

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
November 16, 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 1:15 pm

SUBSCRIBER REMARKS: No Subscribers Present

CORRESPONDENCE: PM presented engagement letter from the WA State Auditor's Office

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 November 2, 2023 regular meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

The minutes of the November 9, 2023 special meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Hospador thanked GM for his quick responses to the sanitary survey inspection report
- Commissioner Swart inquired about the condition of safety ladders at the wastewater treatment plant
- Commissioner Swart requested to schedule a site visit to the reservoir for review of valves
- Commissioner Swart asked if there are backup staff trained to send out emergency emails when needed
- Commissioner Swart reviewed content of RCAC's SWSMP training on November 16

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2023-44 in the amount of \$ 43,398.38 was presented. *Commissioner Hospador moved to approve voucher 2023-44 in the amount of \$ 43,398.38. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2023-43 was presented by PM for review

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

BUSINESS:

Review Sanitary Survey Report: GM shared the results of the Dept. of Health's recently conducted Sanitary Survey Report

Approve Resolution 2023-04, Adopting the 2024 Budget: Commissioners reviewed the Final 2024 Budget. *Commissioner Swart moved to adopt the Final 2024 Budget. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the Final 2024 Budget was adopted.*

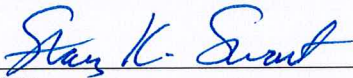
Approve Resolution 2023-05, Adopting the 2024 Fee Schedule: Commissioners reviewed the updated Fee Schedule for 2024. *Commissioner Swart moved to adopt the updated Fee Schedule for 2024. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the Fee Schedule for 2024 was adopted.*

OLD BUSINESS

- **Commissioners decided to resume reading of the Water Board Bible in January when the newly elected commissioner will be seated and can benefit from the discussions, beginning with chapter one**

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:08 pm.

Respectfully Submitted By:



Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

Approved at the Regular Meeting of the Board on: 12-7-2023