

**HARTSTONE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584  
March 16, 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 March 2, 2023 Regular Meeting (2-3)

**REPORTS:**

7. Commissioner Reports
8. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Voucher 2023-12
  - Bills to Be Reviewed:
    - Voucher 2023-11
  - Monthly Billing Report (4)
  - Monthly Financial Report (5-6)
9. General Manager's Report

**BUSINESS:**

10. Review & Approve Funds per Quote for Water SCADA Upgrade (7)
11. Declare Emergency Regarding Well #2 Raw Water Main
12. Discuss Drafting a Letter from the Board to the Previous Water Distribution Manager
13. Discuss New Procedures for Emergency Communications Using Newly Acquired Equipment

**OLD BUSINESS**

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
March 2, 2023  
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 1:04 pm

**SUBSCRIBER REMARKS:** No subscribers present

**CORRESPONDENCE:**

- Commissioner Swart received an email from a resident regarding the upcoming commissioner vacancy
- Commissioner Swart contacted Mason County’s Emergency Management Coordinator

**PRESENT AGENDA:** *Commissioner Hospador moved to adopt the agenda. Commissioner Anderson seconded.* Commissioner Swart requested to add “#11 Discuss Potential Conflicts of Interest for Board Members.” *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:** The minutes of the February 16, 2023 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.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner Swart noted WAWARN will now be housed in Kitsap County
- Commissioner Swart noted BABA waiver in place for projects with design phase initiated by May 14, 2022
- Commissioner Swart presented an article regarding the Impacts of Inflation on wastewater projects
- Commissioner Swart suggested establishing a timeframe for commissioner vacancy recruitment, utilizing signage and review of potential candidates for follow up

**Review & Discuss Water Board Bible Chapter Two (2):** Commissioners reviewed and discussed Chapter Two (2)

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2023-10 in the amount of \$ 11,874.00 was presented. *Commissioner Swart moved to approve voucher 2023-10 in the amount of \$ 11,874.00. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - PM presented Voucher 2023-09 for review

- Monthly Financial Report: PM presented the Monthly Financial Report for January 2023

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

**BUSINESS:**

**Discuss Potential Conflicts of Interest for Board Members:** Commissioners discussed possible conflicts of interest that could arise among board members and possible implications

**OLD BUSINESS:** None

*Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:05 pm.*

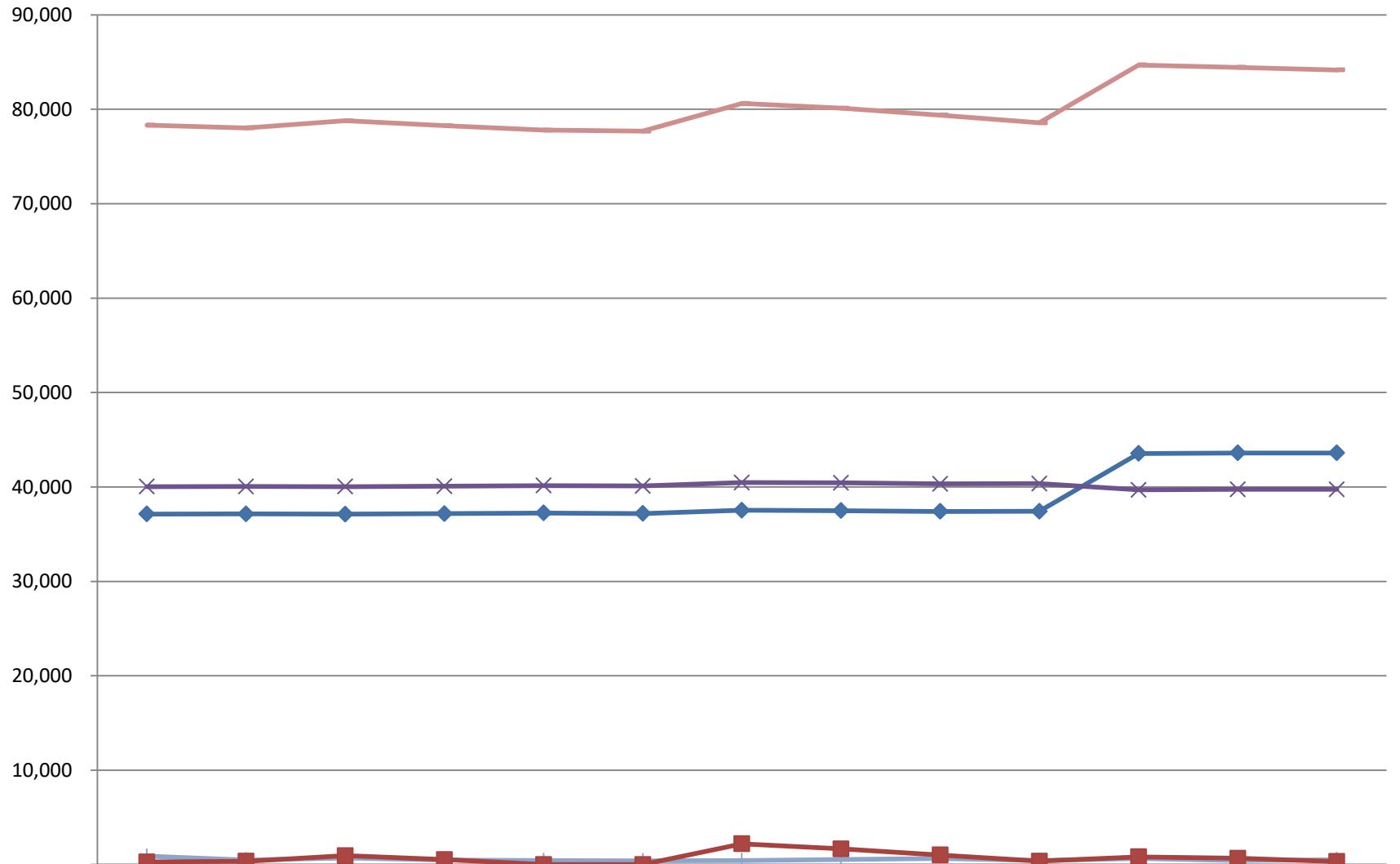
Respectfully Submitted By:

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

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

Approved at the Regular Meeting of the Board on: 3-16-2023

## Regular Utility Billing



	Mar 2022	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023
◆ Water Service	37,121	37,138	37,118	37,170	37,233	37,189	37,524	37,491	37,398	37,419	43,537	43,604	43,592
✕ Sewer Service	40,030	40,046	40,025	40,077	40,145	40,095	40,465	40,426	40,326	40,350	39,686	39,747	39,736
+ Late/Misc. Fees	886	493	694	483	416	393	414	525	645	436	648	427	516
■ Consumption	280	345	950	530	-	-	2,210	1,665	1,015	365	820	665	320
— Total Charges	78,317	78,021	78,786	78,260	77,793	77,677	80,613	80,107	79,384	78,569	84,690	84,442	84,164

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

February 2023

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
<b>Reserve Funds</b>					
030 - Ecology Reserve	41,200.73	-	145.39	41,346.12	145.39
050 - DWSRF Loan Reserve	27,112.96	-	6,629.38	33,742.34	6,629.38
060 - Bond Fund	0.00	-	-	0.00	-
070 - USDA Revenue Bond Reserve	42,668.44	-	477.51	43,145.95	477.51
<b>Total Reserve Funds</b>	110,982.13	-	7,252.28	118,234.41	7,252.28
<b>Unreserved Funds</b>					
EFT Account - Columbia Bank	32,641.73	(67,794.11)	68,194.34	33,041.96	400.23
Petty Cash Account	2,780.71	(740.16)	359.86	2,400.41	(380.30)
Xpress Deposit Account	14,973.69	(35,526.25)	38,123.67	17,571.11	2,597.42
<b>010 - Operating Fund</b>					
<i>Operating Investment Fund</i>	130,000.00	-	-	130,000.00	-
<i>010 - Operating Fund - Other</i>	60,744.23	(61,722.28)	76,454.84	75,476.79	14,732.56
<b>Total 010 - Operating Fund</b>	190,744.23	(61,722.28)	76,454.84	205,476.79	14,732.56
065 - Capital Project Account	0.00	-	-	0.00	-
<b>Total Unreserved Funds</b>	241,140.36	(165,782.80)	183,132.71	258,490.27	17,349.91
<b>Committed Funds</b>					
<b>020 - Water/Sewer Committed Fund</b>					
Asset Replacement Fund	27,344.37	-	-	27,344.37	-
Capital Improvement Fund					
<i>I&amp;I Repair</i>	87,257.08	-	345.01	87,602.09	345.01
<i>Reservoir Repair</i>	96,694.26	-	-	96,694.26	-
<b>Total Capital Improvement Fund</b>	183,951.34	-	345.01	184,296.35	345.01
Risk Management Fund	170,797.08	-	1,402.36	172,199.44	1,402.36
<b>Total 020 - Water/Sewer Committed Fund</b>	382,092.79	-	1,747.37	383,840.16	1,747.37
<b>Total Committed Funds</b>	382,092.79	-	1,747.37	383,840.16	1,747.37
<b>Total Funds</b>	734,215.28	(165,782.80)	192,132.36	760,564.84	26,349.56

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  
 February 2023**

	<u>Profit &amp; Loss</u>	<u>Budget v Actual</u>			
	<u>Feb '23</u>	<u>Jan-Feb '23 (16.67% of Yr)</u>	<u>Total 2023 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>	2,238.11	4,140.38	19,335.00	-15,194.62	21.41%
<b>Operating Revenue</b>	78,595.62	165,964.72	1,030,006.00	-864,041.28	16.11%
<b>Total Income</b>	80,833.73	170,105.10	1,049,341.00	-879,235.90	16.21%
<b>Expense</b>					
<b>534 - Water Expenditures</b>	11,640.66	29,144.74	295,934.00	-266,789.26	9.85%
<b>535 - WW Treatment Expenditures</b>	17,947.88	55,893.30	251,799.00	-195,905.70	22.2%
<b>538 - Combined W/S Expenditures</b>	25,469.02	78,658.56	400,294.00	-321,635.44	19.65%
<b>Total Expense</b>	55,057.56	163,696.60	948,027.00	-784,330.40	17.27%
<b>Net Ordinary Income</b>	<u>25,776.17</u>	<u>6,408.50</u>	<u>101,314.00</u>		
<b>Net Income</b>	<u>25,776.17</u>	<u>6,408.50</u>	<u>101,314.00</u>		



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

Quote

Date	Quote #
3/8/2023	5883

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. Mason County	1	3,941.43	3,941.43T
			8.50%	335.02
			<b>Total</b>	\$4,276.45