

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
December 7, 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 December 7, 2023 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2023-46
 - Bills to Be Reviewed:
 - Voucher 2023-45
 - Monthly Billing Report: December 2023 (4)
 - Monthly Financial Report: October 2023 (5-6)
9. General Manager's Report

BUSINESS:

10. Safety Meeting Lunches
11. Update from Century West Engineering

OLD BUSINESS

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
November 16, 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

CALL TO ORDER: The meeting was called to order at 1:15 pm

SUBSCRIBER REMARKS: No Subscribers Present

CORRESPONDENCE: PM presented engagement letter from the WA State Auditor's Office

PRESENT AGENDA: *Commissioner Hospador moved to adopt the agenda. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as presented.*

MINUTES: The minutes of the November 2, 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.*

The minutes of the November 9, 2023 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 Hospador thanked GM for his quick responses to the sanitary survey inspection report
- Commissioner Swart inquired about the condition of safety ladders at the wastewater treatment plant
- Commissioner Swart requested to schedule a site visit to the reservoir for review of valves
- Commissioner Swart asked if there are backup staff trained to send out emergency emails when needed
- Commissioner Swart reviewed content of RCAC's SWSMP training on November 16

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2023-44 in the amount of \$ 43,398.38 was presented. *Commissioner Hospador moved to approve voucher 2023-44 in the amount of \$ 43,398.38. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2023-43 was presented by PM for review

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

BUSINESS:

Review Sanitary Survey Report: GM shared the results of the Dept. of Health’s recently conducted Sanitary Survey Report

Approve Resolution 2023-04, Adopting the 2024 Budget: Commissioners reviewed the Final 2024 Budget. *Commissioner Swart moved to adopt the Final 2024 Budget. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the Final 2024 Budget was adopted.*

Approve Resolution 2023-05, Adopting the 2024 Fee Schedule: Commissioners reviewed the updated Fee Schedule for 2024. *Commissioner Swart moved to adopt the updated Fee Schedule for 2024. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the Fee Schedule for 2024 was adopted.*

OLD BUSINESS

- **Commissioners decided to resume reading of the Water Board Bible in January when the newly elected commissioner will be seated and can benefit from the discussions, beginning with chapter one**

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:08 pm.

Respectfully Submitted By:

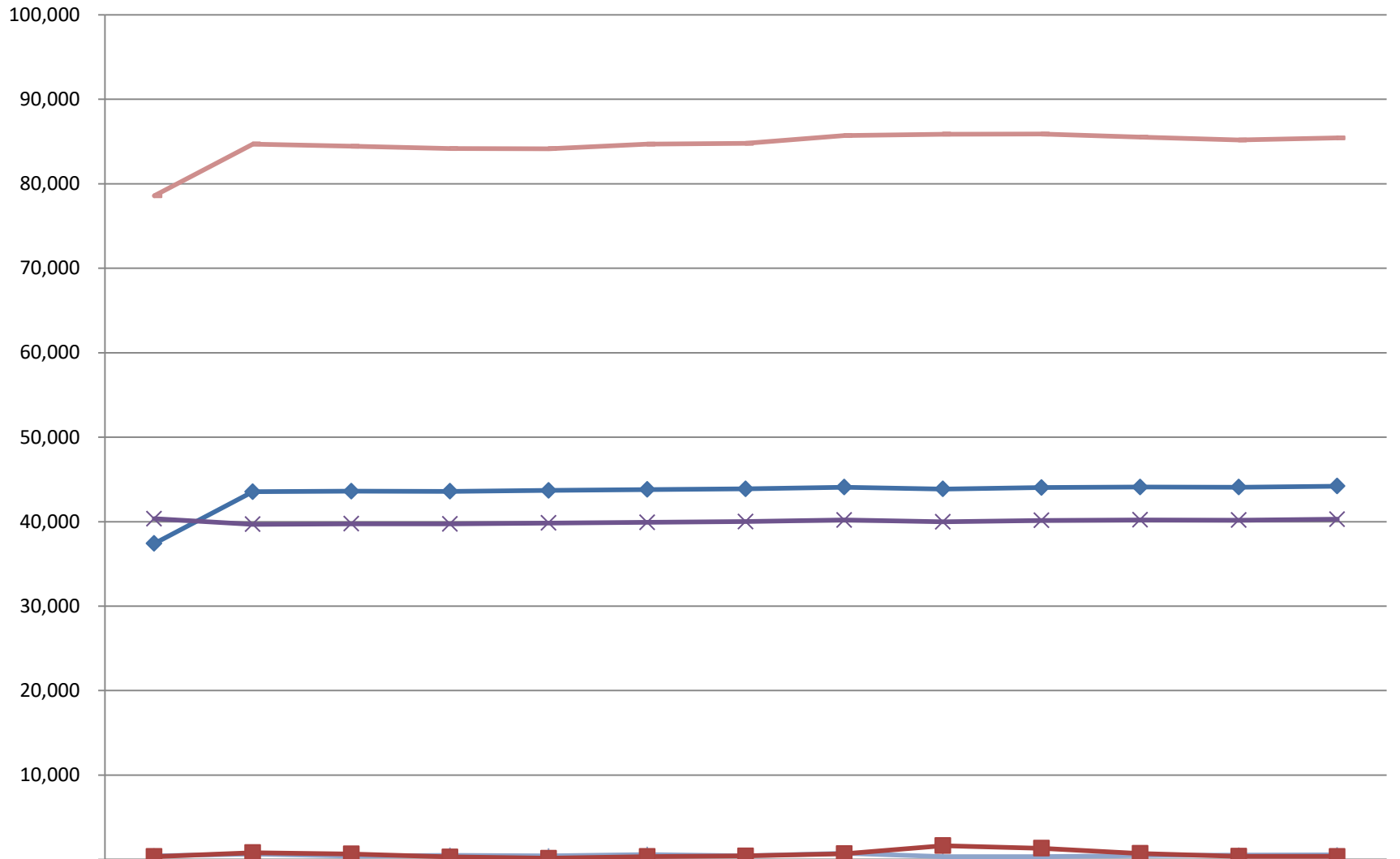
Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

Approved at the Regular Meeting of the Board on: 12-7-2023

Regular Utility Billing



	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2024
◆ Water Service	37,419	43,537	43,604	43,592	43,701	43,797	43,886	44,087	43,862	44,041	44,102	44,074	44,197
✕ Sewer Service	40,350	39,686	39,747	39,736	39,835	39,922	40,004	40,187	39,982	40,145	40,200	40,175	40,287
+ Late/Misc. Fees	436	648	427	516	437	602	446	738	359	364	488	532	563
■ Consumption	365	820	665	320	165	355	440	690	1,655	1,335	725	385	375
— Total Charges	78,569	84,690	84,442	84,164	84,139	84,676	84,777	85,701	85,858	85,885	85,515	85,166	85,422

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

October 2023

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
Reserve Funds					
030 · Ecology Reserve	42,504.03	-	177.90	42,681.93	177.90
050 · DWSRF Loan Reserve	1,604.27	-	6,779.97	8,384.24	6,779.97
060 · Bond Fund	0.00	-	-	0.00	-
070 · USDA Revenue Bond Reserve	44,353.97	-	185.62	44,539.59	185.62
Total Reserve Funds	88,462.27	-	7,143.49	95,605.76	7,143.49
Unreserved Funds					
EFT Account - Umpqua Bank	3,929.87	(67,081.23)	95,816.02	32,664.66	28,734.79
Petty Cash Account	601.97	(1,844.72)	3,388.53	2,145.78	1,543.81
Xpress Deposit Account	2,678.50	(38,064.47)	48,535.50	13,149.53	10,471.03
010 · Operating Fund					
<i>Operating Investment Fund</i>	120,000.00	-	-	120,000.00	-
<i>010 · Operating Fund - Other</i>	143,763.61	(109,108.84)	78,424.69	113,079.46	(30,684.15)
Total 010 · Operating Fund	263,763.61	(109,108.84)	78,424.69	233,079.46	(30,684.15)
065 · Capital Project Account	0.00	-	-	0.00	-
Total Unreserved Funds	270,973.95	(216,099.26)	226,164.74	281,039.43	10,065.48
Committed Funds					
020 · Water/Sewer Committed Fund					
Asset Replacement Fund	27,344.37	-	-	27,344.37	-
Capital Improvement Fund					
<i>I&I Repair</i>	66,774.19	-	1,130.00	67,904.19	1,130.00
<i>Reservoir Repair</i>	96,694.26	-	-	96,694.26	-
Total Capital Improvement Fund	163,468.45	-	1,130.00	164,598.45	1,130.00
Risk Management Fund	182,938.53	-	1,593.72	184,532.25	1,593.72
Total 020 · Water/Sewer Committed Fund	373,751.35	-	2,723.72	376,475.07	2,723.72
Total Committed Funds	373,751.35	-	2,723.72	376,475.07	2,723.72
Total Funds	733,187.57	(216,099.26)	236,031.95	753,120.26	19,932.69

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
 October 2023**

	<u>Profit & Loss</u>	<u>Budget v Actual</u>			
	<u>Jan - Oct 23</u>	<u>Jan-Oct '23 (83.3% 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	59,080.85	59,080.85	19,335.00	39,745.85	305.56%
Operating Revenue	851,342.04	851,342.04	1,030,006.00	-178,663.96	82.65%
Total Income	<u>910,422.89</u>	<u>910,422.89</u>	<u>1,049,341.00</u>	<u>-138,918.11</u>	<u>86.76%</u>
Gross Profit	910,422.89	910,422.89	1,049,341.00	-138,918.11	86.76%
Expense					
534 · Water Expenditures	247,304.76	247,304.76	295,934.00	-48,629.24	83.57%
535 · WW Treatment Expenditures	368,562.00	368,562.00	251,799.00	116,763.00	146.37%
538 · Combined W/S Expenditures	285,341.42	285,341.42	400,294.00	-114,952.58	71.28%
591.38 · Leases	10,000.00	10,000.00			
Total Expense	<u>911,208.18</u>	<u>911,208.18</u>	<u>948,027.00</u>	<u>-36,818.82</u>	<u>96.12%</u>
Net Ordinary Income	<u>-785.29</u>	<u>-785.29</u>	<u>101,314.00</u>		
Net Income	<u><u>-785.29</u></u>	<u><u>-785.29</u></u>	<u><u>101,314.00</u></u>		