

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
January 2, 2025 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the December 19, 2024 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2025-01
 - Bills to Be Reviewed:
 - Voucher 2024-51
9. General Manager's Report (4)

BUSINESS:

10. Reallocate 2025 Funding Line Item for Salary & Benefits for Apprentice/Trainee Position
11. Review of General Manager

ONGOING BUSINESS

12. Discuss Status of Wastewater Infrastructure Rehabilitation Project
13. Discuss Well 2 Rehabilitation Update from Century West Engineering
14. Discuss Reservoir Hatch Repairs
15. Discuss Cross Connection Packet, Annual Survey
16. Discuss Status of Asset Management Plan
17. Discuss Booster Pumps

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
December 19, 2024
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: President S. Swart, Secretary C. Anderson (via teleconference), Audit Commissioner S. Birgh, General Manager (GM) J. Palmer, Project & Accounts Manager (PM) J. Sartori

CALL TO ORDER: The meeting was called to order at 1:15 pm

SUBSCRIBER REMARKS: One (1) subscriber present

CORRESPONDENCE: No correspondence

PRESENT AGENDA: *Commissioner Birgh moved to adopt the agenda. Commissioner Anderson seconded.* PM requested to make changes to the financial report. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the December 5, 2024 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner Birgh shared updates regarding the status of the asset management plan
- Commissioner Swart reminded commissioners that the GM review will be scheduled in January
- Commissioner Swart would like to initiate the process of updating the 10-year strategic plan at the 1/16/25 meeting
- Commissioner Swart conveyed that safety meetings should follow guidelines in the Code of Safety
- Commissioner Swart asked PM to remove the broken link to HPMA's former Disaster Preparedness webpage and will search for a possible new URL in case the webpage was relocated
- Commissioner Swart reminded commissioners of the importance of preparing for meetings in enough time in advance

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2024-50 in the amount of \$31,807.62 was presented. *Commissioner Birgh moved to approve voucher 2024-50 in the amount of \$31,807.62. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

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

BUSINESS:

Adopt Resolution 2024-09, Establishing the Imprest Amount for the EFT Account: PM presented the Resolution 2024-09 draft and explained why the imprest amount for the EFT account should be updated. *Commissioner Birgh moved to adopt Resolution 2024-09 as presented. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, Resolution 2024-09 is adopted as presented.*

Adopt Updated EFT Receipts and Payment Account Policies and Procedures Revision: The EFT updated Receipts and Payment Account Policies and Procedures revision reflects changes to correct outdated information and reflect updates as adopted in Resolution 2024-09. *Commissioner Birgh moved to adopt the updated revision as presented. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the revision was adopted.*

Review Results of the Sealed Bid Opening for the Wastewater Infrastructure Rehabilitation Project: Commissioners discussed the results of the bid opening. Century West Engineering will complete a bid analysis by early January 2025.

ONGOING BUSINESS:

Discuss Reservoir Hatch Repairs: GM has not yet generated a roster of eligible contractors and is directed to contact MRSC for addition information for the 1/2/25 meeting

Review Cross Connection Packet: Commissioners tabled and directed GM to generate a policy and modify the District documents used in HPMA Pre-construction meeting and will review at the 1/2/25 meeting

Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:40 pm.

Meeting Minutes Drafted By: PM

Respectfully Submitted By:

Signature

Carl Anderson, Secretary, Commissioner #1
Name and Title

Approved at the Regular Meeting of the Board on: 1-2-2025

GM REPORT FOR BOC MEETING ON 1/2/25

- WWTP averaged 275,220 GPD (181,214 min; 459,124 max)
- Wells averaged 45,757 GPD (39,200 min; 57,750 max)
- From 12/15 - 12/28
- 4 flow violations due to rain