

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
December 5, 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 1:05 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No correspondence

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

MINUTES:

The minutes of the November 21, 2024 regular 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 Swart requested the website be updated regarding the WIRP
- Commissioner Swart suggested using water graphics when referring to water usage/rates
- Commissioner Swart shared that when setting utility rates, an affordability index of 1.75-2.5% should be considered
- Commissioner Swart proposed resuming *Water Board Bible* reading
- Commissioner Swart intends to schedule a special meeting for developing an updated ten-year strategic plan
- Commissioner Swart reminded commissioners that the GM employment agreement is due for review in January 2025
- Commissioner Swart noted that she attended a “Cost of Service Analysis” RCAC training on 12/5/24

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2024-49 in the amount of \$10,028.77 was presented. *Commissioner Birgh moved to approve voucher 2024-49 in the amount of \$10,028.77. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2024-48 was presented for review
- Monthly Billing Report: PM presented the Monthly Billing Report for December 2024
- Monthly Financial Report: PM presented the Monthly Financial Report for October 2024

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

BUSINESS:

Finalize Memorandum of Understanding with HPMA: *Commissioner Birgh moved to authorize GM to sign the Memorandum on behalf of the Board of Commissioners. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

ONGOING BUSINESS:

Discuss Well #2 Rehabilitation, Bid Extension, Feedback from Bidder: GM already updated status during GM report

Discuss Reservoir Hatch Repairs: GM has not yet generated a roster of eligible contractors

Review Cross Connection Packet: Commissioners directed GM to generate a policy and modify the District documents used in HPMA Pre-construction meeting and will review at the next meeting

Discuss Asset Management Plan (AM) Status: Commissioner Birgh plans to meet with GM on 12/12/24 to discuss and initiate a strategy for effective utilization. This will no longer be an item of ongoing business.

Discuss Booster Pumps: Tabled while awaiting additional information

Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:12 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: 12-19-2024