

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584  
March 2, 2023 1:00 P.M.**

**AGENDA**

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the Febraury 16, 2023 Regular Meeting (2-3)

**REPORTS:**

7. Commissioner Reports
8. Review & Discuss *Water Board Bible*: Chapter Two (2)
9. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Voucher 2023-10
  - Bills to Be Reviewed:
    - Voucher 2023-09
  - Monthly Financial Report (4-5)
10. General Manager's Report

**BUSINESS:** No Further Business Expected

**OLD BUSINESS**

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
February 16, 2023  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

**MINUTES**

**PRESENT:** President E. J. Anderson, Secretary S. Swart, Audit Commissioner A. Hospador, General Manager (GM) J. Palmer, Project & Accounts Manager (PM) J. Sartori

**CALL TO ORDER:** The meeting was called to order at 1:00 pm

**SUBSCRIBER REMARKS:** No subscribers present

**CORRESPONDENCE:**

- Commissioner Swart received feedback from a resident who appreciated the latest District newsletter article, *Where to Properly Dispose of Medications*

**PRESENT AGENDA:** *Commissioner Hospador moved to adopt the agenda. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as presented.*

**MINUTES:** The minutes of the February 2, 2023 regular meeting were presented. *Commissioner Hospador moved to approve the minutes. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

**MINUTES:** The minutes of the February 9, 2023 special meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner Hospador shared a fire department volunteer recruitment brochure that residents received in the mail
- Commissioner Swart shared information regarding the presence of PFAS found in rain water
- Commissioner Swart shared a study that shows water base rates encourage high consumption households to change habits to conserve water, while an announcement promoting conservation only results in already water-conscious households to conserve more
- Commissioner Swart asked if promoting commissioner recruitment with a sign at the HPMa entrance might be considered and effective
- Commissioner Swart mentioned a resident that would be a great asset in emergency situations

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2023-08 in the amount of \$ 31,296.78 was presented. *Commissioner Hospador moved to approve voucher 2023-08 in the amount of \$ 31,296.78. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - PM presented Voucher 2023-07 for review

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

**BUSINESS:**

**Review & Adopt Resolution #2023-01:** Commissioner Swart is waiting for information from Mason County needed before adopting resolution. Commissioners tabled this agenda item, pending the receipt of information.

**OLD BUSINESS:** None

*Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:05 pm.*

Respectfully Submitted By:

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

Stacy Swart, Secretary, Commissioner #3  
\_\_\_\_\_  
*Name and Title*

Approved at the Regular Meeting of the Board on: 3-2-2023

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

January 2023

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
<b>Reserve Funds</b>					
030 - Ecology Reserve	41,064.72	-	136.01	41,200.73	136.01
050 - DWSRF Loan Reserve	20,499.25	-	6,613.71	27,112.96	6,613.71
060 - Bond Fund	0.00	-	-	0.00	-
070 - USDA Revenue Bond Reserve	42,201.13	-	467.31	42,668.44	467.31
<b>Total Reserve Funds</b>	103,765.10	-	7,217.03	110,982.13	7,217.03
<b>Unreserved Funds</b>					
EFT Account - Columbia Bank	32,193.34	(68,785.94)	69,234.33	32,641.73	448.39
Petty Cash Account	2,206.63	(1,372.06)	1,946.14	2,780.71	574.08
Xpress Deposit Account	4,197.20	(34,538.98)	45,315.47	14,973.69	10,776.49
<b>010 - Operating Fund</b>					
<i>Operating Investment Fund</i>	130,000.00	-	-	130,000.00	-
<i>010 - Operating Fund - Other</i>	84,793.29	(116,968.63)	92,919.57	60,744.23	(24,049.06)
<b>Total 010 - Operating Fund</b>	214,793.29	(116,968.63)	92,919.57	190,744.23	(24,049.06)
065 - Capital Project Account	0.00	-	-	0.00	-
<b>Total Unreserved Funds</b>	253,390.46	(221,665.61)	209,415.51	241,140.36	(12,250.10)
<b>Committed Funds</b>					
<b>020 - Water/Sewer Committed Fund</b>					
Asset Replacement Fund	27,344.37	-	-	27,344.37	-
Capital Improvement Fund					
<i>I&amp;I Repair</i>	103,209.25	(16,343.32)	391.15	87,257.08	(15,952.17)
<i>Reservoir Repair</i>	96,694.26	-	-	96,694.26	-
<b>Total Capital Improvement Fund</b>	199,903.51	(16,343.32)	391.15	183,951.34	(15,952.17)
Risk Management Fund	169,666.12	-	1,130.96	170,797.08	1,130.96
<b>Total 020 - Water/Sewer Committed Fund</b>	396,914.00	(16,343.32)	1,522.11	382,092.79	(14,821.21)
<b>Total Committed Funds</b>	396,914.00	(16,343.32)	1,522.11	382,092.79	(14,821.21)
<b>Total Funds</b>	754,069.56	(238,008.93)	218,154.65	734,215.28	(19,854.28)

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  
 January 2023**

	<u>Profit &amp; Loss</u>	<u>Budget v Actual</u>			
	<u>Jan '23</u>	<u>Jan '23 (8.3% of Yr)</u>	<u>Total 2023 Budget</u>	<u>\$ Over (Under) Budget</u>	<u>% of Total Budget</u>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Non-Operating Revenue</b>	1,902.27	1,902.27	19,335.00	-17,432.73	9.84%
<b>Operating Revenue</b>	87,369.10	87,369.10	1,030,006.00	-942,636.90	8.48%
<b>Total Income</b>	89,271.37	89,271.37	1,049,341.00	-960,069.63	8.51%
<b>Expense</b>					
<b>534 - Water Expenditures</b>	17,504.08	17,504.08	295,934.00	-278,429.92	5.92%
<b>535 - WW Treatment Expenditures</b>	37,945.42	37,945.42	251,799.00	-213,853.58	15.07%
<b>538 - Combined W/S Expenditures</b>	53,189.54	53,189.54	400,294.00	-347,104.46	13.29%
<b>Total Expense</b>	108,639.04	108,639.04	948,027.00	-839,387.96	11.46%
<b>Net Ordinary Income</b>	<u><u>-19,367.67</u></u>	<u><u>-19,367.67</u></u>	<u><u>101,314.00</u></u>	<u><u>-120,681.67</u></u>	<u><u>-19.12%</u></u>
<b>Net Income</b>	<u><u>-19,367.67</u></u>	<u><u>-19,367.67</u></u>	<u><u>101,314.00</u></u>	<u><u>-120,681.67</u></u>	<u><u>-19.12%</u></u>