

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
December 21, 2023 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
 - Voicemail from Resident and Related Memo & Correspondence
5. Present Agenda
6. Minutes of the December 7, 2023 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2023-48
 - Monthly Financial Report: November 2023 (4-5)
9. General Manager's Report

BUSINESS:

10. Introduction of New Employee
11. Presentation of Plaque

OLD BUSINESS

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
December 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, Ron W. from Century West Engineering

CALL TO ORDER: The meeting was called to order at 1:08 pm

SUBSCRIBER REMARKS: No Subscribers Present

CORRESPONDENCE: PM noted that the WA State Auditor’s Office published audit results following an accountability audit of fiscal years 2021 and 2022

PRESENT AGENDA: *Commissioner Hospador moved to adopt the agenda. Commissioner Swart seconded.* PM noted that voucher numbers on the agenda needed to be changed. Commissioner Swart suggested moving “Update from Century West Engineering” business item before the Financial/Administrative Report to accommodate Ron W. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES: The minutes of the November 16, 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.*

REPORTS:

Commissioner Reports:

- Commissioner Swart inquired about multi-factor authentication for SCADA
- Commissioner Swart recommended a one-hour FEMA workshop for PM on 3/5/24
- Commissioner Swart plans to attend RCAC Cost of Service Analysis workshop on 12/14
- Commissioner Swart shared *Water Online* article regarding an EPA Training and Technical Assistance grant that may benefit NRWA/ERWoW and RCAC

BUSINESS PART I:

Update from Century West Engineering: Ron W. provided updates regarding the Sewer Infrastructure Rehabilitation Project

REPORTS CONT.:

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2023-47 in the amount of \$ 13,621.57 was presented. *Commissioner Hospador moved to approve voucher 2023-47 in the amount of \$ 13,621.57. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2023-45 was presented by PM for review

- Voucher 2023-46 was presented by PM for review
- **Monthly Billing Report:** PM presented the monthly billing report for December 2023
- **Monthly Financial Report:** PM presented the monthly financial report for October 2023

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

BUSINESS PART II:

Safety Meeting Lunches: GM presented a proposal for funding staff lunches twice per year. Commissioners tabled this item.

Approving Expenses for Commissioner Term-End Celebration Refreshments and supplies: *Commissioner Hospador moved to approve the expenses, totaling \$79.86. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the expenses were approved.*

OLD BUSINESS

- GM conveyed that an inventory spreadsheet is being assembled by staff
- PM shared a Standard Operating Procedure for emailing subscribers
- GM noted the positive feedback regarding the monthly newsletters
- Commissioner Hospador inquired if GM was attending pre-construction meetings

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:40 pm.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

Approved at the Regular Meeting of the Board on: 12-7-2023

Hartstene Pointe Water Sewer District Monthly Financial Report - Fund Activity

November 2023

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
Reserve Funds					
030 - Ecology Reserve	42,681.93	-	185.14	42,867.07	185.14
050 - DWSRF Loan Reserve	8,384.24	-	6,582.63	14,966.87	6,582.63
060 - Bond Fund	0.00	-	-	0.00	-
070 - USDA Revenue Bond Reserve	44,539.59	-	193.16	44,732.75	193.16
Total Reserve Funds	95,605.76	-	6,960.93	102,566.69	6,960.93
Unreserved Funds					
EFT Account - Umpqua Bank	32,664.66	(69,524.48)	69,512.55	32,652.73	(11.93)
Petty Cash Account	2,145.78	(1,393.16)	1,828.42	2,581.04	435.26
Xpress Deposit Account	13,149.53	(51,216.76)	44,272.10	6,204.87	(6,944.66)
010 - Operating Fund					
<i>Operating Investment Fund</i>	120,000.00	-	-	120,000.00	-
<i>010 - Operating Fund - Other</i>	113,079.46	(132,445.34)	92,456.01	73,090.13	(39,989.33)
Total 010 - Operating Fund	233,079.46	(132,445.34)	92,456.01	193,090.13	(39,989.33)
065 - Capital Project Account	0.00	-	-	0.00	-
Total Unreserved Funds	281,039.43	(254,579.74)	208,069.08	234,528.77	(46,510.66)
Committed Funds					
020 - Water/Sewer Committed Fund					
Asset Replacement Fund	27,344.37	-	-	27,344.37	-
Capital Improvement Fund					
<i>I&I Repair</i>	67,904.19	-	730.00	68,634.19	730.00
<i>Reservoir Repair</i>	96,694.26	-	-	96,694.26	-
Total Capital Improvement Fund	164,598.45	-	730.00	165,328.45	730.00
Risk Management Fund	184,532.25	-	1,668.03	186,200.28	1,668.03
Total 020 - Water/Sewer Committed Fund	376,475.07	-	2,398.03	378,873.10	2,398.03
Total Committed Funds	376,475.07	-	2,398.03	378,873.10	2,398.03
Total Funds	753,120.26	(254,579.74)	217,428.04	715,968.56	(37,151.70)

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
 November 2023**

	<u>Profit & Loss</u>	<u>Budget v Actual</u>			
	<u>Nov 23</u>	<u>Jan-Nov '23 (91.6% 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	2,601.77	61,682.62	19,335.00	42,347.62	319.02%
Operating Revenue	84,976.61	936,318.65	1,030,006.00	-93,687.35	90.9%
Total Income	<u>87,578.38</u>	<u>998,001.27</u>	<u>1,049,341.00</u>	<u>-51,339.73</u>	<u>95.11%</u>
Gross Profit	87,578.38	998,001.27	1,049,341.00	-51,339.73	95.11%
Expense					
534 · Water Expenditures	13,827.93	261,201.93	295,934.00	-34,732.07	88.26%
535 · WW Treatment Expenditures	34,788.52	403,413.05	251,799.00	151,614.05	160.21%
538 · Combined W/S Expenditures	75,522.73	361,189.54	400,294.00	-39,104.46	90.23%
591.38 · Leases	1,000.00	11,000.00			
Total Expense	<u>125,139.18</u>	<u>1,036,804.52</u>	<u>948,027.00</u>	<u>88,777.52</u>	<u>109.36%</u>
Net Ordinary Income	<u>-37,560.80</u>	<u>-38,803.25</u>	<u>101,314.00</u>		
Net Income	<u><u>-37,560.80</u></u>	<u><u>-38,803.25</u></u>	<u><u>101,314.00</u></u>		