

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
August 15, 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 August 1, 2024 Regular Meeting **(2-3)**

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2024-34
 - Bills to Be Reviewed:
 - Voucher 2024-33
 - Monthly Billing Report: August 2024 **(4)**
 - Monthly Financial Report: July 2024 **(5-6)**
9. General Manager's Report **(7)**

BUSINESS:

10. Discuss WIRP Project & Cost/Funding Updates
11. Conduct Interviews of Nominees to Fill Commissioner Board Position No. 2

OLD BUSINESS

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
August 1, 2024
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: Secretary S. Swart (Acting Chair), Audit Commissioner Carl Anderson (via telephone), General Manager (GM) J. Palmer, Project & Accounts Manager (PM) J. Sartori; Commissioner Position No. 2 vacant

CALL TO ORDER: The meeting was called to order at 1:02 pm

SUBSCRIBER REMARKS: Three subscribers present

CORRESPONDENCE: Commissioner Swart received an email from a resident regarding the current estimated costs from Century West Engineering (CWE)

PRESENT AGENDA: *Commissioner C. Anderson moved to adopt the agenda. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the agenda was adopted as presented.*

MINUTES:

The minutes of the July 18, 2024 regular meeting were presented. *Commissioner C. Anderson moved to approve the minutes. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved.*

The minutes of the July 27, 2024 special meeting were presented. *Commissioner C. Anderson moved to approve the minutes. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner C. Anderson shared questions regarding CWE's cost estimates
- Commissioner Swart will attend an RCAC leadership training on board policy, procedures and meetings

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2024-31 in the amount of \$2,981.48 was presented. *Commissioner Swart moved to approve voucher 2024-31 in the amount of \$2,981.48. Commissioner C. Anderson seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher 2024-32 in the amount of \$5,628.50 was presented. *Commissioner Swart moved to approve voucher 2024-32 in the amount of \$5,628.50. Commissioner C. Anderson seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2024-30 for review

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

- GM added “Marty at HPMA is interested in sewer project details for their newsletter” to his report outline

BUSINESS:

Commissioners & General Manager Sign Employment Contract: GM accepted the contract drafted by commissioners

Review of Cross Connection Control Policy: GM presented and discussed revisions to be prepared by GM for the September 19, 2024 regular meeting, with an added educational component to increase ratepayer understanding

Accept Nomination(s) for Vacant Commissioner Position #2: *Three self-nominations were received and acknowledged by the Board of Commissioners from Stefan Birgh, Dennis Bonciolini and Gary Redman.* The board plans to conduct interviews during the August 15, 2024 regular meeting of the Board of Commissioners. Nominee names will be posted in three locations for at least 15 days prior to selection and appointment.

OLD BUSINESS: No old business

Commissioner C. Anderson moved to adjourn the meeting. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 2:45 pm.

Respectfully Submitted By:

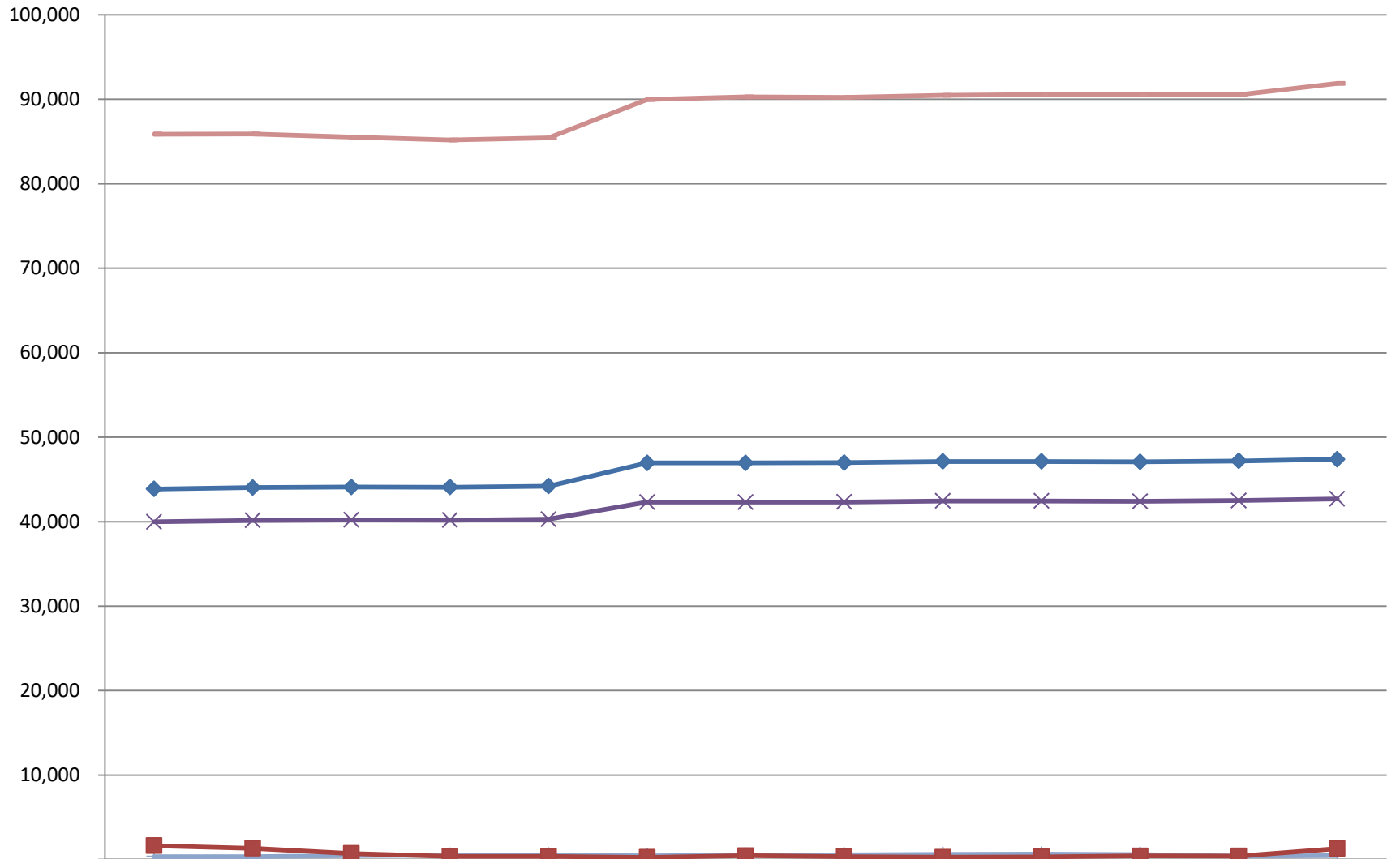
Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

Approved at the Regular Meeting of the Board on: 8-15-2024

Regular Utility Billing



	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024
◆ Water Service	43,862	44,041	44,102	44,074	44,197	46,959	46,959	46,976	47,118	47,118	47,071	47,176	47,385
✕ Sewer Service	39,982	40,145	40,200	40,175	40,287	42,308	42,308	42,323	42,450	42,450	42,408	42,503	42,691
+ Late/Misc. Fees	359	364	488	532	563	432	534	556	617	650	612	416	474
■ Consumption	1,655	1,335	725	385	375	260	470	355	275	325	430	425	1,315
— Total Charges	85,858	85,885	85,515	85,166	85,422	89,959	90,271	90,210	90,460	90,542	90,521	90,519	91,865

Hartstene Pointe Water Sewer District Monthly Financial Report - Fund Activity

July 2024

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
Reserve Funds					
030 - Ecology Reserve	44,164.10	-	185.39	44,349.49	185.39
050 - DWSRF Loan Reserve	60,473.97	-	6,573.41	67,047.38	6,573.41
060 - Bond Fund	0.00	-	-	0.00	-
070 - USDA Revenue Bond Reserve	46,086.23	-	193.47	46,279.70	193.47
Total Reserve Funds	150,724.30	-	6,952.27	157,676.57	6,952.27
Unreserved Funds					
EFT Account - Umpqua Bank	47,831.19	(85,012.06)	69,490.23	32,309.36	(15,521.83)
Petty Cash Account	2,982.74	(1,405.66)	978.09	2,555.17	(427.57)
Xpress Deposit Account	1,910.58	(50,906.94)	51,849.86	2,853.50	942.92
010 - Operating Fund					
<i>Operating Investment Fund</i>	121,332.79	-	-	121,332.79	-
<i>010 - Operating Fund - Other</i>	150,161.73	(63,358.41)	110,166.20	196,969.52	46,807.79
Total 010 - Operating Fund	271,494.52	(63,358.41)	110,166.20	318,302.31	46,807.79
065 - Capital Project Account	0.00	-	-	0.00	-
Total Unreserved Funds	324,219.03	(200,683.07)	232,484.38	356,020.34	31,801.31
Committed Funds					
020 - Water/Sewer Committed Fund					
Asset Replacement Fund	36,344.37	-	-	36,344.37	-
Capital Improvement Fund					
<i>I&I Repair</i>	90,987.33	-	475.00	91,462.33	475.00
<i>Reservoir Repair</i>	110,020.69	-	-	110,020.69	-
Total Capital Improvement Fund	201,008.02	-	475.00	201,483.02	475.00
Risk Management Fund	204,903.52	-	1,903.43	206,806.95	1,903.43
Total 020 - Water/Sewer Committed Fund	442,255.91	-	2,378.43	444,634.34	2,378.43
Total Committed Funds	442,255.91	-	2,378.43	444,634.34	2,378.43
Total Funds	917,199.24	(200,683.07)	241,815.08	958,331.25	41,132.01

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
 July 2024**

	<u>Profit & Loss</u>	<u>Budget v Actual</u>			
	<u>July '24</u>	<u>Jan - Jul '24 (58.3% of Yr)</u>	<u>Total 2024 Budget</u>	<u>\$ Over (Under) Budget</u>	<u>% of Total Budget</u>
Ordinary Income/Expense					
Income					
Non-Operating Revenue	5,387.61	799,838.00	1,355,035.00	-555,197.00	59.03%
Operating Revenue	92,535.46	636,300.71	1,080,940.00	-444,639.29	58.87%
Total Income	<u>97,923.07</u>	<u>1,436,138.71</u>	<u>2,435,975.00</u>	<u>-999,836.29</u>	<u>58.96%</u>
Gross Profit	97,923.07	1,436,138.71	2,435,975.00	-999,836.29	58.96%
Expense					
534 · Water Expenditures	5,364.63	75,469.67	378,313.00	-302,843.33	19.95%
535 · WW Treatment Expenditures	23,756.87	939,798.31	1,662,828.00	-723,029.69	56.52%
538 · Combined W/S Expenditures	25,660.81	197,526.18	379,883.00	-182,356.82	52.0%
591.38 · Leases	1,000.00	7,000.00	12,300.00	-5,300.00	56.91%
Total Expense	<u>55,782.31</u>	<u>1,219,794.16</u>	<u>2,433,324.00</u>	<u>-1,213,529.84</u>	<u>50.13%</u>
Net Ordinary Income	<u>42,140.76</u>	<u>216,344.55</u>	<u>2,651.00</u>		
Net Income	<u><u>42,140.76</u></u>	<u><u>216,344.55</u></u>	<u><u>2,651.00</u></u>		

GM REPORT FOR BOC MEETING ON 8/15/24

- WWTP averaged 47,525 GPD (33,821 min; 63,966 max)
- Wells averaged 56,804 GPD (40,350 min; 85,900 max)
- From 7/28 - 8/10, with higher flows on weekends
- Tree trimming around WWTP on 8/16
- Jaron @ ERWOW Conference 8/27 - 8/29
- Joe off 8/26 - 8/30
- Control Valve training
- PUD meeting
- Trailer update