

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
January 19, 2023 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the January 5, 2023 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Review & Discuss *Water Board Bible*: Chapter One (1)
9. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2023-03
 - Bills to Be Reviewed:
 - Voucher 2023-02
 - Monthly Financial Report (4-5)
 - Monthly Billing Report (6)
10. General Manager's Report

BUSINESS:

11. Review/Approve Estimate for WWTP SCADA/PLC Programming (7)
12. Authorize GM to Approve Effluent Pump Work Expenses

OLD BUSINESS

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
January 5, 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 (GM) J. Palmer, Project & Accounts Manager (PM) J. Sartori.

CALL TO ORDER: The meeting was called to order at 1:05 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 as presented.*

MINUTES: The minutes of the December 22, 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.*

REPORTS:

Commissioner Reports:

- Commissioner Swart noted BABA 5% requirements were waived for five (5) years
- Commissioner Swart shared Governor Inslee’s proposed \$400M in the state’s biennium budget for the Public Works Trust Fund
- Commissioner Swart noted that Mason PUD #1 joined WASWD
- Commissioner Swart shared a *Science News* article suggesting that groundwater may replenish more quickly than previously thought
- Commissioner Swart shared a *Water Online* article regarding “water witching” and how it can successfully identify underground leaks, even where technology fails
- Commissioner Swart shared a *Water Online* article with a study reporting indications that COVID 19 is not transmittable through wastewater

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2023-01 in the amount of \$ 44,081.20 was presented. *Commissioner Hospador moved to approve voucher 2023-01 in the amount of \$ 44,081.20. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2022-47 for review

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

BUSINESS:

Renew Sprinkbrook Contract for FY 2023: *Commissioner Hospador moved to renew the District's billing and accounts software subscription with Springbrook Holding Co. LLC for fiscal year 2023. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the contract was renewed.*

Assign Commissioner Roles: Commissioners reviewed the responsibilities of assigned roles and decided to remain in the roles presently assigned.

OLD BUSINESS:

- Commissioners discussed ways to recruit commissioners
- Commissioners asked about employees attending conferences

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:40 pm.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Regular Meeting of the Board on: 1-19-2022

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

December 2022

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
Reserve Funds					
030 - Ecology Reserve	40,945.04	-	119.68	41,064.72	119.68
050 - DWSRF Loan Reserve	13,789.17	-	6,710.08	20,499.25	6,710.08
060 - Bond Fund	0.00	-	-	0.00	-
070 - USDA Revenue Bond Reserve	41,751.60	-	449.53	42,201.13	449.53
Total Reserve Funds	96,485.81	-	7,279.29	103,765.10	7,279.29
Unreserved Funds					
EFT Account - Columbia Bank	32,712.70	(64,553.16)	64,033.80	32,193.34	(519.36)
Petty Cash Account	2,576.08	(993.43)	623.98	2,206.63	(369.45)
Xpress Deposit Account	5,331.42	(40,106.31)	38,972.09	4,197.20	(1,134.22)
010 - Operating Fund					
<i>Operating Investment Fund</i>	130,000.00	-	-	130,000.00	-
<i>010 - Operating Fund - Other</i>	132,233.65	(132,913.70)	85,473.34	84,793.29	(47,440.36)
Total 010 - Operating Fund	262,233.65	(132,913.70)	85,473.34	214,793.29	(47,440.36)
065 - Capital Project Account	0.00	-	-	0.00	-
Total Unreserved Funds	302,853.85	(238,566.60)	189,103.21	253,390.46	(49,463.39)
Committed Funds					
020 - Water/Sewer Committed Fund					
Asset Replacement Fund	18,344.37	-	9,000.00	27,344.37	9,000.00
Capital Improvement Fund					
<i>I&I Repair</i>	82,174.25	-	21,035.00	103,209.25	21,035.00
<i>Reservoir Repair</i>	83,367.83	-	13,326.43	96,694.26	13,326.43
Total Capital Improvement Fund	165,542.08	-	34,361.43	199,903.51	34,361.43
Risk Management Fund	153,020.74	-	16,645.38	169,666.12	16,645.38
Total 020 - Water/Sewer Committed Fund	336,907.19	-	60,006.81	396,914.00	60,006.81
Total Committed Funds	336,907.19	-	60,006.81	396,914.00	60,006.81
Total Funds	736,246.85	(238,566.60)	256,389.31	754,069.56	17,822.71

I hereby certify that the above statement is true.

Project & Accounts Manager

Date

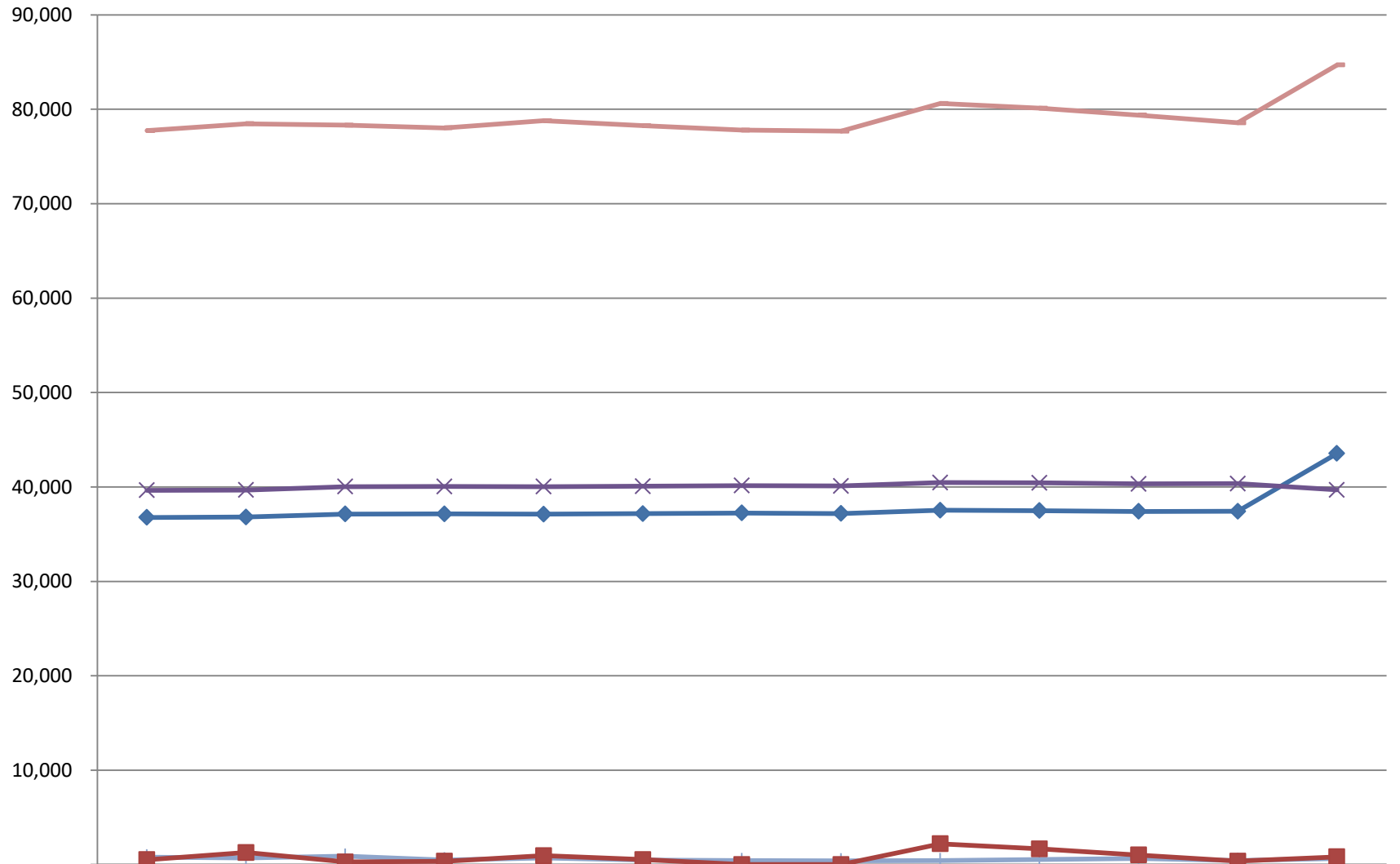
Audit Commissioner

Date

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

	<u>Profit & Loss</u>	<u>Budget v Actual</u>			
	<u>Dec 22</u>	<u>Jan-Dec '22 (100% 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	8,944.69	51,107.52	11,535.00	39,572.52	443.07%
Operating Revenue	75,919.54	948,156.68	938,809.00	9,347.68	101.0%
Total Income	84,864.23	999,264.20	950,344.00	48,920.20	105.15%
Expense					
534 - Water Expenditures	11,432.76	295,715.24	207,132.00	88,583.24	142.77%
535 - WW Treatment Expenditures	19,354.35	219,145.88	207,195.00	11,950.88	105.77%
538 - Combined W/S Expenditures	36,581.72	382,959.18	380,465.00	2,494.18	100.66%
585.00 - Special or Extraordinary Items		105.61			
Total Expense	67,368.83	897,925.91	794,792.00	103,133.91	112.98%
Net Ordinary Income	17,495.40	101,338.29	155,552.00		
Net Income	17,495.40	101,338.29	155,552.00		

Regular Utility Billing



	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023
Water Service	36,774	36,806	37,121	37,138	37,118	37,170	37,233	37,189	37,524	37,491	37,398	37,419	43,537
Sewer Service	39,644	39,677	40,030	40,046	40,025	40,077	40,145	40,095	40,465	40,426	40,326	40,350	39,686
Late/Misc. Fees	794	704	886	493	694	483	416	393	414	525	645	436	648
Consumption	515	1,280	280	345	950	530	-	-	2,210	1,665	1,015	365	820
Total Charges	77,727	78,467	78,317	78,021	78,786	78,260	77,793	77,677	80,613	80,107	79,384	78,569	84,690



14576 NE 95th St
 Redmond, WA 98052
 877-371-4555

Quote

Date	Quote #
1/11/2023	5795

Name / Address
Hartstene Pointe Water - Sewer District 772 E Chesapeake Dr Shelton, WA 98584

Job Name		Terms	Rep	Project
		NET 30 Days	MH	
Item	Description	Qty	Cost	Total
Primex	**Primex Quote #20230158 Q-33693** Qty (1) Engineered Panels: Q-33693-1 - Programming Mods Programming modifications to existing WWTP PLC and iconrol SCADA platform to add customer requested SBR Blower functionality to allow for nutrient removal adjustments. Program modification's will be done on line via existing iconrol connection to WWTP PLC.	1	3,941.43	3,941.43T
Freight	Freight Estimate (prepay and add)*****Freight is only Estimated and will be adjusted upon delivery. Please note: Your freight charges may differ from the freight estimated Mason County	1	500.00	500.00T
			8.50%	377.52
		Total		\$4,818.95