

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
June 6, 2024 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the May 16, 2024 Regular Meeting (2-3)
7. Minutes of the May 23, 2024 Special Meeting (4)

REPORTS:

8. Commissioner Reports
9. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2024-24
 - Bills to Be Reviewed:
 - Voucher 2024-22
 - Voucher 2024-23
 - Monthly Financial Report: April 2024 (5-6)
 - Monthly Billing Report: June 2024 (7)
10. General Manager's Report

BUSINESS:

11. Board Succession Planning
12. General Manager Evaluation (*possible executive session*)

OLD BUSINESS

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
May 16, 2024
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

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

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

SUBSCRIBER REMARKS: None present

CORRESPONDENCE: Commissioner Swart received correspondence from a resident inquiring about estimated water-sewer bill increases due to the upcoming project

PRESENT AGENDA: *Commissioner Swart moved to adopt the agenda. Commissioner C. Anderson seconded.* Commissioner Swart requested to add two business items: “Discuss Bio-bot Correspondence” and District Presence on HPMA’s ‘Condo Control’ website.” PM noted the voucher numbers in the financial report need to be corrected. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the May 2, 2024 regular meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner C. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Water Board Bible: Commissioners reviewed and discussed Chapter Three (3) of the *Water Board Bible*

Commissioner Reports:

- Commissioner Swart shared a WASWD update on WA State’s PWB funding cycle

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2024-21 in the amount of \$51,266.11 was presented. *Commissioner C. Anderson moved to approve voucher 2024-21 in the amount of \$51,266.11. Commissioner E.J. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2024-20 for review

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

BUSINESS:

Approve Annual Financial Report to SAO: PM presented and answered questions about the annual

financial report to the WA State Auditor’s office, which was reviewed by an independence CPA firm. *Commissioner Swart moved to approve the annual financial report to the WA State Auditor’s Office as presented. Commissioner C. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the report is approved for submittal.*

Discuss Bio-bot Correspondence and District’s Presence on HPMA’s “Condo Control” website: Commissioners reviewed the correspondence sent to subscribers and determined the District should not have a presence on HPMA’s “Condo Control” website.

Discuss General Manager Evaluation Procedure: Commissioners reviewed the existing GM contract and job duties. Commissioners discussed needed updates that should be made to the contract when it is renewed. *Commissioner Swart moved to schedule a special meeting on May 23, 2024 at 464 E Chesapeake Drive, Shelton, WA 98584 at 10:00 am for the purpose of reviewing and discussing the contract between the District and General Manager. An executive session is expected for discussing personnel matters. Commissioner C. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the special meeting is scheduled.*

Commissioner C. Anderson moved to adjourn the meeting. Commissioner E. J. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:30 pm.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Regular Meeting of the Board on: 6-6-2024

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
May 23, 2024
464 E CHESAPEAKE DR SHELTON WA 98584**

MINUTES

PRESENT: President E. J. Anderson, Secretary S. Swart, Audit Commissioner Carl Anderson

CALL TO ORDER: The meeting was called to order at 10:00 am

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

BUSINESS:

Discuss General Manager Evaluation Process: Commissioners reviewed the GM evaluation process (introduced in 2019) and discussed suggestions for improvement. Commissioners reviewed the Employee Handbook to better understand the District’s employee compensation package. Commissioners reviewed the 2023 GM evaluation and the subsequent GM Employment Agreement. Commissioners will continue to discuss the GM evaluation and contract during an Executive Session at the next Regular Meeting on Thursday, June 6, 2024.

Commissioner C. Anderson moved to adjourn the meeting. Commissioner E. J. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 1:15 pm.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

Approved at the Regular Meeting of the Board on: 6-6-2024

Hartstene Pointe Water Sewer District Monthly Financial Report - Fund Activity

April 2024

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
Reserve Funds					
030 - Ecology Reserve	43,600.29	-	189.40	43,789.69	189.40
050 - DWSRF Loan Reserve	40,886.56	-	6,503.34	47,389.90	6,503.34
060 - Bond Fund	0.00	-	-	0.00	-
070 - USDA Revenue Bond Reserve	45,497.89	-	197.64	45,695.53	197.64
Total Reserve Funds	129,984.74	-	6,890.38	136,875.12	6,890.38
Unreserved Funds					
EFT Account - Umpqua Bank	33,938.63	(70,599.83)	69,811.23	33,150.03	(788.60)
Petty Cash Account	2,814.20	(1,358.68)	969.56	2,425.08	(389.12)
Xpress Deposit Account	10,371.06	(38,984.87)	51,521.34	22,907.53	12,536.47
010 - Operating Fund					
<i>Operating Investment Fund</i>	120,000.00	(452,791.08)	454,123.87	121,332.79	1,332.79
<i>010 - Operating Fund - Other</i>	559,191.75	(971,604.76)	535,664.39	123,251.38	(435,940.37)
Total 010 - Operating Fund	679,191.75	(1,424,395.84)	989,788.26	244,584.17	(434,607.58)
065 - Capital Project Account	0.00	-	-	0.00	-
Total Unreserved Funds	726,315.64	(1,535,339.22)	1,112,090.39	303,066.81	(423,248.83)
Committed Funds					
020 - Water/Sewer Committed Fund					
Asset Replacement Fund	36,344.37	-	-	36,344.37	-
Capital Improvement Fund					
<i>I&I Repair</i>	90,023.24	-	350.00	90,373.24	350.00
<i>Reservoir Repair</i>	110,020.69	-	-	110,020.69	-
Total Capital Improvement Fund	200,043.93	-	350.00	200,393.93	350.00
Risk Management Fund	199,121.42	-	1,941.17	201,062.59	1,941.17
Total 020 - Water/Sewer Committed Fund	435,509.72	-	2,291.17	437,800.89	2,291.17
Total Committed Funds	435,509.72	-	2,291.17	437,800.89	2,291.17
Total Funds	1,291,810.10	(1,535,339.22)	1,121,271.94	877,742.82	(414,067.28)

I hereby certify that the above statement is true.

Project & Accounts Manager

Date

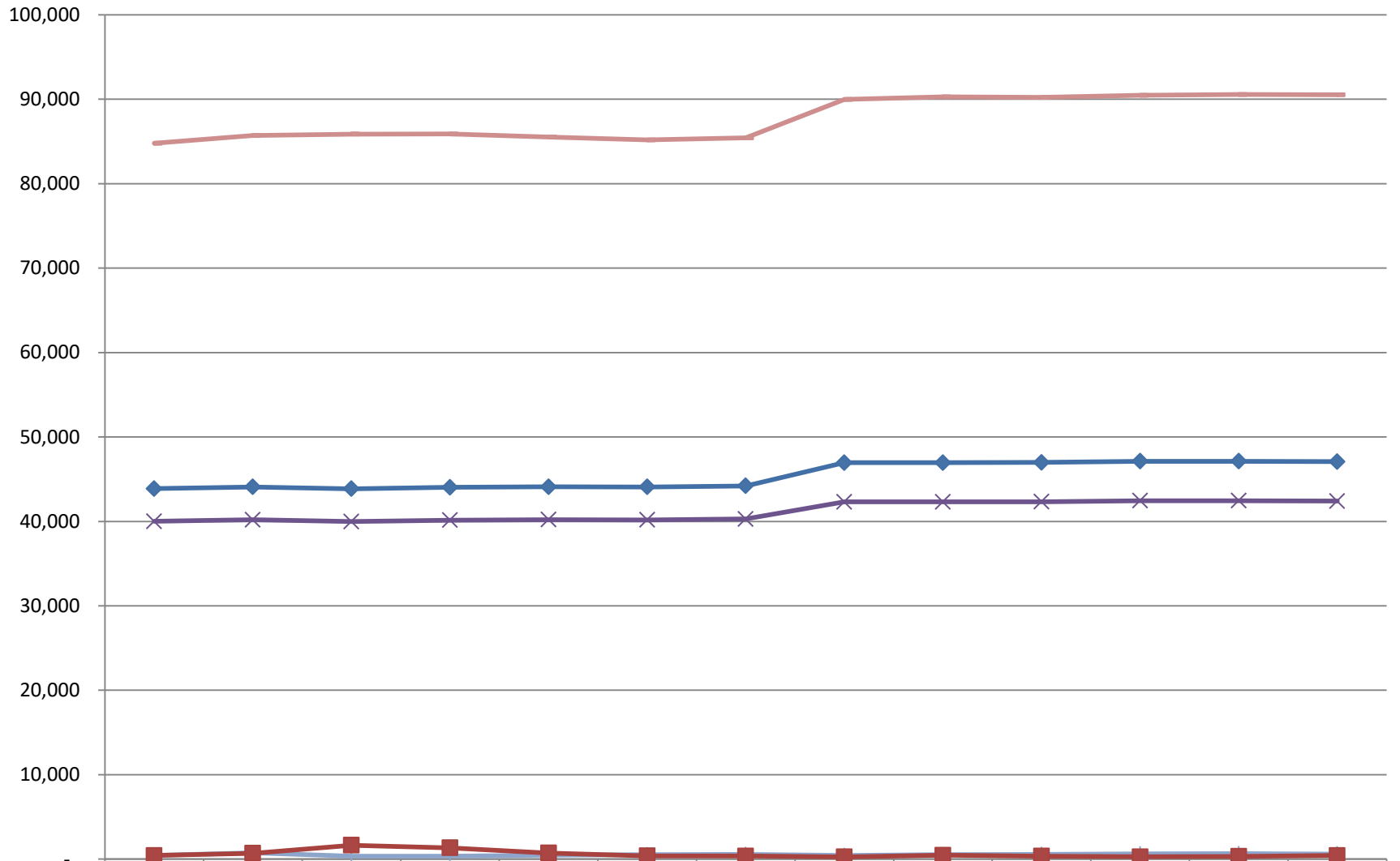
Audit Commissioner

Date

**Hartstene Pointe Water Sewer District
 Profit & Loss Budget vs. Actual
 April 2024**

	Profit & Loss	Budget v Actual			
	Apr '24	Apr '24 (33.3% of Yr)	Total 2024 Budget	\$ Over (Under) Budget	% of Total Budget
Ordinary Income/Expense					
Income					
Non-Operating Revenue	4,530.81	478,579.77	33,735.00	444,844.77	1,418.65%
Operating Revenue	92,561.29	362,091.24	1,080,940.00	-718,848.76	33.5%
Total Income	97,092.10	840,671.01	1,114,675.00	-274,003.99	75.42%
Gross Profit	97,092.10	840,671.01	1,114,675.00	-274,003.99	75.42%
Expense					
534 · Water Expenditures	3,633.36	47,039.96	378,313.00	-331,273.04	12.43%
535 · WW Treatment Expenditures	478,978.06	538,780.34	341,528.00	197,252.34	157.76%
538 · Combined W/S Expenditures	27,125.47	114,947.83	379,883.00	-264,935.17	30.26%
591.38 · Leases	1,000.00	4,000.00	12,300.00	-8,300.00	32.52%
Total Expense	510,736.89	704,768.13	1,112,024.00	-407,255.87	63.38%
Net Ordinary Income	-413,644.79	135,902.88	2,651.00		
Net Income	-413,644.79	135,902.88	2,651.00		

Regular Utility Billing



	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024
◆ Water Service	43,886	44,087	43,862	44,041	44,102	44,074	44,197	46,959	46,959	46,976	47,118	47,118	47,071
✕ Sewer Service	40,004	40,187	39,982	40,145	40,200	40,175	40,287	42,308	42,308	42,323	42,450	42,450	42,408
+ Late/Misc. Fees	446	738	359	364	488	532	563	432	534	556	617	650	612
■ Consumption	440	690	1,655	1,335	725	385	375	260	470	355	275	325	430
— Total Charges	84,777	85,701	85,858	85,885	85,515	85,166	85,422	89,959	90,271	90,210	90,460	90,542	90,521