

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
December 7, 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, Ron W. from Century West Engineering

CALL TO ORDER: The meeting was called to order at 1:08 pm

SUBSCRIBER REMARKS: No Subscribers Present

CORRESPONDENCE: PM noted that the WA State Auditor's Office published audit results following an accountability audit of fiscal years 2021 and 2022

PRESENT AGENDA: *Commissioner Hospador moved to adopt the agenda. Commissioner Swart seconded.* PM noted that voucher numbers on the agenda needed to be changed. Commissioner Swart suggested moving "Update from Century West Engineering" business item before the Financial/Administrative Report to accommodate Ron W. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES: The minutes of the November 16, 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 inquired about multi-factor authentication for SCADA
- Commissioner Swart recommended a one-hour FEMA workshop for PM on 3/5/24
- Commissioner Swart plans to attend RCAC Cost of Service Analysis workshop on 12/14
- Commissioner Swart shared *Water Online* article regarding an EPA Training and Technical Assistance grant that may benefit NRWA/ERWoW and RCAC

BUSINESS PART I:

Update from Century West Engineering: Ron W. provided updates regarding the Sewer Infrastructure Rehabilitation Project

REPORTS CONT.:

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2023-47 in the amount of \$ 13,621.57 was presented. *Commissioner Hospador moved to approve voucher 2023-47 in the amount of \$ 13,621.57. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2023-45 was presented by PM for review

- Voucher 2023-40 was presented by PM for review
- **Monthly Billing Report:** PM presented the monthly billing report for December 2023
- **Monthly Financial Report:** PM presented the monthly financial report for October 2023

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

BUSINESS PART II:

Safety Meeting Lunches: GM presented a proposal for funding staff lunches twice per year. Commissioners tabled this item.

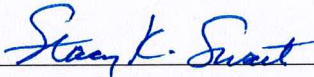
Approving Expenses for Commissioner Term-End Celebration Refreshments and supplies: *Commissioner Hospador moved to approve the expenses, totaling \$79.86. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the expenses were approved.*

OLD BUSINESS

- GM conveyed that an inventory spreadsheet is being assembled by staff
- PM shared a Standard Operating Procedure for emailing subscribers
- GM noted the positive feedback regarding the monthly newsletters
- Commissioner Hospador inquired if GM was attending pre-construction meetings

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:40 pm.

Respectfully Submitted By:



Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

Approved at the Regular Meeting of the Board on: 12-21-2023