

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
October 7, 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

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

SUBSCRIBER REMARKS: No subscribers present

- Commissioner Swart noted conversations she had with community members

CORRESPONDENCE:

- Commissioner Swart noted correspondence with members of HPMa regarding road replacement

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 16, 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:

Commissioner Reports:

- Commissioner Anderson discussed an article relating to water usage
- Commissioner Hospador shared an article regarding wastewater treatment processes and what applies to the District's wastewater treatment processes
- Commissioner Swart noted that cannabis industry growth has impacted water usage
- Commissioner Swart suggested that water leak detection could be a regularly-scheduled project
- Commissioner Swart suggested that it might be helpful to look into procuring supplies for emergency situations

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2021-39, in the amount of \$20,535.61, was presented. *Commissioner Hospador moved to approve voucher 2021-39 in the amount of \$20,535.61. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2021-38 for review
- Monthly Billing Report: PM presented the Billing Report for October 2021

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

BUSINESS:

Approve Billing Software Contract for 2022: PM presented the contract renewal proposal from the District's billing software subscription provider. *Commissioner Swart moved to approve the expense for the contract renewal. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the expense and contract renewal are approved.*

Discuss Timeline for Budget Meetings: Board members and administrative staff discussed a timeline for budgeting that works for all parties.

Schedule a Public Budget Hearing: *Commissioner Swart moved to hold a "public budget hearing" as a business item at the Board of Commissioner's regular meeting on November 18, 2021. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the hearing will be part of November 18th's business agenda.*

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:55 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