

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
July 21, 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 July 7, 2022 Regular Meeting (2-3)
7. Minutes of the July 14, 2022 Special Meeting (4)

REPORTS:

8. Commissioner Reports
9. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2022-30
 - Bills to Be Reviewed:
 - Voucher 2022-29
 - Monthly Financial Report: June 2022 (5-6)
10. General Manager's Report

BUSINESS:

11. Discuss Appropriations toward Capital Projects (7)

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
July 7, 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 1:00 pm.

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No correspondence

PRESENT AGENDA: *Commissioner Hospador moved to adopt the agenda. Commissioner Anderson seconded.* PM requested to add “#11 Schedule a special meeting for the purpose of conducting a board retreat. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES: The minutes of the June 16, 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.*

The minutes of the June 23, 2022 special 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 Hospador shared several articles posted by the WA State Auditor’s Office
- Commissioner Swart shared an article regarding consumer confidence reports
- Commissioner Swart shared ongoing correspondence with Steve from Century West Engineering
- Commissioner Swart noted she will attend a WASWD seminar on earthquake response
- Commissioner Swart shared a National ERWoW article about EPA mutual aid assistance agreement
- Commissioner Anderson shared a newspaper article about Port of Allyn receiving funding from Mason County

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2022-28, in the amount of \$ 20,831.15, was presented. *Commissioner Swart moved to approve voucher 2022-28 in the amount of \$ 20,831.15. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2022-27 for review

President Anderson called for a ten-minute recess at 1:40 pm. The meeting resumed at 1:50 pm.

- Monthly Billing Report:
 - PM presented the monthly billing report for July 2022

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

BUSINESS:

Schedule a Special Meeting for the Purpose of Conducting a Board Retreat: *Commissioner Swart made a motion to schedule a special meeting for the purpose of conducting a board retreat on Thursday, July 14, 2022 at 9:30 am. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the special meeting is scheduled.*

Discuss Promotion of “Imagine a day without water”: Commissioners discussed a variety of ways to promote “Imagine a day without water” to the community.

Update on Correspondence with Century West Engineering: Commissioners discussed ongoing correspondence with Century West Engineering.

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:45 pm.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

Approved at the Regular Meeting of the Board on: 7-21-2022

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
BOARD RETREAT
July 14, 2022
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: President E. J. Anderson, Secretary S. Swart, Audit Commissioner A. Hospador, General Manager J. Palmer (GM), J. Sartori (PM), Century West (CW) Engineer Representatives S. Nelson and D. Remmick, ERWoW Representatives E. Klimek and L. Stevenson

CALL TO ORDER: The meeting was called to order at 9:45 am.

SUBSCRIBER REMARKS: No subscribers present

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.*

REPORTS:

Commissioner Reports:

- Commissioners discussed desired content moving forward in future meetings in an effort to be more efficient

BUSINESS:

Preliminary Engineering Report Review & Discussion: ERWoW representatives and CW representatives reviewed and discussed the preliminary engineering reports with the commissioners and administrative staff. Commissioners asked questions and discussed the proposals.

President Anderson called for a ten-minute recess at 11:15. The meeting resumed at 11:25.

President Anderson called for an hour recess at 12:00 noon. The meeting resumed at 1:00 pm.

Emergency Response Plan Discussion and Open Discussion / Q&A with ERWoW Representatives: Commissioners asked questions and discussed water & sewer related issues and emergency response planning.

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:15 pm.

Respectfully Submitted By:

Signature

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

Approved at the Regular Meeting of the Board on: 7-21-2022

Hartstene Pointe Water Sewer District Monthly Financial Report - Fund Activity

June 2022

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
Reserve Funds					
030 - Ecology Reserve	40,582.56	-	23.01	40,605.57	23.01
050 - DWSRF Loan Reserve	53,778.35	-	6,704.27	60,482.62	6,704.27
060 - Bond Fund	0.00	-	-	0.00	-
070 - USDA Revenue Bond Reserve	39,424.21	-	350.05	39,774.26	350.05
Total Reserve Funds	133,785.12	-	7,077.33	140,862.45	7,077.33
Unreserved Funds					
EFT Account - Columbia Bank	35,476.26	(61,999.27)	59,058.94	32,535.93	(2,940.33)
Petty Cash Account	1,839.72	(1,129.47)	666.40	1,376.65	(463.07)
Xpress Deposit Account	2,038.69	(45,927.29)	48,531.44	4,642.84	2,604.15
010 - Operating Fund					
<i>Operating Investment Fund</i>	130,000.00	-	-	130,000.00	-
<i>010 - Operating Fund - Other</i>	143,067.04	(51,010.10)	84,991.56	177,048.50	33,981.46
Total 010 - Operating Fund	273,067.04	(51,010.10)	84,991.56	307,048.50	33,981.46
065 - Capital Project Account	0.00	-	-	0.00	-
Total Unreserved Funds	312,421.71	(160,066.13)	193,248.34	345,603.92	33,182.21
Committed Funds					
020 - Water/Sewer Committed Fund					
Asset Replacement Fund	18,344.37	-	-	18,344.37	-
Capital Improvement Fund					
<i>I&I Repair</i>	78,302.25	-	328.16	78,630.41	328.16
<i>Reservoir Repair</i>	83,367.83	-	-	83,367.83	-
Total Capital Improvement Fund	161,670.08	-	328.16	161,998.24	328.16
Risk Management Fund	150,062.74	-	187.11	150,249.85	187.11
Total 020 - Water/Sewer Committed Fund	330,077.19	-	515.27	330,592.46	515.27
Total Committed Funds	330,077.19	-	515.27	330,592.46	515.27
Total Funds	776,284.02	(160,066.13)	200,840.94	817,058.83	40,774.81

I hereby certify that the above statement is true.

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

	<u>Profit & Loss</u>	<u>Budget v Actual</u>			
	<u>Jun 22</u>	<u>Jun '22 (50% 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	335.43	23,019.54	11,535.00	11,484.54	199.56%
Operating Revenue	84,430.26	474,695.81	938,809.00	-464,113.19	50.56%
Total Income	84,765.69	497,715.35	950,344.00	-452,628.65	52.37%
Expense					
534 - Water Expenditures	12,782.33	100,099.61	207,132.00	-107,032.39	48.33%
535 - WW Treatment Expenditures	7,891.65	81,399.28	207,195.00	-125,795.72	39.29%
538 - Combined W/S Expenditures	24,530.87	151,325.70	380,465.00	-229,139.30	39.77%
Total Expense	45,204.85	105.61			
Net Ordinary Income	39,560.84	332,930.20	794,792.00	-461,861.80	41.89%
Net Income	<u>39,560.84</u>	<u>164,785.15</u>	<u>155,552.00</u>		
		<u>164,785.15</u>	<u>155,552.00</u>		

Hartstene Pointe Water-Sewer District

Capital Improvement Plan

		History				Budgets		Projections						
		Total Project Costs	2019 Actual	2020 Actual	2021 Jan - Sept	2021 Projected	2021 Budget	2022 Budget	2023	2024	2025	2026	2027	2028 - 2045
1	Water													
2	Update Water System Plan	80,000					-	-						
3	Test Pump Well #3				3,320	3,320	10,000	-						
4	Outfit Well # 3 and Build Dog House						-	-						
5	Install Generator Well 4	20,508	18,617	1,890			-	-						
6	Install Ferric Chloride Well 4	22,255	17,685	4,570			-	-						
7	Well 4 Fence Project	5,937	5,492	445			-	-						
8	Upgrade Water SCADA						-	50,000						
9	New Radio Read Water Meters	150,000		24,171	54,820	54,820	15,000	18,800						
10	Water Lateral Line Replacements (27 yrs, 20 lines/yr.)	600,000					-	-						
11	Total Water Capital Improvements	907,326	70,420	31,075	58,140	58,140	25,000	68,800	0	0	0	0	0	0
12	Wastewater Treatment/Sewer													
13	Update Sewer System Plan	80,000			4,459	10,000	80,000	-						
14	WWT Pumps - Rehab and Replace	0					-	10,000						
15	Upgrade WW SCADA	15,000			19,228	19,228	15,000	-						
16	I&I Lateral Replacements	600,000					-	-						
17	Lift Station Generators (3 total)	60,000					-	20,000	20,000	20,000				
18	Total WWT/Sewer Capital Improvements	760,000	0	0	23,687	29,228	95,000	30,000	20,000	20,000	0	0	0	0
19	Combined W/S													
20	Convert Patrol House to ADA	30,000					10,000	20,000						
21	Infrastructure Replacement	810,000					45,000	22,222	45,000	45,000	45,000	45,000	45,000	562,778
22	Lease/Rent/Purchase Mini Excavator	30,000			29,920	29,920	30,000	-						
23	Lease/Rent/Purchase New Work Truck	15,000					15,000	-						
24	Lease/Rent/Purchase Trailer	5,000					5,000	-						
25	Fiber Optic Connections at Wells and Reservoir	5,913	4,605	1,308			-	-						
26	Total Combined W/S Capital Improvements	55,913	4,605	1,308	29,920	29,920	50,000	42,222	45,000	45,000	45,000	45,000	45,000	562,778
27	Total Capital Improvements	\$1,723,239	\$75,026	\$32,383	\$111,747	\$117,288	\$170,000	\$141,022	\$65,000	\$65,000	\$45,000	\$45,000	\$45,000	\$562,778
							Carry-over from Previous Year:	24,849	52,712					
							From Reservoir Repair Fund:	-	-					
							From I&I Fund:	50,000	10,000					
							From Asset Replacement Fund:	-	18,344					
							From Risk Management Fund:	80,000	20,000					
							CIP Expenditures from Existing Funds:	\$ 154,849	\$ 101,056	0	0	0	0	0
							CIP Expenditures from Current Revenues:	\$ 15,151	\$ 39,966	\$ 65,000.00	\$ 65,000	\$ 45,000	\$ 45,000	\$ 45,000