

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
April 6, 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

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 Hospador seconded.* Commissioner Swart requested to remove business item #11 and add business item, "Review & Approve Joe R.'s Letter Draft re: Waste Action Project." GM requested to add "Approve Purchase of K-750 Drum Machine with additional drum and 50-foot cable." GM requested to amend Financial/Administrative report to reflect change in Vouchers. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES: The minutes of the March 16, 2023 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.*

REPORTS:

Commissioner Reports:

- Commissioner Hospador shared information available online regarding the curing process of CIPP
- Commissioner Hospador noted that he joined the Mason County Broadband Action Team
- Commissioner Hospador inquired about the status of the District's SCADA, updates to the Primex configuration and the progress at Well #2
- Commissioner Anderson shared a report published in the Shelton-Mason County Journal about the City of Shelton's water storage
- Commissioner Swart reminded commissioners of the Open Public Meetings and records management requirements
- Commissioner Swart posted a list of WASWD's standing meetings next to the board meeting table
- Commissioner Swart reminded commissioners of the purpose of scheduling a meeting on April 13th
- Commissioner Swart will be absent from the May 4th meeting next month
- Commissioner Swart reviewed the status of WA Senate Bill 5437 concerning vacancies on governing bodies of special purpose districts
- Commissioner Swart reviewed correspondence with GM and Century West Engineering regarding the CIPP curing process

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2023-14 in the amount of \$ 44,406.56 was presented. *Commissioner Hospador moved to approve voucher 2023-14 in the amount of \$ 44,406.56. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2023-13 was presented for review
- Monthly Billing Report: Commissioners reviewed the billing report for April 2023

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

BUSINESS:

Demonstrate/Train Commissioners in How Emergency Communications Functions using New Equipment: Commissioners tabled this, to be reviewed during a special meeting. *Commissioner Anderson moved to schedule a special meeting on April 13, 2023 at 1:00 pm at the District Office for the purpose of reviewing and discussing Emergency Response Plan. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting is scheduled.*

Review & Approve Joe R.'s Letter Draft re: Waste Action Project (WAP): Commissioners and GM reviewed the draft letter. *Commissioner Anderson moved to approve the draft. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the board approved the letter to be sent to WAP.*

Review & Discuss Chapter Two (2) of the Water Board Bible: In consideration of time, this item was tabled.

Approve Purchase of K-750 Drum Machine with additional drum & 50-foot cable: GM discussed the cost and benefit of purchasing a drum machine to increase the operators' snaking capabilities for blocked sewer laterals. *Commissioner Hospador moved to authorize funds, not to exceed \$5,000, for this purchase. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the funds are approved.*

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:12 pm.

Respectfully Submitted By:



Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

Approved at the Regular Meeting of the Board on: 4-20-2023