

**HARTSTONE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584  
October 6, 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 September 15, 2022 Regular Meeting (2-3)

**REPORTS:**

7. Commissioner Reports
8. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Voucher 2022-38
  - Bills to Be Reviewed:
    - Voucher 2022-37
  - Monthly Billing Report (4)
  - Monthly Financial Report (5-6)
9. General Manager's Report

**BUSINESS:**

10. Reschedule October 20, 2022 Regular BOC Meeting
11. Review / Approve Funds for Boko's Project (7)
12. Discuss General Sewer Plan (GSP)
13. Discuss Misinformation within the Community

**OLD BUSINESS**

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
September 15, 2022  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

**MINUTES**

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

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

**SUBSCRIBER REMARKS:** No subscribers present

**CORRESPONDENCE:** Commissioner Swart received an article in the mail from a resident with concerns regarding sources of runoff.

**PRESENT AGENDA:** *Commissioner Anderson moved to adopt the agenda. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the agenda was adopted as presented.*

**MINUTES:** The minutes of the September 2, 2022 special meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner Anderson seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as corrected.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner Swart reminded commissioners that she will attend the IACC conference with GM

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2022-36 in the amount of \$ 119,252.15, was presented. *Commissioner Anderson moved to approve voucher 2022-36 in the amount of \$ 119,252.15. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - PM presented Voucher 2022-35 for review

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

**BUSINESS:**

**Repeal Resolution 2020-02:** In accordance with Resolution 2020-02, following the WA State Governor's office decision to end the Covid-19 State of Emergency, the Commissioners will do the same at the District level by repealing Resolution 2020-02, "Declaring an Emergency in Response to the Covid-19 Pandemic." *Commissioner Swart moved to repeal the resolution. Commissioner Anderson seconded. Hearing 2 aye votes and 0 nay votes, Resolution 2020-02 is repealed.*

**Repeal Resolution 2020-03:** Resolution 2020-03, Establishing a Delinquent Account Payment Plan, provided the GM with special permissions to work with account holders financially impacted by the

Covid-19 State of Emergency. As Resolution 2020-02, “Declaring an Emergency in Response to the Covid-19 Pandemic,” is repealed, Commissioners discussed repealing Resolution 2020-03.

***Commissioner Anderson moved to repeal this resolution. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, Resolution 2020-03 is repealed.***

**OLD BUSINESS:**

**Review Emergency Spreadsheet:** Commissioners presented an emergency spreadsheet.

**Office Cleaning:** Commissioner Swart inquired with the GM if cleaning services will resume. The GM conveyed that they should resume soon, as we head into the wet seasons.

***Commissioner Anderson moved to adjourn the meeting. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 2:12 pm.***

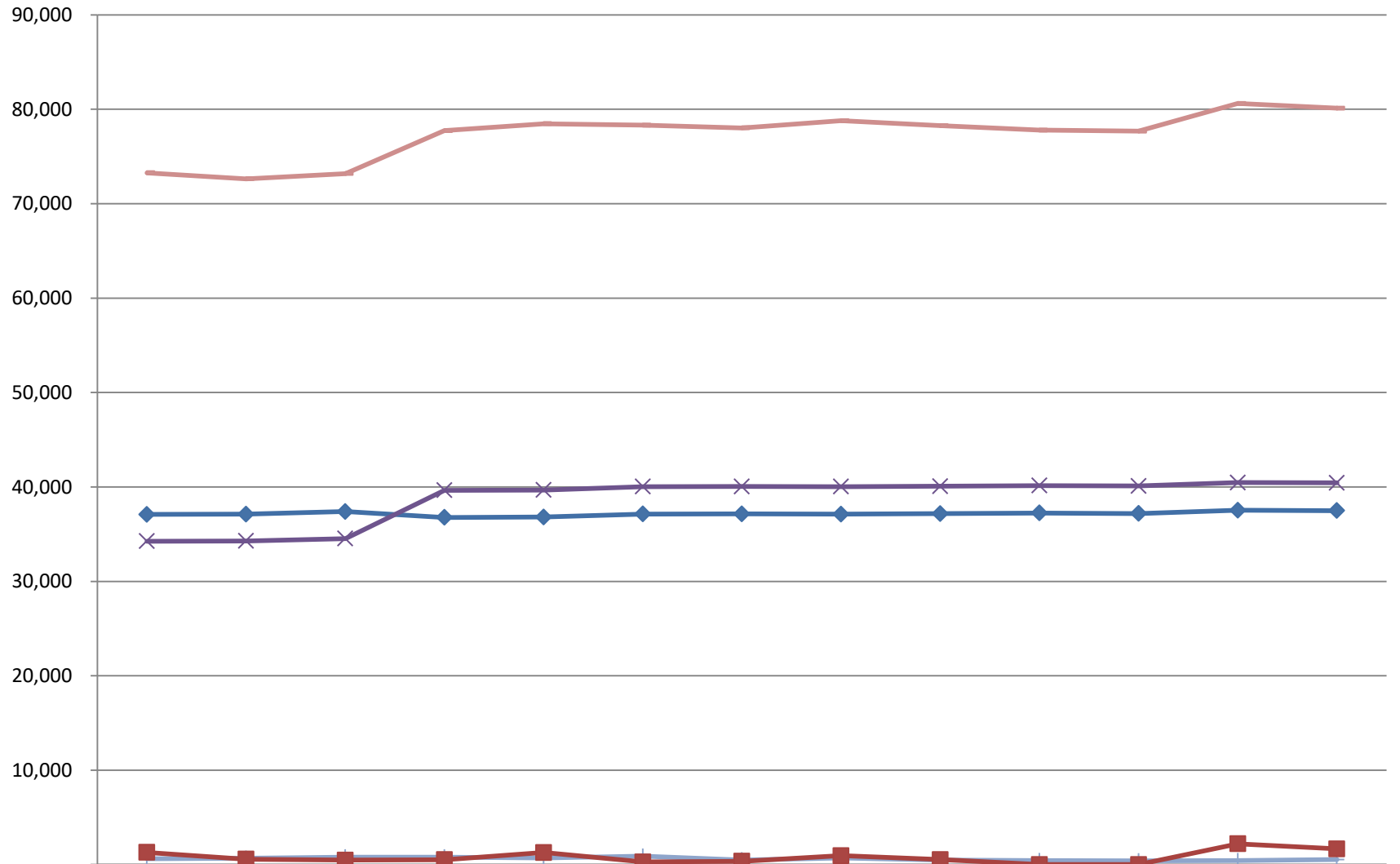
Respectfully Submitted By:

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

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

Approved at the Regular Meeting of the Board on: 10-6-2022

## Regular Utility Billing



	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022
◆ Water Service	37,086	37,116	37,386	36,774	36,806	37,121	37,138	37,118	37,170	37,233	37,189	37,524	37,491
✕ Sewer Service	34,255	34,282	34,531	39,644	39,677	40,030	40,046	40,025	40,077	40,145	40,095	40,465	40,426
+ Late/Misc. Fees	630	667	794	794	704	886	493	694	483	416	393	414	525
■ Consumption	1,295	570	480	515	1,280	280	345	950	530	-	-	2,210	1,665
— Total Charges	73,265	72,634	73,191	77,727	78,467	78,317	78,021	78,786	78,260	77,793	77,677	80,613	80,107

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

August 2022

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
<b>Reserve Funds</b>					
030 - Ecology Reserve	40,637.47	-	52.82	40,690.29	52.82
050 - DWSRF Loan Reserve	67,203.92	-	6,759.00	73,962.92	6,759.00
060 - Bond Fund	0.00	-	-	0.00	-
070 - USDA Revenue Bond Reserve	40,133.20	-	379.75	40,512.95	379.75
<b>Total Reserve Funds</b>	147,974.59	-	7,191.57	155,166.16	7,191.57
<b>Unreserved Funds</b>					
EFT Account - Columbia Bank	32,343.04	(61,279.34)	61,279.34	32,343.04	-
Petty Cash Account	1,301.72	(1,693.17)	2,524.15	2,132.70	830.98
Xpress Deposit Account	4,730.45	(46,233.32)	45,014.87	3,512.00	(1,218.45)
<b>010 - Operating Fund</b>					
<i>Operating Investment Fund</i>	130,000.00	-	-	130,000.00	-
<i>010 - Operating Fund - Other</i>	172,562.37	(83,490.03)	84,137.50	173,209.84	647.47
<b>Total 010 - Operating Fund</b>	302,562.37	(83,490.03)	84,137.50	303,209.84	647.47
065 - Capital Project Account	0.00	-	-	0.00	-
<b>Total Unreserved Funds</b>	340,937.58	(192,695.86)	192,955.86	341,197.58	260.00
<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>	78,995.41	-	40.00	79,035.41	40.00
<i>Reservoir Repair</i>	83,367.83	-	-	83,367.83	-
Total Capital Improvement Fund	162,363.24	-	40.00	162,403.24	40.00
Risk Management Fund	150,509.57	-	430.40	150,939.97	430.40
<b>Total 020 - Water/Sewer Committed Fund</b>	331,217.18	-	470.40	331,687.58	470.40
<b>Total Committed Funds</b>	331,217.18	-	470.40	331,687.58	470.40
<b>Total Funds</b>	820,129.35	(192,695.86)	200,617.83	828,051.32	7,921.97

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 August 2022

	<u>Profit &amp; Loss</u>	<u>Budget v Actual</u>			
	<u>Aug 22</u>	<u>Jan-Aug '22 (66.7% 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>	793.77	31,585.12	11,535.00	20,050.12	273.82%
<b>Operating Revenue</b>	82,560.68	631,106.59	938,809.00	-307,702.41	67.22%
<b>Total Income</b>	83,354.45	662,691.71	950,344.00	-287,652.29	69.73%
<b>Expense</b>					
<b>534 - Water Expenditures</b>	11,104.94	145,572.54	207,132.00	-61,559.46	70.28%
<b>535 - WW Treatment Expenditures</b>	30,939.68	119,143.32	207,195.00	-88,051.68	57.5%
<b>538 - Combined W/S Expenditures</b>	33,829.15	222,653.96	380,465.00	-157,811.04	58.52%
<b>Total Expense</b>	75,873.77	105.61			
<b>Net Ordinary Income</b>	7,480.68	487,475.43	794,792.00	-307,316.57	61.33%
<b>Net Income</b>	<u>7,480.68</u>	<u>175,216.28</u>	<u>155,552.00</u>		
		<u>175,216.28</u>	<u>155,552.00</u>		

Beko's Trees, LLC  
 PO Box 3001  
 Shelton WA 98584

# Estimate

Date	Estimate #
9/23/2022	1347

Name / Address
Harstene Pointe Water Sewer District Jeff Palmer 772 E Chesapeake Dr Shelton WA 98584

Project

Description	Qty	Rate	Total	
Limbing all the trees around the water tank. Clean up included and haul debris away. SALES TAX (SHIP TO: MASON CO-2300)		3,200.00  8.50%	3,200.00T  272.00	
<table border="1" style="width: 100%; margin: 10px 0;"> <tr> <td style="text-align: center;">BEKO'S TREES, LLC IS NOT RESPONSIBLE FOR                PROPERTY LINES, SEPTIC SYSTEM OR UNDERGROUND                LINES DAMAGE THAT WERE NOT DISCLOSED PRIOR TO                THE JOB START</td> </tr> </table>			BEKO'S TREES, LLC IS NOT RESPONSIBLE FOR PROPERTY LINES, SEPTIC SYSTEM OR UNDERGROUND LINES DAMAGE THAT WERE NOT DISCLOSED PRIOR TO THE JOB START	
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		<b>Total</b>	\$3,472.00	