

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
March 21, 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: None present

CORRESPONDENCE: No correspondence

PRESENT AGENDA: *Commissioner Swart moved to adopt the agenda. Commissioner C. Anderson seconded.* Commissioner Swart requested to add business item to reschedule July 4 meeting. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the March 7, 2024 regular meeting were presented. *Commissioner C. Anderson moved to approve the minutes. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner E.J. Anderson participated in part of a utility funding webinar
- Commissioner Swart noted that AWWA's *Drinking Water Week* will be observed May 5-11 this year
- Commissioner Swart will attend RCAC's *Public Notification* training on April 11
- Commissioner Swart reviewed WASWD's legislative updates
- Commissioner Swart reminded commissioners that the GM's annual review will begin in May
- Commissioner Swart reviewed HPMAs BOD meeting report received from the Disaster Preparedness and Fire Safety committees regarding wildfire evacuation planning
- Commissioner Swart reviewed a Water Online article regarding water and wastewater recovery post-Lahaina wildfire

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2024-12 in the amount of \$33,211.03 was presented. *Commissioner E.J. Anderson moved to approve voucher 2024-12 in the amount of \$33,211.03. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Authorized:
 - PM presented Voucher 2024-11

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

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- *Commissioner Swart moved to authorize GM to solicit quotes for tree trimming at the WWTP*

BUSINESS:

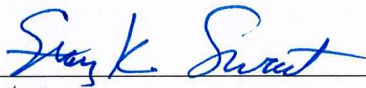
Reschedule July 4, 2024 regular meeting: Due to the first Thursday of July falling on a holiday, the board discussed rescheduling to continue conducting District business. *Commissioner Swart moved to cancel the July 4, 2024 regular meeting and schedule a special meeting on July 11, 2024 at 1:00 pm for the purpose of replacing the canceled meeting. Commissioner C. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the July 4, 2024 meeting was canceled and a special meeting scheduled on July 11, 2024 at 1:00 pm.*

Review District Funds Structure: Commissioners tabled this due to time

Review Voucher Audit Procedure: For ongoing review of District policies, PM shared audit controls & procedures for regular vouchering.

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 3:49 pm.

Respectfully Submitted By:



Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

Approved at the Regular Meeting of the Board on: 4-4-2024