

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
June 17, 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, E. Klemick from ERWOW

**CALL TO ORDER:** The meeting was called to order at 1:02 pm.

**SUBSCRIBER REMARKS:** One subscriber present

**CORRESPONDENCE:** GM noted a telephone conversation with a resident

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

**MINUTES:** The minutes of the June 3, 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.*

**REPORTS:**

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

*Commissioner Anderson called for a five-minute recess at 2:00 pm. The meeting resumed at 2:05 pm.*

**Commissioner Reports:**

- Commissioner Swart suggested commissioners read an article, "Effective Utility Management"
- Commissioner Swart presented a *Water Online* article, "Water Quality Association Releases Nation Opinion Survey"
- Commissioner Swart presented a *Water Online* article, "New Methods Extend Options for NPDES Compliance Testing"

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2021-23, in the amount of \$27,981.26, was presented. *Commissioner Anderson moved to approve voucher 2021-23 in the amount of \$27,981.26. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - PM presented Voucher 2021-22 for review
- Monthly Billing Report: PM presented the June 2021 monthly billing report

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

**BUSINESS:**

**Update Apprentice/Trainee Job Description:** Commissioners reviewed amended job description. *Commissioner Anderson moved to amend the Apprentice/Trainee job description. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

**Approve Correspondence to Resident:** Commissioners reviewed and discussed correspondence to resident that was discovered to be under-billed. *Commissioner Swart moved to approve signing correspondence to resident. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the correspondence was signed.*


**Approve Century West Engineering Agreement:** *Commissioner Hospador moved to approve agreement with Century West Engineering. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the agreement is approved.*

**Discuss Rate Structure:** *Commissioner Anderson moved to discuss logistics of rate structure. Commissioner Hospador seconded. Commissioners discussed and tabled as an on-going business item.*

**Identify Unmetered Connections:** GM shared known un-metered water connections and shared plans to address these connections.

*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: 7-1-2021