

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584  
August 18, 2022 1:00 P.M.**

**AGENDA**

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the August 4, 2022 Regular Meeting (2-3)

**REPORTS:**

7. Commissioner Reports
8. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Voucher 2022-33
  - Bills to Be Reviewed:
    - Vouher 2022-32
9. General Manager's Report

**BUSINESS:**

10. Adopt Resolution 2022-01, Increasing the Amount of Monies Held in the Petty Cash Account
11. Allocate Funds toward SCADA Upgrades
12. Discuss Reservoir Cleaning & Inspection

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
August 4, 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, Project & Accounts Manager (PM) J. Sartori.

**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 Anderson seconded. Hearing 2 aye votes and 0 nay votes, the agenda was adopted.*

**MINUTES:** The minutes of the July 21, 2022 regular meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

**REPORTS:**

**Commissioner Reports:** No commissioner reports

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2022-31 in the amount of \$ 22,700.08, was presented. *Commissioner Anderson moved to approve voucher 2022-31 in the amount of \$ 22,700.08. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

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

**BUSINESS:**

**Increase the Imprest Amount of Petty Cash Account:** PM noted that increasing the imprest amount of petty cash must be approved by resolution. Commissioners and staff discussed the need to increase funds available in the Petty Cash account. Commissioners asked PM to draft a resolution increasing funds available in the account to \$3,000 for approval at the next regular board meeting.

**Discuss / Approve Appropriations toward Capital Projects:**

- GM requested approval for funds to procure a portable generator to be used during emergencies to power the District's lift stations and Well #2 treatment facility. *Commissioner Swart moved to authorize the GM to procure a portable generator, as approved in the District's 2022 Capital Improvement Projects budget. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes the funds are approved.*
- GM requested approval for funds to replace sludge pumps at the wastewater treatment plant, considering that the current pumps are very old. *Commissioner Anderson moved to approve*

*funds to replace the wastewater treatment plant's sludge pumps. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the funds are authorized.*

**OLD BUSINESS:**

Commissioners discussed old business.

*Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:50 pm.*

Respectfully Submitted By:

\_\_\_\_\_  
*Signature*

Stacy Swart, Secretary, Commissioner #3  
*Name and Title*

Approved at the Regular Meeting of the Board on: 8-18-2022

**HARTSTENE POINTE WATER-SEWER DISTRICT  
MASON COUNTY, WASHINGTON**

**RESOLUTION 2022-01**

**A RESOLUTION OF THE  
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONER  
INCREASING THE AMOUNT OF MONIES HELD IN THE PETTY CASH ACCOUNT**

**WHEREAS**, Resolution 2012-03 establishes a petty cash account, appointed a custodian, designated a depository, and established the amount of monies to be held in the petty cash account; and

**WHEREAS**, the Washington State Budget, Accounting, Reporting System (BARS) Manual prescribes that the governing body must authorize the amount held in each petty cash account and all subsequent increases or decreases in the petty cash account amounts; and

**WHEREAS**, it has become necessary for the District to increase the amount held in the petty cash account; now

**THEREFORE, The Board of Commissioners of the Hartstene Pointe Water-Sewer District hereby resolves:**

To increase the amount to be held in the petty cash account from \$2,000.00 to \$3,000.00.

**ADOPTED** by the District Board of Commissioners at its scheduled meeting on this 18th day of August, 2022.

Hartstene Pointe Water-Sewer District  
Mason County, Washington

\_\_\_\_\_  
*Earl Jim Anderson, President*

\_\_\_\_\_  
*Stacy Swart, Secretary*

\_\_\_\_\_  
*Andrew Hospador, Audit Commissioner*