

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
January 20, 2022
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
TELECONFERENCE AVAILABLE
Per State of Emergency Declared in Washington State and Mason County**

MINUTES

PRESENT: Audit Commissioner A. Hospador (acting president), Secretary S. Swart, Commissioner Elect E. J. Anderson, General Manager (GM) J. Palmer, Project & Accounts Manager (PM) J. Sartori, WA State Auditors April T. and Amy S.

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

CERTIFY ELECTION RESULTS & SWEAR IN COMMISSIONER #2: *Commissioner Swart moved to accept the election results and swear in E. J. Anderson to fill the Commissioner #2 seat. Commissioner Hospador seconded. Hearing 2 aye votes and 0 nay votes, the motion passes.*

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE:

- Commissioner Swart noted correspondence with a resident regarding emergency preparedness
- Commissioner Swart noted correspondence with a resident regarding fire-wise rating and funding for fire danger vulnerabilities
- PM noted on-going correspondence with a vendor regarding billing practices

PRESENT AGENDA: *Commissioner Hospador moved to adopt the agenda. Commissioner Swart seconded.* PM requested a change to the financial reports. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES: The minutes of the January 6, 2022 regular meeting were presented. *Commissioner Hospador moved to approve the minutes. Commissioner Swart seconded.* Commissioners Anderson and Swart noted corrections needed. *Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended.*

BUSINESS (PART I)

Presentation of Accountability Audit Results for Fiscal years 2020-21: April and Amy from the WA State Auditor's Office presented the report for the completed accountability audit. No findings were issued.

REPORTS:

Commissioner Reports:

- Commissioner Swart registered for the WASWD Commissioner Conference

Financial/Administrative Report:

- Bills to Be Authorized:

- Voucher 2022-04, in the amount of \$ 30,405.003, was presented. *Commissioner Anderson moved to approve voucher 2022-04 in the amount of \$30,405.03. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2022-03

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

BUSINESS:

Discuss/Approve Cost of Living Adjustments for Non-Exempt Employees & Amend Wage Ranges: Commissioners reviewed and discussed adjusting wages based on Consumer Price Index data and practices set forth by other utility districts. *Commissioner Hospador moved to increase non-exempt employee wages and wage rates by five (5) percent to the nearest quarter (\$0.25) per hour, effective January 2022. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes the motion passes.*

Commissioner Officer Assignments: *Commissioner Swart moved to nominate Commissioner Anderson as President of the Board of Commissioners. Commissioner Hospador seconded. Hearing 2 aye votes and 0 nay votes, Commissioner Anderson accepted.*

Commissioner Anderson moved to nominate Commissioner Swart as the Secretary of the Board of Commissioners. Commissioner Hospador seconded. Hearing 2 aye votes and 0 nay votes, Commissioner Swart accepted.

Commissioner Hospador will remain Audit Commissioner.

Commissioner Anderson moved to adjourn the meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:40 pm.

Respectfully Submitted By:



 Signature

Stacy Swart, Secretary, Commissioner #3

 Name and Title

Approved at the Regular Meeting of the Board on: 2-3-2022