

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
February 17, 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 1:05 pm.

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE:

- Commissioner Swart distributed an article given by a former commissioner
- PM noted a notice from chemical supplier informing of cost increases to chlorine

PRESENT AGENDA: *Commissioner Hospador moved to adopt the agenda. Commissioner Swart seconded.* PM noted 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 February 3, 2022 regular meeting were presented. *Commissioner Anderson moved to approve the minutes. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner Anderson presented a newspaper article relating to Belfair's sewer district
- Commissioner Anderson shared information learned from an excavator/backhoe safety course
- Commissioner Swart attended a WASWD training targeted toward small districts regarding water main breaks and planning for auxiliary supplies of drinking water
- Commissioner Hospador noted a resource for cybersecurity consulting

Commissioner Water Bible: Commissioners reviewed and discussed Chapter Two (2) of the *Water Board Bible*

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2022-07, in the amount of \$ 31,666.16, was presented. *Commissioner Swart moved to approve voucher 2022-07 in the amount of \$ 31,666.16. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Monthly Financial Report: PM presented the monthly financial report for January 2022

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

BUSINESS:

Review/Accept Annual Report to USDA for Fiscal Year 2021: PM presented the annual report for FY 2021, which included FY 2021's Profit & Loss actual data, a balance sheet as of December 31st, 2021 and the FY 2022 adopted budget. *Commissioner Swart moved to approve the annual report to USDA. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes the report is approved for submittal.*

Review/Adopt Additional Policy to the Employee Handbook: Commissioners discussed the proposed addition to the employee handbook creating a "Shared PTO Program." *Commissioner Swart moved to adopt the additional policy to the employee handbook. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the policy is adopted.*

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:00 pm.

Respectfully Submitted By:



Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

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