

**HARTSTENE POINTE WATER-SEWER DISTRICT**  
**SPECIAL MEETING of the BOARD OF COMMISSIONERS**  
**April 19, 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

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

**SUBSCRIBER REMARKS:** None present

**CORRESPONDENCE:**

- Commissioner Swart reported a 4/8/24 conversation with a ratepayer regarding flushing and the plan to install grinder pumps as part of the Wastewater Infrastructure Rehabilitation Project (WIRP) and reported a ratepayer conversation shared on 4/17/24 conveying misunderstanding of the WIRP, to which she responded

**PRESENT AGENDA:** *Commissioner Swart moved to adopt the agenda. Commissioner C. Anderson seconded.* GM requested to amend the agenda to include approving Voucher 2024-16. Commissioners decided to add “Discuss GM Evaluation” as a business item. Commissioners decided to move item #7, “Trip to Spit Grinder Pump” to the end of business items. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:**

The minutes of the April 4, 2024 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:**

**Update from Matt M. with Century West Engineering:** Commissioners discussed and asked questions regarding the letters to be mailed to select Pointes Drive East residents. Commissioners held a discussion updating cost estimates and project risks.

**Water Board Bible:** Review of Chapter Two (2) tabled

**Commissioner Reports:**

- Commissioner Swart reviewed MRSC “best practice” tips for public meetings
- Commissioner Swart reviewed resources from an RCAC *Public Notice* training

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2024-15 in the amount of \$483,702.04 was presented. *Commissioner Swart moved to approve voucher 2024-15 in the amount of \$483,702.04. Commissioner C. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

- Voucher 2024-15 in the amount of \$2,835.62 was presented. *Commissioner Swart moved to approve voucher 2024-16 in the amount of \$2,835.62. Commissioner E.J. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Monthly Financial Report: The monthly financial report for March 2024 was presented

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

**BUSINESS:**

**Set Agenda for April 27, 2024 Special Meeting:** Commissioners established a tentative agenda for the special meeting, which will focus on the WIRP impact on select East Pointes Drive East residents and plan to provide an update on project costs.

**Estimate Ratepayer Cost for WIRP:** Commissioners discussed an estimated range of possibly \$90-160 added monthly sewer rate per connection.

**Discussion of GM Evaluation:** Commissioners discussed an outlined procedure for upcoming annual review of GM. Forms will be provided by Commissioner Swart to the board.

**Trip to Spit Grinder Pump:** Commissioners postponed.

*Commissioner E.J. Anderson moved to adjourn the meeting. Commissioner C. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:40 pm.*

Respectfully Submitted By:



Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

Approved at the Regular Meeting of the Board on: 5-2-2024