

**HARTSTONE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584  
TELECONFERENCE AVAILABLE  
Per State of Emergency Declared in Washington State and Mason County  
August 5, 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 July 15, 2021 Regular Meeting (2-3)

**REPORTS:**

7. Water Board Bible: Chapter Eight
8. Commissioner Reports
9. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Voucher 2021-29
  - Bills to Be Reviewed:
    - Voucher 2021-28
10. General Manager's Report (4)

**BUSINESS:**

11. Review Status of Changes to the Rate Structure
12. Discuss Ways to Promote "Imagine a Day without Water" in October

**As per the State of Emergency, the district's Open  
Public Meetings will be available via teleconference.**

**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 Hartstone  
Pointe, joining meetings via webcam may lead to reduced  
quality*

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
July 15, 2021  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584  
TELECONFERENCE AVAILABLE  
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) J. Palmer, Project & Accounts Manager (PM) J. Sartori

**CALL TO ORDER:** The meeting was called to order at 1:10 pm.

**SUBSCRIBER REMARKS:** One subscriber present

**CORRESPONDENCE:** PM noted eleven (11) outgoing late notices

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

**MINUTES:** The minutes of the July 1, 2021 regular meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner Hospador seconded.* Commissioner Swart noted two corrections. *Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended.*

**REPORTS:**

**Water Board Bible:** Commissioners reviewed and discussed Chapter Seven of the *Water Board Bible*.

**Commissioner Reports:**

- Commissioner Hospador noted that in some states, bottled water must be labeled if it is bottled from a municipal source
- Commissioner Swart shared a *Water Online* article that indicates water utilities often need to use a variety of construction materials and that the pricing for such materials fluctuates greatly

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2021-27, in the amount of \$24,417.87, was presented. *Commissioner Swart moved to approve voucher 2021-27 in the amount of \$24,417.87. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - PM presented Voucher 2021-26 for review
- Monthly Billing Report: PM presented the July 2021 monthly billing report

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

**BUSINESS:**

**Review State of Emergency Resolution & Policy:** Commissioners reviewed Resolutions 2020-02, 2020-03, and related policy.

**Discuss Timeline for Repeal of Emergency Resolutions & Policies:** Commissioners discussed timeline goal for repeal of emergency resolutions and policies.

**Discuss “Juneteenth” Federal & State Holiday for 2022:** Commissioners discussed and will consider updating the employee handbook at a future date. Commissioners asked GM to research what other regional districts and governments are implementing.

***Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:57 pm.***

Respectfully Submitted By:

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

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

Approved at the Regular Meeting of the Board on: **8-5-2021**  
\_\_\_\_\_

# **HARTSTENE POINTE WATER-SEWER DISTRICT**

## **General Manager's Report**

**August 3, 2021**

### **Water Treatment and Distribution:**

We continue to see much higher use of water than I'd like. From Fri – Mon there was from 15,000 – 35,000 GPD from the wells that didn't make it to the WWTP. I even tried updating our sandwich reader board at front entrance. And the 35,000 GPD was on Monday, so it's obviously not all the Air B&B people wasting water.

We're continuing to monitor a leak in the area of Barnacle and PDE. The water has chlorine residual in it, so we know it's a leak, but can't pinpoint where it's coming from yet. FYI – it is not enough to account for the water loss in the previous paragraph.

### **Wastewater Collection and Treatment:**

Nothing out of ordinary at the WWTP. Last week, we had someone here to perform annual preventative maintenance on the generator here, and the one at Well 4. They checked out the portable generator too. Due to it's age, it's hard to come up with parts sometimes. We have 3 options: 1) purchase a new portable; 2) a tech can spend 8 hours to perform assessment of the entire unit; 3) purchase individual on-site generators for all 3 lift stations. We have had quotes in the past for option 3, and I am awaiting quotes for the first 2 options. I'm hoping to receive those by the time of the BOC meeting on 8/5/21.

### **Capital Improvements-2021:**

Water meter replacements continue as time allows.

Steve Nelson has been working on converting our Water System Plan to a Small Water System Management Plan. He updated what he could and sent it back to me. I am continuing work on it and will send back to Steve upon completion on my end.

### **General Comments:**

As I mentioned in an email, I had a phone interview for an EPA survey on our water system, and there will be an on-site visit on Mon 8/23. This is to confirm our current infrastructure and operators, and to see what we expect add/replace/upgrade in the next 5-10 years. Steve Nelson from Century West offered to be here on 8/23 for the visit. I am also wanting to invite Mont Jeffreys, as his knowledge of the system would prove valuable.

*Submitted by Jeff Palmer, General Manager*