

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
April 20, 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 April 6, 2023 Regular Meeting (2-3)
7. Minutes of the April 13, 2023 Special Meeting (4)

REPORTS:

8. Commissioner Reports
9. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2023-16
 - Bills to Be Reviewed:
 - Voucher 2023-15
 - Monthly Financial Report (5-6)

BUSINESS:

10. Approve Publishing Engineering Services Advertisement (7)

OLD BUSINESS

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
April 6, 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

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

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No correspondence

PRESENT AGENDA: *Commissioner Swart moved to adopt the agenda. Commissioner Hospador seconded.* Commissioner Swart requested to remove business item #11 and add business item, “Review & Approve Joe R.’s Letter Draft re: Waste Action Project.” GM requested to add “Approve Purchase of K-750 Drum Machine with additional drum and 50-foot cable.” GM requested to amend Financial/Administrative report to reflect change in Vouchers. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES: The minutes of the March 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 Hospador shared information available online regarding the curing process of CIPP
- Commissioner Hospador noted that he joined the Mason County Broadband Action Team
- Commissioner Hospador inquired about the status of the District’s SCADA, updates to the Primex configuration and the progress at Well #2
- Commissioner Anderson shared a report published in the Shelton-Mason County Journal about the City of Shelton’s water storage
- Commissioner Swart reminded commissioners of the Open Public Meetings and records management requirements
- Commissioner Swart posted a list of WASWD’s standing meetings next to the board meeting table
- Commissioner Swart reminded commissioners of the purpose of scheduling a meeting on April 13th
- Commissioner Swart will be absent from the May 4th meeting next month
- Commissioner Swart reviewed the status of WA Senate Bill 5437 concerning vacancies on governing bodies of special purpose districts
- Commissioner Swart reviewed correspondence with GM and Century West Engineering regarding the CIPP curing process

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2023-14 in the amount of \$ 44,406.56 was presented. *Commissioner Hospador moved to approve voucher 2023-14 in the amount of \$ 44,406.56. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2023-13 was presented for review
- Monthly Billing Report: Commissioners reviewed the billing report for April 2023

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

BUSINESS:

Demonstrate/Train Commissioners in How Emergency Communications Functions using New Equipment: Commissioners tabled this, to be reviewed during a special meeting. *Commissioner Anderson moved to schedule a special meeting on April 13, 2023 at 1:00 pm at the District Office for the purpose of reviewing and discussing Emergency Response Plan. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting is scheduled.*

Review & Approve Joe R.’s Letter Draft re: Waste Action Project (WAP): Commissioners and GM reviewed the draft letter. *Commissioner Anderson moved to approve the draft. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the board approved the letter to be sent to WAP.*

Review & Discuss Chapter Two (2) of the Water Board Bible: In consideration of time, this item was tabled.

Approve Purchase of K-750 Drum Machine with additional drum & 50-foot cable: GM discussed the cost and benefit of purchasing a drum machine to increase the operators’ snaking capabilities for blocked sewer laterals. *Commissioner Hospador moved to authorize funds, not to exceed \$5,000, for this purchase. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the funds are approved.*

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:12 pm.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

Approved at the Regular Meeting of the Board on: 4-20-2023

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
April 13, 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

CALL TO ORDER: The meeting was called to order at 1:05 pm

PRESENT AGENDA: *Commissioner Swart moved to adopt the agenda. Commissioner Hospador seconded.* Commissioner Anderson added to business: “#5 Long Range Planning & Review of Ten-Year Strategic Plan.” *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

BUSINESS:

Review & Discuss Emergency Response Plan: Commissioners reviewed emergency procedures and responsibilities of the District in disaster situations. Commissioners also plan to visit District facilities—one per month—beginning May 4th, for GM instruction on assessment following a damaging emergency event.

Long Range Planning & Review of Ten-Year Strategic Plan: Commissioners tabled this for a future meeting. *Commissioner Anderson moved to schedule a special meeting on May 11, 2023 at 1:00 pm at the District Office for the purpose of discussing “Long Range Planning and Review of Ten-Year Strategic Plan.” Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the special meeting is scheduled.*

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:10 pm.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Regular Meeting of the Board on: 4-20-2023

Hartstene Pointe Water Sewer District Monthly Financial Report - Fund Activity

March 2023

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
Reserve Funds					
030 - Ecology Reserve	41,346.12	-	138.32	41,484.44	138.32
050 - DWSRF Loan Reserve	33,742.34	-	6,658.34	40,400.68	6,658.34
060 - Bond Fund	0.00	(19,665.00)	19,665.00	0.00	-
070 - USDA Revenue Bond Reserve	43,145.95	-	144.11	43,290.06	144.11
Total Reserve Funds	118,234.41	(19,665.00)	26,605.77	125,175.18	6,940.77
Unreserved Funds					
EFT Account - Columbia Bank	33,041.96	(84,082.21)	84,302.56	33,262.31	220.35
Petty Cash Account	2,400.41	(1,131.86)	1,171.23	2,439.78	39.37
Xpress Deposit Account	17,571.11	(62,487.50)	50,016.98	5,100.59	(12,470.52)
010 - Operating Fund					
<i>Operating Investment Fund</i>	130,000.00	-	-	130,000.00	-
<i>010 - Operating Fund - Other</i>	75,476.79	(78,959.28)	111,625.55	108,143.06	32,666.27
Total 010 - Operating Fund	205,476.79	(78,959.28)	111,625.55	238,143.06	32,666.27
065 - Capital Project Account	0.00	-	-	0.00	-
Total Unreserved Funds	258,490.27	(226,660.85)	247,116.32	278,945.74	20,455.47
Committed Funds					
020 - Water/Sewer Committed Fund					
Asset Replacement Fund	27,344.37	-	-	27,344.37	-
Capital Improvement Fund					
<i>I&I Repair</i>	87,602.09	-	605.00	88,207.09	605.00
<i>Reservoir Repair</i>	96,694.26	-	-	96,694.26	-
Total Capital Improvement Fund	184,296.35	-	605.00	184,901.35	605.00
Risk Management Fund	172,199.44	-	1,301.37	173,500.81	1,301.37
Total 020 - Water/Sewer Committed Fund	383,840.16	-	1,906.37	385,746.53	1,906.37
Total Committed Funds	383,840.16	-	1,906.37	385,746.53	1,906.37
Total Funds	760,564.84	(246,325.85)	275,628.46	789,867.45	29,302.61

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
 March 2023**

	<u>Profit & Loss</u>	<u>Budget v Actual</u>			
	<u>Mar '23</u>	<u>Jan-Mar '23 (25% of Yr)</u>	<u>Total 2023 Budget</u>	<u>\$ Over (Under) Budget</u>	<u>% of Total Budget</u>
Ordinary Income/Expense					
Income					
Non-Operating Revenue	9,428.89	13,569.27	19,335.00	-5,765.73	70.18%
Operating Revenue	90,760.93	256,725.65	1,030,006.00	-773,280.35	24.93%
Total Income	100,189.82	270,294.92	1,049,341.00	-779,046.08	25.76%
Expense					
534 - Water Expenditures	30,313.28	59,458.02	295,934.00	-236,475.98	20.09%
535 - WW Treatment Expenditures	15,571.53	71,464.83	251,799.00	-180,334.17	28.38%
538 - Combined W/S Expenditures	24,537.48	103,196.04	400,294.00	-297,097.96	25.78%
Total Expense	70,422.29	234,118.89	948,027.00	-713,908.11	24.7%
Net Ordinary Income	29,767.53	36,176.03	101,314.00		
Net Income	29,767.53	36,176.03	101,314.00		

Engineering Consulting Services, Hartstene Pointe Water-Sewer District

Hartstene Pointe Water-Sewer District Request for Qualifications Engineering Consulting Services

The Hartstene Pointe Water-Sewer District is requesting statements of qualifications (SOQ) from individuals or firms interested in providing professional engineering services during the 2023-2025 calendar years.

Potential services include planning, design, construction management/contract administration, on-call consulting and grant applications for sewer and water system projects.

Individuals or firms wishing to be considered for projects during 2023-2025 should submit a statement of qualifications showing their experience in the categories listed, references, and resumes of key team members. Funding sources for projects may include but are not limited to PWTF, DWSRF, USDA-RD, CDBG, and Ecology SRF funding.

Submittals should include the following information:

1. Firm name, phone, and fax numbers.
2. Identification of Key Individuals who will be assigned to the project.
3. Demonstration of previous water and sewer infrastructure projects .

Submittals will be evaluated and ranked based on the following criteria:

1. Key personnel.
2. Firm experience with PS & E.
3. Firm experience with environmental planning and permitting process.
4. Ability to meet schedule.
5. Familiarity with upcoming District Projects.
6. Understanding of various funding programs the District might utilize to complete projects.
7. Past performance/references.

The District may elect to interview any of all or select one or more firms from the submittals received. The District reserves the right to advertise and retain other consultants or select other firms on individual projects independent of the firm selected for this solicitation.

The Hartstene Pointe Water-Sewer District, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all applicants that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit applications in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

SOQs shall be limited to 15 pages, the District requests that four copies of the SOQ be received by the District, 772 E Chesapeake Dr., Shelton, WA 98584, no later than **4:30 p.m., ?????? April ??, 2023.**

The Hartstene Pointe Water-Sewer District is an equal opportunity employer. Minority and women owned enterprises are encouraged to submit.