

**HARTSTONE POINTE WATER-SEWER DISTRICT  
SPECIAL MEETING  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584  
April 19, 2024 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 4, 2024 Regular Meeting (2-3)

**REPORTS:**

7. Trip to Spit Grinder Pump
8. Update from Matt M. with Century West Engineering
9. Water Board Bible: Review Chapter Two (2)
10. Commissioner Reports
11. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Voucher 2024-15
  - Monthly Financial Report: March 2024 (4-5)
12. General Manager's Report

**BUSINESS:**

13. Set Agenda for April 27, 2024 Special Meeting
14. Estimate Ratepayer Cost for WIRP

**OLD BUSINESS**

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
April 4, 2024  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

**MINUTES**

**PRESENT:** President E. J. Anderson, Secretary S. Swart, Audit Commissioner Carl Anderson, General Manager (GM) J. Palmer, Project & Accounts Manager (PM) J. Sartori

**CALL TO ORDER:** The meeting was called to order at 1:10 pm

**SUBSCRIBER REMARKS:** None present

**CORRESPONDENCE:**

- Commissioner Swart received feedback from a resident on Pointes Drive East who noticed discolored water and wondered if it was related to flushing in the area. Commissioner Swart relayed that flushing had not started yet, so the discoloration was likely due to resident being away from the property for an extended period of time.

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

**MINUTES:**

The minutes of the March 21, 2024 regular meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner E.J. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

The minutes of the March 29, 2024 special meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner E.J. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

**REPORTS:**

**Water Board Bible:** Review of Chapter Two (2) tabled

**Commissioner Reports:**

- Commissioner Swart suggested there may be a need for a policy for flushing meters
- Commissioner E.J. Anderson attended a webinar about pollutants, asked about possible need for staff to have access to M95 and other masks

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2024-14 in the amount of \$15,874.24 was presented. *Commissioner C. Anderson moved to approve voucher 2024-14 in the amount of \$15,874.24. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - PM presented Voucher 2024-13 for review
- Monthly Billing Report: PM presented the report for April 2024

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

- *Commissioner Swart moved to approve expenses for Jared to attend a two-day training. Commissioner C. Anderson seconded. Hearing three aye votes and 0 nay votes, the expenses are approved.*

**BUSINESS:**

**Discuss Need-Based Assistance Program:** Commissioners discussed looking into providing a need-based assistance program.

**Discuss HPMA Permitting Process:** Commissioners and GM discussed HPMA’s permitting process as to how it pertains to District facilities.

*Commissioner C. Anderson moved to adjourn the meeting. Commissioner E. J. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:35 pm.*

Respectfully Submitted By:

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

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

Approved at the Special Meeting of the Board on:

**4-19-2024**  
\_\_\_\_\_

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

March 2024

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
<b>Reserve Funds</b>					
030 - Ecology Reserve	43,423.66	-	176.63	43,600.29	176.63
050 - DWSRF Loan Reserve	34,421.67	-	6,464.89	40,886.56	6,464.89
060 - Bond Fund	0.00	(19,665.00)	19,665.00	0.00	-
070 - USDA Revenue Bond Reserve	45,313.57	-	184.32	45,497.89	184.32
<b>Total Reserve Funds</b>	123,158.90	(19,665.00)	26,490.84	129,984.74	6,825.84
<b>Unreserved Funds</b>					
EFT Account - Umpqua Bank	32,937.59	(70,008.36)	71,009.40	33,938.63	1,001.04
Petty Cash Account	2,096.52	(450.35)	1,168.03	2,814.20	717.68
Xpress Deposit Account	2,290.10	(38,881.81)	46,962.77	10,371.06	8,080.96
<b>010 - Operating Fund</b>					
<i>Operating Investment Fund</i>	120,000.00	-	-	120,000.00	-
<i>010 - Operating Fund - Other</i>	93,508.39	(81,415.08)	547,098.44	559,191.75	465,683.36
<b>Total 010 - Operating Fund</b>	213,508.39	(81,415.08)	547,098.44	679,191.75	465,683.36
065 - Capital Project Account	0.00	-	-	0.00	-
<b>Total Unreserved Funds</b>	250,832.60	(190,755.60)	666,238.64	726,315.64	475,483.04
<b>Committed Funds</b>					
<b>020 - Water/Sewer Committed Fund</b>					
Asset Replacement Fund	36,344.37	-	-	36,344.37	-
Capital Improvement Fund					
<i>I&amp;I Repair</i>	89,469.19	-	294.05	89,763.24	294.05
<i>Reservoir Repair</i>	110,020.69	-	-	110,020.69	-
Total Capital Improvement Fund	199,489.88	-	294.05	199,783.93	294.05
Risk Management Fund	195,612.75	-	1,702.10	197,314.85	1,702.10
<b>Total 020 - Water/Sewer Committed Fund</b>	431,447.00	-	1,996.15	433,443.15	1,996.15
<b>Total Committed Funds</b>	431,447.00	-	1,996.15	433,443.15	1,996.15
<b>Total Funds</b>	805,438.50	(210,420.60)	694,725.63	1,289,743.53	484,305.03

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 2024**

	<b>Profit &amp; Loss</b>	<b>Budget v Actual</b>			
	<b>Mar '24</b>	<b>Mar '24 (25% of Yr)</b>	<b>Total 2024 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>	468,644.22	474,048.96	33,735.00	440,313.96	1,405.21%
<b>Operating Revenue</b>	89,838.63	269,529.95	1,080,940.00	-811,410.05	24.94%
<b>Total Income</b>	558,482.85	743,578.91	1,114,675.00	-371,096.09	66.71%
<b>Gross Profit</b>	558,482.85	743,578.91	1,114,675.00	-371,096.09	66.71%
<b>Expense</b>					
<b>534 · Water Expenditures</b>	23,961.41	43,406.60	378,313.00	-334,906.40	11.47%
<b>535 · WW Treatment Expenditures</b>	20,766.06	59,802.28	341,528.00	-281,725.72	17.51%
<b>538 · Combined W/S Expenditures</b>	27,981.49	87,935.66	379,883.00	-291,947.34	23.15%
<b>591.38 · Leases</b>	1,000.00	3,000.00	12,300.00	-9,300.00	24.39%
<b>Total Expense</b>	73,708.96	194,144.54	1,112,024.00	-917,879.46	17.46%
<b>Net Ordinary Income</b>	484,773.89	549,434.37	2,651.00		
<b>Net Income</b>	<b>484,773.89</b>	<b>549,434.37</b>	<b>2,651.00</b>		