

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
September 27, 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 September 7, 2023 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Water Board Bible Review: Chapter Three (3)
9. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2023-37
 - Bills to Be Reviewed:
 - Voucher 2023-36
 - Monthly Financial Report: August 2023 (4-5)
10. General Manager's Report

BUSINESS:

11. Discuss Agenda for October 7, 2023 Special Meeting

OLD BUSINESS

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
September 7, 2023
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

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

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

SUBSCRIBER REMARKS: One Subscriber Present

CORRESPONDENCE:

- Commissioner Swart received correspondence from a resident regarding emergency water storage
- Commissioner Swart received correspondence from an HPMa board member regarding water/sewer projects

PRESENT AGENDA: *Commissioner Hospador moved to adopt the agenda. Commissioner Swart seconded.* Commissioner Swart requested to move Item #11 before reports. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES: The minutes of the August 17, 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.*

BUSINESS (PART I):

Sewer Policy Discussion: Commissioners discussed District's sewer policies with Ernie K. from Evergreen Rural Water of WA.

REPORTS:

Commissioner Reports:

- Commissioner Anderson relayed conversation with Stefan from HPMa regarding drafting a Memorandum of Understanding
- Commissioner Hospador shared emergency preparation documents with Kiwanas
- Commissioner Swart shared WA State HB 5235, potential legislation that would amend internal revenue code to impose additional excise tax on water during droughts
- Commissioner Swart inquired if the HPMa pool water is sourced from non-revenue water

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2023-34 in the amount of \$ 99,995.76 was presented. *Commissioner Swart moved to approve voucher 2023-34 in the amount of \$ 99,995.76. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2023-33 was presented by PM for review

- Voucher 2023-35 was presented by PM for review

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

BUSINESS:

Schedule a Special Meeting: *Commissioner Hospador moved to schedule a special meeting on October 7th, 2023 at 1:00 pm at 202 E Pointes DR E for the purpose of conducting a public hearing regarding the District’s upcoming Wastewater Infrastructure Upgrade capital project. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the meeting is scheduled.*

Adopt Resolution 2023-03, Accepting WA State Department of Ecology Agreement: *Commissioner Swart moved to accept Ecology’s agreement. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agreement is accepted.*

Authorize Administrative Staff to Request Quotes for Reservoir Inspection & Repair: *Commissioner Swart moved to authorize staff to solicit quotes for Reservoir Inspection & Repair. Commissioner Hospador seconded. Hearing 3 aye and 0 nay votes, the motion passes.*

Discuss Developing a Memorandum of Understanding with HPMA: Commissioners discussed the desire to develop and MOU with HPMA regarding sharing equipment and defining liabilities. GM will contact WSRMP to better understand the District’s potential liabilities.

OLD BUSINESS:

- **Review of Policy Manual, Establish Schedule:** Commissioners tabled for a future meeting
- **Plant Pumps:** GM shared status of various pumps used in the District’s infrastructure

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

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Special Meeting of the Board on: 9-27-2023

Hartstene Pointe Water Sewer District Monthly Financial Report - Fund Activity

August 2023

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
Reserve Funds					
030 - Ecology Reserve	42,145.25	-	177.28	42,322.53	177.28
050 - DWSRF Loan Reserve	67,380.15	-	6,823.78	74,203.93	6,823.78
060 - Bond Fund	0.00	-	-	0.00	-
070 - USDA Revenue Bond Reserve	43,979.63	-	184.97	44,164.60	184.97
Total Reserve Funds	153,505.03	-	7,186.03	160,691.06	7,186.03
Unreserved Funds					
EFT Account - Umpqua Bank	33,573.23	(69,348.72)	68,063.62	32,288.13	(1,285.10)
Petty Cash Account	2,741.23	(1,289.22)	335.08	1,787.09	(954.14)
Xpress Deposit Account	3,736.68	(46,300.67)	48,264.02	5,700.03	1,963.35
010 - Operating Fund					
<i>Operating Investment Fund</i>	120,000.00	-	-	120,000.00	-
<i>010 - Operating Fund - Other</i>	77,898.29	(65,144.86)	103,990.15	116,743.58	38,845.29
Total 010 - Operating Fund	197,898.29	(65,144.86)	103,990.15	236,743.58	38,845.29
065 - Capital Project Account	0.00	-	-	0.00	-
Total Unreserved Funds	237,949.43	(182,083.47)	220,652.87	276,518.83	38,569.40
Committed Funds					
020 - Water/Sewer Committed Fund					
Asset Replacement Fund	27,344.37	-	-	27,344.37	-
Capital Improvement Fund					
<i>I&I Repair</i>	64,444.19	-	593.89	65,038.08	593.89
<i>Reservoir Repair</i>	96,694.26	-	-	96,694.26	-
Total Capital Improvement Fund	161,138.45	-	593.89	161,732.34	593.89
Risk Management Fund	179,738.54	-	1,579.04	181,317.58	1,579.04
Total 020 - Water/Sewer Committed Fund	368,221.36	-	2,172.93	370,394.29	2,172.93
Total Committed Funds	368,221.36	-	2,172.93	370,394.29	2,172.93
Total Funds	759,675.82	(182,083.47)	230,011.83	807,604.18	47,928.36

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
 August 2023**

	<u>Profit & Loss</u>	<u>Budget v Actual</u>			
	<u>Aug 23</u>	<u>Jan-Aug '23 (66.7% of Yr)</u>	<u>Total 2023 Budget</u>	<u>\$ Over (Under) Budget</u>	<u>% of Total Budget</u>
Ordinary Income/Expense					
Income					
Non-Operating Revenue	16,353.26	53,567.58	19,335.00	34,232.58	277.05%
Operating Revenue	90,390.79	681,605.01	1,030,006.00	-348,400.99	66.18%
Total Income	<u>106,744.05</u>	<u>735,172.59</u>	<u>1,049,341.00</u>	<u>-314,168.41</u>	<u>70.06%</u>
Gross Profit	106,744.05	735,172.59	1,049,341.00	-314,168.41	70.06%
Expense					
534 · Water Expenditures	11,612.54	121,258.05	295,934.00	-174,675.95	40.98%
535 · WW Treatment Expenditures	22,651.52	318,249.01	251,799.00	66,450.01	126.39%
538 · Combined W/S Expenditures	24,129.64	234,431.32	400,294.00	-165,862.68	58.57%
591.38 · Leases	1,000.00	8,000.00			
Total Expense	<u>59,393.70</u>	<u>681,938.38</u>	<u>948,027.00</u>	<u>-266,088.62</u>	<u>71.93%</u>
Net Ordinary Income	<u>47,350.35</u>	<u>53,234.21</u>	<u>101,314.00</u>		
Net Income	<u><u>47,350.35</u></u>	<u><u>53,234.21</u></u>	<u><u>101,314.00</u></u>		