

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
November 3, 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.

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

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE:

- Commissioners reviewed letter from a ratepayer and sent a letter to the ratepayer in response
- Commissioners and administrative staff reviewed correspondence regarding Waste Action Project

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 October 21, 2022 special meeting were presented. *Commissioner Hospador moved to approve the minutes. Commissioner Swart seconded. . Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Swart attended an EPA webinar, *What your utility should know about Space Weather*
- Commissioner Swart shared AWWA safety meeting material
- Commissioner Swart provided information regarding RCAC's State Revolving Fund training
- Commissioner Swart shared an ERWoW postcard regarding one of the services they provide
- Commissioner Hospador inquired about the SCADA system

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2022-43 in the amount of \$ 56,091.44, was presented. *Commissioner Swart moved to approve voucher 2022-43 in the amount of \$ 56,091.44. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2022-34 to be reviewed
- Monthly Billing Report: PM presented the Monthly Billing Report for November 2022
- Monthly Financial Report: PM presented the Financial Report for September 2022

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

BUSINESS:

Review/Discuss 2023 Preliminary Budget and Capital Improvement Plan (CIP): Administrative staff presented the 2023 Preliminary Budget and addressed questions from commissioners. GM shared projects he would like to complete as part of the CIP. Administrative staff and commissioners discussed at length several line items and requested a Proposed Budget with adjustments and finer-tuned adjustments.

Schedule a Special Meeting to Review & Discuss 2023 Proposed Budget: *Commissioner Hospador moved to schedule a special meeting on November 10, 2022 at 1:00 pm for the purpose of reviewing and discussing the 2023 Proposed Budget. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the special meeting is scheduled.*

OLD BUSINESS:

Review Planning Spreadsheet: Commissioners reviewed their Planning Spreadsheet and will address it again in a future meeting.

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

Respectfully Submitted By:



Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

Approved at the Regular Meeting of the Board on: 11-17-2022