

**HARTSTENE POINTE WATER-SEWER DISTRICT**  
**REGULAR MEETING of the BOARD OF COMMISSIONERS**  
**August 17, 2023**  
**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 1:00 pm

**SUBSCRIBER REMARKS:** None Present

**CORRESPONDENCE:**

- Commissioner Swart received correspondence from a resident suggesting water be left on at unoccupied residences for emergency fire suppression support

**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 August 3, 2023 regular 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 noted improvements to the XPress Bill Pay customer interface
- Commissioner Swart encouraged continued recruitment for 2024 Commissioner 1 seat
- Commissioner Swart recommended RCAC utility training for incoming commissioners
- Commissioner Swart attended RCAC utility board training webinar on August 10<sup>th</sup>

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2023-32 in the amount of \$ 30,960.26 was presented. *Commissioner Swart moved to approve voucher 2023-32 in the amount of \$ 30,960.26. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - Voucher 2023-31 was presented by PM for review

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

**BUSINESS:**

**Review & Adopt Resolution 2023-02, Updating Internal Auditing Officer Authorizations:**

Commissioners reviewed & discussed draft resolution 2023-02 and agreed that it is important to authorize the Internal Auditing Officer to voucher payments to specific vendors in order to meet financial obligations on time and to avoid incurring late charges. *Commissioner Swart moved to adopt*

*Resolution 2023-02, Updating Internal Auditing Officer Authorization. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the resolution is adopted.*

**Approve Expenses for GM to attend WASWD & WEF Conferences:** *Commissioner Swart moved to approve expenses. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the expenses are approved.*

**Discuss Options for WWTP Lift Station Repairs:** GM presented options for commissioners to review & discuss regarding needed *Lift Station* repairs at the WWTP.

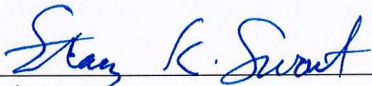
**Schedule a Public Hearing for Upcoming Wastewater Project:** Commissioners asked GM to make a reservation at the HPMa Clubhouse for September 23, 2023 and ask for a recorded Zoom session option.

**OLD BUSINESS:**

- **Review Policy Manual, Establish Schedule:** Commissioners agreed to commit to reviewing District policies on a regular basis, once provided by PM
- **HPWSD stance on Emergency & Disaster Preparedness:** Commissioners agreed to generate and post a statement that will inform residents of the District’s anticipated inability to maintain current level of service in a disaster
- **Zoleo Communications Training:** GM relayed information from Greg F. regarding training; GM will incorporate usage of satellite communications devices into a safety meeting and designate drills for staff

*Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:40 pm.*

Respectfully Submitted By:

  
\_\_\_\_\_  
Signature

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

Approved at the Regular Meeting of the Board on: 9-7-2023