

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
November 21, 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 1:04 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: Commissioner Swart received correspondence from a renter on Promontory Road complaining of low water pressure and that District operators verified the residence measured 40 PSI, which is in acceptable range

PRESENT AGENDA: *Commissioner Birgh moved to adopt the agenda. Commissioner Anderson seconded.* PM requested to update voucher numbers in the Financial/Administrative Report. Commissioner Swart requested to add “10. Amendment to the Code of Safety.” **Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.**

MINUTES:

The minutes of the November 7, 2024 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner Swart reviewed takeaways from two RCAC trainings
- Commissioner Swart reminded commissioners to check emails on at least a daily basis

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2024-47 in the amount of \$49,834.07 was presented. *Commissioner Birgh moved to approve voucher 2024-47 in the amount of \$49,834.07. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2024-46 was presented for review

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

BUSINESS:

Approve Adjustment to Project & Accounts Manager Compensation: *Commissioner Birgh moved to authorize transitioning PM from current hourly wage to an annual salary of \$85,000 as of the January 2025 payroll cycle. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Approve Resolution 2024-07, Adopting the 2025 Budget: Commissioners reviewed and discussed the resolution with the final proposed 2025 budget. *Commissioner Birgh moved to approve Resolution 2024-07, Adopting the 2025 Budget. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the resolution passed.*

Approve Resolution 2024-08, Adopting the 2025 Fee Schedule: *Commissioner Swart moved to approve Resolution 2024-08, Adopting the 2025 Fee Schedule. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the resolution passed.*

Finalize Memorandum of Understanding with HPMa: Commissioner Birgh suggested additional context and Commissioner Anderson concurred. Commissioners directed the GM to make changes and present changes for review at the next regular meeting.

ONGOING BUSINESS:

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

Discuss Reservoir Hatch Repairs: Tabled while GM generates Small Works Roster

Review Cross Connection Packet: Commissioners approved as presented, recommending GM to generate a basic policy and a fact sheet for HPMa pre-construction meetings

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 Asset Management Plan (AM) Status: Commissioners reviewed the current draft of AM and noted staff will add missing and supplemental data on an on-going basis. Commissioner Birgh plans to facilitate GM’s utilization and application.

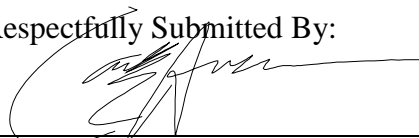
Discuss Booster Pumps: Tabled while awaiting additional information

Amendment to Code of Safety: Commissioner Swart reviewed additions made to the document since review & discussion at the 11/7/24 regular meeting.

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh 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: 12-5-2024