

**HARTSTENE POINTE WATER-SEWER DISTRICT**  
**REGULAR MEETING of the BOARD OF COMMISSIONERS**  
**May 16, 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 (via telephone), Project & Accounts Manager (PM) J. Sartori

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

**SUBSCRIBER REMARKS:** None present

**CORRESPONDENCE:** Commissioner Swart received correspondence from a resident inquiring about estimated water-sewer bill increases due to the upcoming project

**PRESENT AGENDA:** *Commissioner Swart moved to adopt the agenda. Commissioner C. Anderson seconded.* Commissioner Swart requested to add two business items: "Discuss Bio-bot Correspondence" and District Presence on HPMA's 'Condo Control' website." PM noted the voucher numbers in the financial report need to be corrected. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:**

The minutes of the May 2, 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.*

**REPORTS:**

**Water Board Bible:** Commissioners reviewed and discussed Chapter Three (3) of the *Water Board Bible*

**Commissioner Reports:**

- Commissioner Swart shared a WASWD update on WA State's PWB funding cycle

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2024-21 in the amount of \$51,266.11 was presented. *Commissioner C. Anderson moved to approve voucher 2024-21 in the amount of \$51,266.11. Commissioner E.J. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - PM presented Voucher 2024-20 for review

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

**BUSINESS:**

**Approve Annual Financial Report to SAO:** PM presented and answered questions about the annual

financial report to the WA State Auditor's office, which was reviewed by an independence CPA firm. **Commissioner Swart moved to approve the annual financial report to the WA State Auditor's Office as presented. Commissioner C. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the report is approved for submittal.**

**Discuss Bio-bot Correspondence and District's Presence on HPMA's "Condo Control" website:** Commissioners reviewed the correspondence sent to subscribers and determined the District should not have a presence on HPMA's "Condo Control" website.

**Discuss General Manager Evaluation Procedure:** Commissioners reviewed the existing GM contract and job duties. Commissioners discussed needed updates that should be made to the contract when it is renewed. **Commissioner Swart moved to schedule a special meeting on May 23, 2024 at 464 E Chesapeake Drive, Shelton, WA 98584 at 10:00 am for the purpose of reviewing and discussing the contract between the District and General Manager. An executive session is expected for discussing personnel matters. Commissioner C. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the special meeting is scheduled.**

**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 4:30 pm.**

Respectfully Submitted By:



Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

Approved at the Regular Meeting of the Board on: 6-6-2024