

**HARTSTONE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
May 11, 2023
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: Audit Commissioner A. Hospador (acting chair), Secretary S. Swart, General Manager (GM) J. Palmer, Project & Accounts Manager (PM) J. Sartori

CALL TO ORDER: The meeting was called to order at 1:12 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 as presented.*

MINUTES: The minutes of the April 20, 2023 regular meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner Swart noted a correction to be made. Commissioner Anderson seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as amended.*

REPORTS:

Commissioner Reports:

- Commissioner Swart attended a *Trenchless Technology* webinar about CIPP emissions

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2023-19 in the amount of \$ 36,370.64 was presented. *Commissioner Anderson moved to approve voucher 2023-19 in the amount of \$ 36,370.64. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2023-18 was presented for review
- Monthly Billing Report: PM Presented the Monthly Billing Report for May 2023

President E. J. Anderson joined the meeting via telephone.

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

BUSINESS:

Review Employee Summer Work Schedules: GM outlined the working schedules planned for each employee for the summer months.

Review Robison Plumbing Invoices: GM described invoices for sewer lateral repairs on Pointes Drive West.

Review & Discuss District Sewer Policy: Administrative staff and commissioners reviewed and discussed sewer policies previously approved in the HPWSD's *Sewer System Policy and Regulations*

and Resolution 2010-02 *Establishing Sewer System Regulations*. Commissioners instructed the GM how they would like policies and procedures enforced moving forward and directed administrative staff to draft an updated resolution and policy to add emphasized clarity and definitions.

Commissioner Anderson moved to adjourn the meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:00 pm.

Respectfully Submitted By:



Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

Approved at the Regular Meeting of the Board on: 5-18-2023