

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
April 4, 2024 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the March 21, 2024 Regular Meeting (2-3)
7. Minutes of the March 29, 2024 Special Meeting (4-5)

REPORTS:

8. Water Board Bible: Review Chapter Two (2)
9. Commissioner Reports
10. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2024-14
 - Bills to Be Reviewed:
 - Voucher 2024-13
 - Monthly Billing Report: April 2024
11. General Manager's Report

BUSINESS:

12. Discuss Need-Based Assistance Program
13. Discuss HPMA Permitting Process

OLD BUSINESS

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
March 21, 2024
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

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

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

SUBSCRIBER REMARKS: None present

CORRESPONDENCE: No correspondence

PRESENT AGENDA: *Commissioner Swart moved to adopt the agenda. Commissioner C. Anderson seconded.* Commissioner Swart requested to add business item to reschedule July 4 meeting. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the March 7, 2024 regular meeting were presented. *Commissioner C. Anderson moved to approve the minutes. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner C. Anderson participated in part of a utility funding webinar
- Commissioner Swart noted that AWWA's *Drinking Water Week* will be observed May 5-11 this year
- Commissioner Swart will attend RCAC's *Public Notification* training on April 11
- Commissioner Swart reviewed WASWD's legislative updates
- Commissioner Swart reminded commissioners that the GM's annual review will begin in May
- Commissioner Swart reviewed HPMA's BOD meeting report received from the Disaster Preparedness and Fire Safety committees regarding wildfire evacuation planning
- Commissioner Swart reviewed a Water Online article regarding water and wastewater recovery post-Lahaina wildfire

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2024-12 in the amount of \$33,211.03 was presented. *Commissioner E.J. Anderson moved to approve voucher 2024-12 in the amount of \$33,211.03. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Authorized:
 - PM presented Voucher 2024-11

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

- *Commissioner Swart moved to authorize GM to solicit quotes for tree trimming at the WWTP*

BUSINESS:

Reschedule July 4, 2024 regular meeting: Due to the first Thursday of July falling on a holiday, the board discussed rescheduling to continue conducting District business. *Commissioner Swart moved to cancel the July 4, 2024 regular meeting and schedule a special meeting on July 11, 2024 at 1:00 pm for the purpose of replacing the canceled meeting. Commissioner C. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the July 4, 2024 meeting was canceled and a special meeting scheduled on July 11, 2024 at 1:00 pm.*

Review District Funds Structure: Commissioners tabled this due to time

Review Voucher Audit Procedure: For ongoing review of District policies, PM shared audit controls & procedures for regular vouchering.

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 3:49 pm.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Regular Meeting of the Board on: 4-4-2024

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
March 29, 2024
MASON CO PUD NO 3, 2621 E JOHNS PRAIRIE RD SHELTON WA 98584**

MINUTES

PRESENT: President E. J. Anderson, Secretary S. Swart, Audit Commissioner Carl Anderson, General Manager (GM) J. Palmer, Project & Accounts Manager (PM) J. Sartori, Matt M. from Century West Engineering

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

SUBSCRIBER REMARKS: Two subscribers present

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

BUSINESS:

Review District Funds Structure: PM outlined the purposes of two of the District's funds and tabled the rest of the review due to unanticipated number of questions and discussions of non-fund related topics.

Commissioner E.J. Anderson called for an executive session for the purpose of discussing matters with the District's legal counsel, per RCW 42.30.110 Section (1)(i). The executive session was scheduled for thirty (30) minutes starting at 10:05 am. The public meeting will resume at 10:35 am.

The public meeting resumed at 10:35 am.

Commissioner E.J. Anderson called for an executive session for the purpose of continuing the discussion of matters with the District's legal counsel, per RCW 42.30.110 Section (1)(i). The executive session was scheduled for twenty (20) minutes starting at 10:35 am. The public meeting will resume at 10:55 am.

The public meeting resumed at 10:55 am.

Commissioner E.J. Anderson called for a ten-minute recess at 10:55 am. The meeting resumed at 11:05 am.

Discussion with WA State Dept. of Ecology Water Quality Program Permit Manager: Representatives with WA State Dept. of Ecology discussed how Ecology funds projects and fielded questions from Commissioners.

Commissioner E.J. Anderson called for a recess for lunch at 11:50 am. The meeting resumed at 12:38 pm.

Discuss Bluff Sewer Main Relocation: Commissioners discussed the need for cost updates from Matt M. along with any ideas toward securing the bluff in lieu of relocation of the sewer main. Commissioners also discussed the impact of WAP on any decision to change the scope of the

Wastewater Infrastructure Rehabilitation Project. Commissioners discussed the costs of studies to support changing the scope to armoring/stabilizing.

Discuss Grinder Pump Plan: Commissioners considered backup electricity measures, alarm systems and maintenance contract/policy with each property owner and the importance of educating the need for robust asset management plan for pumps. Commissioners plan to develop a draft policy on grinder pump agreements with property owners at the April 4 regular Board of Commissioner meeting. Commissioners plan to generate a list of potential questions that property owners might ask at the public meeting with prepared answers.

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 2:43 pm.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Regular Meeting of the Board on: 4-4-2024