

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
CONDUCTED VIA TELECONFERENCE
Per State of Emergency Declared in Washington State and Mason County
March 18, 2021 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the March 4, 2021 Regular Meeting (2-3)

REPORTS:

7. Water Board Bible: Chapter 1
8. Commissioner Reports
9. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2021-12
 - Bills to Be Reviewed:
 - Voucher 2021-11
 - Monthly Financial Report (4-5)
10. General Managers Report (6)

BUSINESS:

11. Approve Heavy Equipment Purchase
12. Discuss Human Resources and Personnel Needs

As per the State of Emergency, the district's Open Public Meetings will be held via teleconference. Until further notice, meetings WILL NOT be held at the District office.

To join a meeting, follow the instructions below:

- 1. Call (425) 436-6260 or (800) 719-6100**
- 2. Enter Access Code 535 9093 #**

If you have a webcam-enabled computer, you may try to connect to the meeting using the link below:

<https://hello.freeconference.com/conf/call/5359093>

Note: Due to limited internet connection speeds at Hartstene Pointe, joining meetings via webcam may lead to reduced quality

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
March 4, 2021
Conducted Via Teleconference
Per State of Emergency Declared in Washington State and Mason County**

MINUTES

PRESENT: President E. J. Anderson, Secretary S. Swart, Audit Commissioner A. Hospador, General Manager (GM) D. Carnahan, Project & Accounts Manager (PM) J. Sartori.

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

SUBSCRIBER REMARKS: None

CORRESPONDENCE: GM noted progress on USDA Grant Application for Engineering Report

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

MINUTES: The minutes of the February 18, 2021 regular meeting were presented. *Commissioner Swart moved to approve the minutes as presented. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Hospador shared more details regarding the Nutrient General Permit Review
- Commissioner Swart discussed financial stability looking at future needs

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2021-10, in the amount of \$7,725.35, was presented in full. *Commissioner Swart moved to approve voucher 2021-10 in the amount of \$7,725.35. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented voucher 2021-09 for review
- Monthly Billing Report:
 - PM presented the billing report for March 2021

BUSINESS:

Adopt Resolution 2021-01, Establishing a COVID-19 Prevention Program: Commissioners reviewed the draft resolution. *Commissioner Hospador moved to adopt Resolution 2021-01 as presented. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the resolution is adopted.*

Review Emergency Planning Documents: Commissioners discussed documents and provided suggestions to GM for improvements.

Schedule a Special Meeting with HMPA: *Commissioner Hospador moved to schedule a special meeting on 3/27/2021 at 1:00 pm via teleconference for the purpose of conducting a joint planning meeting with Hartstene Pointe Maintenance Association. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the special meeting is scheduled.*

Approve HPWSD & HPMA Joint Planning Meeting Agenda: Commissioners reviewed the draft agenda and discussed each agenda item. *Commissioner Hospador moved to approve the agenda as presented. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the special agenda is approved.*

Discuss Future Plans/Long-term Direction: Commissioners table this item and will discuss at a future meeting

Set a Date for a Board Retreat: *Commissioner Anderson moved to schedule a special meeting for the purpose of conducting a board retreat on 4/8/2021 at 10:00 am at the district Office, 119 E Liberty Road. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the special meeting is scheduled.*

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:10 pm.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Regular Meeting of the Board on: 3-18-2021

Hartstene Pointe Water Sewer District Monthly Financial Report - Fund Activity

January 2021

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
Reserve Funds					
030 - Ecology Reserve	40,510.80	-	5.10	40,515.90	5.10
050 - DWSRF Loan Reserve	20,431.27	-	6,780.41	27,211.68	6,780.41
060 - Bond Fund	0.00	-	-	0.00	-
070 - USDA Revenue Bond Reserve	33,787.40	-	332.00	34,119.40	332.00
Total Reserve Funds	94,729.47	-	7,117.51	101,846.98	7,117.51
Unreserved Funds					
EFT Account - Columbia Bank	31,331.91	(52,075.68)	52,753.98	32,010.21	678.30
Petty Cash Account	1,851.90	(807.14)	860.36	1,905.12	53.22
Xpress Deposit Account	4,310.39	(36,225.86)	37,760.01	5,844.54	1,534.15
010 - Operating Fund					
<i>Operating Investment Fund</i>	34,000.00	-		34,000.00	-
<i>010 - Operating Fund - Other</i>	46,401.15	(69,283.05)	63,867.60	40,985.70	(5,415.45)
Total 010 - Operating Fund	80,401.15	(69,283.05)	63,867.60	74,985.70	(5,415.45)
065 - Capital Project Account	0.00	-	-	0.00	-
Total Unreserved Funds	117,895.35	(158,391.73)	155,241.95	114,745.57	(3,149.78)
Committed Funds					
020 - Water/Sewer Committed Fund					
Asset Replacement Fund	48,540.00		-	48,540.00	-
Capital Improvement Fund					
<i>I&I Repair</i>	80,617.25	-	-	80,617.25	-
<i>Reservoir Repair</i>	56,714.95	-	-	56,714.95	-
Total Capital Improvement Fund	137,332.20	-	-	137,332.20	-
Risk Management Fund	139,510.83	-	39.84	139,550.67	39.84
Total 020 - Water/Sewer Committed Fund	325,383.03	-	39.84	325,422.87	39.84
Total Committed Funds	325,383.03	-	39.84	325,422.87	39.84
Total Funds	538,007.85	(158,391.73)	162,399.30	542,015.42	4,007.57

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
 January through January 2021**

	<u>Profit & Loss</u>	<u>Budget v Actual</u>			
	<u>Jan '21</u>	<u>Jan - Jan '21 (8.33% of Yr)</u>	<u>Total 2021 Budget</u>	<u>\$ Over (Under) Budget</u>	<u>% of Total Budget</u>
Ordinary Income/Expense					
Income					
Non-Operating Revenue	56.99	56.99	10,735.00	-10,678.01	0.53%
Operating Revenue	65,936.01	65,936.01	846,186.00	-780,249.99	7.79%
Total Income	65,993.00	65,993.00	856,921.00	-790,928.00	7.7%
Expense					
534 - Water Expenditures	8,945.08	8,945.08	262,731.00	-253,785.92	3.41%
535 - WW Treatment Expenditures	23,330.61	23,330.61	311,827.00	-288,496.39	7.48%
538 - Combined W/S Expenditures	29,586.87	29,586.87	313,840.00	-284,253.13	9.43%
Total Expense	61,862.56	61,862.56	888,398.00	-826,535.44	6.96%
Net Ordinary Income	4,130.44	4,130.44	-31,477.00		
Net Income	<u>4,130.44</u>	<u>4,130.44</u>	<u>-31,477.00</u>		

HARTSTENE POINTE WATER-SEWER DISTRICT

General Manager's Report

March 18, 2021

Water Treatment and Distribution:

Great News! I received a call from Sophia Petro from Department of Health Drinking Water Division informing me that if we fill out a Susceptibility Asset Survey form that we will receive an exemption from Pesticide sampling which will save the District upwards of \$2,000.00 annually. I plan to get the form back to Sophia no later than the 25th of March.

Overall water consumption has been low and we're doing an excellent job staying on top of water loss by managing leaks and tracking usage. Way to go, team!

Wastewater Collection and Treatment:

The following updates were sent to me by Jeff Palmer:

"The low level incident from the other night was an isolated event. I found the actuator stuck halfway between open and closed. I used the manual close button up above to close it. It has not happened again since then. I have a hard time believing anything got stuck in there, since it closed fine and I never found anything in the contact channels.

I thought that our samples were good after that incident, but when I collected the fecal, it was a little turbid... Well, that sample came back as >200. I drained and cleaned all 3 channels since then and took another sample today. Won't see result from that until next week, but should be ok.

And we got all the lead & copper samples collected. Only took 3 days. Joe took those to the lab today along with the fecal. As long as those come back good, we don't have to take anymore until Sep 2023."

Jeff and I have since discussed the above issues and are currently working to resolve them.

Capital Improvements-2021:

Engineering Report: Nothing new to report. We are waiting on USDA.

Moving Forward with 2021 CIP: At this point both Joe and I feel comfortable moving forward with some of the Capital Improvements for 2021, namely ordering 80 new Kamstrup water meters and proceeding with the SCADA Upgrade at the wastewater treatment plant.

Emergency Planning Update:

I met with Stacy Swart who conveyed some input regarding the proposed Continuity of Governance plan which was discussed at the meeting on March 4th. I will make these edits and present the revised document for approval at the Board Retreat next week.

I received an invitation to attend a table top exercise on April 3rd hosted by the emergency prep committee. This will be a great opportunity to share our response plan and coordinate our efforts.

Submitted by David Carnahan, General Manager