

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
January 4, 2024
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584

MINUTES

PRESENT: President E. J. Anderson, Commissioner C. Anderson, 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

SWEAR IN COMMISSIONER POSITION #1 FOR SIX-YEAR TERM: Commissioner C. Anderson was sworn in by Notary Public J. Sartori

SUBSCRIBER REMARKS: No Subscribers Present

CORRESPONDENCE:

- Commissioner Swart sent an email to the president of HPMA's Board of Directors to draw attention to a letter the District is sending to residents announcing the District's stance on the need for residents to prepare for water and waste needs in a post-disaster scenario

PRESENT AGENDA: *Commissioner Swart moved to adopt the agenda. Commissioner C. Anderson seconded.* Commissioner Swart requested to add item #12, "Assign Commissioner Roles" to the agenda. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES: The minutes of the December 21, 2023 regular meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner E.J. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Swart requested that the PM update 2024 rates on website
- Commissioner Swart registered for a free RCAC Emergency Planning Response training, scheduled January 25th
- Commissioner C. Anderson notified the Board that he is on HPMA's Road Improvement committee

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2024-02 in the amount of \$ 15,268.29 was presented. *Commissioner E.J. Anderson moved to approve voucher 2024-02 in the amount of \$ 15,268.29. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2024-01 was presented by PM for review
- **Monthly Billing Report:** PM presented the monthly billing report for January 2024, which reflected rate increases

General Manager's Report:

- GM presented his report on the current state of the District
- GM requested approval for expenses to attend an AWWA Utility Management training
 - *Commissioner C. Anderson made a motion to approve expenses up to \$2,000 for GM to attend training. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the expenses are approved*

BUSINESS:

Renew Annual Contract with Springbrook for Fiscal Year 2024: *Commissioner E.J. Anderson moved to approve the contract renewal. Commissioner C. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the contract is renewed.*

Assign Commissioner Roles: *Commissioners E.J. and Swart will remain in their commissioner roles as President and Secretary respectively. Commissioner C. Anderson offered to fill the vacant Audit commissioner role.*

OLD BUSINESS

- Multi-factor authentication as an additional cybersecurity protection measure will be reviewed
- GM was asked to familiarize the new employee with the Zoleo emergency communications units

Commissioner Swart moved to adjourn the meeting. Commissioner C. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:13 pm.

Respectfully Submitted By:



Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

Approved at the Regular Meeting of the Board on: 1-18-2024