

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
November 7, 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 1:10 pm

**SUBSCRIBER REMARKS:** No subscribers present

**CORRESPONDENCE:** No correspondence

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

**MINUTES:**

The minutes of the October 17, 2024 regular meeting were presented. *Commissioner Anderson moved to approve the minutes. Commissioner Swart seconded.* Commissioner Swart noted a correction. *Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended.*

The minutes of the November 4, 2024 special 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 Anderson shared follow up meeting with RH2 Engineering and discussed the need to review booster pump operations and connecting Well #3
- Commissioner Birgh shared takeaways from a meeting with GM and HPMA's GM regarding office lease extension
  - *Commissioner Birgh moved to authorize the District's GM to sign a 5-year extended lease at \$1,000 per month on behalf of the Board of Commissioners. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.*
- Commissioner Swart reviewed the budget calendar of meetings
- Commissioner Swart requested PM to post a website update on the WIRP project page
- Commissioner noted upcoming RCAC trainings

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2024-45 in the amount of \$158,119.26 was presented. *Commissioner Anderson moved to approve voucher 2024-45 in the amount of \$158,119.26. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - Voucher 2024-43 was presented for review

- Voucher 2024-44 was presented for review
- Monthly Billing Report: PM presented the billing report for November 2024

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

**BUSINESS:**

**Approve Increasing the Project & Accounts Manager Wage Range:** GM reviewed his meeting with PM and proposed salary increase; commissioners countered with a second proposal for GM to present to PM. Commissioners to approve increase at next Regular meeting.

**Review 2025 Proposed Budget:** Commissioners and administrative staff reviewed the Proposed Budget.

**Schedule Acknowledgement of Former Commissioner:** Commissioners plan to schedule the acknowledgement before the regular meeting on 12/19/24.

**Approve Expenses for Acknowledgement of Former Commissioner:** *Commissioner Swart moved to authorize up to \$50.00 for refreshment expenses for acknowledging former commissioner. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the expenses are authorized.*

**Review Draft Resolution 2024-06, Adopting a Policy on Work in HPMA Common Areas:** Commissioners reviewed the draft resolution and identified changes needed to provide clarification. *Commissioner Swart moved to adopt Resolution 2024-06 as amended. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, Resolution 2024-06 is adopted as amended.*

**ONGOING BUSINESS:**

**Discuss Well #2 Rehabilitation, Bid Extension, Feedback from Bidder:** Tabled until feedback is received from bidder

**Discuss Reservoir Hatch Repairs:** Commissioner Birgh to attend RCAC training and study purchasing manual & RCWs to determine how to proceed

**Review Draft Memorandum of Understanding between District and HPMA:** Commissioners directed GM to amend and create an addendum

**Review Cross Connection Packet:** Commissioners suggested simplifying the CCC packet cover and clarify procedures; Commissioners will read additional Resolution determined to be relevant to discussion. Discussion on this to continue.

**Discuss "Code of Safety" Policy:** *Commissioner Anderson moved to adopt the Code of Safety Policy. Commissioner Swart seconded.* Commissioners reviewed comments posted by Commissioner Anderson on the Shared Drive; all comments were accepted for inclusion. *Hearing 3 aye votes and 0 nay votes, the policy is adopted as amended.*

**Discuss Shared Drive & Calendar Status:** Anderson thanked PM for share drive set up and initial structure. Shared Drive use and structure is ongoing and will build upon the present state.

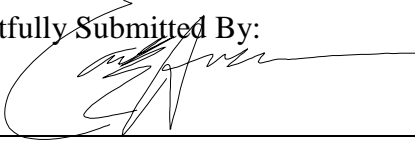
**Discuss Asset Management Status:** Commissioner Anderson began porting data from previous spreadsheet into RCAC's recommended format. This process will continue and is ongoing.

Commissioner Birgh will meet with GM once the new format is ready in order to facilitate GM's utilization and application.

***Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 5:30 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: 11-21-2024