

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
March 7, 2024
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584

MINUTES

PRESENT: President E. J. Anderson, Secretary S. Swart, Audit Commissioner Carl Anderson, General Manager (GM) J. Palmer, Project & Accounts Manager (PM) J. Sartori

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

SUBSCRIBER REMARKS: One subscriber present

CORRESPONDENCE: Commissioner Swart emailed HPMAs board president on March 5th regarding the use of potential abandoned sewerage

PRESENT AGENDA: *Commissioner Swart moved to adopt the agenda. Commissioner E.J Anderson seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as presented.*

MINUTES:

The minutes of the February 15, 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 March 2, 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 of the special meeting were approved.*

REPORTS:

Water Board Bible Review, Chapter One: Commissioners reviewed and discussed chapter one of the Water Board Bible

Commissioner Reports:

- Commissioner C. Anderson shared concerns and figures regarding the Wastewater Infrastructure Rehabilitation Project
- Commissioner Swart acknowledged PM maintained website updates
- Commissioner Swart reviewed WASWD legislative updates

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2024-10 in the amount of \$12,869.54 was presented. *Commissioner C. Anderson moved to approve voucher 2024-10 in the amount of \$12,869.54. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Authorized:
 - PM presented Voucher 2024-08
 - PM presented Voucher 2024-09

- December 2023 Monthly Financial Report: PM presented
- January 2024 Monthly Financial Report: PM presented
- March 2024 Monthly Billing Report: PM presented

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

BUSINESS:

Schedule a Board Retreat: *Commissioner Swart moved to schedule a special meeting on March 29, 2024 at 9:15 am at Mason County PUD #3's Auditorium (2621 E JOHNS PRAIRIE RD, SHELTON WA 98584), accessible from the west side of the building for the purpose of conducting a board retreat. Commissioner C. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the special meeting is scheduled.*

Schedule a Special Meeting: *Commissioner Swart moved to schedule a special meeting on April 27, 2024 at 10:00 am at HPMA's Club House (202 E POINTES DR E, SHELTON WA 98584) for the purpose of conducting a public hearing regarding the Wastewater Infrastructure Rehabilitation Project. Commissioner C. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the special meeting is scheduled.*

Authorize GM to Purchase Influent Flow Meter: GM discussed the need for a new *Influent Flow Meter* and answered questions posed by commissioners. *Commissioner Swart moved to authorize the GM to purchase a new Influent Flow Meter, allocating up to \$3,700 in funds. Commissioner C. Anderson seconded. Hearing 3 aye votes and 0 nay votes, GM is authorized to purchase a new Influent Flow Meter at a cost of up to \$3,700.*

Review District Funds Structure: Commissioners tabled this for a future meeting when all three commissioners could be present

Voucher Audit Procedures Review: Commissioners tabled this for a future meeting when all three commissioners could be present

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 3:30 pm.

Respectfully Submitted By:



 Signature

Stacy Swart, Secretary, Commissioner #3

 Name and Title

Approved at the Regular Meeting of the Board on: 3-21-2024