

**HARTSTONE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
August 29, 2024 1:00 P.M.**

AGENDA

1. Call to Order
2. Appoint Commissioner Position No. 2
3. Administer Commissioner Position No. 2 Oath of Office
4. Roll Call
5. Subscriber Remarks
6. Correspondence
7. Present Agenda
8. Minutes of the August 14, 2024 Special Meeting (2)
9. Minutes of the August 15, 2024 Special Meeting (3)
10. Minutes of the August 15, 2024 Regular Meeting (4-5)
11. Minutes of the August 20, 2024 Special Meeting (6)

REPORTS:

12. Commissioner Reports
13. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2024-36
 - Bills to Be Reviewed:
 - Voucher 2024-35
14. General Manager's Report (7)

BUSINESS:

15. Assign Commissioner Roles
16. Review Commissioner Communications & OPMA
17. Identify Potential Staging Areas for Contractors
18. Sign General Manager Contract Addendum

OLD BUSINESS

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
August 14, 2024
DISTRICT OFFICE 119 E LIBERTY ROAD SHELTON WA 98584**

MINUTES

PRESENT: Secretary S. Swart (acting chair), Audit Commissioner Carl Anderson, General Manager (GM) J. Palmer, Matt M. with Century West Engineering; Commissioner Position No. 2 vacant

CALL TO ORDER: The meeting was called to order at 2:08 pm

SUBSCRIBER REMARKS: No subscribers present

PRESENT AGENDA: Commissioner Anderson moved to adopt the agenda. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the agenda is adopted as presented.

Meet with Project Engineers Regarding the Upcoming Project Scope, Cost & Funding: Commissioners and GM met with project engineers regarding the upcoming project scope, updated cost estimates and funding. Commissioners and GM will seek staging areas for contractor use and continue negotiations with HPMa regarding repurposing the to-be-abandoned bluff sewer line for stormwater.

Commissioner C. Anderson moved to adjourn the meeting. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 4:00 pm.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Regular Meeting of the Board on: 8-29-2024

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
August 15, 2024
DISTRICT OFFICE 119 E LIBERTY ROAD SHELTON WA 98584**

MINUTES

PRESENT: Secretary S. Swart (acting chair), Audit Commissioner Carl Anderson, General Manager (GM) J. Palmer, Project & Accounts Manager (PM) J. Sartori; Commissioner Position No. 2 vacant

CALL TO ORDER: The meeting was called to order at 12:10 pm

SUBSCRIBER REMARKS: No subscribers present

PRESENT AGENDA: *Commissioner Anderson moved to adopt the agenda. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the agenda is adopted as presented.*

Discuss Commissioner Candidate Interview Strategy: Commissioners discussed interview strategy and crafted a list of questions to ask candidates seeking appointment to fill commissioner vacancy.

Commissioner C. Anderson moved to adjourn the meeting. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 12:50 pm.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

Approved at the Regular Meeting of the Board on: 8-29-2024

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
August 15, 2024
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: Secretary S. Swart (Acting Chair), Audit Commissioner Carl Anderson, General Manager (GM) J. Palmer, Project & Accounts Manager (PM) J. Sartori; Commissioner Position No. 2 vacant

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

SUBSCRIBER REMARKS: Five subscribers present

CORRESPONDENCE: Commissioner Swart received correspondence from Gary R., notifying that he is withdrawing his nomination for consideration for commissioner seat appointment

PRESENT AGENDA: *Commissioner C. Anderson moved to adopt the agenda. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the agenda was adopted as presented.*

MINUTES:

The minutes of the August 1, 2024 regular meeting were presented. *Commissioner C. Anderson moved to approve the minutes. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Swart received a mailing regarding the availability of insurance policies for water & sewer lines

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2024-34 in the amount of \$33,245.29 was presented. *Commissioner Swart moved to approve voucher 2024-34 in the amount of \$33,245.29. Commissioner C. Anderson seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2024-33 for review

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

BUSINESS:

Discuss WIRP Project & Cost/Funding Updates: Commissioners discussed and GM has inquiries about identification of potential contractor staging sites

Commissioner Anderson moved to cancel the September 5, 2024 regular meeting of the Board of Commissioners. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the meeting is canceled.

Commissioner Anderson moved to schedule a special meeting of the Board of Commissioners on August 29, 2024 at 1:00 pm, held at the District office, in order to conduct regular District business and replace the canceled September 5, 2024 meeting. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the special meeting is scheduled.

Conduct Interviews of Nominees to Fill Commissioner Board Position No. 2: Commissioners conducted interviews with subscribers present. Commissioners provided subscribers an opportunity to ask questions.

Commissioner Anderson moved to schedule a special meeting of the Board of Commissioners on August 20, 2024 at 1:00 pm, held at the District office, in order to discuss interviews and select a candidate to fill vacant Commissioner Position No. 2, to be appointed at the next meeting of the Board of Commissioners on August 29, 2024. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the special meeting is scheduled.

OLD BUSINESS: No old business

Commissioner C. Anderson moved to adjourn the meeting. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 3:30 pm.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Regular Meeting of the Board on: 8-29-2024

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
August 20, 2024
DISTRICT OFFICE 119 E LIBERTY ROAD SHELTON WA 98584**

MINUTES

PRESENT: Audit Commissioner C. Anderson (acting chair), Secretary S. Swart, General Manager (GM) J. Palmer, Project & Accounts Manager (PM) J. Sartori; Commissioner Position No. 2 vacant

CALL TO ORDER: The meeting was called to order at 10:04 am

PRESENT AGENDA: *Commissioner Swart moved to adopt the agenda. Commissioner Anderson seconded. Hearing 2 aye votes and 0 nay votes, the agenda is adopted as presented.*

BUSINESS:

Discuss & Select Candidate to Appoint to the Vacant Commissioner Seat, Position No. 2:

Commissioner Anderson called for a one-hour executive session at 10:05 am pursuant to RCW 42.30.110(1)(h) for the purpose of evaluating the qualifications of a candidate for appointment to elective office. The regular meeting will resume at 11:05 am.

The regular meeting resumed at 11:05 am.

Commissioner Anderson called for a 30-minute executive session at 11:05 am to continue the aforementioned executive session cited above. The regular meeting will resume at 11:35 am.

The regular meeting resumed at 11:35 am.

Commissioner Anderson called for a 10-minute executive session at 11:05 am to continue the aforementioned executive session cited above. The regular meeting will resume at 11:45 am.

The regular meeting resumed at 11:45 am.

Commissioner Anderson moved to select Stefan Birgh to appoint to Position 2 of the Board of Commissioners. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.

Commissioner Anderson moved to adjourn the meeting. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 12:07 pm.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

Approved at the Regular Meeting of the Board on: 8-29-2024

GM REPORT FOR BOC MEETING ON 8/29/24

- WWTP averaged 43,781 GPD (35,995 min; 62,087 max)
- Wells averaged 50,336 GPD (41,250 min; 60,400 max)
- From 8/11 - 8/24, with higher flows on weekends
- Temporary staff shortage
- Closed on 9/2 for Labor Day
- Replacing effluent pump check valves 9/3-9/5