

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
June 1, 2023
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: President E. J. Anderson, Secretary S. Swart, General Manager (GM) J. Palmer, Project & Accounts Manager (PM) J. Sartori. Audit Commissioner A. Hospador absence planned.

CALL TO ORDER: The meeting was called to order at 2:15 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE:

- PM noted receiving three submittals of Statements of Qualifications

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 May 18, 2023 regular meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner Anderson seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner Swart referred to previous discussion regarding employee apparel and high visibility apparel
- Commissioner Swart inquired regarding the layout of billing statements using the online XPress Bill Pay (XBP) platform and requested PM to work with XBP to display better water consumption trending

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2023-22 in the amount of \$ 73,155.76 was presented. *Commissioner Swart moved to approve voucher 2023-22 in the amount of \$ 73,155.76. Commissioner Anderson seconded. Hearing 2 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.

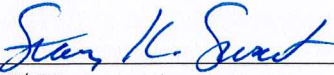
BUSINESS:

Review Statements of Qualifications (SOQ) Submittals: Commissioners received SOQs and will review before the next regular meeting

Discuss Procedure for General Manager Review: Commissioners discussed how they would like to conduct the GM's performance review and a timeline to follow

Commissioner Anderson moved to adjourn the meeting. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 4:25 pm.

Respectfully Submitted By:



Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

Approved at the Regular Meeting of the Board on: 6-15-2023