

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
July 11, 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: No subscribers present

CORRESPONDENCE:

- Commissioner C. Anderson request regarding Ecology funding
- Commissioner Swart received correspondence from a resident who appreciates the “vibrant, hard-working” operators
- Commissioner Swart received correspondence from a resident inquiring about the number of lots with unpaid connections

PRESENT AGENDA: *Commissioner Swart moved to adopt the agenda. Commissioner C. Anderson seconded.* Commissioner Swart asked to move item 14 to the end of business. GM requested to add “Century West Engineering Agreement & Authorization to the beginning of business. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the June 6, 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:

Commissioner Reports:

- Commissioner Swart attended a WASWD webinar about RCW 57 and highlighted the importance of using District email address for all district-related correspondence and to avoid involving a personal email address
- Commissioner Swart conveyed that bonds can be a mechanism for funding

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2024-28 in the amount of \$12,856.60 was presented. *Commissioner Swart moved to approve voucher 2024-28 in the amount of \$12,856.60. Commissioner C. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2024-27 for review
- Monthly Financial Report: PM presented the financial report for May 2024 and pointed out corrections that needed to be made
- Monthly Billing Report: PM presented the billing report for July 2024

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

BUSINESS:

Century West Engineering Agreement & Authorization: Commissioners and GM discussed

Approve Tree Service Expenses: *Commissioner C. Anderson moved to approve expenses per the estimate presented. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the expenses are approved.*

Adopt Resolution 2024-02, "Approving Amendments to the WSRMP Interlocal Government Agreement": *Commissioner Swart moved to adopt Resolution 2024-02, approving the amended agreement. Commissioner E.J. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passes and resolution is adopted.*

Update & Discussion Regarding Ecology Loan: GM provided shared new information since the last public hearing as determined and provided by Ecology regarding the loan.

Policy on Staff Safety Violations: Commissioner Swart proposed a possible policy to enforce staff adherence to safety procedures. Commissioners directed GM to present a proposal at the next regular meeting.

Accept Resignation of Commissioner Position #2: Commissioners tabled.

Nominate Potential Candidate(s) to Fill Vacant Commissioner Position #2: Commissioners tabled.

Review Timeline for Appointing a Commissioner: Commissioners reviewed new procedures for appointing a commissioner

General Manager Evaluation: *At 3:20 pm, Commissioner E.J. Anderson called for a thirty-minute executive session per RCW 42.30.110(g) for the purpose of reviewing and finalizing the annual GM Personnel Performance Evaluation. The meeting will resume at 3:50 pm.*

The meeting resumed at 3:50 pm.

At 3:50 pm, Commissioner E.J. Anderson called for a thirty-minute executive session for the purpose of continuing discussing the personnel. The meeting will resume at 4:20 pm.

The meeting resumed at 4:20 pm.

The GM returned to the meeting and commissioners reviewed his Performance Evaluation.

OLD BUSINESS:

Reservoir Repairs: The Reservoir Repair Project identified needed repairs to the District's reservoir and the project will be sent out for bid by the GM.

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 4:40 pm.

Respectfully Submitted By:

Stacy K. Swart
Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Regular Meeting of the Board on: 7-11-2024