

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
October 17, 2024  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

**MINUTES**

**PRESENT:** President S. Swart, Secretary C. Anderson, 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:** No subscribers present

**CORRESPONDENCE:**

- Commissioner Swart received correspondence from a resident stressing the importance of advance notice of water outages, when known

**PRESENT AGENDA:** *Commissioner Anderson moved to adopt the agenda. Commissioner Birgh seconded.* Commissioner requested to add business, “14. Review Bids for Well #2 Rehabilitation Project.” *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:**

The minutes of the October 3, 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 Anderson reviewed engineering plans for the “Reservoir Pump Station Improvements” project, dated January 24, 2011 and shared his understanding of the pump functions; Commissioner Anderson will work with GM to contact RH2 Engineering to address questions
- Commissioner Birgh suggested adding all of the District’s debt service in the accounting system and track the liabilities on the balance sheet
- After attending an RCAC training, Commissioner Swart suggested that meeting minutes should indicate who prepared the draft
- After attending an RCAC training, Commissioner Swart conveyed that a Public Records Act policy needs to be generated and passed by the Board of Commissioners
- Commissioner Swart reviewed the schedule of budget meetings:
  - 11/7: Proposed Budget Review
  - 11/21: Final Budget Review and Resolution Adoption
  - 11/30: Final Budget Submittal to the Mason County Auditor’s Office due
- Commissioner Swart noted that acknowledgement of former commissioner E.J. Anderson is scheduled at noon on November 7<sup>th</sup>

**Financial/Administrative Report:**

- Bills to Be Authorized:

- Voucher 2024-42 in the amount of \$60,682.36 was presented. *Commissioner Anderson moved to approve voucher 2024-42 in the amount of \$60,682.36. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - Voucher 2024-41 was presented for review
- Monthly Financial Report: PM presented the billing report for September 2024

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

- *GM presented updated an updated estimate for Pressure Reducing Valve station repairs. Commissioner Birgh moved to authorize funds for the repairs as updated in the cost estimate. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the funds are approved.*

**BUSINESS:**

**Adopt Res. 2024-04, Establishing a Small Public Works Roster Process to Award Contracts:** Commissioners reviewed the draft resolution. *Commissioner Birgh moved to adopt Resolution 2024-04 as presented. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, Resolution 2024-04 is adopted.*

**Adopt Res. 2024-05, Updating the Audit Function & Designating a Responsible Commissioner:** Commissioners reviewed the draft resolution. *Commissioner Anderson moved to adopt Resolution 2024-05 as presented. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, Resolution 2024-05 is adopted.*

**Review 2025 Preliminary Budget:** Commissioners discussed the current draft budget and generated a draft Capital Improvement Plan with GM.

**Keep or Cancel 10/18/24 Special Meeting:** *Commissioner Swart moved to cancel the Special Meeting that was scheduled for 10/18/24 as a Draft of the Capital Improvement Plan was assembled during the meeting and updated project estimates are needed. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the special meeting is canceled.*

**Review Bids for Well #2 Rehabilitation Project:** *Commissioner Birgh made a motion to reject the one bid received for the Well #2 Rehabilitation Project. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the bid is rejected.* Commissioners directed GM to coordinate with the District’s engineering firm to request feedback from the bidder. Commissioners plan to discuss bid extension at the next regular meeting.

**ONGOING BUSINESS:**

**Discuss Drafting Memorandum of Understanding (MOU):** Commissioners tabled this until the attorney is able to produce a draft.

**Review Cross Connection Packet:** Commissioners tabled until commissioners re-read the packet.

**Discuss Abandoned Resolution 2019-02 Status:** Commissioners tabled discussion.

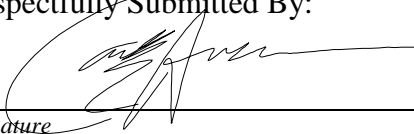
**Discuss “Code of Safety” Policy:** Commissioners tabled discussion. GM will share document for commissioners to review.

**Discuss Asset Management (AM) Documents:** Commissioners plan to use the RCAC recommended spreadsheet for AM and plan to incorporate data from existing spreadsheet document to the new form on a shared drive for collaboration. Commissioners directed GM and PM to establish a shared drive for AM and other administrative/collaborative documents.

*Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 5:50 pm.*

Meeting Minutes Drafted By: PM

Respectfully Submitted By:



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*Signature*

Carl Anderson, Secretary, Commissioner #1

*Name and Title*

Approved at the Regular Meeting of the Board on: 11-7-2024