

**HARTSTENE POINTE WATER-SEWER DISTRICT**  
**REGULAR MEETING of the BOARD OF COMMISSIONERS**  
**January 18, 2024**  
**DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

**MINUTES**

**PRESENT:** President E. J. Anderson, Audit Commissioner C. Anderson, Secretary S. Swart, General Manager (GM) J. Palmer, Project & Accounts Manager (PM) J. Sartori, Matt M. from Century West Engineering

**CALL TO ORDER:** The meeting was called to order at 1:00 pm

**SUBSCRIBER REMARKS:** No Subscribers Present

**CORRESPONDENCE:**

- Commissioners reviewed a letter sent by an account holder
- Commissioner Swart received a text from a subscriber asking if the District offers water shut-off service during freezing temperatures, upon request, if the owner lives out of the area

**PRESENT AGENDA:** *Commissioner Swart moved to adopt the agenda. Commissioner C. Anderson seconded.* PM requested to update the voucher numbers. PM requested adding Petty Cash account changes. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:**

The minutes of the January 4, 2024 regular meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner C. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

The minutes of the January 9, 2024 special meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner C. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

**REPORTS:**

**Project Update from Matt M. with Century West Engineering:** Matt M. presented updates on the status of the Sewer Infrastructure Rehabilitation Project and fielded questions from commissioners.

**Commissioner Reports:**

- Commissioner Swart suggested adding an article regarding household winterization
- Commissioner Swart asked the GM about the status of receiving the title for the trailer
- Commissioner Swart shared resources for commissioners to review the public records requirements and open public meeting requirements
- Commissioner Swart asked if there are policies regarding extra keys for facilities storage

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2024-03 in the amount of \$ 39,449.18 was presented. *Commissioner C. Anderson moved to approve voucher 2024-03 in the amount of \$ 39,449.18.*

*Commissioner Swart 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

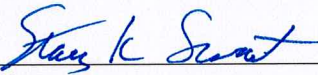
**BUSINESS:**

**Review District Funds Structure:** Due to length of meeting, this item is tabled and will be reviewed at a future meeting.

**Change Signers on the Districts "Petty Cash" Account:** As of 2024, the commissioners and administrative staff requested to add Carl Anderson as a signer for the Petty Cash Account held at Umpqua Bank, account number ending in XXXXXX2278. Commissioners Earl Jim Anderson, Stacy Swart and former Commissioner Andrew Hospador should be removed as signers of the account to simplify and control the list of account signers. Jeffery Palmer should remain as a signer on the account. *Commissioner C. Anderson made a motion to approve the change of signers as requested. Commissioner Swart seconded. Hearing three aye votes and 0 nay votes, the motion passed. Until further needed changes, the Petty Cash account should have two signers: Jeffery Palmer and Carl Anderson.*

*Commissioner C. Anderson moved to adjourn the meeting. Commissioner E.J. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:58 pm.*

Respectfully Submitted By:

  
\_\_\_\_\_  
Signature

Stacy Swart, Secretary, Commissioner #3  
\_\_\_\_\_  
Name and Title

Approved at the Regular Meeting of the Board on: 2-1-2024