

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
July 6, 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 June 15, 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 2023-27
 - Bills to Be Reviewed:
 - Voucher 2023-25
 - Voucher 2023-26
 - Monthly Billing Report (4)
 - Monthly Financial Report (5-6)
10. General Manager's Report

BUSINESS:

11. Annual GM Performance Evaluation (*executive session possible*)
12. Adopt Resolution 2023-01: Repealing Resolution 2010-08 (7)

OLD BUSINESS

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
June 15, 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 1:00 pm

SUBSCRIBER REMARKS: One subscriber present with no comments at this time

CORRESPONDENCE: No correspondence

PRESENT AGENDA: *Commissioner Swart moved to adopt the agenda. Commissioner Hospador seconded.* Commissioner Swart requested to move item 11 to the end of the agenda. *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 presented.*

BUSINESS PART I:

Invoicing Repair Work Performed on Pointes Drive West: Commissioners reviewed with property owner repair work performed on the sewer lateral. After discussion, commissioners and the property owner agreed that 80% of the invoice will be borne by the District and 20% borne by the owner. *Commissioner Swart moved to authorize funds from the District's '020 Inflow & Infiltration' sub-fund for 80% of the expenses incurred for sewer lateral repair, per Resolution 2010-08. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the funds are approved toward the incurred expenses.*

Commissioner Anderson called for a five-minute recess at 1:50 pm.

The meeting resumed at 1:55 pm.

REPORTS:

Commissioner Reports:

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2023-24 in the amount of \$ 60,638.09 was presented. *Commissioner Swart moved to approve voucher 2023-24 in the amount of \$ 60,638.09. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2023-23 for review

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

BUSINESS PART II:

Review Statements of Qualifications (SOQ) Submittals and Select Engineering Firm: Commissioners reviewed the Statement of Qualifications submittals and evaluated each firm’s qualifications as they pertain to the District’s needs and upcoming projects. *Commissioner Hospador moved to select Century West Engineering. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, Century West Engineering was selected for consulting services.*

Review Resolution 2010-08 & Policies relating to Sewerage: Commissioners reviewed Resolution 2010-08, the Water System Regulations and Conditions of Service, and Sewer System Regulations and Conditions of Service. Commissioners requested that administrative staff draft a resolution to repeal Resolution 2010-08 as it is out of date and contradicts with the Districts other resolutions and policies, in addition to contradicting industry practices.

Approve Waste Action Project (WAP) Agreement: Commissioners reviewed the agreement proposed by WAP. *Commissioner Hospador made a motion to approve the final agreement proposed by WAP. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Annual GM Performance Evaluation: Commissioners began GM’s performance evaluation. Commissioners plan to resume evaluation at the next BOC meeting.

Commissioner Anderson moved to adjourn the meeting. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 3:30 pm.

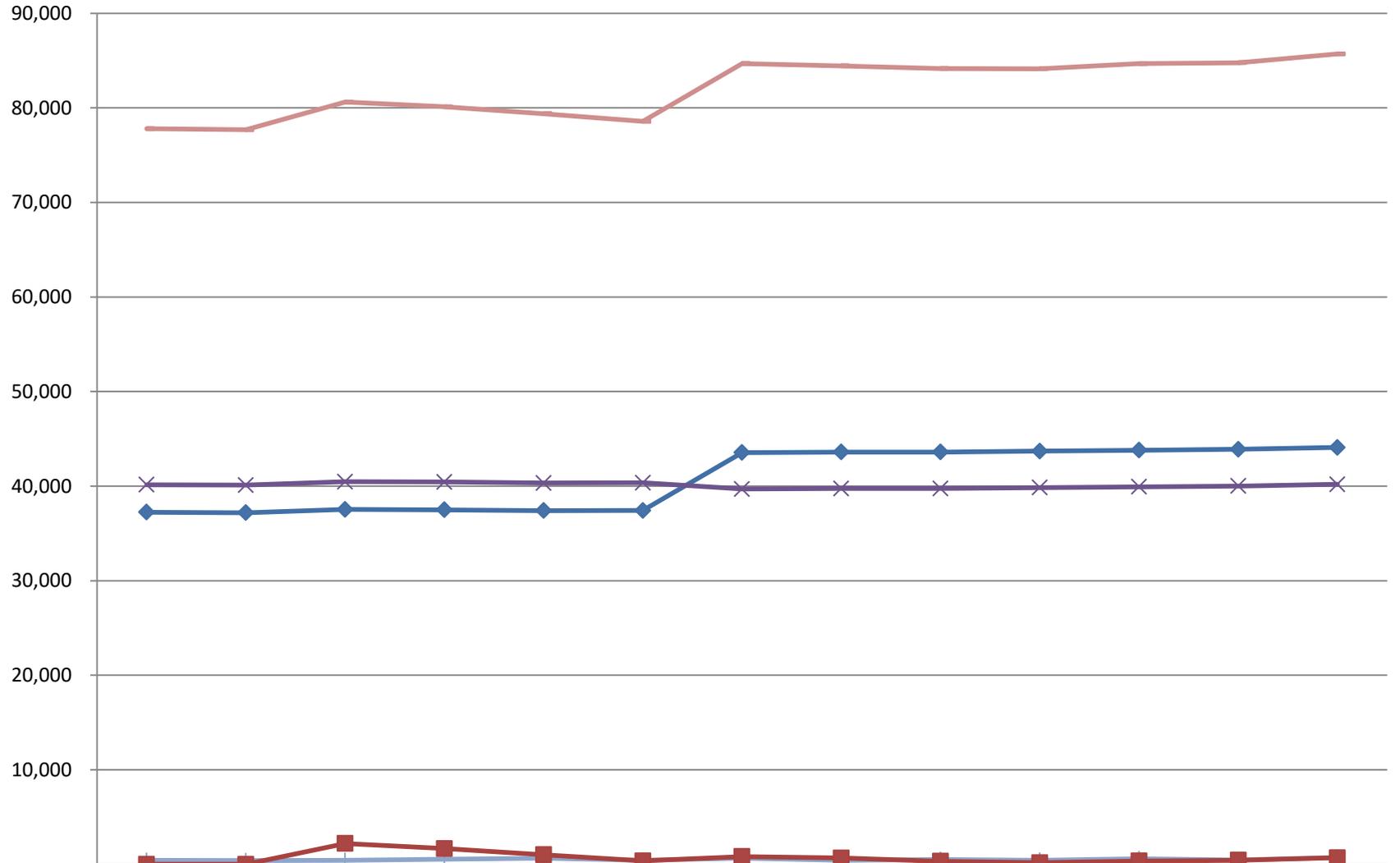
Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Regular Meeting of the Board on: 7-6-2023

Regular Utility Billing



	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	July 2023
◆ Water Service	37,233	37,189	37,524	37,491	37,398	37,419	43,537	43,604	43,592	43,701	43,797	43,886	44,087
✕ Sewer Service	40,145	40,095	40,465	40,426	40,326	40,350	39,686	39,747	39,736	39,835	39,922	40,004	40,187
+ Late/Misc. Fees	416	393	414	525	645	436	648	427	516	437	602	446	738
■ Consumption	-	-	2,210	1,665	1,015	365	820	665	320	165	355	440	690
— Total Charges	77,793	77,677	80,613	80,107	79,384	78,569	84,690	84,442	84,164	84,139	84,676	84,777	85,701

Hartstene Pointe Water Sewer District Monthly Financial Report - Fund Activity

May 2023

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
Reserve Funds					
030 - Ecology Reserve	41,643.05	-	159.53	41,802.58	159.53
050 - DWSRF Loan Reserve	47,099.63	-	6,721.38	53,821.01	6,721.38
060 - Bond Fund	0.00	-	-	0.00	-
070 - USDA Revenue Bond Reserve	43,455.58	-	166.48	43,622.06	166.48
Total Reserve Funds	132,198.26	-	7,047.39	139,245.65	7,047.39
Unreserved Funds					
EFT Account - Columbia Bank	46,898.66	(82,116.58)	68,241.18	33,023.26	(13,875.40)
Petty Cash Account	2,877.77	(1,266.48)	740.21	2,351.50	(526.27)
Xpress Deposit Account	3,395.45	(30,925.81)	47,185.57	19,655.21	16,259.76
010 - Operating Fund					
<i>Operating Investment Fund</i>	130,000.00	-	-	130,000.00	-
<i>010 - Operating Fund - Other</i>	80,100.24	(77,648.52)	92,881.41	95,333.13	15,232.89
Total 010 - Operating Fund	210,100.24	(77,648.52)	92,881.41	225,333.13	15,232.89
065 - Capital Project Account	0.00	-	-	0.00	-
Total Unreserved Funds	263,272.12	(191,957.39)	209,048.37	280,363.10	17,090.98
Committed Funds					
020 - Water/Sewer Committed Fund					
Asset Replacement Fund	27,344.37	-	-	27,344.37	-
Capital Improvement Fund					
<i>I&I Repair</i>	88,592.09	-	-	88,592.09	-
<i>Reservoir Repair</i>	96,694.26	-	-	96,694.26	-
Total Capital Improvement Fund	185,286.35	-	-	185,286.35	-
Risk Management Fund	175,002.68	-	1,512.49	176,515.17	1,512.49
Total 020 - Water/Sewer Committed Fund	387,633.40	-	1,512.49	389,145.89	1,512.49
Total Committed Funds	387,633.40	-	1,512.49	389,145.89	1,512.49
Total Funds	783,103.78	(191,957.39)	217,608.25	808,754.64	25,650.86

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
 May 2023**

	Profit & Loss	Budget v Actual			
	May '23	Jan-May '23 (41.6% of Yr)	Total 2023 Budget	\$ Over (Under) Budget	% of Total Budget
Ordinary Income/Expense					
Income					
Non-Operating Revenue	8,433.43	31,776.76	19,335.00	12,441.76	164.35%
Operating Revenue	88,812.32	425,141.60	1,030,006.00	-604,864.40	41.28%
Total Income	<u>97,245.75</u>	<u>456,918.36</u>	<u>1,049,341.00</u>	<u>-592,422.64</u>	<u>43.54%</u>
Gross Profit	97,245.75	456,918.36	1,049,341.00	-592,422.64	43.54%
Expense					
534 · Water Expenditures	12,639.78	91,498.53	295,934.00	-204,435.47	30.92%
535 · WW Treatment Expenditures	33,837.98	156,428.80	251,799.00	-95,370.20	62.12%
538 · Combined W/S Expenditures	24,096.49	149,008.98	400,294.00	-251,285.02	37.23%
591.38 · Leases	1,000.00	5,000.00			
Total Expense	<u>71,574.25</u>	<u>401,936.31</u>	<u>948,027.00</u>		
Net Ordinary Income	<u>25,671.50</u>	<u>54,982.05</u>	<u>101,314.00</u>		
Net Income	<u><u>25,671.50</u></u>	<u><u>54,982.05</u></u>	<u><u>101,314.00</u></u>		

**HARTSTENE POINTE WATER-SEWER DISTRICT
MASON COUNTY, WASHINGTON**

RESOLUTION 2023-01

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
REPEALING RESOLUTION 2010-08**

WHEREAS, Resolution 2010-08 set forth policies that conflict with established internal policies and Resolution 2010-02; and

WHEREAS, Resolution 2010-08 places “responsibilities” on the District that are not aligned with industry best practices; and

WHEREAS, Resolution 2010-08 defines “responsibilities” that are out of date; and

THEREFORE, The Board of Commissioners of the Hartstene Pointe Water-Sewer District hereby resolves:

To repeal Resolution 2010-08.

ADOPTED by the District Board of Commissioners at its scheduled meeting on this 6th day of July, 2023.

Hartstene Pointe Water-Sewer District
Mason County, Washington

Earl Jim Anderson, President

Stacy Swart, Secretary

Andrew Hospador, Audit Commissioner