

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
April 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 March 16, 2023 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2023-15
 - Bills to Be Reviewed:
 - Voucher 2023-13
 - Voucher 2023-14
 - Monthly Billing Report (4)
9. General Manager's Report

BUSINESS:

10. Demonstrate/Train Commissioners in How Emergency Communication Functions using New Equipment
11. Review Reimbursement Request
12. Review & Discuss Chapter Two (2) of the *Water Board Bible*

OLD BUSINESS

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
March 16, 2023
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

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

CALL TO ORDER: The meeting was called to order at 1:05 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No correspondence

PRESENT AGENDA: *Commissioner Hospador moved to adopt the agenda. Commissioner Anderson seconded.* GM requested to add “telephone call meeting with Joe R. at 1:30 pm.” *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES: The minutes of the March 2, 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.*

REPORTS:

Commissioner Reports:

- Commissioner Hospador shared that the City of Shelton is investing in specialized camera van
- Commissioner Swart shared an article from *Water Engineering & Technology* magazine on public visibility
- Commissioner Swart shared AWWA’s Spring Conference Agenda

President Anderson called for a fifteen-minute executive session as authorized by RCW 42.30.110 Section 1 (i) for the purpose of meeting with the District’s legal counsel. The meeting will resume at 1:45 pm.

The meeting resumed at 1:45 pm.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2023-12 in the amount of \$ 34,191.97 was presented. *Commissioner Swart moved to approve voucher 2023-12 in the amount of \$ 34,191.97. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2023-11 for review
- Monthly Billing Report: PM presented the monthly billing report for March 2023
- Monthly Financial Report: PM presented the monthly financial report for February 2023

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

BUSINESS:

Review & Approve Funds per Quote for Wastewater SCADA Upgrade: *Commissioner Hospador moved to review and approve funds for SCADA upgrades. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.*

Declare Emergency Regarding Well #2 Raw Water Main: *Commissioner Swart moved to declare an emergency regarding Well #2's raw water main, due to its corrosion. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.*

Discuss Drafting a Letter from the Board to the Previous Water Distribution Manager: Commissioners discussed and determined such a letter will not benefit the District.

Discuss New Procedures for Emergency Communications Using Newly Acquired Equipment: Commissioners and staff discussed emergency communications preparation using new equipment. The Board wishes for staff and board members to train in communicating with the equipment.

OLD BUSINESS: None

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:40 pm.

Respectfully Submitted By:

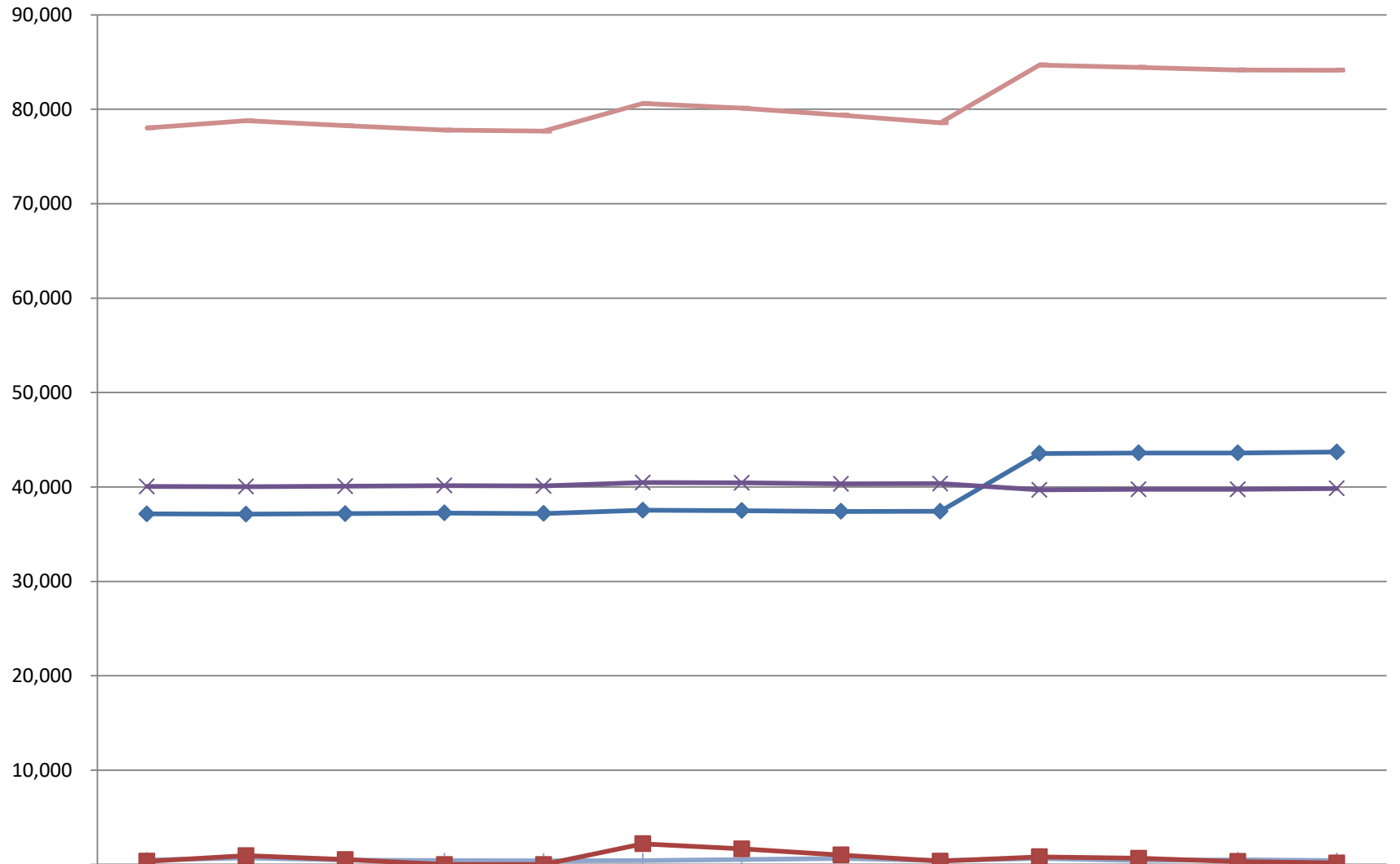
Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

Approved at the Regular Meeting of the Board on: 4-6-2023

Regular Utility Billing



	Apr 2022	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023
◆ Water Service	37,138	37,118	37,170	37,233	37,189	37,524	37,491	37,398	37,419	43,537	43,604	43,592	43,701
✕ Sewer Service	40,046	40,025	40,077	40,145	40,095	40,465	40,426	40,326	40,350	39,686	39,747	39,736	39,835
+ Late/Misc. Fees	493	694	483	416	393	414	525	645	436	648	427	516	437
■ Consumption	345	950	530	-	-	2,210	1,665	1,015	365	820	665	320	165
— Total Charges	78,021	78,786	78,260	77,793	77,677	80,613	80,107	79,384	78,569	84,690	84,442	84,164	84,139