

**HARTSTONE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584  
July 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 July 6, 2023 Regular Meeting (2-3)

**REPORTS:**

7. Commissioner Reports
8. Water Board Bible: Chapter Two (2)
9. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Voucher 2023-28
  - Bills to Be Reviewed:
    - Voucher 2023-27
  - Monthly Financial Report (4-5)
10. General Manager's Report

**BUSINESS:**

11. Advise Community of Sewer Project
12. Annual GM Performance Evaluation (*executive session possible*)

**OLD BUSINESS**

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
July 6 2023  
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, Matt M. from Century West Engineering

**CALL TO ORDER:** The meeting was called to order at 1:08 pm

**SUBSCRIBER REMARKS:** None Present

**CORRESPONDENCE:** No correspondence

**PRESENT AGENDA:** *Commissioner Swart moved to adopt the agenda. Commissioner Hospador seconded.* Commissioner Swart requested to switch items 11 and 12 on the agenda order. PM requested to amend Financial/Administrative report. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:** The minutes of the June 1, 2023 regular meeting were presented. *Commissioner Hospador moved to approve the minutes. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner Anderson reminded commissioners and staff of protocols regarding COVID-19 safety
- Commissioner Swart shared a letter submitted to US Congress regarding safeguards for passive receivers of PFAS and the potential consequences for utility districts
- Commissioner Swart requested a report on the new staff cell phones
- Commissioner Swart requested that commissioners acknowledge sender of emails/texts containing consequential information

**Water Board Bible, Chapter Two (2):** Commissioners tabled review & discussion

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2023-26 in the amount of \$ 36,493.07 was presented. *Commissioner Swart moved to approve voucher 2023-26 in the amount of \$ 36,493.07. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - PM presented Voucher 2023-25 for review
- Monthly Billing Report: PM presented the monthly billing report for July 2023
- Monthly Financial Report: PM presented the monthly financial report for May 2023

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

- *Commissioner Hospador moved to authorize GM to allocate up to \$7,000 for in-house laboratory testing equipment and supplies. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the funds are approved.*

**BUSINESS:**

**Adopt Resolution 2023-01, Repealing Resolution 2010-08:** Commissioners discussed Resolution 2023-01 and requested administrative staff to draft a resolution to replace Resolution 2010-02. *Commissioner Swart moved to adopt Resolution 2023-01, repealing Resolution 2010-08. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the Resolution is adopted.*

**Annual General Manager Performance Review:** Commissioners tabled the review for a future meeting.

**OLD BUSINESS:**

- Commissioners and GM discussed the use of Zoleo for emergency communications; Commissioner to contact Tom T.

*Commissioner Anderson moved to adjourn the meeting. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 4:22 pm.*

Respectfully Submitted By:

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

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

Approved at the Regular Meeting of the Board on: 7-20-2023

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

June 2023

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
<b>Reserve Funds</b>					
030 - Ecology Reserve	41,802.58	-	172.99	41,975.57	172.99
050 - DWSRF Loan Reserve	53,821.01	-	6,769.37	60,590.38	6,769.37
060 - Bond Fund	0.00	-	-	0.00	-
070 - USDA Revenue Bond Reserve	43,622.06	-	180.51	43,802.57	180.51
<b>Total Reserve Funds</b>	139,245.65	-	7,122.87	146,368.52	7,122.87
<b>Unreserved Funds</b>					
EFT Account - Columbia Bank	33,023.26	(67,384.01)	68,306.56	33,945.81	922.55
Petty Cash Account	2,351.50	(1,414.35)	1,266.77	2,203.92	(147.58)
Xpress Deposit Account	19,655.21	(52,971.98)	41,353.21	8,036.44	(11,618.77)
<b>010 - Operating Fund</b>					
<i>Operating Investment Fund</i>	130,000.00	(10,000.00)	-	120,000.00	(10,000.00)
<i>010 - Operating Fund - Other</i>	95,333.13	(146,413.00)	127,287.17	76,207.30	(19,125.83)
<b>Total 010 - Operating Fund</b>	225,333.13	(156,413.00)	127,287.17	196,207.30	(29,125.83)
065 - Capital Project Account	0.00	-	-	0.00	-
<b>Total Unreserved Funds</b>	280,363.10	(278,183.34)	238,213.71	240,393.47	(39,969.63)
<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>	88,592.09	(24,822.90)	340.00	64,109.19	(24,482.90)
<i>Reservoir Repair</i>	96,694.26	-	-	96,694.26	-
Total Capital Improvement Fund	185,286.35	(24,822.90)	340.00	160,803.45	(24,482.90)
Risk Management Fund	176,515.17	-	1,644.95	178,160.12	1,644.95
<b>Total 020 - Water/Sewer Committed Fund</b>	389,145.89	(24,822.90)	1,984.95	366,307.94	(22,837.95)
<b>Total Committed Funds</b>	389,145.89	(24,822.90)	1,984.95	366,307.94	(22,837.95)
<b>Total Funds</b>	808,754.64	(303,006.24)	247,321.53	753,069.93	(55,684.71)

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  
 June 2023**

	<b>Profit &amp; Loss</b>	<b>Budget v Actual</b>			
	<b>Jun '23</b>	<b>Jan-Jun '23 (50% of Yr)</b>	<b>Total 2023 Budget</b>	<b>\$ Over (Under) Budget</b>	<b>% of Total Budget</b>
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Non-Operating Revenue</b>	2,758.10	34,534.86	19,335.00	15,199.86	178.61%
<b>Operating Revenue</b>	81,021.42	506,163.02	1,030,006.00	-523,842.98	49.14%
<b>Total Income</b>	<u>83,779.52</u>	<u>540,697.88</u>	<u>1,049,341.00</u>	<u>-508,643.12</u>	<u>51.53%</u>
<b>Gross Profit</b>	83,779.52	540,697.88	1,049,341.00	-508,643.12	51.53%
<b>Expense</b>					
<b>534 · Water Expenditures</b>	13,437.46	104,935.99	295,934.00	-190,998.01	35.46%
<b>535 · WW Treatment Expenditures</b>	97,836.44	254,923.16	251,799.00	3,124.16	101.24%
<b>538 · Combined W/S Expenditures</b>	27,493.83	176,502.81	400,294.00	-223,791.19	44.09%
<b>591.38 · Leases</b>	1,000.00	6,000.00			
<b>Total Expense</b>	<u>139,767.73</u>	<u>542,361.96</u>	<u>948,027.00</u>		
<b>Net Ordinary Income</b>	<u>-55,988.21</u>	<u>-1,664.08</u>	<u>101,314.00</u>		
<b>Net Income</b>	<u><u>-55,988.21</u></u>	<u><u>-1,664.08</u></u>	<u><u>101,314.00</u></u>		