

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
August 17, 2023 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 3, 2023 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2023-32
 - Bills to Be Reviewed:
 - Voucher 2023-31
9. General Manager's Report

BUSINESS:

10. Review & Adopt Resolution 2023-02, *Updating Internal Auditing Officer Authorizations (4-5)*
11. Approve Expenses for GM to Attend WASWD & WEF Conferences
12. Discuss Options for WWTP Lift Station Repairs
13. Schedule a Public Hearing for Upcoming Wastewater Project

OLD BUSINESS

14. Review Policy Manual, Establish Schedule
15. HPWSD stance on Emergency Prep
16. Zoleo Communications Training

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
August 3, 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 1:23 pm

SUBSCRIBER REMARKS: None Present

CORRESPONDENCE:

- Commissioner Swart sent an email regarding gray water recycling

PRESENT AGENDA: *Commissioner Swart moved to adopt the agenda. Commissioner Hospador seconded.* GM requested adding Century West Contract approval. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES: The minutes of the July 20, 2023 regular meeting were presented. *Commissioner Hospador moved to approve the minutes. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Hospador presented an updated project list
- Commissioner Swart is attending EPA small drinking water systems and wildfire impacts webinar on July 25
- Commissioner Swart brought attention to a bill introduced in the U.S. House of Representatives that may fund wastewater surveillance
- Commissioner Swart shared an AWWA survey that indicates water customer perceptions of tap water improve in water providers that maintain good communications with their customers

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2023-29 in the amount of \$ 2,449.41 was presented. *Commissioner Swart moved to approve voucher 2023-29 in the amount of \$ 2,449.41. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher 2023-30 in the amount of \$ 21,185.69 was presented. *Commissioner Swart moved to approve voucher 2023-29 in the amount of \$ 21,185.69. 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:

Reschedule September 21, 2023 Regular Meeting: *Commissioner Swart moved to cancel the September 21, 2023 Regular Meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting is canceled.*

Commissioner Swart moved to schedule a special meeting on September 28, 2023 at 1:00 for the purpose of replacing the canceled regular meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the special meeting is scheduled.

Approve Century West Work Order: Commissioners reviewed the Work Order and asked Matt M. from Century West Engineering for some clarifications. *Commissioner Anderson moved to approve and sign the Work Order. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.*

Annual General Manager Performance Review: Commissioners performed the annual GM performance evaluation and updated the General Manager’s contract.

OLD BUSINESS:

- Commissioners discussed the GM’s participation in HPMA’s “Pre-Construction” meetings
- GM will reach out to Greg F. to request assistance in training for the use of Zoleo communications equipment
- Commissioners requested to convey the District’s stance on emergency preparedness as it relates to water and sewer

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

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Regular Meeting of the Board on: 8-17-2023

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

RESOLUTION 2023-02

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
UPDATING INTERNAL AUDITING OFFICER AUTHORIZATIONS**

WHEREAS, Hartstene Pointe Water-Sewer District is a special purpose district, governed by Title 57 of the Revised Code of Washington; and

WHEREAS, the Hartstene Pointe Water-Sewer District Board of Commissioners believes that all bills and debts incurred as a result of conducting its daily business should be paid in a timely fashion; and

WHEREAS, regular meetings are scheduled the first and third Thursdays of every month, periodic delay of bill vouchering could occur; and

WHEREAS, periodically the necessity may arise to issue a voucher before a regularly scheduled meeting of the Board of commissioners to avoid late payment remittance; and

WHEREAS, delay of payment could result in additional costs to the District or interrupt continued daily business of the District, it is recognized that the establishment of an *Internal Auditing Officer* serves to expedite bill payment; and

WHEREAS, the authorized Vendors for independent vouchering needs to be updated; now

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

1. To repeal Resolution 2019-01.
2. To reappoint the Project & Accounts Manager, Joe Sartori, as the District's *Internal Auditing Officer*.
3. As the *Internal Auditing Officer*, the Project & Accounts Manager is authorized to approve and submit vouchers to Mason County Financial Services for payment of recurring bills from the following Vendors:
 - a. Century Link
 - b. Department of Retirement Systems
 - c. Health Care Authority
 - d. HRA VEBA Trust
 - e. T-Mobile Wireless

4. Vouchers for vendor bills as defined above will be submitted separately from other vouchers to ensure consistency and clearer, transparent presentation.
5. After submitting such vouchers, the Project & Accounts Manager will present all vouchers for review to the Board of Commissioners at the following meeting of the Board of Commissioners.

ADOPTED by the District Board of Commissioners at its scheduled meeting on this 3rd day of August, 2023.

Hartstene Pointe Water-Sewer District
Mason County, Washington

*Joe Sartori, Project & Accounts Manager
and Internal Auditing Officer*

Earl Jim Anderson, President

Stacy Swart, Secretary

Andrew Hospador, Audit Commissioner