

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING: BOARD RETREAT
119 E LIBERTY ROAD SHELTON WA 98584
MEETING AVAILABLE VIA TELECONFERENCE
Per State of Emergency Declared in Washington State and Mason County
April 8, 2021 10:00 A.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda

REPORTS:

6. Commissioner Reports

BUSINESS:

7. Emergency Preparedness, Finalize Continuity of Government (COG) (2-12)
8. Interview Candidate for General Manager (*possibility of an executive session*)
9. Discuss Blended Rate Implementation Plan
10. Allocate Funds from "Asset Replacement Fund" to Purchase New Meters
11. Discuss Lateral Replacement Plan

As per the State of Emergency, the district's Open Public Meetings will be held via teleconference. Until further notice, meetings WILL NOT be held at the District office.

To join a meeting, follow the instructions below:

1. Call (425) 436-6260 or (800) 719-6100
2. Enter Access Code 535 9093 #

If you have a webcam-enabled computer, you may try to connect to the meeting using the link below:

<https://hello.freeconference.com/conf/call/5359093>

Note: Due to limited internet connection speeds at Hartstene Pointe, joining meetings via webcam may lead to reduced quality



Continuity of Governance

Updated in April, 2021

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LEGAL CONSIDERATION

Under RCW 57 it is unlawful for a water-sewer district to seed its authority to another entity whether in an emergency or otherwise. If you are not a certified operator or a Commissioner of the Hartstene Pointe Water-Sewer District refer to cover page and contact the water-sewer incident commander.

LIMITATIONS

The diverse nature of disruptive events makes it likely Hartstene Pointe Water & Sewer District cannot handle all potential incidents alone. It is neither implied nor inferred that this plan guarantees a perfect response. No plan can shield individuals or property from all events. While every reasonable effort will be made to respond to disruptive events, resources and/or systems may be overwhelmed. Some events provide little or no warning to implement operational procedures, and all emergency plans are dependent upon tactical execution that may be imperfect. Hartstene Pointe Water & Sewer District may not be able to satisfy all requests during a major event.

PLANNING ASSUMPTIONS

- ✓ Essential Hartstene Pointe Water & Sewer District services will be maintained as long as possible. Some or all services may be lost in a large scale and/or severe event. If so, Hartstene Pointe Water & Sewer District will first seek to maintain important lifelines and serve special populations whose life depends on the provision of these services.
- ✓ A major, widespread catastrophe may isolate Hartstene Pointe Water & Sewer District and the District may need to utilize its own resources during this time.
- ✓ Hartstene Pointe Water & Sewer District has limited capabilities to cope with complex disruptive events. Limitations exist primarily in the areas of trained personnel, equipment and emergency funds. Communications systems are particularly vulnerable to damage and /or overload during an emergency.
- ✓ Disruptive events could create significant property damage, injury, death, and disruption of essential services. These situations may also create significant financial, psychological and sociological impacts on Hartstene Pointe Water & Sewer District and its employees.
- ✓ Hartstene Pointe Water & Sewer District uses the Incident Command System.
- ✓ Hartstene Pointe Water & Sewer District managers and directors have read and understand the Mason County Comprehensive Emergency Management Plan.

EMERGENCY POWERS DECLARATION OF EMERGENCY

When it is determined an emergency exists in the District that could escalate to a level beyond the capabilities of local resources, the Board of Commissioners shall adopt an appropriate resolution proclaiming a District disaster. The Board of Commissioners shall also request that the County issue a similar proclamation and further request such assistance set forth herein be granted to the District for emergency purposes. When circumstances require immediate attention, the General Manager may proclaim a disaster if there is not sufficient time for the Board of Commissioners to

meet in person or by telephone. When the General Manager declares a disaster, the Board of Commissioners shall meet to affirm or rescind the proclamation as soon as possible. A copy of the Proclamation of Emergency shall be promptly filed with the Mason County Office Division of Emergency Management.

The Proclamation of Emergency shall initiate the activation of the District IC.

If appropriate, Mason County may issue a local Proclamation of Emergency. A local Proclamation of Emergency is the legal instrument that authorizes extraordinary measures to solve disaster-related problems

DIRECTION AND CONTROL

Direction and control of emergency management functions for the Hartstene Pointe Water & Sewer District is the responsibility of the General Manager.

EMERGENCY AUTHORITY

The responsibility for all administration of Hartstene Pointe Water & Sewer District emergency operations rests with the General Manager. In the case of absence, the Wastewater Treatment Plant Manager of the Hartstene Pointe Water & Sewer District serves in this role.

The General Manager or in his/her absence, the Wastewater Treatment Plant Manager may promulgate orders and regulations to protect life, and property. These must be in writing and given publicity. The Board of Commissioners must confirm these orders no more than 48 hours after their issuance. During a declared Local Emergency, the County Executive or Mason County Sheriff may buy or commandeer supplies and/or equipment immediately required (per RCW 38.52.070).

The responsibility for all administration of Mason County emergency operations rests with Mason County Division of Emergency Management.

WATER-SEWER DISTRICT INCIDENT COMMANDER CONTACT LIST

Incident Commander (I.C.) Option 1	<ul style="list-style-type: none">• 1) David Carnahan (360)490-8137, (360)359-0884
I.C. Option 2	<ul style="list-style-type: none">• 2) Jeff Palmer (360)549-6047, (360)801-0272
I.C. Option 3	<ul style="list-style-type: none">• Jim Anderson (360)432-8174, (360)545-7563
I.C. Option 4	<ul style="list-style-type: none">• Stacy Swart (206) 999-7992
I.C. Option 5	<ul style="list-style-type: none">• Andrew Hospador (360) 426-0741, (484) 821-7087

LEVELS OF EMERGENCY

Emergency conditions vary with each incident. As a guide, three levels of emergency are specified, as follows:

1. **Level 1** Disruptive Events are handled within Hartstene Pointe Water & Sewer District by “normal” checklists and/or response activities. While there may be some damage and/or interruption, the conditions are localized and Hartstene Pointe Water & Sewer District can coordinate and manage the event and the site of the event remains open. Implementation of the Mason Counties Internal Notification Policy should be considered.
2. **Level 2** Disruptive Events that exceed the capabilities of Hartstene Pointe Water & Sewer District to manage the event and causes, or may cause, damage and/or interruption to Hartstene Pointe Water & Sewer District operations. Outside resources are needed to stabilize or mitigate the emergency. On-scene command will be established. Activation of the Mason County Unified Emergency Coordination Center may, or may not, be needed. Hartstene Pointe Water & Sewer District Emergency Notification Policy shall be implemented.
3. **Level 3** – Disruptive Events that exceed the capacity of Hartstene Pointe Water & Sewer District to address immediate emergency response. The event may involve a single location or may be wide spread. Hartstene Pointe Water & Sewer District may need to be self-sufficient for a period of hours to several days. Hartstene Pointe Water & Sewer District Emergency Notification Policy must be implemented.

EMERGENCY OPERATIONS CENTER

The Hartstene Pointe Water & Sewer District Maintenance and Operations Building, 119 E Liberty Rd Shelton, Wa. 98584 is the designated primary Emergency Operations/Coordination Center for Hartstene Pointe Water & Sewer District. The building has sufficient infrastructure to accommodate the data hubs and telecommunications needed in a Coordination Center. Hartstene Pointe Water & Sewer District Office is the designated Emergency Operations/Coordination Center. In the event that the main operations center has sustained heavy damage, operations may utilize its alternate facility located at 772 E Chesapeake Dr.

EMERGENCY MANAGEMENT RESPONSIBILITIES

Hartstene Pointe Water & Sewer District is responsible for the following:

1. Ensuring the safety and protection of staff, customers and contractors (life/safety)
2. Securing Hartstene Pointe Water & Sewer District buildings and facilities as appropriate
3. Providing for the continuation of essential departmental services and functions
4. Providing for the identification and preservation of essential department records.

5. Ensuring appropriate notifications are made in accordance with this plan.
6. Documenting and submitting damage assessments and situation reports to the BOC and relevant government bodies.
7. Appointing a liaison to work with Mason County Division of Emergency Management in the development and maintenance of this plan.
8. Establishing 24-hour departmental contacts.
9. Developing the capability to continue operations in an emergency/disaster and to carry out the responsibilities outlined herein.
10. Developing procedures that address the following:
 - 10.1. The Districts chain of command
 - 10.2. Location of the departmental emergency operations and alternate locations including equipment and supplies
 - 10.3. The resources needed to manage departmental emergency operations
 - 10.4. The information needed to manage District emergency activities and how it will be obtained
 - 10.5. District capabilities and responsibilities
 - 10.6. District resources
 - 10.7. How the District will coordinate with the Mason County Emergency Coordination Center
 - 10.8. Ensuring that District staff is aware of the contents of this plan.

It is the policy of the Hartstene Pointe Water & Sewer District that staff is available for appropriate training and emergency assignments, such as Mason County Unified Emergency Coordination Center activities, documentation, damage assessment, and liaison with other agencies and organizations. All costs for these activities shall be the responsibility of Hartstene Pointe Water & Sewer District.

MITIGATION ACTIVITIES

Mitigation activities are proactive steps aimed at reducing the impact of disruptive events to any and all supplies, services, and property, Hartstene Pointe Water & Sewer District will perform the following mitigation activities:

- Assess hazards and perform risk analysis as stated in HPWSD's Emergency Response Plan
- Develop capabilities and resources to enhance our ability to respond to any disruptive event, whether identified or not in the hazard analysis.
- Develop contingency plans and suggested operating procedures in support of this plan.

- Coordinate with other local, county, state, and federal agencies to ensure cohesive working relationships and compatible plans are in place.
- Participate in public education to enhance citizen and business survivability.
- Undertake an annual review of local hazards and vulnerabilities as well as its own vulnerabilities that may affect normal operations, and include mitigation activities that address those concerns.
- Develop plans for the continuation of essential departmental services and functions during and after a disaster;
- Develop employee/family support programs
- Provide for the identification and preservation of essential department records;
- Appoint a liaison to work with the Mason County's Office Division of Emergency Management in the development and maintenance of this plan and procedures;

PREPAREDNESS ACTIVITIES

The following activities are designed to prepare Hartstene Pointe Water & Sewer District facilities, and District employees, for emergency situations. HPWSD will conduct the following activities:

- Conduct training within HPWSD and with other agencies.
- Provide timely input to the budget process on an annual basis for emergency management needs.
- Establish a policy for 24-hour contact to activate department responsibilities;
- Conduct public education via website, media and newsletter.
- Develop guidelines and policies addressing the following:
 - Hartstene Pointe Water & Sewer District internal chain of command
 - Where Hartstene Pointe Water & Sewer District emergency operations will occur
 - Resources needed to manage Hartstene Pointe Water & Sewer District operations
 - Information needs for Hartstene Pointe Water & Sewer District to manage operations
 - Hartstene Water & Sewer District resources, capabilities and responsibilities
 - Interdepartmental and external coordination processes
 - Training on this plan.
- Actively participate in preparedness drills and exercises.

RESPONSE ACTIVITIES

Response activities are emergency operations undertaken during the acute phase of a disaster and during such stage Hartstene Pointe Water & Sewer District will perform the following:

- Initiate actions necessary to preserve life, property, and the environment, utilizing available resources.
- Execute response functions, and coordinate response and support functions with outside agencies and volunteer organizations.
- Coordinate internal operations, logistics, planning, and finance functions.

- Compile event status information and provide timely reports.
- Prepare and maintain detailed documentation of events and activities.
- Supports the preparation of a Proclamation of Emergency, when necessary
- Makes decisions regarding priorities and disaster response policy, when required
- Issue appropriate policies, orders and declarations, as necessary
- Request local, State and Federal disaster assistance through Mason County’s Office Division of Emergency Management
- Make appropriate notifications and Disseminate emergency information as appropriate.
- Provide public information and additional warnings as appropriate.

RECOVERY ACTIVITIES

Recovery activities are undertaken to assist in regaining a level of societal, governmental and commercial activity that existed before an emergency and Mason County Water & Sewer District will:

- Perform damage assessment functions and assess community needs.
- Prioritize recovery projects and assign functions accordingly.
- Coordinate recovery efforts and logistical needs with other agencies and organizations.
- Prepare documentation of events, including logs, analyses and estimated recovery costs.
- Incorporating Mason County short term and long-term community plans into recovery and reconstruction activities.

DAMAGE ASSESSMENT RESPONSIBILITIES

Damage assessment activities will be conducted following any event where disaster intelligence and damage assessment information is needed. Initial Damage Assessment Survey information will be forwarded to the Mason County’s Division of Emergency Management or the Mason Unified Emergency Coordination Center in a timely manner.

INITIAL DAMAGE ASSESSMENT

Initial damage assessment will begin during or immediately following the disaster event and will continue until a complete picture of the magnitude and scope of damage throughout the District exists. Information gathered in the initial damage assessment will be used to determine critical facility and transportation route status, prioritize initial response activities, and determine the immediate need for outside assistance.

Initial damage assessment survey activities must be promptly carried out to provide Mason County’s Division of Emergency Management or if activated, Mason Unified Emergency Coordination Center with disaster situation information. The goals of conducting an initial damage assessment survey are to determine:

- Boundaries of the disaster area and identify the jurisdictions impacted.

- Status of operating facilities and critical facilities.
- Status of key personnel.
- Hazard-specific information and access points to the disaster.
- Priorities for response and resource shortfalls.
- Report on bridge and road impacts.

The overall goal of the initial or urgent damage assessment process is to develop disaster intelligence that will allow the governments of Mason County and the incorporated municipalities located within the county to respond in an organized and coordinated manner to:

- Save and protect the greatest number of people at risk.
- Protect private property as much as possible.
- Protect critical facilities and vital infrastructure.
- Minimize environmental damage.

Hartstene Pointe Water & Sewer District has a responsibility to quickly assess the event's impacts on personnel, facilities, and capabilities and to use field resources to collect more general information about the impacts on the community.

- Location,
- Type of damage
- Magnitude of damage
- Whether personal injury or death is involved
- Whether immediate assistance is needed to save lives.

Initial damage assessment reports will be made to the Mason County's Division of Emergency Management.

The Mason County's Division of Emergency Management will analyze the information received, develop countywide response priorities, and coordinate resources accordingly.

DETAILED DAMAGE ASSESSMENT

Hartstene Pointe Water & Sewer District will need to establish procedures and checklists and train staff based upon their individual area of responsibility to complete damage assessment activities and provide timely reports in predetermined format to the Mason County's Division of Emergency Management. These include:

- Develop procedures to utilize available personnel to evaluate event impacts, and communicate damage assessment information from the field.
- Coordinate the damage assessment information collection/reporting process with other county departments/offices and the Mason County's Office Division of Emergency Management or, if activated, the Mason Unified Emergency Coordination Center.

RESTORATION

Hartstene Pointe Water & Sewer District will provide for the coordination of public works and engineering support to assist the District in meeting its needs related to response and recovery. This will include provisions for the demolition of unsafe structures, debris and wreckage clearance, temporary repair of essential facilities, and the inspection of facilities for structural condition and safety. Specific restoration activities will be performed as follows:

1. Emergency restoration of critical public facilities including water and sewer facilities will be conducted as soon as possible after all other response activities have been performed.
2. If needed, Hartstene Pointe Water & Sewer District General Manager, or designee, shall coordinate with the Washington State Department of Health to provide testing of public water systems and supplies to insure water is potable.
3. Hartstene Pointe Water & Sewer District General Manager, or designee, shall coordinate with the Washington State Department of Ecology to provide testing of wastewater effluent discharge to the Puget Sound and notify all concerned parties of public/private beach closures if necessary.

WATER-SEWER DISTRICT INCIDENT

COMMANDER CONTACT LIST

Incident Commander (I.C.) Option 1	<ul style="list-style-type: none">• 1) David Carnahan (360)490-8137, (360)359-0884
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