

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
CONDUCTED VIA TELECONFERENCE  
Per State of Emergency Declared in Washington State and Mason County  
March 4, 2021 1:00 P.M.**

**AGENDA**

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the February 18, 2021 Regular Meeting (2-3)

**REPORTS:**

7. Commissioner Reports
8. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Voucher 2021-10
  - Bills to Be Reviewed:
    - Voucher 2021-09
  - Monthly Billing Report (4)

**BUSINESS:**

9. Adopt Resolution 2021-01, Establishing a COVID-19 Prevention Program (5-6)
10. Review Emergency Planning Documents
11. Schedule a Special Meeting with HPMA
12. Approve HPWSD & HPMA Joint Planning Meeting Agenda (7)
13. Discuss Future Plans/Long-term Direction
14. Set Date for Board Retreat

**As per the State of Emergency, the district's Open Public Meetings will be held via teleconference. Until further notice, meetings WILL NOT be held at the District office.**

**To join a meeting, follow the instructions below:**

- 1. Call (425) 436-6260 or (800) 719-6100**
- 2. Enter Access Code 535 9093 #**

If you have a webcam-enabled computer, you may try to connect to the meeting using the link below:

<https://hello.freeconference.com/conf/call/5359093>

*Note: Due to limited internet connection speeds at Hartstene Pointe, joining meetings via webcam may lead to reduced quality*

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
February 18, 2021  
Conducted Via Teleconference  
Per State of Emergency Declared in Washington State and Mason County**

**MINUTES**

**PRESENT:** President E. J. Anderson, Secretary S. Swart, Audit Commissioner A. Hospador, General Manager (GM) D. Carnahan, Project & Accounts Manager (PM) J. Sartori.

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

**SUBSCRIBER REMARKS:**

- Commissioner Swart noted a conversation with a resident asking about rates
- Commissioner Anderson noted a conversation with a resident about the challenges the District faces

**CORRESPONDENCE:** GM noted that WASWD requested that we submit an article for their “Pipeline” magazine regarding the cyber security audit being performed by the WA State Auditor’s Office

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

**MINUTES:** The minutes of the February 4, 2021 regular meeting were presented. *Commissioner Anderson moved to approve the minutes as presented. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner Hospador noted that he attended a WASWD webinar regarding the Nutrient General Permit Review
- Commissioner Swart shared an article published on Water Online with a list of suggestions for water districts should consider
- Commissioner Swart attended a webinar with WASWD and WSRMP regarding COVID-19 precautions for employers

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2021-08, in the amount of \$29,021.99, was presented in full. *Commissioner Swart moved to approve voucher 2021-08 in the amount of \$29,021.99. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - PM presented voucher 2021-07 for review

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

**BUSINESS:**

**Discuss Adopting a Resolution to Implement and Enforce COVID-19 Guidelines:** Commissioners requested that administrative staff draft a resolution based on the guidelines presented.

**Authorize Commissioner Anderson to Host a Joint Planning Meeting between GM and HMPA Representatives:** *Commissioner Swart moved to approve the motion. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

*Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 1:57 pm.*

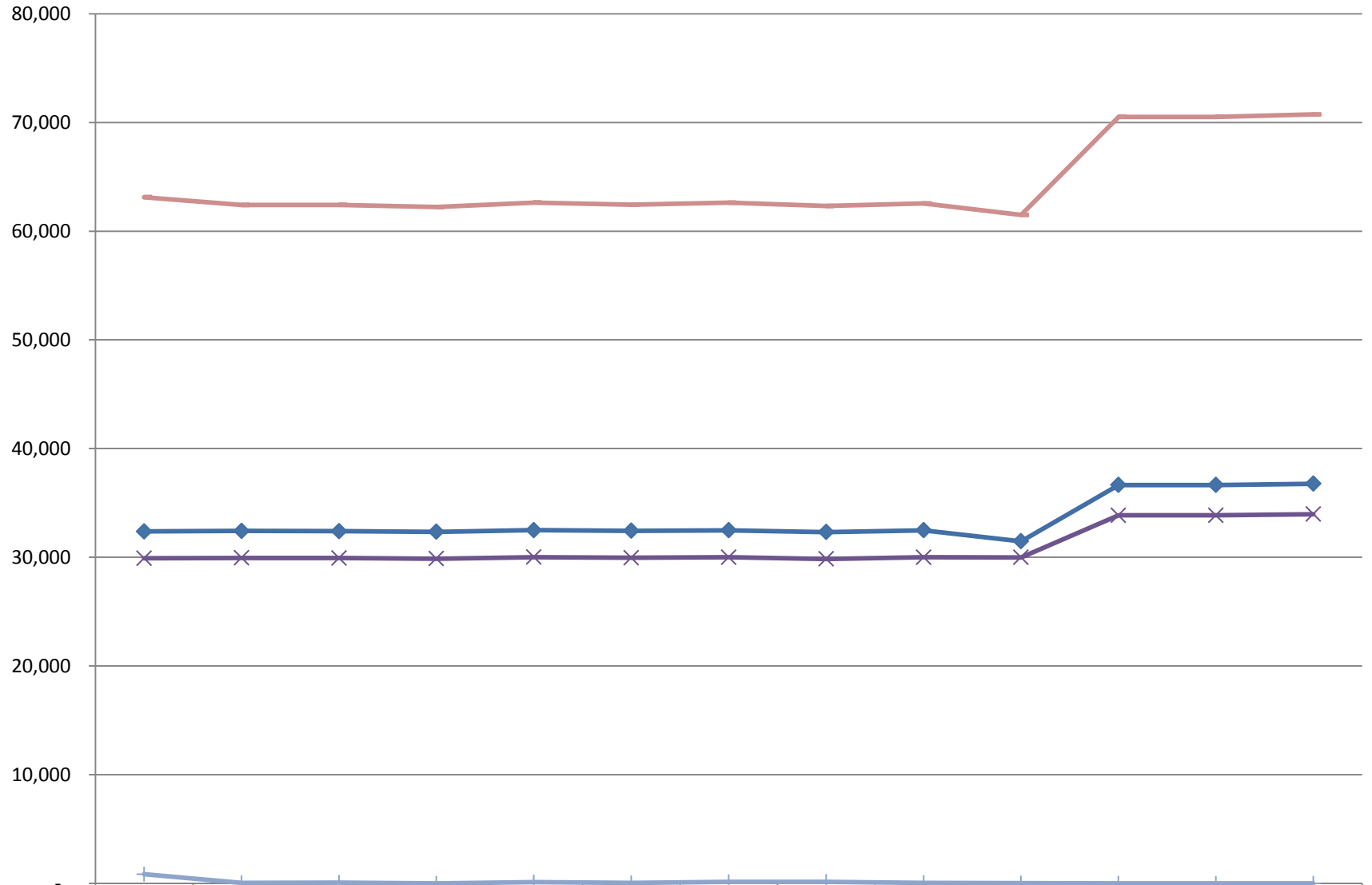
Respectfully Submitted By:

\_\_\_\_\_  
*Signature*

Stacy Swart, Secretary, Commissioner #3  
*Name and Title*

Approved at the Regular Meeting of the Board on: 3-4-2021

## Regular Utility Billing



	Mar 2020	Apr 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021
Water Service	32,380	32,422	32,405	32,344	32,493	32,435	32,481	32,315	32,482	31,472	36,656	36,656	36,772
Sewer Service	29,910	29,949	29,932	29,875	30,013	29,958	30,001	29,848	30,001	29,992	33,862	33,862	33,968
Late/Misc. Fees	840	40	80	-	120	40	140	155	60	20	-	-	-
Total Charges	63,130	62,411	62,416	62,219	62,626	62,433	62,622	62,318	62,543	61,484	70,518	70,518	70,740

**HARTSTENE POINTE WATER-SEWER DISTRICT  
MASON COUNTY, WASHINGTON**

**RESOLUTION 2021-01**

**A RESOLUTION OF THE  
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS  
ESTABLISHING COVID-19 PREVENTION PROGRAM**

**WHEREAS**, Hartstene Pointe Water-Sewer District is a special purpose district, governed by Title 57 of the Revised Code of Washington; and

**WHEREAS**, the Board of Commissioners wish to establish COVID-19 Guidelines for District commissioners and employees to implement and enforce; and

**WHEREAS**, the Board of Commissioners recognizes that an OSHA regulation, effective 1/29/21, was designed to support our general duty to maintain a ‘safe workplace’; now

**THEREFORE, The Board of Commissioners of the Hartstene Pointe Water-Sewer District hereby resolves:**

1. The General Manager (GM) will be designated the “Workplace Coordinator”
2. A “Workplace Hazard Assessment” will be developed
3. Measures to limit the spread of COVID-19 will include:
  - a. Provision and Use of Face Coverings and Personal Protective Equipment (PPE)
  - b. Employees will work remotely when possible and maintain separation by distance when working with others
  - c. Access to hand-washing stations and sanitizer will be provided on District sites
  - d. Work spaces will be clean and sanitized
  - e. Employees with health symptoms will not be punished for work absences
  - f. Employees are encouraged to report symptoms to the GM and/or commissioners
  - g. Employees will be educated about COVID-19 transmission in order to improve workplace safety

**ADOPTED** by the District Board of Commissioners at its scheduled meeting on this 4th day of March, 2021

Hartstene Pointe Water-Sewer District  
Mason County, Washington

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*Earl Jim Anderson, President*

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*Stacy Swart, Secretary*

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*Andrew Hospador, Audit Commissioner*

**HARTSTENE POINTE WATER-SEWER DISTRICT  
SPECIAL MEETING  
CONDUCTED VIA TELECONFERENCE  
Per State of Emergency Declared in Washington State and Mason County  
March 27th, 2021 1:00 P.M.  
AGENDA**

1. Call to Order, HPWSD
2. Roll Call, HPWSD
3. Subscriber Remarks

**BUSINESS:**

4. Overview of Joint Meetings Between HPWSD & HPMA
  - a. Opening comments HPSWD
  - b. Opening comments HPMA
  - c. Does each entity want to assign a liaison?
  - d. Frequency of meetings – at least once a year, or as needed
5. Short-Term and Long-Term Plans
  - a. Both entities share
6. Impact of HPMA/HPWSD Growth
  - a. W/S 532 lots, Approved for 498 Water Connections, Moratorium on Remaining Connections
7. Timing of HPWSD Construction Projects
  - a. Water mains and laterals 2023
  - b. Sewer lateral replacement, Spring of 2021
    - i. Progress updates to be given in Monthly Newsletters
    - ii. Meetings between entities will be held as needed
8. What to Do About Roads
  - a. HPMA to comment and share information from recent road report
  - b. Discussion between entities
9. Equipment Sharing Agreement
  - a. Mini Excavator, Trucks & Trailers
10. Understanding Demographics
  - a. Population: Full Time vs. Part Time
11. Bathrooms & Cabanas, Unmetered Connections
  - a. Docks
  - b. Marina water lines
12. Regulatory Issues, HPWSD
  - a. Nutrient Removal
  - b. Flow Violations Due to I&I
  - c. Water Loss Curtailment