

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
February 3, 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: 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.

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: No correspondence

PRESENT AGENDA: *Commissioner Hospador moved to adopt the agenda. Commissioner Anderson seconded.* Commissioner Swart requested to add item #12, "Discuss Employing a Part-Time Substitute Meter Reader." *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES: The minutes of the January 20, 2022 regular meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner Anderson noted that he will attend excavation safety webinar
- Commissioner Swart noted presentation at WASWD commissioner conference regarding policy governance

Commissioner Water Bible: Commissioners reviewed and discussed Chapter One (1) of the *Water Board Bible*

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2022-06, in the amount of \$ 6,884.65, was presented. *Commissioner Hospador moved to approve voucher 2022-06 in the amount of \$ 6,884.65. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2022-05
- February 2022 Billing Report: PM presented the billing report for February 2022

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

BUSINESS:

Discuss/Accept Health Care Authority (HCA) Expense: PM conveyed to the Board of Commissioners that the newly-hired Water Distribution Manager (WDM) was retroactively enrolled in health care benefits with premium deductions accruing three months in one sum. Due to lack of district staff HR training, WDM was not aware of how to access these benefits in previous months. Commissioners discussed allocating funds to cover the premium amounts for December 2021 and January 2022 as WDM could not access benefits for that period due to the Districts HR shortcomings. *Commissioner Swart moved to approve \$ 1,237.26 insurance premium expense due to the aforementioned circumstance and requested that GM & PM reach out to HCA for training. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes the motion passes.*

Explore Hiring a Substitute Meter Reader: Commissioners and administrative staff discussed the possibility of hiring a meter reader on an as-needed basis. Administrative staff will research the requirements that would be required.

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:30 pm.

Respectfully Submitted By:



Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

Approved at the Regular Meeting of the Board on: 2-17-2022