

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
February 2, 2023 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the January 19, 2023 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Review & Discuss *Water Board Bible*: Chapter One (1)
9. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2023-05
 - Voucher 2023-06
 - Bills to Be Reviewed:
 - Voucher 2023-04
10. General Manager's Report

BUSINESS:

11. Discuss & Opt into Zoleo Plan
12. Review & Adopt Resolution #2023-01, Directive to Ratepayers Regarding Preparation for a Disaster (4)
13. Discuss & Approve Proposal from *Waste Action Project* (executive session expected)

OLD BUSINESS

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
January 19, 2023
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

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 1:03 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No Correspondence

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 January 5, 2023 special meeting were presented. *Commissioner Hospador moved to approve the minutes. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Anderson attended HPMA's ad hoc committee for *Disaster Preparedness* meeting and discussed what the District is and is not responsible for regarding water and sewage during disasters
- Commissioner Swart suggested including an article in a newsletter regarding proper medication disposal, as they should not be flushed down the drain
- Commissioner Swart shared WASWD's recent highlighted updates

Review & Discuss Water Board Bible: Chapter One (1)

- Due to timing, commissioners tabled this until the next meeting

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2023-03 in the amount of \$ 57,396.22 was presented. *Commissioner Swart moved to approve voucher 2023-03 in the amount of \$ 57,396.22. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2023-02 for review
- Monthly Financial Report:
 - PM presented financial report for December 2022
- Monthly Billing Report:
 - PM presented billing report for January 2023

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

BUSINESS:

Review & Approve Estimate for WWTP SCADA/PLC Programming: GM presented an estimate and explained the need for the SCADA upgrade and fielded questions from commissioners.

Authorize GM to Approve Effluent Pump Work Expenses: GM described work that needs to be done to the effluent pumps. *Commissioner Hospador moved to authorize the GM to expense up to \$6,000 for work on effluent pumps. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the expense amount is authorized.*

OLD BUSINESS:

- Commissioners reviewed emergency communications service plans with Zoleo Inc. Commissioners would like to opt into a service plan that fits the District’s desired requirements. Selection will be discussed at the next meeting.

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:35 pm.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Regular Meeting of the Board on: 2-2-2023

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

RESOLUTION 2023-01

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
DIRECTIVE TO RATEPAYERS REGARDING PREPARATION FOR A DISASTER**

WHEREAS, Given the District's limited staffing, unavailability of surplus chemicals, limited storage across District properties, and the off-Pointe residential status of aforementioned staff; and

WHEREAS, the prominence of the HPMA Disaster Preparedness Committee within the community served, and the Committee's presence and accessibility on the HPMA.org website, which provides specific website links to instructions for 1.) The proper storage of drinking water, and 2.) Identification of a system for collection of human waste by each residence during a declared disaster; and

WHEREAS, as HPMA's ad hoc *Disaster Preparedness Committee* promotes self-sufficiency during the initial days and weeks of a disaster, and educates and trains interested residents, community-wide, to meet the most basic of human needs; and

WHEREAS, the District's regulating agencies do not mandate solutions to the disruption of water and sewer services post-disaster, based upon the very nature of a disaster and the likelihood of resultant dependence upon County, State and Federal resources; and

WHEREAS, the District initiated a relationship with the Director of the Mason County Department of Emergency Management in July 2022 for assistance under a declared disaster, as all Federal and State resources must be allocated and distributed through this Department; now

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

To support/adopt the *Disaster Preparedness Committee's* recommendations as the best/most practical means of our ratepayers preparing for a scenario where the District is physically unable to meet their water and wastewater needs.

ADOPTED by the District Board of Commissioners at its scheduled meeting on this 2nd day of February, 2023.

Hartstene Pointe Water-Sewer District
Mason County, Washington

Earl Jim Anderson, President

Stacy Swart, Secretary

Andrew Hospador, Audit Commissioner