

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584  
TELECONFERENCE AVAILABLE  
Per State of Emergency Declared in Washington State and Mason County  
July 1, 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 June 17, 2021 Regular Meeting (2-3)

**REPORTS:**

7. Water Board Bible: Chapter Six
8. Commissioner Reports
9. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Voucher 2021-25
  - Bills to Be Reviewed:
    - Voucher 2021-24
  - Monthly Financial Report (4-5)
10. General Manager's Report (6)

**BUSINESS:**

11. Discuss Fire Hydrant / Safety Concerns
12. Discuss Rate Structure / HPMA Rate

**As per the State of Emergency, the district's Open Public Meetings will be available via teleconference.**

**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  
June 17, 2021  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584  
TELECONFERENCE AVAILABLE  
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) J. Palmer, Project & Accounts Manager (PM) J. Sartori, E. Klemick from ERWOW

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

**SUBSCRIBER REMARKS:** One subscriber present

**CORRESPONDENCE:** GM noted a telephone conversation with a resident

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

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

**REPORTS:**

**Water Board Bible:** Commissioners reviewed and discussed Chapter Five of the *Water Board Bible*.

*Commissioner Anderson called for a five-minute recess at 2:00 pm. The meeting resumed at 2:05 pm.*

**Commissioner Reports:**

- Commissioner Swart suggested commissioners read an article, “Effective Utility Management”
- Commissioner Swart presented a *Water Online* article, “Water Quality Association Releases Nation Opinion Survey”
- Commissioner Swart presented a *Water Online* article, “New Methods Extend Options for NPDES Compliance Testing”

*Commissioner Anderson called for a five-minute recess at 1:35 pm. Meeting resumed at 1:40 pm.*

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2021-23, in the amount of \$27,981.26, was presented. *Commissioner Anderson moved to approve voucher 2021-23 in the amount of \$27,981.26. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - PM presented Voucher 2021-22 for review
- Monthly Billing Report: PM presented the June 2021 monthly billing report

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

**BUSINESS:**

**Update Apprentice/Trainee Job Description:** Commissioners reviewed amended job description. *Commissioner Anderson moved to amend the Apprentice/Trainee job description. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

**Approve Correspondence to Resident:** Commissioners reviewed and discussed correspondence to resident that was discovered to be under-billed. *Commissioner Swart moved to approve signing correspondence to resident. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the correspondence was signed.*

**Approve Century West Engineering Agreement:** *Commissioner Hospador moved to approve agreement with Century West Engineering. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the agreement is approved.*

**Discuss Rate Structure:** *Commissioner Anderson moved to discuss logistics of rate structure. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, logistics were discussed.*

**Identify Unmetered Connections:** GM shared known un-metered water connections and shared plans to address these connections.

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

Respectfully Submitted By:

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

Stacy Swart, Secretary, Commissioner #3  
*Name and Title*

Approved at the Regular Meeting of the Board on: 7-1-2021

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

May 2021

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
<b>Reserve Funds</b>					
030 - Ecology Reserve	40,528.16	-	3.22	40,531.38	3.22
050 - DWSRF Loan Reserve	47,555.62	-	6,781.67	54,337.29	6,781.67
060 - Bond Fund	0.00	-	-	0.00	-
070 - USDA Revenue Bond Reserve	35,113.22	-	330.53	35,443.75	330.53
<b>Total Reserve Funds</b>	123,197.00	-	7,115.42	130,312.42	7,115.42
<b>Unreserved Funds</b>					
EFT Account - Columbia Bank	31,439.91	(41,421.27)	52,609.10	42,627.74	11,187.83
Petty Cash Account	1,839.68	(1,376.52)	777.23	1,240.39	(599.29)
Xpress Deposit Account	6,848.20	(40,573.67)	37,345.72	3,620.25	(3,227.95)
<b>010 - Operating Fund</b>					
<i>Operating Investment Fund</i>	50,000.00	-	-	50,000.00	-
<i>010 - Operating Fund - Other</i>	105,180.75	(100,917.17)	87,545.52	91,809.10	(13,371.65)
<b>Total 010 - Operating Fund</b>	155,180.75	(100,917.17)	87,545.52	141,809.10	(13,371.65)
065 - Capital Project Account	0.00	-	-	0.00	-
<b>Total Unreserved Funds</b>	195,308.54	(184,288.63)	178,277.57	189,297.48	(6,011.06)
<b>Committed Funds</b>					
<b>020 - Water/Sewer Committed Fund</b>					
Asset Replacement Fund	48,540.00	-	-	48,540.00	-
Capital Improvement Fund					
<i>I&amp;I Repair</i>	80,617.25	(29,920.00)	-	50,697.25	(29,920.00)
<i>Reservoir Repair</i>	70,041.39	-	-	70,041.39	-
Total Capital Improvement Fund	150,658.64	(29,920.00)	-	120,738.64	(29,920.00)
Risk Management Fund	139,649.79	-	26.88	139,676.67	26.88
<b>Total 020 - Water/Sewer Committed Fund</b>	338,848.43	(29,920.00)	26.88	308,955.31	(29,893.12)
<b>Total Committed Funds</b>	338,848.43	(29,920.00)	26.88	308,955.31	(29,893.12)
<b>Total Funds</b>	657,353.97	(214,208.63)	185,419.87	628,565.21	(28,788.76)

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 May 2021**

	<u>Profit &amp; Loss</u>	<u>Budget v Actual</u>			
	<u>May 21</u>	<u>Jan - May '21 (41.67% of Yr)</u>	<u>Total 2021 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>	40.52	38,546.60	10,735.00	27,811.60	359.07%
<b>Operating Revenue</b>	65,561.22	351,306.97	846,186.00	-494,879.03	41.52%
<b>Total Income</b>	65,601.74	389,853.57	856,921.00	-467,067.43	45.5%
<b>Expense</b>					
<b>534 - Water Expenditures</b>	9,814.19	65,139.46	262,731.00	-197,591.54	24.79%
<b>535 - WW Treatment Expenditures</b>	35,838.47	96,466.97	311,827.00	-215,360.03	30.94%
<b>538 - Combined W/S Expenditures</b>	48,339.67	137,641.12	313,840.00	-176,198.88	43.86%
<b>Total Expense</b>	93,992.33	299,247.55	888,398.00	-589,150.45	33.68%
<b>Net Ordinary Income</b>	-28,390.59	90,606.02	-31,477.00		
<b>Net Income</b>	<b>-28,390.59</b>	<b>90,606.02</b>	<b>-31,477.00</b>		

**HARTSTENE POINTE WATER-SEWER DISTRICT**  
**General Manager's Report**  
**July 1, 2021**

**Water Treatment and Distribution**

Wells are running more since we had the extreme heat, but not as much as I had expected. The most was 80,000 gpd.

Our chlorine supply is in good standing. DOH sent out surveys to inquire whether we had enough, and they expected the Longview plant to start producing more beginning June 28.

**Wastewater Collection and Treatment**

Flows at the WWTP were up a little during the heat, but not as much as the potable water since it was most likely being used outside.

There has been an electrician on-site for the past 2 days, installing a time clock for the generator so it will do a weekly exercise. He is also looking into an issue with the influent slide gate #2, as it will randomly not close, and the SCADA system shows it closed so we don't get any alarms on it.

The WWTPO I've been talking to was going to come out this last Monday, but rescheduled due to the heat; she will now be here next Tuesday 7/6.

**Capital Improvements 2021**

The signed agreement for Century West's Preliminary Engineering Report was sent to Steve Nelson. He has also been working on updating our Water System Plan. I had asked him some questions on it and he graciously offered to take care of it. I expect that (WSP) to be completed any time now.

The new Kamstrup meter installation is still moving along. As of this writing, we have 139 installed. Installations are being done as time permits, due to more pressing matters arising (leaks, locates, etc.).

*Submitted by Jeff Palmer, General Manager*