

HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
August 29, 2024
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584

MINUTES

PRESENT: Secretary S. Swart (Acting Chair), Audit Commissioner C. Anderson, Commissioner S. Birgh (After Appointment & Oath of Office), General Manager (GM) J. Palmer

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

Commissioner Swart moved to appoint Stefan Birgh as Commissioner Position No. 2. Commissioner Anderson seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.

GM administered the Oath of Office to Commissioner Birgh, which was notarized.

SUBSCRIBER REMARKS: One present

CORRESPONDENCE: Commissioner Swart received two messages regarding the commissioner appointment

PRESENT AGENDA: *Commissioner C. Anderson moved to adopt the agenda. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as presented.*

MINUTES:

The minutes of the August 14, 2024 special meeting were presented. *Commissioner Anderson moved to approve the minutes. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

The minutes of the August 15, 2024 special meeting were presented. *Commissioner Anderson moved to approve the minutes. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

The minutes of the August 15, 2024 regular meeting were presented. *Commissioner Anderson moved to approve the minutes. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

The minutes of the August 20, 2024 special meeting were presented. *Commissioner Anderson moved to approve the minutes. Commissioner Birgh seconded. Commissioner Swart noted a correction needed. Hearing 3 aye votes and 0 nay votes, the minutes were amended.*

REPORTS:

Commissioner Reports:

- Commissioner Swart suggested administrative staff to consider participating in a September 10, 2024 webinar on FEMA funding

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2024-36 in the amount of \$8,910.21 was presented. *Commissioner Anderson moved to approve voucher 2024-36 in the amount of \$8,910.21. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2024-35 was presented for review

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

BUSINESS:

Elect Officers: *Commissioner Anderson moved to elect Commissioner Swart as Board President. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes Commissioner Swart was elected Board President.*

Commissioner Swart moved to elect Commissioner Anderson as Board Secretary. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, Commissioner Anderson was elected Board Secretary.

President Swart appointed Commissioner Birgh as Audit Commissioner.

Review Commissioner Communications & OPMA: Commissioners reviewed parameters for board communications and the OPMA. Commissioners also reviewed commissioner expense reporting process.

Identify Potential Staging Areas for Contractors: GM hopes to receive a response from HPMa by the end of September and commissioners discussed possible sites.

Sign General Manager Contract Addendum: Commissioners and GM signed a contract addendum to his General Manager contract to more clearly define PTO accrual timing.

OLD BUSINESS: No old business

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:09 pm.

Respectfully Submitted By:



Signature

Carl Anderson, Secretary, Commissioner #1

Name and Title

Approved at the Regular Meeting of the Board on: 9-19-2024