

**HARTSTENE POINTE WATER-SEWER DISTRICT**  
**REGULAR MEETING of the BOARD OF COMMISSIONERS**  
**July 18, 2024**  
**DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

**MINUTES**

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

**CALL TO ORDER:** The meeting was called to order at 1:02 pm

**SUBSCRIBER REMARKS:** One subscriber present

**CORRESPONDENCE:** No correspondence

**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 July 11, 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 were approved.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner C. Anderson talked about a meeting he had with Matt M. with Century West Engineering and GM
- Commissioner Swart received a reminder of Oct. *Imagine A Day Without Water* campaign
- Commissioner Swart noted an AWWA posting of support for low income water assistance

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2024-29 in the amount of \$32,413.07 was presented. *Commissioner Swart moved to approve voucher 2024-29 in the amount of \$32,413.07. Commissioner E.J. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- PM noted that the second quarter, 2024, Payment Request/Progress Report is expected to be approved by WA Dept. of Ecology and nutrient-related reimbursable expenses totaling \$2,349.50 from that period will be deposited in the District's 010 Operating Account.

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

*President E.J. Anderson called for a pause to the GM report for a scheduled teleconference call with Matt M. with Century West Engineering*

**Meeting with Century West Engineering:** Matt M. with Century West Engineering provided updates to the Wastewater Infrastructure Rehabilitation Project and discussed with Commissioners the upcoming public hearing.

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

**BUSINESS Part I:**

**Adopt Resolution 2024-03, Passing the Supplemental 2024 Budget:** *Commissioner C. Anderson moved to adopt Resolution 2024-03, Passing the Supplemental 2024 Budget. Commissioner E.J. Anderson seconded.* PM discussed the reasons passing a supplemental 2024 budget are necessary. Commissioner Swart noted a correction to fix revenue rates to reflect the budget that was passed in November 2023. *Hearing 3 aye votes and 0 nay votes, Resolution 2024-03 is adopted with the noted amendments.*

**Approve Well #2 Project Contract:** *Commissioner Swart moved to approve the Well #2 Contract. Commissioner C. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the contract is approved.*

**Approve & Sign General Manager Contract:** *Commissioner Swart moved to approve and sign the GM contract. Commissioner C. Anderson seconded.* Commissioners and GM discussed and agreed to make minor edits. *Hearing 3 aye votes and 0 nay votes, the contract is approved as amended. GM to review the approved contract in preparation for negotiation & acceptance at the next regular meeting.*

**Prepare for July 27, 2024 Special Meeting:** Commissioners agreed that this was discussed at length during the teleconference call and that no further discussion was needed.

**OLD BUSINESS:**

**Safety Policy:** Commissioners tabled this until GM has time to craft a safety policy specifically for the District and staff

**Water Board Bible:** Commissioners discussed whether or not to continue discussing *Water Board Bible* chapters at meetings or agree to read independently. Commissioners tabled this until a new commissioner is sworn in.

**BUSINESS PART II:**

**Accept Commissioner Resignation:** Commissioner E.J. Anderson submitted his written resignation, effective 7/31/24, which the Board accepted with regret.

**Accept Nomination(s) for Vacant Commissioner Position #2:** Commissioners tabled this until the next regular meeting, as the position is not presently vacant.

*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 2:50 pm.*

Respectfully Submitted By:

  
\_\_\_\_\_  
Signature

Stacy Swart, Secretary, Commissioner #3  
\_\_\_\_\_  
Name and Title

Approved at the Regular Meeting of the Board on: 8-1-2024