

**HARTSTONE POINTE WATER-SEWER DISTRICT  
SPECIAL MEETING  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584  
September 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 August 18, 2022 Regular Meeting (2-3)

**REPORTS:**

7. Commissioner Reports
8. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Voucher 2022-34
  - Monthly Financial Report (4-6)
9. General Manager's Report

**BUSINESS:**

10. Approve Expenses for GM to Attend IACC Conference
11. Discuss Promotion of "Imagine a Day without Water" (October 20)
12. Review Resolution 2018-12 (7-8)
13. Renew or Terminate Wastewater SCADA Contract

**OLD BUSINESS**

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
August 18, 2022  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

**MINUTES**

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

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

**SUBSCRIBER REMARKS:** No subscribers present

**CORRESPONDENCE:** No correspondence

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

**MINUTES:** The minutes of the August 4, 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 noted a conversation with a resident inquiring about a \$3,000+ assessment
- Commissioner Anderson noted a conversation he had with a resident regarding digging and digging equipment
- Commissioner Anderson presented a job tracking worksheet for commissioners
- Commissioner Swart presented a sheet defining water and sewer related acronyms
- Commissioner Swart presented information regarding Sodium Hypochlorite generation
- Commissioner Hospador presented a rate study article from WASWD

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2022-33 in the amount of \$ 48,369.54, was presented. *Commissioner Anderson moved to approve voucher 2022-33 in the amount of \$ 48,369.54. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - PM presented Voucher 2022-32 for review

**General Manager's Report:** GM presented his report on the current state of the District and noted that PM would be unavailable on September 4 for the regular meeting.

*Commissioner Swart made a motion to cancel the regular September 1, 2022 meeting of the commissioners. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting is canceled.*

*Commissioner Swart made a motion to schedule a special meeting on September 2, 2022 at 1:00 pm for the purpose of replacing the place of the canceled meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the special meeting is scheduled.*

**BUSINESS:**

**Adopt Resolution 2022-01, Increasing the Amount of Monies Held in the Petty Cash Account:** Administrative staff and commissioners discussed the need to increase the imprest amount replenished to the Petty Cash account each month. *Commissioner Swart moved to adopt Resolution 2022-01. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the resolution is adopted. This resolution repeals Resolution 2015-09.*

**Allocate Fund toward SCADA Upgrades:**

GM discussed the need to upgrade the wastewater SCADA system. He noted that the 2022 Capital Improvement Plan included a line item allocating \$50,000 toward Water SCADA Upgrade. As the Water SCADA Upgrade is less urgent, he proposed these funds be reallocated toward the Wastewater SCADA Upgrade. *Commissioner Swart moved to reallocate funds to upgrade the Wastewater SCADA. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the funds are approved.*

**Discuss Reservoir Cleaning & Inspection:** The GM discussed the state of the District’s reservoir and the next steps toward cleaning and repair.

**OLD BUSINESS:** Commissioners discussed old business.

*Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:30 pm.*

Respectfully Submitted By:

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

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

Approved at the Regular Meeting of the Board on: 9-2-2022

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

July 2022

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
<b>Reserve Funds</b>					
030 - Ecology Reserve	40,605.57	-	31.90	40,637.47	31.90
050 - DWSRF Loan Reserve	60,482.62	-	6,721.30	67,203.92	6,721.30
060 - Bond Fund	0.00	-	-	0.00	-
070 - USDA Revenue Bond Reserve	39,774.26	-	358.94	40,133.20	358.94
<b>Total Reserve Funds</b>	140,862.45	-	7,112.14	147,974.59	7,112.14
<b>Unreserved Funds</b>					
EFT Account - Columbia Bank	32,535.93	(66,363.94)	66,171.05	32,343.04	(192.89)
Petty Cash Account	1,376.65	(1,514.11)	1,439.18	1,301.72	(74.93)
Xpress Deposit Account	4,642.84	(39,827.94)	39,915.55	4,730.45	87.61
<b>010 - Operating Fund</b>					
<i>Operating Investment Fund</i>	130,000.00	-	-	130,000.00	-
<i>010 - Operating Fund - Other</i>	177,048.50	(86,418.10)	81,931.97	172,562.37	(4,486.13)
<b>Total 010 - Operating Fund</b>	307,048.50	(86,418.10)	81,931.97	302,562.37	(4,486.13)
065 - Capital Project Account	0.00	-	-	0.00	-
<b>Total Unreserved Funds</b>	345,603.92	(194,124.09)	189,457.75	340,937.58	(4,666.34)
<b>Committed Funds</b>					
<b>020 - Water/Sewer Committed Fund</b>					
Asset Replacement Fund	18,344.37	-	-	18,344.37	-
Capital Improvement Fund					
<i>I&amp;I Repair</i>	78,630.41	-	365.00	78,995.41	365.00
<i>Reservoir Repair</i>	83,367.83	-	-	83,367.83	-
<b>Total Capital Improvement Fund</b>	161,998.24	-	365.00	162,363.24	365.00
Risk Management Fund	150,249.85	-	259.72	150,509.57	259.72
<b>Total 020 - Water/Sewer Committed Fund</b>	330,592.46	-	624.72	331,217.18	624.72
<b>Total Committed Funds</b>	330,592.46	-	624.72	331,217.18	624.72
<b>Total Funds</b>	817,058.83	(194,124.09)	197,194.61	820,129.35	3,070.52

I hereby certify that the above statement is true.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

# Hartstene Pointe Water Sewer District Profit & Loss

July 2022

	<u>Jul 22</u>
Ordinary Income/Expense	
Income	
Non-Operating Revenue	7,771.81
Operating Revenue	<u>73,850.10</u>
Total Income	81,621.91
Expense	
534 - Water Expenditures	34,367.99
535 - WW Treatment Expenditures	6,804.36
538 - Combined W/S Expenditures	<u>37,453.54</u>
Total Expense	<u>78,625.89</u>
Net Ordinary Income	<u>2,996.02</u>
Net Income	<u><u>2,996.02</u></u>

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

	<u>Profit &amp; Loss</u>	<u>Budget v Actual</u>			
	<u>Jul 22</u>	<u>Jul '22 (58.3% 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>	7,771.81	30,791.35	11,535.00	19,256.35	266.94%
<b>Operating Revenue</b>	73,850.10	548,545.91	938,809.00	-390,263.09	58.43%
<b>Total Income</b>	<u>81,621.91</u>	<u>579,337.26</u>	<u>950,344.00</u>	<u>-371,006.74</u>	<u>60.96%</u>
<b>Expense</b>					
<b>534 - Water Expenditures</b>	34,367.99	134,467.60	207,132.00	-72,664.40	64.92%
<b>535 - WW Treatment Expenditures</b>	6,804.36	88,203.64	207,195.00	-118,991.36	42.57%
<b>538 - Combined W/S Expenditures</b>	37,453.54	188,779.24	380,465.00	-191,685.76	49.62%
<b>Total Expense</b>	<u>78,625.89</u>	<u>105.61</u>	<u></u>	<u></u>	<u></u>
<b>Net Ordinary Income</b>	<u>2,996.02</u>	<u>411,556.09</u>	<u>794,792.00</u>	<u>-383,235.91</u>	<u>51.78%</u>
<b>Net Income</b>	<u><u>2,996.02</u></u>	<u>167,781.17</u>	<u>155,552.00</u>	<u></u>	<u></u>
		<u><u>167,781.17</u></u>	<u><u>155,552.00</u></u>	<u></u>	<u></u>

**HARTSTENE POINTE WATER-SEWER DISTRICT  
MASON COUNTY, WASHINGTON**

**RESOLUTION 2018-12**

**A RESOLUTION OF THE  
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS  
ESTABLISHING AN EMPLOYEE RECOGNITION PROGRAM**

**WHEREAS**, the Hartstene Pointe Water-Sewer District desires to promote good will, foster a sense of pride in affiliation with the District, promote safety, productivity, reliability, efficiency, dedication and/or cost savings for the District among District employees; and

**WHEREAS**, the Hartstene Pointe Water-Sewer District Board of Commissioners seeks to establish procedures and guidelines under which District funds can be utilized for the purpose of employee recognition;

**NOW, THEREFORE**, the Board of Commissioners hereby resolves to adopt the following Employee Recognition Program:

1. Definition

Employee Recognition: For purposes of this policy, employee recognition means any award, token of appreciation, prize, meal, entertainment or event that is intended specifically to promote good will, foster a sense of pride in affiliation with the District, promote safety, productivity, reliability, efficiency, dedication, and/or cost savings for the District among employees.


2. Policy

- a. The District may, subject to budgetary authority, expend funds for the purpose of employee recognition.
- b. The expenditure of funds for a token of appreciation, prize plaque, award or similar item is limited to no more than \$125 total per employee per year. Beginning in 2019, this amount will be adjusted annually using the IRS COLA rate.
- c. The expenditure of funds for meals related to an employee recognition event or monthly district-wide safety meeting must be authorized by the General Manager in advance and may not exceed \$15 per employee per meal. Beginning in 2019, this amount will be adjusted annually using the IRS COLA rate.
- d. The General Manager must approve the expenditure of funds for use of facilities, entertainment or similar costs for the purpose of employee recognition in advance.
- e. Employee recognition contests or award programs are subject to the following requirements:
  - i. The award program or contest must be preceded by written criteria which clearly delineate 1) the rules, procedures or basis for eligibility for the program or contest; and 2) the procedure to be used in determining the winner of the award or prize;
  - ii. A written description of the type of award or prize which will be given must be available to all eligible employees in advance; and

- iii. The award program or contest must, within reason and consistent with the purpose of the program, be designed to include as many employees as possible.

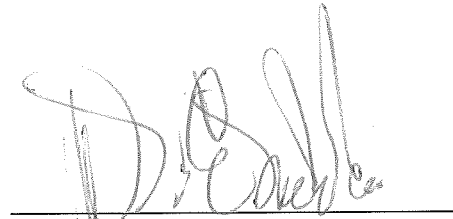
**ADOPTED** by the District Board of Commissioners at its scheduled meeting on this 27th day of September, 2018.

Hartstene Pointe Water-Sewer District  
Mason County, Washington



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Robert Scarola, President



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David McNabb, Commissioner

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Andrew Hospador, Secretary