

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
October 3, 2024
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: President S. Swart, Audit Commissioner S. Birgh, Secretary C. 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: No subscribers present

CORRESPONDENCE: No correspondence

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

MINUTES:

The minutes of the September 19, 2024 special meeting were presented. *Commissioner Anderson moved to approve the minutes. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Swart reviewed WASWD updates
- Commissioner Swart noted a proposed L&I increase in employer rates for workers compensation insurance
- Commissioner Swart expressed concern over the definition of “Common Area” in Island Hs Handbook
- Commissioner Swart noted three remaining RCAC Leadership trainings this year

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2024-40 in the amount of \$8,959.29 was presented. *Commissioner Birgh moved to approve voucher 2024-40 in the amount of \$8,959.29. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2024-29 was presented for review
- Monthly Billing Report: PM presented the billing report for October 2024

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

- *Commissioner Anderson moved to authorize quoted cost of \$2,338.90 for the GM to purchase locating equipment compatible with the District’s sewer camera system. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the funds are approved for the purchase.*

- *Commissioner Anderson moved to authorize up to \$6,000.00 for the GM to schedule repairs to the Pressure Reducing Valve manifolds. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the funds are approved for the repairs.*

BUSINESS:

Review Example Policy for Heat Safety: Commissioners tabled for the next regular meeting.

Review Resolutions 2009-18 & 2012-01: Commissioners discussed the resolutions and intent. PM will draft an amendment to Resolution 2012-01 in order to clearly repeal Resolution 2009-18.

Review 2025 Preliminary Budget: PM fielded questions and commissioners discussed the current draft budget.

ONGOING BUSINESS:

Discuss Drafting Memorandum of Understanding (MOU): Commissioner Birgh and GM met with HPM GM to discuss goals of the proposed MOU. A template will be sought by the District's GM.

Review Cross Connection Packet: GM presented resolution 2009-31. Commissioners determined that further reading is required. Review is tabled until the next regular meeting.

Discuss Abandoned Resolution 2019-02 Status: Commissioners tabled for the next regular meeting.

Schedule Lunch for Presenting Commissioner Plaque: Commissioners set a date of 11/7/24.

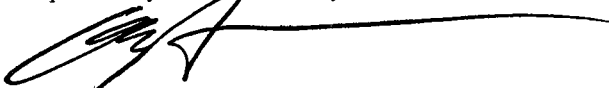
Discuss "Code of Safety" Policy: GM identified new information for consideration and will present a proposed document at the next regular meeting.

Discuss Asset Management (AM) Documents: GM and commissioners will try to identify software used to create existing AM spreadsheet and determine the best platform to port data into for collection of most useful data. Ongoing review of AM documents sent by GM will be discussed at the next regular meeting.

Commissioner Swart called for a special meeting on 10/18/24 at 10:00 am at the District office for the purpose of conducting a 2025 Capital Improvement Plan & Budget workshop.

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 5:03 pm.

Respectfully Submitted By:



Signature

Carl Anderson, Secretary, Commissioner #1

Name and Title

Approved at the Regular Meeting of the Board on: 10-17-2024