449.00	17,229.87	33,960.00	-16,730.13	50.74%
Total Income	<u>104,146.79</u>	<u>396,445.16</u>	<u>1,168,104.00</u>	<u>-771,658.84</u>	<u>33.94%</u>
Gross Profit	104,146.79	396,445.16	1,168,104.00	-771,658.84	33.94%
Expense					
534 • Water Expenditures	11,258.27	73,233.87	399,328.00	-326,094.13	18.34%
535 • WW Treatment Expenditures	31,893.10	68,653.93	339,524.00	-270,870.07	20.22%
538 • Combined W/S Expenditures	25,337.74	110,922.13	406,777.00	-295,854.87	27.27%
591.38 • Leases	1,000.00	4,000.00	12,300.00	-8,300.00	32.52%
Total Expense	<u>69,489.11</u>	<u>256,809.93</u>	<u>1,157,929.00</u>	<u>-901,119.07</u>	<u>22.18%</u>
Net Ordinary Income	<u>34,657.68</u>	<u>139,635.23</u>	<u>10,175.00</u>		
Net Income	<u><u>34,657.68</u></u>	<u><u>139,635.23</u></u>	<u><u>10,175.00</u></u>		

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

	<u>Jan - Apr 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	675.00	6,158.00	-5,483.00	10.96%
343.40 - Water Sales and Services - Other	188,879.36	559,491.00	-370,611.64	33.76%
Total 343.40 - Water Sales and Services	189,554.36	565,649.00	-376,094.64	33.51%
343.50 - Sewer Sales and Services	186,982.30	553,034.00	-366,051.70	33.81%
359.90 - Penalties and Fees	2,068.30	6,726.00	-4,657.70	30.75%
369.91 - Miscellaneous Revenues	610.33	8,735.00	-8,124.67	6.99%
Total 10 - Operating Revenue	379,215.29	1,134,144.00	-754,928.71	33.44%
20 - Non-Operating Revenue				
333 - Indirect Federal Grants	3,445.00			
334.03 - 334.03.10 State Grant-Ecology	2,131.50			
361.11 - Interest earned				
010	2,817.68			
020	7,124.47			
030	638.21			
050	407.03			
070	665.98			
361.11 - Interest earned - Other	0.00	10,000.00	-10,000.00	0.0%
Total 361.11 - Interest earned	11,653.37	10,000.00	1,653.37	116.53%
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	17,229.87	33,960.00	-16,730.13	50.74%
Total Income	396,445.16	1,168,104.00	-771,658.84	33.94%
Gross Profit	396,445.16	1,168,104.00	-771,658.84	33.94%
Expense				
534 - Water Expenditures				
534.10 - Salaries - Water				
Apprentice/Trainee	10,835.00	57,283.00	-46,448.00	18.92%
Water Distribution Manager	5,490.00			

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

	Jan - Apr 25	Budget	\$ Over Budget	% of Budget
Total 534.10 · Salaries - Water	16,325.00	57,283.00	-40,958.00	28.5%
534.20 · Personnel Benefits, Payroll Tax				
FICA/Medicare - Water	252.85			
HRA VEBA - Water	1,334.69			
Insurance	1,839.02			
L&I expense - Water	766.78			
Retirement Contribution	1,306.00			
SUTA - Water	61.54			
534.20 · Personnel Benefits, Payroll Tax - Other	0.00	22,023.00	-22,023.00	0.0%
Total 534.20 · Personnel Benefits, Payroll Tax	5,560.88	22,023.00	-16,462.12	25.25%
534.30 · Supplies - Water				
31 1010 · Supplies - Water				
35 1010 · Tools/Equip - Water	2,832.07			
31 1010 · Supplies - Water - Other	1,144.64	8,000.00	-6,855.36	14.31%
Total 31 1010 · Supplies - Water	3,976.71	8,000.00	-4,023.29	49.71%
31 1011 · Chemicals - Water				
Sodium Hypochlorite	1,408.88			
31 1011 · Chemicals - Water - Other	0.00	8,000.00	-8,000.00	0.0%
Total 31 1011 · Chemicals - Water	1,408.88	8,000.00	-6,591.12	17.61%
Total 534.30 · Supplies - Water	5,385.59	16,000.00	-10,614.41	33.66%
534.40 · Services - Water				
Intergov				
53 1010 - Excise Tax - Water	9,527.59	29,969.00	-20,441.41	31.79%
53 1020 - Permit Fees - Water	0.00	850.00	-850.00	0.0%
Total Intergov	9,527.59	30,819.00	-21,291.41	30.92%
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	469.00	1,628.00	-1,159.00	28.81%
Total Professional Services - Water	469.00	1,628.00	-1,159.00	28.81%
Water Repair and Maint.				

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

	<u>Jan - Apr 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
48 1020 - SCADA - Water	0.00	2,500.00	-2,500.00	0.0%
48 1030 - Repair & Maintenance - Water				
Other	921.67			
48 1030 - Repair & Maintenance - Water - Other	0.00	22,395.00	-22,395.00	0.0%
Total 48 1030 - Repair & Maintenance - Water	921.67	22,395.00	-21,473.33	4.12%
Total Water Repair and Maint.	921.67	24,895.00	-23,973.33	3.7%
47 1010 - Electric - Water	3,515.67	12,384.00	-8,868.33	28.39%
Total 534.40 - Services - Water	14,433.93	72,200.00	-57,766.07	19.99%
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	15,815.73	31,849.00	-16,033.27	49.66%
Total 5913470 - Debt Service Principal - Water	15,815.73	97,520.00	-81,704.27	16.22%
5923480 - Debt Service Interest - Water				
DWSRF Loan Interest	0.00	11,821.00	-11,821.00	0.0%
83 1010 - USDA Loan - Interest	3,849.27	7,481.00	-3,631.73	51.45%
Total 5923480 - Debt Service Interest - Water	3,849.27	19,302.00	-15,452.73	19.94%
Total 59X.34 - Debt Service - Water	19,665.00	116,822.00	-97,157.00	16.83%
Total 534 - Water Expenditures	73,233.87	399,328.00	-326,094.13	18.34%
535 - WW Treatment Expenditures				
535.10 - Salaries/Wages-WWT				
Wastewater Treatment Plant Oper	15,542.63	73,195.00	-57,652.37	21.24%
Total 535.10 - Salaries/Wages-WWT	15,542.63	73,195.00	-57,652.37	21.24%

Hartstene Pointe Water Sewer District

Profit & Loss Budget vs. Actual Detail

January through April 2025

	Jan - Apr 25	Budget	\$ Over Budget	% of Budget
535.20 - Personnel Benefits - WW				
Employment Security	91.21			
FICA Expense	195.30			
Insurance - WW	3,484.86			
L&I - WW	847.75			
Retirement - WW	1,243.41			
535.20 - Personnel Benefits - WW - Other	0.00	23,570.00	-23,570.00	0.0%
Total 535.20 - Personnel Benefits - WW	5,862.53	23,570.00	-17,707.47	24.87%
535.30 - Supplies - WW Treatment				
31 3010 - Supplies - WW Treatment				
31 3010 - Supplies - WW Treatment - Other	889.51	10,000.00	-9,110.49	8.9%
Total 31 3010 - Supplies - WW Treatment	889.51	10,000.00	-9,110.49	8.9%
31 3011 - Chemicals - WW Treatment	1,289.12	3,000.00	-1,710.88	42.97%
35 3010 - Tools/Equip - WW Treatment	80.60			
Total 535.30 - Supplies - WW Treatment	2,259.23	13,000.00	-10,740.77	17.38%
535.40 - Services - WW Treatment				
Intergov				
B&O/Excise Tax				
B&O Tax - Wastewater Treatment	2,561.49			
Excise Tax - Sewer	417.67			
B&O/Excise Tax - Other	0.00	8,259.00	-8,259.00	0.0%
Total B&O/Excise Tax	2,979.16	8,259.00	-5,279.84	36.07%
Permit Fees - WW Treatment	1,251.05	3,521.00	-2,269.95	35.53%
Total Intergov	4,230.21	11,780.00	-7,549.79	35.91%
Professional Services - WWT				
41 3010 - Attorney Fees - WW Treatment	104.63			
41 3050 - Lab Testing - WW Treatment				
WA Ecology Nutrient Lab Testing	2,219.00			
41 3050 - Lab Testing - WW Treatment - Other	4,550.00	17,380.00	-12,830.00	26.18%
Total 41 3050 - Lab Testing - WW Treatment	6,769.00	17,380.00	-10,611.00	38.95%
Total Professional Services - WWT	6,873.63	17,380.00	-10,506.37	39.55%
WW Treatment Maint. and Repair				

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

	Jan - Apr 25	Budget	\$ Over Budget	% of Budget
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%
48 3030 - Repair & Maint. - WW Treatment				
Other	595.33	7,500.00	-6,904.67	7.94%
Sewer Collection	8,416.25	10,000.00	-1,583.75	84.16%
Total 48 3030 - Repair & Maint. - WW Treatment	9,011.58	17,500.00	-8,488.42	51.5%
Total WW Treatment Maint. and Repair	9,212.58	40,500.00	-31,287.42	22.75%
47 3010 - Electric - WW Treatment	5,617.42	17,000.00	-11,382.58	33.04%
Total 535.40 - Services - WW Treatment	25,933.84	86,660.00	-60,726.16	29.93%
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	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	18,217.71	36,572.00	-18,354.29	49.81%
78 3020 - WIRP Engineer Principal	0.00	21,545.00	-21,545.00	0.0%
Total 5913570 - Debt Service Principal - WWT	18,217.71	58,117.00	-39,899.29	31.35%
5923580 - Debt Service Interest - WWT				
83 3010 - Ecology Loan - Interest	837.99	1,539.00	-701.01	54.45%
83 3020 - WIRP Engineer Interest	0.00	15,943.00	-15,943.00	0.0%
Total 5923580 - Debt Service Interest - WWT	837.99	17,482.00	-16,644.01	4.79%
Total 59X.35 - Debt Service - WW Treatment	19,055.70	75,599.00	-56,543.30	25.21%
Total 535 - WW Treatment Expenditures	68,653.93	339,524.00	-270,870.07	20.22%
538 - Combined W/S Expenditures				
538.10 - Salaries & Wages				
Elected Officials				
10 0010 - Commissioner 1	240.00	5,573.00	-5,333.00	4.31%
10 0020 - Commissioner 2	2,173.50	5,221.00	-3,047.50	41.63%
10 0030 - Commissioner 3	2,098.00	5,956.00	-3,858.00	35.23%
Total Elected Officials	4,511.50	16,750.00	-12,238.50	26.93%
Employees				

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

	Jan - Apr 25	Budget	\$ Over Budget	% of Budget
Clerk	27,938.54	84,864.00	-56,925.46	32.92%
General Manager	32,140.00	96,420.00	-64,280.00	33.33%
Total Employees	60,078.54	181,284.00	-121,205.46	33.14%
Total 538.10 - Salaries & Wages	64,590.04	198,034.00	-133,443.96	32.62%
538.20 - Personnel Benefits, Payroll Tax				
HRA VEBA - Admin	310.14			
L&I Expense	1,913.26			
Retirement Expense - Admin	4,806.29			
SUTA Expense	138.80			
20 0010 - FICA/Medicare				
20 0010 - FICA/Medicare - Other	1,238.64			
Total 20 0010 - FICA/Medicare	1,238.64			
20 0020 - Insurance	12,370.68			
538.20 - Personnel Benefits, Payroll Tax - Other	0.00	60,727.00	-60,727.00	0.0%
Total 538.20 - Personnel Benefits, Payroll Tax	20,777.81	60,727.00	-39,949.19	34.22%
538.30 - Supplies - Combined W/S				
Tools/Equip/Supplies	1,965.41	12,365.00	-10,399.59	15.9%
31 4010 - Office Supplies	213.78	4,000.00	-3,786.22	5.35%
Total 538.30 - Supplies - Combined W/S	2,179.19	16,365.00	-14,185.81	13.32%
538.40 - Services - Combined W/S				
Intergov				
B&O Tax - Fees/Penalties	41.32	103.00	-61.68	40.12%
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	41.32	10,961.00	-10,919.68	0.38%
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	50.00	150.00	-100.00	33.33%
Cleaning Services	1,320.00	3,960.00	-2,640.00	33.33%
Information Technology	7,505.11	10,000.00	-2,494.89	75.05%

Hartstene Pointe Water Sewer District

Profit & Loss Budget vs. Actual Detail

January through April 2025

	Jan - Apr 25	Budget	\$ Over Budget	% of Budget
Lockbox	142.22	901.00	-758.78	15.79%
Online Payment System				
Monthly Fees	400.00			
Transaction Fees	1,298.51			
Online Payment System - Other	0.00	5,090.00	-5,090.00	0.0%
Total Online Payment System	1,698.51	5,090.00	-3,391.49	33.37%
Payroll Services	1,140.34	3,997.00	-2,856.66	28.53%
361.19 - Investment Service Fees	1,611.80	5,491.00	-3,879.20	29.35%
42 0010 - Postage	1,171.05	3,840.00	-2,668.95	30.5%
42 0020 - Telephones	2,944.88	10,932.00	-7,987.12	26.94%
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	1,076.15	2,600.00	-1,523.85	41.39%
49 0020 - Printing to Subscribers	532.76	2,145.00	-1,612.24	24.84%
Other Services - Combined W/S - Other	0.00	2,000.00	-2,000.00	0.0%
Total Other Services - Combined W/S	19,477.82	105,690.00	-86,212.18	18.43%
43 - Travel/Mileage/Training				
Employee Training	3,348.48			
43 0040 - Operations Mileage	507.47			
43 - Travel/Mileage/Training - Other	0.00	15,000.00	-15,000.00	0.0%
Total 43 - Travel/Mileage/Training	3,855.95	15,000.00	-11,144.05	25.71%
Total 538.40 - Services - Combined W/S	23,375.09	131,651.00	-108,275.91	17.76%
Total 538 - Combined W/S Expenditures	110,922.13	406,777.00	-295,854.87	27.27%
591.38 - Leases				
Office Rent	4,000.00	12,300.00	-8,300.00	32.52%
Total 591.38 - Leases	4,000.00	12,300.00	-8,300.00	32.52%
Total Expense	256,809.93	1,157,929.00	-901,119.07	22.18%
Net Ordinary Income	139,635.23	10,175.00		
Net Income	139,635.23	10,175.00		

GM REPORT FOR BOC MEETING ON 6/5

- Wells from 5/11-5/31: 52K GPD avg, 27K min, 92K max
- WWTP flows: 37K avg, 28K min, 54K max
- The well totals decreased after the leak repairs over the last few weeks, although they did go up again for Memorial Day weekend and the warmer weather.
- There has been no way to determine if the CIPP progress thus far has made any difference in flows at the WWTP; we typically don't see an increase until there is at least ½" rainfall in a single day. I don't anticipate seeing any noticeable difference until closer to winter.
- HPMA's BOD requested a 30-day extension to answer about taking over the Bluff sewer main to repurpose for stormwater drainage. I let Derek know that was acceptable, and if they provide an answer by 7/31, I can share it at the following BOC meeting on 8/7.
- Yet another significant water leak was reported, this time on a vacant lot on Pitcairn. Repairs were completed on 5/22. That makes 2 significant leaks in the last week, besides the main on Nantucket.
- A new grinder pump (pump only) for a spare will cost \$3,685 each. If we buy 2, it would be \$7370 + tax.
- I was able to get confirmation from Ecology that the new jet pumps can be covered under the Puget Sound Nutrient Removal grant, so things are in motion to get them ordered.
- The iron bacteria treatment for Well 2 is scheduled for 6/2, so I will provide follow-up on it at the 6/5 BOC meeting.
- PumpTech will be here Fri 6/6 to work on the booster pumps
- Reservoir cleaning is scheduled for Wed 6/11
- Relate customer correspondence re: water outages



hpwsd.org

Jeff Palmer <gm@hpwsd.org>

E-One pump

Dean Brown <dean@ceipnw.com>
To: Jeff Palmer <gm@hpwsd.org>

Thu, May 22, 2025 at 4:44 PM

Jeff

How are you?!

Sorry for the slow response. I have been on the road all week

1 #D200A01A01AA/Extreme Grinder Pump Core Drywell \$3,685.00 FOB Redmond WA
240v/1ph/1725RPM/1HP, 7ft Core Cable, SS Discharge Candy Cane (1.25")

Let me know if you need anything else.

Dean

Dean Brown

Outside Sales

14576 NE 95th Street

Redmond, WA 98052

O: 425.869.1233 Ext. 214

C: 425.466.6888

CORRECT

SERVING WATER & WASTEWATER UTILITIES

Please let us know how we are doing



[Quoted text hidden]