

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
February 20, 2025
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 a question from a ratepayer inquiring when project-related rate increases could be expected

PRESENT AGENDA: *Commissioner Anderson moved to adopt the agenda. Commissioner Birgh seconded.* PM requested to change Voucher numbers. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the February 6, 2025 regular meeting were presented. *Commissioner Anderson moved to approve the minutes. Commissioner Birgh seconded.* Commissioner Swart noted corrections to the original draft in the packet. *Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended.*

REPORTS:

Commissioner Reports:

- Commissioner Birgh discussed how to book grant money to a balance sheet
- Commissioner Swart noted that the agenda was modified in preparation for presenting ongoing projects in a different format, which will be addressed in the GM report; business agenda to present *action items* only
- Commissioner Swart contacted Mason County Dept. of Emergency Management (DEM) for the third time to obtain *Critical Infrastructure Designation* (CID) to receive assistance following a District Declaration of Emergency; DEM is still developing the CID packet
- Commissioner Swart relayed information on *Short-term Rental* list numbers provided by HPMa during its 2/15/25 Board of Directors' meeting
- Commissioner Swart suggested that GM communicate with on-site Century West Engineering engineer in advance, if operational needs would lead to staff entering work zones

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2025-09 in the amount of \$29,262.68 was presented. *Commissioner Birgh moved to approve voucher 2025-09 in the amount of \$29,262.68. Commissioner Anderson seconded.*
- Bills to Be Reviewed:
 - Voucher 2025-08: PM presented for review

General Manager's Report:

- GM presented his report on the current state of the District

BUSINESS:

Adopt Resolution 2025-01, Amending the General Manager's Spending Authorization: *Commissioner Birgh moved to adopt Resolution 2025-01, Amending the GM's Spending Authorization. Commissioner Swart seconded.* Commissioners discussed the resolution. Commissioners directed PM to amend language defining sections 3, 4; last sentence of original section 4 moved to section 5. *Hearing 3 aye votes and 0 nay votes, Resolution 2025-01 is adopted as amended.*

Approve Tree Removal Expenses: *Commissioner Birgh moved to authorize tree removal expenses up to \$3,500 to make room for equipment storage and hazardous tree removal next to District office. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the expense is authorized.*

Discuss Strategic Plan, Present Proposals from Commissioners & GM: Tabled, to be determined after GM attains additional information from Dept. of Health

Discuss Test Pump of Well #3, Review DOH Requirements for Water System Plan: GM will review prior test and consult with Dept. of Health regarding required test pump duration and aquifer draw-down

Authorize & Sign Agreement with Rognlin's Inc.: *Commissioner Birgh moved to authorize & sign the agreement with Rognlin's Inc, with a complete set archived and uploaded to share drive. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion to authorize & sign the agreement passes. Commissioner Swart signed on behalf of the Board.*

UNFINISHED BUSINESS:

Discuss Status of Reservoir Cleaning & Hatch Repairs, Review Quotes: Three (3) quotes were received from the Request for Quotes (RFQ), with the lowest bid totaling \$14,023. After the initial RFQ was issued, a paint sample was collected for lead analysis and results are expected 2/21/25. No action to be taken until lead results are obtained.

Discuss Status of Servicing Booster Pumps, Inquiry to Designing Engineer: Discussed in GM report, *Pump Tech* scheduled to assess ability to operate booster pumps

Discuss Status of Asset Management Plan, Inventory Update Completed by GM?: Initiated by GM, to include in GM project/task list for next meeting

ANY OTHER BUSINESS (*for new or overlooked items not included in the agenda*):

Commissioner Swart called for a ten-minute executive session at 4:25 pm for the purpose of reviewing employee performance in accordance with RCW 42.30.110(g). The regular meeting will resume at 4:35 pm.

The regular meeting resumed at 4:35 pm.

Commissioner Swart called for a ten-minute executive session at 4:35 pm to extend the previous executive session. The regular meeting will resume at 4:45 pm.

The regular meeting resumed at 4:45 pm.


Commissioner Swart called for a fifteen-minute executive session at 4:45 pm to extend the previous executive session. The regular meeting will resume at 5:00 pm.

The regular meeting resumed at 5:00 pm.

Commissioner Swart called for a special meeting on Wednesday, February 26, 2025 at 9:00 am at 474 E Chesapeake Dr., Shelton WA, 98584, for the purpose of reviewing employee performance (executive session expected, no business to be transacted).

Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 5:00 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: 3-6-2025