

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
August 18, 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 1:02 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No correspondence

PRESENT AGENDA: *Commissioner Swart moved to adopt the agenda. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted.*

MINUTES: The minutes of the August 4, 2022 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 Swart noted a conversation with a resident inquiring about a \$40,000 assessment
- Commissioner Anderson noted a conversation he had with a resident regarding digging and digging equipment
- Commissioner Anderson presented a job tracking worksheet for commissioners
- Commissioner Swart presented a sheet defining water and sewer related acronyms
- Commissioner Swart presented information regarding Sodium Hypochlorite generation
- Commissioner Hospador presented a rate study article from WASWD
- Commissioner Hospador attended rate setting presentation offered during one of the WASWD August meetings

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2022-33 in the amount of \$ 48,369.54, was presented. *Commissioner Anderson moved to approve voucher 2022-33 in the amount of \$ 48,369.54. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2022-32 for review

General Manager's Report: GM presented his report on the current state of the District and noted that PM would be unavailable on September 1 for the regular meeting.

Commissioner Swart made a motion to cancel the regular September 1, 2022 meeting of the commissioners. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting is canceled.

Commissioner Swart made a motion to schedule a special meeting on September 2, 2022 at 1:00 pm for the purpose of replacing the place of the canceled meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the special meeting is scheduled.

BUSINESS:

Adopt Resolution 2022-01, Increasing the Amount of Monies Held in the Petty Cash Account: Administrative staff and commissioners discussed the need to increase the imprest amount replenished to the Petty Cash account each month. *Commissioner Swart moved to adopt Resolution 2022-01. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the resolution is adopted. This resolution repeals Resolution 2015-09.*

Allocate Fund toward SCADA Upgrades:

GM discussed the need to upgrade the wastewater SCADA system. He noted that the 2022 Capital Improvement Plan included a line item allocating \$50,000 toward Water SCADA Upgrade. As the Water SCADA Upgrade is less urgent, he proposed these funds be reallocated toward the Wastewater SCADA Upgrade. *Commissioner Swart moved to reallocate funds to upgrade the Wastewater SCADA. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the funds are approved.*

Discuss Reservoir Cleaning & Inspection: The GM discussed the state of the District's reservoir and the next steps toward cleaning and repair.

OLD BUSINESS: Commissioners discussed old business.

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:30 pm.

Respectfully Submitted By:


Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Regular Meeting of the Board on: 9-2-2022