

**HARTSTONE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584  
February 20, 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 February 6, 2025 Regular Meeting (2-4)

**REPORTS:**

7. Commissioner Reports
8. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Voucher 2025-08
9. General Manager's Report (5)

**BUSINESS:**

10. Adopt Resolution 2025-01, Amending the General Manager's Spending Authorization (6)
11. Approve Tree Removal Expenses
12. Discuss Strategic Plan, Present Proposals from Commissioners & GM
13. Discuss Test Pump of Well #3, DOH Requirement of Water System Plan
14. Authorize & Sign Agreement with Rognlin's Inc. (7-8)

**UNFINISHED BUSINESS**

15. Discuss Status of Reservoir Cleaning & Hatch Repairs, Review Quotes
16. Discuss Status of Servicing Booster Pumps & Inquiry to Designing Engineer by GM
17. Discuss Status of Asset Management Plan, Inventory Update Completed by GM

**ANY OTHER BUSINESS** (for new or overlooked items not included in the agenda)

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
February 6, 2025  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

**MINUTES**

**PRESENT:** President S. Swart, Secretary C. Anderson (joined 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 1:05 pm

**SUBSCRIBER REMARKS:** One subscriber present

**CORRESPONDENCE:** No correspondence

**PRESENT AGENDA:** *Commissioner Birgh moved to adopt the agenda. Commissioner Anderson seconded.* Commissioner Anderson requested to add “Follow Up with Hanson Excavation” to Ongoing Business. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:**

The minutes of the January 16, 2025 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Anderson seconded.* Commissioner Swart noted three corrections to the original draft in the packet. *Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner Swart noted that future projects will necessitate switch from Small Water System Management Plan
- Commissioner Swart asked Commissioner Birgh if the actual number of lots within the District’s boundaries are known; Commissioner Birgh will follow up with HPMA office
- Commissioner Swart reported on WA HB1690 regarding assessing needs of water & sewer systems to identify needed upgrades and means of funding
- Commissioner Swart suggested following up with Mason County Dept. of Emergency Management regarding the District being recognized as a provider of essential water to District residents during a declared emergency
- Commissioner Swart registered for a 3/26/25 RCAC webinar, “Lead & Copper Rule Update”
- Commissioner Swart reported on topics addressed at the 1/27/25 WASWD Board meeting

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2025-07 in the amount of \$36,466.40 was presented. *Commissioner Birgh moved to approve voucher 2025-07 in the amount of \$36,466.40. Commissioner Swart seconded.*
- Bills to Be Reviewed:
  - Voucher 2025-05: PM presented for review
  - Voucher 2025-06: PM presented for review

**General Manager's Report:**

- GM presented his report on the current state of the District

**BUSINESS:**

**Discuss Strategic Plan, GM Proposals/Discussion/Determining Path to Completion:** Commissioners tabled due to time

**Discuss Developing a Public Records Act-compliant Policy regarding Outgoing Commissioners:** Commissioners tabled due to time

**Discuss Test Pump of Well #3, Review DOH Requirements for Water System Plan:** GM will research and contact DOH for further information

**Discuss 2026 Board Vacancy Advertising Ahead of May 2025 Filing Deadline:** Commissioners & GM discussed

**Identify Existing Cap on GM Spending for Emergent Work by a Contractor without Board Approval:** Commissioners discussed and asked administrative staff to revise spending policy to set the GM's spending limit to \$10,000 for emergencies and contacting a commissioner for emergent work expected to cost more than \$10,000.

**ONGOING BUSINESS:**

**Discuss Ecology Funding Status for WIRP:** Commissioners reviewed the latest draft list published by Ecology

**Discuss Status of Reservoir Hatch Repairs Quotes due by 2/14/25:** GM discussed progress with Commissioners

**Discuss Cross Connection Packet (Policy & Survey):** Commissioners tabled, GM is still developing documents

**Discuss Status of Servicing Booster Pumps, Inquiry to Designing Engineer:** GM has this on his task list

**Discuss Status of Asset Management Plan:** GM to update the plan, then discuss with Commissioner Anderson

**ANY OTHER BUSINESS:**

**Follow Up with Hanson Excavation:** Commissioner Anderson requested GM follow up with Hanson Excavation regarding the submitted quote

**Verify Insurance Coverage for Official Business Conducted in Non-District Vehicles:** GM to reach out to Water-Sewer Risk Management Pool about policy coverage

*Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:00 pm.*

Meeting Minutes Drafted By: PM  
Respectfully Submitted By:

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*Signature*

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Carl Anderson, Secretary, Commissioner #1  
*Name and Title*

Approved at the Regular Meeting of the Board on: 2-6-2025

## **GM REPORT FOR BOC MEETING ON 2/20**

- WWTP averaged 66,008 GPD (44,349 min; 141,589 max)
- Wells averaged 43104 GPD (32500 min; 57350 max)
- From 2/2 - 2/15
- Jaron was back on 2/18
- Eff pump quote for replacement
- Request was made to DOH for any water system documents
- WIRP update: Notice to Proceed executed; camera work to begin on 2/24 in area of Liberty / Barnacle; some equipment already being brought in (conex)

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

**RESOLUTION 2025-01**

**A RESOLUTION OF THE  
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS  
AMENDING THE DISTRICT GENERAL MANAGER'S SPENDING  
AUTHORIZATION LIMIT**

**WHEREAS**, the Hartstene Pointe Water-Sewer District has set forth certain policies, practices, and procedures which relate to purchasing goods and services in the Hartstene Pointe Water-Sewer District Purchasing Manual; and

**WHEREAS**, the Hartstene Pointe Water-Sewer District Board of Commissioners recognizes that at times it may become necessary to amend, as needed, the District Purchasing Manual to reflect matters set forth therein; and

**WHEREAS**, the Board recognizes the District General Manager must be enabled to act in an efficient and timely manner when purchasing goods and services and resolving maintenance related issues; and

**WHEREAS**, the Board, in order to be fiscally responsible with public funds, wishes to set a separate spending limit for the District General Manager in circumstances in which an emergency condition exists; now

**THEREFORE**, the Board of Commissioners hereby resolves to:

1. Repeal Resolution 2018-10.
2. Retain the General Manager's regular spending authorization limit of **THREE THOUSAND DOLLARS**.
3. Set a separate spending limit of \$10,000 for the General Manager's discretionary use under emergency conditions when a timely response is necessary.
4. Require the General Manager to inform and consult a Commissioner when potential excess of \$10,000 could be incurred under emergency conditions prior to agreeing to incur costs from a vendor and/or vendors. The purchasing manual shall be amended to reflect this change.

**ADOPTED** by the District Board of Commissioners at its scheduled meeting on this 20<sup>th</sup> day of February, 2025.

Hartstene Pointe Water-Sewer District  
Mason County, Washington

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*Stacy Swart, President*

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*Carl Anderson, Secretary*

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*Stefan Birgh, Audit Commissioner*

## AGREEMENT

This Agreement, made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2025, by and between the Hartstene Pointe Water and Sewer District, hereinafter called the "OWNER", and Rognlin's Inc. of Aberdeen, WA, hereinafter called the "CONTRACTOR",

### WITNESSETH:

Said CONTRACTOR in consideration of the sum to be paid him/her by said OWNER and of the covenants and agreements herein contained, hereby agrees at his/her own proper cost and expense to do all the work and furnish all the materials, tools, labor, and all appliances, machinery and appurtenances for: Sewer System Rehabilitation Project to the extent of the Proposal made by the CONTRACTOR dated the 19 day of December, 2024, and agreed to by the OWNER, all in full compliance with the Contract Documents referred to herein.

The signed copy of the PROPOSAL FORM, the BID BOND, the fully executed PERFORMANCE BOND and PAYMENT BOND, the CERTIFICATE OF INSURANCE, the SPECIFICATIONS, CONTRACT DRAWINGS and ADDENDA (if any), are hereby referenced to and by reference made a part of this Agreement as fully and completely as if the same were fully set forth herein and are mutually cooperative therewith.

In consideration of the faithful performance of the work herein embraced, as set forth in the Contract Documents, and in accordance with the direction of the Engineer and to his/her satisfaction to the extent provided in the Contract Documents, the OWNER agrees to pay to the CONTRACTOR the amount bid in the Proposal as adjusted in accordance with the Contract Documents and specified by the OWNER or as otherwise herein provided, and based on the said Proposal made by the CONTRACTOR and to make such payments in the manner and at times provided in the Contract Documents.

The CONTRACTOR agrees to complete the work within the time specified herein and to accept as full payment hereunder the amounts computed as determined by the Contract Documents and based on the said Proposal.

The CONTRACTOR agrees to indemnify and save harmless the OWNER from any and all defects appearing or developing in the materials furnished and the workmanship performed under this Agreement for a period of 2 YEARS after the date of Final Acceptance of the work by the Owner.

The provisions relating to prevailing wage rates are made a part of this Agreement as completely as if the same were fully set forth herein.

In the event that the CONTRACTOR shall fail to complete the work within the time limit or the extended time limit agreed upon, as more particularly set forth in the Contract Documents, liquidated damages shall be paid at the rate of \$ 9,297 per day for failure to complete all work within the time specified. Saturdays, Sundays, and legal holidays shall be excluded in determining days in default.

In witness whereof, we, the parties hereto, each herewith subscribe the same this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**OWNER:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**CONTRACTOR:**

By: Katie K. Snodgrass

Title: Katie K. Snodgrass, Vice President

By: Brian Thompson

Title: Brian Thompson, Secretary