

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
June 2, 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 May 19, 2022 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2022-23
 - Bills to Be Reviewed:
 - Voucher 2022-22
 - Monthly Financial Report: April 2022 (4-5)
9. General Manager's Report

BUSINESS:

10. Review & Discuss Engineering Plan/Plots

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
May 19, 2022
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
TELECONFERENCE AVAILABLE**

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 1:19 pm.

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No Correspondence

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 May 5, 2022 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:

Commissioner Reports:

- Commissioner Swart conveyed the attempts to contact the county conservation district
- Commissioner Swart referenced Representative MacEwen's requests regarding capital project funding
- Commissioner Swart shared a *Water Online* article about water in Ukraine

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2022-21, in the amount of \$ 49,062.18, was presented. *Commissioner Swart moved to approve voucher 2022-21 in the amount of \$ 49,062.18. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

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

BUSINESS:

Schedule a Special Meeting: *Commissioner Swart moved to schedule a special meeting on June 23, 2022 at 1:00pm at the District Office for the purpose of addressing emergency preparedness for the District. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the special meeting is scheduled.*

Approve 2021 Fiscal Year Annual Report to the State Auditor's Office (SAO): PM presented the annual report schedules and notes to the financials. PM noted that the entire report was reviewed by an independent CPA firm for accuracy and quality. *Commissioner Swart moved to approve fiscal year's*

2021 annual report to SAO. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the report was approved for submittal.

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:35 pm.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Regular Meeting of the Board on: 6-2-2022

Hartstene Pointe Water Sewer District Monthly Financial Report - Fund Activity

April 2022

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
Reserve Funds					
030 - Ecology Reserve	40,562.32	-	7.39	40,569.71	7.39
050 - DWSRF Loan Reserve	40,407.54	-	6,681.74	47,089.28	6,681.74
060 - Bond Fund	0.00	-	-	0.00	-
070 - USDA Revenue Bond Reserve	38,749.34	-	334.78	39,084.12	334.78
Total Reserve Funds	119,719.20	-	7,023.91	126,743.11	7,023.91
Unreserved Funds					
EFT Account - Columbia Bank	34,097.07	(59,103.05)	57,683.10	32,677.12	(1,419.95)
Petty Cash Account	1,783.00	(1,382.91)	1,032.65	1,432.74	(350.26)
Xpress Deposit Account	6,384.47	(44,181.76)	39,806.70	2,009.41	(4,375.06)
010 - Operating Fund					
<i>Operating Investment Fund</i>	130,000.00	-	-	130,000.00	-
<i>010 - Operating Fund - Other</i>	107,353.46	(65,347.09)	81,137.60	123,143.97	15,790.51
Total 010 - Operating Fund	237,353.46	(65,347.09)	81,137.60	253,143.97	15,790.51
065 - Capital Project Account	0.00	-	-	0.00	-
Total Unreserved Funds	279,618.00	(170,014.81)	179,660.05	289,263.24	9,645.24
Committed Funds					
020 - Water/Sewer Committed Fund					
Asset Replacement Fund	18,344.37	-	-	18,344.37	-
Capital Improvement Fund					
<i>I&I Repair</i>	77,462.25	-	475.00	77,937.25	475.00
<i>Reservoir Repair</i>	83,367.83	-	-	83,367.83	-
Total Capital Improvement Fund	160,830.08	-	475.00	161,305.08	475.00
Risk Management Fund	149,898.44	-	59.92	149,958.36	59.92
Total 020 - Water/Sewer Committed Fund	329,072.89	-	534.92	329,607.81	534.92
Total Committed Funds	329,072.89	-	534.92	329,607.81	534.92
Total Funds	728,410.09	(170,014.81)	187,218.88	745,614.16	17,204.07

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
 April 2022**

	<u>Profit & Loss</u>	<u>Budget v Actual</u>			
	<u>Apr 22</u>	<u>Apr '22 (33.3% of Yr)</u>	<u>Total 2022 Budget</u>	<u>\$ Over (Under) Budget</u>	<u>% of Total Budget</u>
Ordinary Income/Expense					
Income					
Non-Operating Revenue	104.78	7,529.76	11,535.00	-4,005.24	65.28%
Operating Revenue	74,318.89	311,521.34	938,809.00	-627,287.66	33.18%
Total Income	74,423.67	319,051.10	950,344.00	-631,292.90	33.57%
Expense					
534 - Water Expenditures	14,754.30	77,298.97	207,132.00	-129,833.03	37.32%
535 - WW Treatment Expenditures	17,262.38	45,970.58	207,195.00	-161,224.42	22.19%
538 - Combined W/S Expenditures	25,127.64	102,129.69	380,465.00	-278,335.31	26.84%
Total Expense	57,144.32	105.61			
Net Ordinary Income	17,279.35	225,504.85	794,792.00	-569,287.15	28.37%
Net Income	<u>17,279.35</u>	<u>93,546.25</u>	<u>155,552.00</u>	<u>-62,005.75</u>	<u>60.14%</u>
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