

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
January 2, 2025
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: President S. Swart, Secretary C. Anderson (joined via teleconference at 1:20 pm), 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 1:06 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: PM shared a letter from an operator employee regarding anticipated time off requests next month

PRESENT AGENDA: *Commissioner Birgh moved to adopt the agenda. Commissioner Swart seconded.* PM requested to add “Approve Renewing Springbrook Contract & Invoice” as an item of business. GM requested to add “Approve Evergreen Rural Water Apprenticeship Fees” as an item of business. Commissioner Swart requested to add “Employee Handbook Discussion” to the agenda. GM requested to add “Award Bid” to the agenda. Commissioner Swart suggested moving “Review of General Manager” after *Ongoing Business*. **Hearing 2 aye votes and 0 nay votes, the agenda was adopted as amended.**

MINUTES:

The minutes of the December 19, 2024 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner Swart reported on WASWD updates and *Pipeline*
- Commissioner Swart noted the 10-year Strategic Plan document is on the share drive for review prior to 1/16/25 meeting
- Commissioner Swart noted AWWA petition regarding LCRI feasibility and funding

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2025-01 in the amount of \$28,394.34 was presented. *Commissioner Birgh moved to approve voucher 2024-50 in the amount of \$31,807.62. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

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

BUSINESS PART I:

Approve Renewing Springbrook Contract & Invoice: PM discussed the contract for the District’s billing software subscription and history of renewing annually at January’s first meeting. *Commissioner*

Birgh moved to approve the contract renewal and annual invoice totaling \$7,286.15. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the contract is renewed and funds for the invoice approved.

Reallocate 2025 Line Items for Salary & Benefits for Apprenticeship/Trainee Position: Commissioners and GM discussed reallocating funds to the Apprenticeship/Trainee Position line items for 2025. *Commissioner Birgh moved to approve costs for the Apprentice/Trainee Position in 2025 and reallocate funds from the Water Distribution Manager line items. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.*

Approve Evergreen Rural Water Apprenticeship Costs: The Apprenticeship/Trainee program and related employment package were reviewed. Commissioners directed GM to prepare an addendum to the existing signed employment agreement to document newly-required completion of the two-year Apprenticeship and financial consequences of failure to do so, or early departure from employment. Apprenticeship documents to be updated to reflect this required agreement. *Commissioner Anderson moved to funding up to \$3,500 toward the apprenticeship costs, contingent upon the apprentice signing of agreement. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the funding is approved.* Commissioners directed GM to include additional steps in the hiring process of future employees, including advertising, interview, background check, request for references and tour of facilities.

Employee Handbook Discussion: Commissioners reviewed benefits offered to new employees. *Commissioner Anderson moved to modify the Employee Handbook for future new employees to reflect the following:*

- a. Holiday Pay (Personal Holidays included) will be treated as Unpaid Holidays during the first ninety (90) days of employment*
- b. PTO is accrued, but unavailable for use, during the first ninety (90) days of employment*

Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.

Awarding of Wastewater Infrastructure Rehabilitation Project Bid: Commissioners reviewed the timeline for awarding the bid. The engineer who completed the bid analysis joined the meeting remotely and answered questions. Commissioners tabled awarding the bid until a response is received from WA Dept. of Ecology confirming the total loan amount for the project will be available.

ONGOING BUSINESS:

Discuss Status of Wastewater Infrastructure Rehabilitation Project: Status was addressed during Business Part I

Discuss Well 2 Rehabilitation Update from Century West Engineering: Commissioners tabled

Discuss Reservoir Hatch Repairs: Commissioners tabled, awaiting Small Works Roster review by GM

Discuss Cross Connection Packet, Annual Survey: Commissioners tabled, GM is still developing documents

Discuss Status of Asset Management Plan: Commissioners directed GM to update Asset list and GM will then contact Commissioner Birgh for assistance with next step of asset management process

Discuss Booster Pumps: No progress since last meeting, Commissioners directed GM to contact engineer who developed plans for installed booster and schedule an informational meeting and directed GM to request quote and scheduling timeline for booster servicing from vendor that recently serviced Pressure Reducing Valves

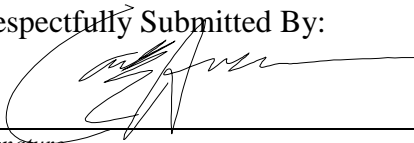
BUSINESS PART II:

Review of General Manager: Commissioners completed a quarterly review of GM expectations and goals. Guidance was provided and expectations clarified by commissioners for optimal performance of GM moving forward. Commissioners plan to conduct the next review at the 4/3/25 Regular Meeting.

Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson 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: 1-16-2025