

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
August 4, 2022
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: President E. J. Anderson, Audit Commissioner A. Hospador, Secretary S. Swart, 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

CORRESPONDENCE: No correspondence

PRESENT AGENDA: *Commissioner Swart moved to adopt the agenda. Commissioner Anderson seconded. Hearing 2 aye votes and 0 nay votes, the agenda was adopted.*

MINUTES: The minutes of the July 21, 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 Swart reviewed *Water Online* article regarding measuring concentrations of medications in wastewater to monitor for diseases
- Commissioner Swart reviewed upcoming WASWD trainings

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2022-31 in the amount of \$ 22,700.08, was presented. *Commissioner Anderson moved to approve voucher 2022-31 in the amount of \$ 22,700.08. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

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

BUSINESS:

Increase the Imprest Amount of Petty Cash Account: PM noted that increasing the imprest amount of petty cash must be approved by resolution. Commissioners and staff discussed the need to increase funds available in the Petty Cash account. Commissioners asked PM to draft a resolution increasing funds available in the account to \$3,000 for approval at the next regular board meeting.

Discuss / Approve Appropriations toward Capital Projects:

- GM requested approval for funds to procure a portable generator to be used during emergencies to power the District's lift stations and Well #2 treatment facility. *Commissioner Swart moved to authorize the GM to procure a portable generator, as approved in the District's 2022 Capital Improvement Projects budget. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes the funds are approved.*

- GM requested approval for funds to replace sludge pumps at the wastewater treatment plant, considering that the current pumps are very old. *Commissioner Anderson moved to approve funds to replace the wastewater treatment plant's sludge pumps. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the funds are authorized.*

OLD BUSINESS:

- Commissioners deferred updating of Emergency Planning Task spreadsheet until customized formatting is agreed upon

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:50 pm.

Respectfully Submitted By:



Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

Approved at the Regular Meeting of the Board on: 8-18-2022