

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584  
TELECONFERENCE AVAILABLE  
Per State of Emergency Declared in Washington State and Mason County  
October 7, 2021 1:00 P.M.**

**AGENDA**

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the September 16, 2021 Regular Meeting (2-3)

**REPORTS:**

7. Commissioner Reports
8. Financial/Administrative Report:
  - Bills to Be Authorized:
    - o Voucher 2021-39
  - Bills to Be Reviewed:
    - o Voucher 2021-38
  - Monthly Billing Report
9. General Manager's Report (4)

**BUSINESS:**

10. Approve Billing Software Contract
11. Discuss Timeline for Budget Meetings
12. Schedule a Public Budget Hearing

**As per the State of Emergency, the district's Open  
Public Meetings will be available via teleconference.**

**To join a meeting, follow the instructions below:**

- 1. Call (425) 436-6260 or (800) 719-6100**
- 2. Enter Access Code 535 9093 #**

If you have a webcam-enabled computer, you may try to  
connect to the meeting using the link below:

<https://hello.freeconference.com/conf/call/5359093>

*Note: Due to limited internet connection speeds at Hartstene  
Pointe, joining meetings via webcam may lead to reduced  
quality*

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
September 16, 2021  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584  
TELECONFERENCE AVAILABLE  
Per State of Emergency Declared in Washington State and Mason County**

**MINUTES**

**PRESENT:** President E. J. Anderson, Secretary S. Swart, Audit Commissioner A. Hospador, General Manager (GM) J. Palmer, Project & Accounts Manager (PM) J. Sartori, L. Glazener (SAO), M. Hjermstad (SAO)

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

**SUBSCRIBER REMARKS:** No subscribers present

- GM noted resident comments regarding backfill of repaired leak location
- Commissioner Swart noted a resident wondered about a possible leak at another location

**CORRESPONDENCE:**

- Commissioner Swart received correspondence regarding the use of gray water

**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 September 2, 2021 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 as presented.*

**BUSINESS (PART I):**

**Presentation of Cybersecurity Audit Report by the WA State Auditor's Office (SAO) Team:** Auditors from SAO presented a public report regarding the purpose of conducting an audit and the processes of conducting said audit.

*President Anderson called for an executive session for the purposes of reviewing/discussing the findings and recommendations of SAO's audit of the District's Information Technology (IT) infrastructure, pursuant to RCW 42.30.110 section (1)(a)(ii) and RCW 42.56.420 section 4, at 1:25 pm with anticipated end time of 1:40 pm, at which point the regular meeting will reconvene, or executive session extended, if necessary.*

*President Anderson extended executive session, updating anticipated end time to 1:55 pm. Meeting reconvened at 1:55 pm. No action was taken.*

*Commissioner Anderson called for a ten-minute recess at 1:55 pm.*

*Regular meeting resumed at 2:05 pm.*

**REPORTS:**

**Water Board Bible:** Commissioners reviewed and discussed Chapter Eleven of the *Water Board Bible*.

**Commissioner Reports:**

- Commissioner Hospador shared an article on methods of sludge wasting to control dissolved oxygen
- Commissioner Swart shared an article regarding sharing resources to contribute to public health
- Commissioner Swart shared an article regarding touch-screen technology

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2021-36, in the amount of \$106,721.11, was presented. *Commissioner Hospador moved to approve voucher 2021-36 in the amount of \$106,721.11. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - PM presented Voucher 2021-35 for review.
- Monthly Financial Report: PM presented the Financial Report for August 2021

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

**BUSINESS (PART II):**

**Update Fiscal Policies:** PM presented the updated fiscal policies, noting the amendments and additions. Commissioners discussed the changes and the benefits of providing clarifications. *Commissioner Hospador moved to approve the updated fiscal policies. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the fiscal policies are updated to reflect the changes.*

*Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:09 pm.*

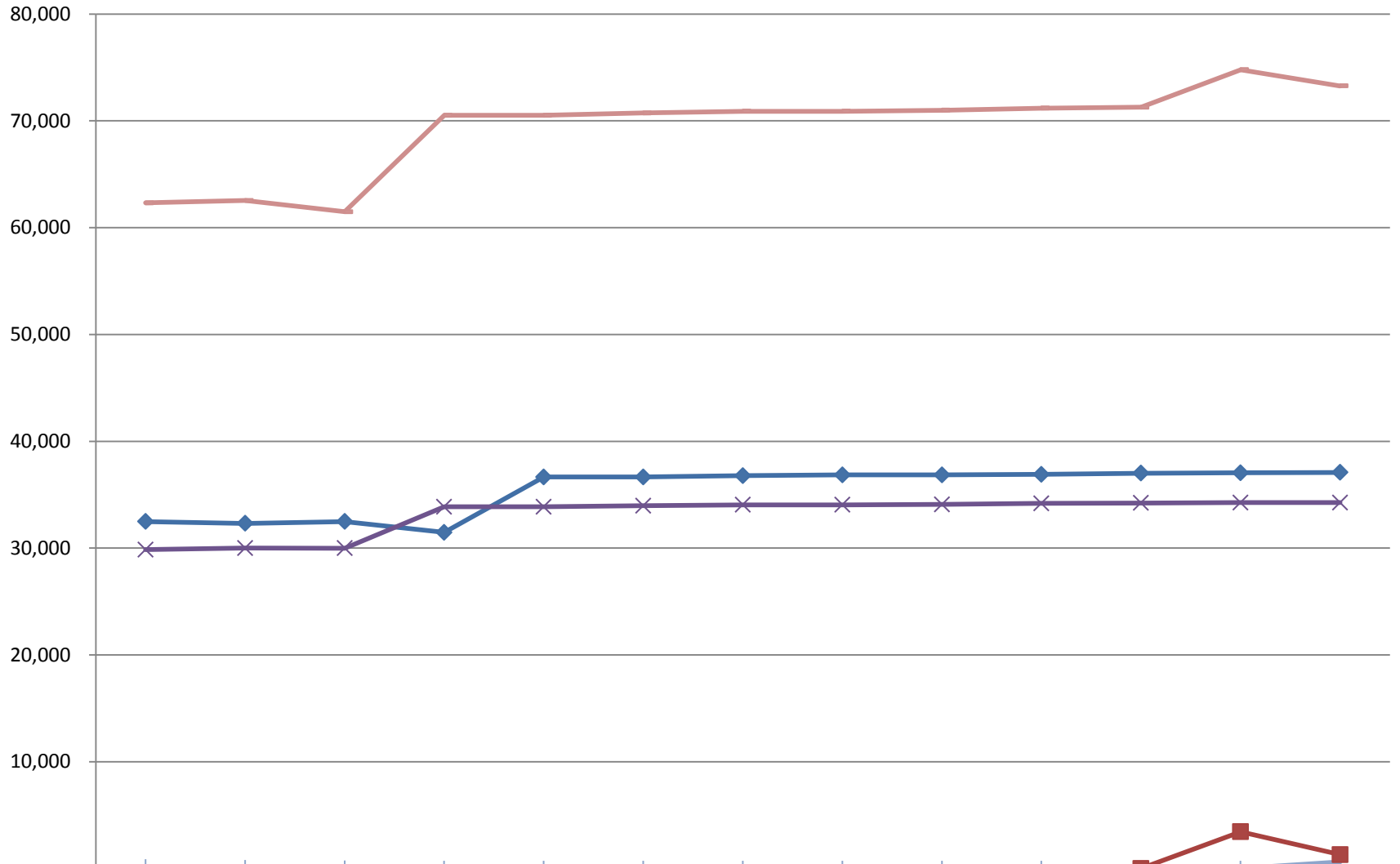
Respectfully Submitted By:

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

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

Approved at the Regular Meeting of the Board on: 10-7-2021

# Regular Utility Billing



	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2021	July 2021	Aug 2021	Sept 2021	Oct 2021
◆ Water Service	32,481	32,315	32,482	31,472	36,656	36,656	36,772	36,854	36,854	36,901	37,004	37,051	37,086
✕ Sewer Service	29,848	30,001	29,992	33,862	33,862	33,968	34,043	34,043	34,088	34,180	34,224	34,255	34,255
+ Late/Misc. Fees	155	60	20	-	-	-	-	-	-	-	-	-	630
■ Consumption											-	3,440	1,295
— Total Charges	62,318	62,543	61,484	70,518	70,518	70,740	70,897	70,897	70,988	71,184	71,275	74,781	73,265