

**HARTSTENE POINTE WATER-SEWER DISTRICT**  
**REGULAR MEETING of the BOARD OF COMMISSIONERS**  
**February 1, 2024**  
**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 C. Anderson scheduled absence

**CALL TO ORDER:** The meeting was called to order at 1:07 pm

**SUBSCRIBER REMARKS:** One subscriber present:

- Subscriber noted continued presence of water on the north end of Pointes Drive East at Chesapeake Drive intersection
- Subscriber asked about the changes to the signers of the petty cash account from the meeting minutes
- Subscriber asked about the District's ten-year strategic plan

**CORRESPONDENCE:** No Correspondence

**PRESENT AGENDA:** *Commissioner Swart moved to adopt the agenda. Commissioner E.J. Anderson seconded. Hearing 2 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:**

The minutes of the January 18, 2024 regular meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner E.J. Anderson seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner Swart noted an upcoming RCAC training, "Board Roles & Responsibilities"
- Commissioner Swart invited others to join an RCAC training on Cyber Security
- Commissioner Swart requested an assessment of fire tolerance of wood structures that house District facilities

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2024-05 in the amount of \$13,937.13 was presented. *Commissioner E.J. Anderson moved to approve voucher 2024-05 in the amount of \$13,937.13. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Authorized:
  - PM presented Voucher 2024-04

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

**BUSINESS:**

**Emergency Response Planning: DOH Expectations for Provision of Potable Water & Potential Sources:** Commissioners discussed and identified potential sources to pursue

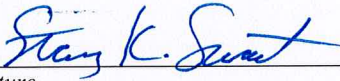
**Review 10-year Strategic Plan, 2021-2031:** Commissioners reviewed the task timeline and committed to ongoing periodic review, updating as needed

**OLD BUSINESS:**

**Safety Training:** Commissioners discussed the importance of the GM reviewing training and District-issued safety gear, with newer operators on staff

*Commissioner E.J. Anderson moved to adjourn the meeting. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 3:00 pm.*

Respectfully Submitted By:



Signature

Stacy Swart, Secretary, Commissioner #3  
Name and Title

Approved at the Regular Meeting of the Board on: 2-15-2024