

**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  
March 17, 2022 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 17, 2022 Regular Meeting (2-3)

**REPORTS:**

7. Commissioner Reports
8. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Voucher 2022-15
  - Bills to Be Reviewed:
    - Voucher 2022-13
    - Voucher 2022-14
9. Monthly Financial Report (4-6)
10. General Manager's Report

**BUSINESS:** No Business

**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  
March 17, 2022  
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

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

**SUBSCRIBER REMARKS:** No subscribers present

**CORRESPONDENCE:**

- PM shared ongoing correspondence with WA Employment Security Department
- PM notified commissioners of outgoing certified mail regarding an account in arears
- Commissioner Swart correspondence received regarding CodeRed

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

**MINUTES:** The minutes of the March 3, 2022 regular meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner Anderson seconded.* Commissioner Swart noted a correction. *Hearing 3 aye votes and 0 nay votes, the minutes were approved as corrected.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner Swart shared an article regarding the development of robotic equipment for clearing sewer mains & laterals
- Commissioner Anderson noted a conversation with HPMA's *Disaster Preparedness* ad hoc committee regarding the use of District-owned backup generator during an emergency

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2022-12, in the amount of \$ 30,562.14, was presented. *Commissioner Swart moved to approve voucher 2022-09 in the amount of \$ 10,262.23. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - PM presented Voucher 2022-10 for review
  - PM presented Voucher 2022-11 for review

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

**BUSINESS:**

**Reallocate Funds to Install Energy-Efficient Heating/Cooling for Office:** Commissioners reviewed

proposal for installation of new system up to \$15,00 from the *Water System SCADA Upgrade* line item for upgrading HVAC system for the office. ***Commissioner Swart moved to reallocate the funds. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the funds are reallocated.***

***Authorize GM to Solicit Bids for Heating/Cooling Installation: Commissioner Swart moved to approve the GM to solicit bids for upgrading the Heating/Cooling system for the office. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.***

***Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:50 pm.***

Respectfully Submitted By:

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

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

Approved at the Regular Meeting of the Board on: 4-7-2022

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

February 2022

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
<b>Reserve Funds</b>					
030 - Ecology Reserve	40,556.15	-	2.97	40,559.12	2.97
050 - DWSRF Loan Reserve	27,053.23	-	6,676.80	33,730.03	6,676.80
060 - Bond Fund	0.00	-	-	0.00	-
070 - USDA Revenue Bond Reserve	38,088.04	-	330.53	38,418.57	330.53
<b>Total Reserve Funds</b>	105,697.42	-	7,010.30	112,707.72	7,010.30
<b>Unreserved Funds</b>					
EFT Account - Columbia Bank	31,655.88	(56,191.13)	56,586.76	32,051.51	395.63
Petty Cash Account	1,867.95	(817.18)	695.99	1,746.76	(121.19)
Xpress Deposit Account	6,440.37	(30,539.82)	39,985.10	15,885.65	9,445.28
010 - Operating Fund					
<i>Operating Investment Fund</i>	130,000.00	-	-	130,000.00	-
<i>010 - Operating Fund - Other</i>	76,239.65	(54,551.27)	64,667.45	86,355.83	10,116.18
<b>Total 010 - Operating Fund</b>	206,239.65	(54,551.27)	64,667.45	216,355.83	10,116.18
065 - Capital Project Account	0.00	-	-	0.00	-
<b>Total Unreserved Funds</b>	246,203.85	(142,099.40)	161,935.30	266,039.75	19,835.90
<b>Committed Funds</b>					
020 - Water/Sewer Committed Fund					
Asset Replacement Fund	18,344.37	-	-	18,344.37	-
Capital Improvement Fund					
<i>I&amp;I Repair</i>	76,327.95	-	408.45	76,736.40	408.45
<i>Reservoir Repair</i>	83,367.83	-	-	83,367.83	-
<b>Total Capital Improvement Fund</b>	159,695.78	-	408.45	160,104.23	408.45
Risk Management Fund	149,848.53	-	24.02	149,872.55	24.02
<b>Total 020 - Water/Sewer Committed Fund</b>	327,888.68	-	432.47	328,321.15	432.47
<b>Total Committed Funds</b>	327,888.68	-	432.47	328,321.15	432.47
<b>Total Funds</b>	679,789.95	(142,099.40)	169,378.07	707,068.62	27,278.67

I hereby certify that the above statement is true.

\_\_\_\_\_  
Project & Accounts Manager

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Hartstene Pointe Water Sewer District

**Profit & Loss**

February 2022  
~~Feb 22~~

Ordinary Income/Expense

Income

Non-Operating Revenue 41.11

Operating Revenue 74,468.42

Total Income 74,509.53

Expense

534 - Water Expenditures 14,318.00

535 - WW Treatment Expenditures 8,426.85

538 - Combined W/S Expenditures 24,955.67

Total Expense 47,700.52

Net Ordinary Income 26,809.01

Net Income 26,809.01

**Hartstene Pointe Water Sewer District  
 Profit & Loss Budget vs. Actual  
 February 2022**

	<u>Profit &amp; Loss</u>	<u>Budget v Actual</u>			
	<u>Feb '22</u>	<u>Feb '22 (16.7% of Yr)</u>	<u>Total 2022 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>	41.11	7,380.11	11,535.00	-4,154.89	63.98%
<b>Operating Revenue</b>	74,468.42	150,733.75	938,809.00	-788,075.25	16.06%
<b>Total Income</b>	74,509.53	158,113.86	950,344.00	-792,230.14	16.64%
<b>Expense</b>					
<b>534 - Water Expenditures</b>	14,318.00	32,950.58	207,132.00	-174,181.42	15.91%
<b>535 - WW Treatment Expenditures</b>	8,426.85	14,711.68	207,195.00	-192,483.32	7.1%
<b>538 - Combined W/S Expenditures</b>	24,955.67	55,575.69	380,465.00	-324,889.31	14.61%
<b>Total Expense</b>	47,700.52	103,237.95	794,792.00	-691,554.05	12.99%
<b>Net Ordinary Income</b>	26,809.01	54,875.91	155,552.00		
<b>Net Income</b>	<b>26,809.01</b>	<b>54,875.91</b>	<b>155,552.00</b>		