

**HARTSTONE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING**

**District Office**

**772 E Chesapeake Drive, Shelton, WA 98584**

**October 17, 2019 1:00 P.M.**

**AGENDA**

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the October 3, 2019 Regular Meeting **(2-3)**
7. Minutes of the October 10, 2019 Special Meeting **(4)**

**REPORTS:**

8. Commissioner Reports
9. Financial/Administrative Report:
  - Bills to Be Authorized: Voucher 2019-30
  - Bills to Be Reviewed: Voucher 2019-29
  - Monthly Financial Report **(5-7)**

**BUSINESS:**

10. Review/Discuss Budget Hearing Presentation

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
October 3, 2019  
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

**MINUTES**

**PRESENT:** Commissioner D. McNabb, Secretary A. Hospador, General Manager (GM) D. Carnahan, District Clerk (Clerk) J. Sartori. President C. Swenson on scheduled absence.

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

**SUBSCRIBER REMARKS:** No subscribers present.

**CORRESPONDENCE:** None.

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

**MINUTES:** The minutes of the September 19, 2019 regular meeting were presented. Commissioner Hospador suggested capitalizing “accessibility” to avoid confusion. *Commissioner Hospador moved to approve the minutes as amended. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as amended.*

The minutes of the September 21, 2019 Board Retreat were presented. Commissioner Hospador noted spelling corrections. *Commissioner Hospador moved to approve the minutes as amended. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as amended.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner McNabb presented an article, “The Peril of Bad Strategy”
- Commissioners discussed possible advantages of using State of WA resources for hosting documents online, if such a service is available and useful to district.

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2019-28, in the amount of \$10,518.74, was presented. *Commissioner Hospador moved to approve voucher 2019-28 in the amount of \$10,518.74. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - Clerk presented Voucher 2019-27 in the amount of \$222.01 for review.

**General Manager’s Report:**

- David Carnahan presented his general manager’s report on present state of the district.

- *Commissioner Hospador moved to approve expense for GM to host a breakfast meeting with HPMA’s General Manager. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the expense is approved.*

**BUSINESS:**

**Approve Capital Improvement Plan (CIP):** *Commissioner Hospador moved to approve Capital Improvement Plan submitted by GM. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, CIP plan is approved.*

**Approve Reimbursement to GM for Expenses for GM to Attend Training for Grant Writing in Carbonado:** *Commissioner Hospador moved to approve expenses for GM to attend training. Commissioner McNabb seconded. Hearing 2 aye and 0 nay votes, the expenses are approved.*

*Commissioner Hospador moved to adjourn the meeting. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 2:10 pm.*

Respectfully Submitted By:

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

\_\_\_\_\_  
*Name and Title*

Approved at the Regular Meeting of the Board on: \_\_\_\_\_

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
October 10, 2019  
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

**MINUTES**

**PRESENT:** President C. Swenson, Secretary A. Hospador, Commissioner D. McNabb, General Manager (GM) D. Carnahan, District Clerk (Clerk) J. Sartori.

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

**SUBSCRIBER REMARKS:** No subscribers present.

**CORRESPONDENCE:** GM presented a letter from Risk Management Pool regarding changes in premiums for FY 2019.

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

**REPORTS:**

**Commissioner Reports:**

- Commissioner Swenson noted emergency preparedness training is scheduled to take place at Mason County on 11/7/19 and suggested that GM attend
- Commissioner Swenson noted that he will not be able to continue as a commissioner in 2020

**BUSINESS:**

**Review & Discuss Preliminary Budget:** GM and Clerk presented a preliminary budget for 2020 to the board. The board asked questions and discussed preliminary budget.

*Commissioner Swenson called for a ten-minute recess at 2:30 pm. Meeting resumed at 2:40 pm.*

The board continued to discuss preliminary budget.

*Commissioner Hospador moved to adjourn the meeting. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:00 pm.*

Respectfully Submitted By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

Approved at the Regular Meeting of the Board on: \_\_\_\_\_

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

**September 2019**

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
<b>Reserve Funds</b>					
030 - Ecology Reserve	39,949.15	-	73.60	40,022.75	73.60
050 - DWSRF Loan Reserve	77,176.69	(83,401.93)	7,134.32	909.08	(76,267.61)
060 - Bond Fund	19,665.00	(19,665.00)	-	0.00	(19,665.00)
070 - USDA Revenue Bond Reserve	28,129.80	-	379.44	28,509.24	379.44
Total Reserve Funds	164,920.64	(103,066.93)	7,587.36	69,441.07	(95,479.57)
<b>Unreserved Funds</b>					
EFT Account - Columbia Bank	32,197.00	(42,097.99)	40,400.99	30,500.00	(1,697.00)
Petty Cash Account	907.12	(209.63)	1,360.90	2,058.39	1,151.27
Xpress Deposit Account	1,675.00	(20,904.89)	25,332.63	6,102.74	4,427.74
010 - Operating Fund					
<i>Operating Investment Fund</i>	50,000.00	-	-	50,000.00	-
<i>010 - Operating Fund - Other</i>	126,112.54	(141,530.68)	123,262.84	107,844.70	(18,267.84)
<b>Total 010 - Operating Fund</b>	<b>176,112.54</b>	<b>(141,530.68)</b>	<b>123,262.84</b>	<b>157,844.70</b>	<b>(18,267.84)</b>
065 - Capital Project Account	0.00	-	-	0.00	-
Total Unreserved Funds	210,891.66	(204,743.19)	190,357.36	196,505.83	(14,385.83)
<b>Committed Funds</b>					
020 - Water/Sewer Committed Fund					
Asset Replacement Fund	30,540.00	-	-	30,540.00	-
Capital Improvement Fund					
<i>I&amp;I Repair</i>	69,540.00	-	-	69,540.00	-
<i>Reservoir Repair</i>	43,388.51	-	-	43,388.51	-
Total Capital Improvement Fund	112,928.51	-	-	112,928.51	-
Risk Management Fund	125,324.06	-	495.22	125,819.28	495.22
<b>Total 020 - Water/Sewer Committed Fund</b>	<b>268,792.57</b>	<b>-</b>	<b>495.22</b>	<b>269,287.79</b>	<b>495.22</b>
Total Committed Funds	268,792.57	-	495.22	269,287.79	495.22
<b>Total Funds</b>	<b>644,604.87</b>	<b>(307,810.12)</b>	<b>198,439.94</b>	<b>535,234.69</b>	<b>(109,370.18)</b>

I hereby certify that the above statement is true.

\_\_\_\_\_  
District Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Audit Commissioner

\_\_\_\_\_  
Date

# Hartstene Pointe Water Sewer District

## Profit & Loss

September 2019  
Sep 19

### Ordinary Income/Expense

#### Income

Non-Operating Revenue 852.17

Operating Revenue 42,432.94

Total Income 43,285.11

#### Expense

534 - Water Expenditures 124,773.57

535 - WW Treatment Expenditures 9,517.89

538 - Combined W/S Expenditures 18,493.42

Total Expense 152,784.88

Net Ordinary Income -109,499.77

Net Income -109,499.77

**Hartstene Pointe Water Sewer District**  
**Profit & Loss Budget vs. Actual**  
January through September 2019

	<u>Profit &amp; Loss</u>	<u>Budget v Actual</u>			
	<u>Sept 19</u>	<u>Jan - Sept '19 (75% of Yr)</u>	<u>Total 2019 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>	852.17	41,526.61	10,466.00	31,060.61	396.78%
<b>Operating Revenue</b>	42,432.94	507,053.57	689,863.00	-182,809.43	73.5%
<b>Total Income</b>	43,285.11	548,580.18	700,329.00	-151,748.82	78.33%
<b>Expense</b>					
<b>534 - Water Expenditures</b>	124,773.57	254,487.23	396,054.00	-141,566.77	64.26%
<b>535 - WW Treatment Expenditures</b>	9,517.89	121,204.75	259,428.00	-138,223.25	46.72%
<b>538 - Combined W/S Expenditures</b>	18,493.42	164,662.42	199,699.00	-35,036.58	82.46%
<b>Total Expense</b>	152,784.88	540,354.40	855,181.00	-314,826.60	63.19%
<b>Net Ordinary Income</b>	-109,499.77	8,225.78	-154,852.00		
<b>Net Income</b>	<u>-109,499.77</u>	<u>8,225.78</u>	<u>-154,852.00</u>		