

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
January 19, 2023  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

**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 1:03 pm

**SUBSCRIBER REMARKS:** No subscribers present

**CORRESPONDENCE:** No Correspondence

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

**MINUTES:** The minutes of the January 5, 2023 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 Anderson attended HPMAs ad hoc committee for *Disaster Preparedness* meeting and discussed what the District is and is not responsible for regarding water and sewage during disasters
- Commissioner Swart suggested including an article in a newsletter regarding proper medication disposal, as they should not be flushed down the drain
- Commissioner Swart shared WASWD's recent highlighted updates

**Review & Discuss *Water Board Bible: Chapter One (1)***

- Due to timing, commissioners tabled this until the next meeting

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2023-03 in the amount of \$ 57,396.22 was presented. *Commissioner Swart moved to approve voucher 2023-03 in the amount of \$ 57,396.22. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - PM presented Voucher 2023-02 for review
- Monthly Financial Report:
  - PM presented financial report for December 2022
- Monthly Billing Report:
  - PM presented billing report for January 2023

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

**BUSINESS:**

**Review & Approve Estimate for WWTP SCADA/PLC Programming:** GM presented an estimate and explained the need for the SCADA upgrade and fielded questions from commissioners.

**Authorize GM to Approve Effluent Pump Work Expenses:** GM described work that needs to be done to the effluent pumps. *Commissioner Hospador moved to authorize the GM to expense up to \$6,000 for electrician charges, to include replacement components and disconnect switch box. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the expense amount is authorized.*

**OLD BUSINESS:**

- Commissioners reviewed emergency communications service plans with Zoleo Inc. Commissioners would like to opt into a service plan that fits the District's desired requirements. Selection will be discussed at the next meeting.

*Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:35 pm.*

Respectfully Submitted By:

  
\_\_\_\_\_  
Signature

Stacy Swart, Secretary, Commissioner #3  
\_\_\_\_\_  
Name and Title

Approved at the Regular Meeting of the Board on: 2-2-2023