

**HARTSTONE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584  
June 15, 2023 1:00 P.M.**

**AGENDA**

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the June 1, 2023 Regular Meeting (2-3)

**BUSINESS PART I:**

7. Invoicing Repair Work Performed on Pointes Drive West

**REPORTS:**

8. Commissioner Reports
9. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Voucher 2023-24
  - Bills to Be Reviewed:
    - Voucher 2023-23
10. General Manager's Report

**BUSINESS PART II:**

11. Annual GM Performance Evaluation (*executive session possible*)
12. Review Statements of Qualifications Submittals & Select Engineering Firm
13. Review Resolution 2010-08 & Policies Relating to Sewerage (4-5)
14. Approve Waste Action Project (WAP) Agreement (*executive session possible*)
15. Approve Funds According to WAP Agreement

**OLD BUSINESS**

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
June 1, 2023  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

**MINUTES**

**PRESENT:** President E. J. Anderson, Secretary S. Swart, General Manager (GM) J. Palmer, Project & Accounts Manager (PM) J. Sartori. Audit Commissioner A. Hospador absence planned.

**CALL TO ORDER:** The meeting was called to order at 2:15 pm

**SUBSCRIBER REMARKS:** No subscribers present

**CORRESPONDENCE:**

- PM noted receiving three submittals of Statements of Qualifications

**PRESENT AGENDA:** *Commissioner Swart moved to adopt the agenda. Commissioner Anderson seconded. Hearing 2 aye votes and 0 nay votes, the agenda was adopted as presented.*

**MINUTES:** The minutes of the May 18, 2023 regular meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner Anderson seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as presented.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner Swart referred to previous discussion regarding employee apparel and high visibility apparel
- Commissioner Swart inquired regarding the layout of billing statements using the online XPress Bill Pay (XBP) platform and requested PM to work with XBP to display better water consumption trending

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2023-22 in the amount of \$ 73,155.76 was presented. *Commissioner Swart moved to approve voucher 2023-22 in the amount of \$ 73,155.76. Commissioner Anderson seconded. Hearing 2 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:**

**Review Statements of Qualifications (SOQ) Submittals:** Commissioners received SOQs and will review before the next regular meeting

**Discuss Procedure for General Manager Review:** Commissioners discussed how they would like to conduct the GM's performance review and a timeline to follow

***Commissioner Anderson moved to adjourn the meeting. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 4:25 pm.***

Respectfully Submitted By:

\_\_\_\_\_  
*Signature*

Stacy Swart, Secretary, Commissioner #3  
*Name and Title*

Approved at the Regular Meeting of the Board on: **6-15-2023** \_\_\_\_\_

**HARTSTENE POINTE WATER-SEWER DISTRICT  
RESOLUTION 2010- 08**

**A RESOLUTION OF THE  
HARTSTENE POINTE WATER-SEWER DISTRICT BOARD OF  
COMMISSIONERS  
ESTABLISHING POLICY FOR DISTRICT SERVICE RESPONSIBILITIES**

**WHEREAS**, the Hartstene Pointe Water-Sewer District (“District” ) Board of Commissioners seeks to establish a policy that delineates the service responsibilities for maintenance and repair of its infrastructure; and

**WHEREAS**, the District needs a clear boundary for determining if the District or the rate payer is responsible for system maintenance; now

**THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Hartstene Pointe Water-Sewer District hereby adopts the following policy:

A. The District is responsible for the following:

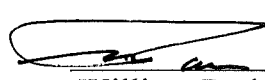
1. District owned wells, distribution system filters, tank, and water mains.
2. Distribution system pressure reducing valves.
3. Water meters and assemblies which include setters and meter boxes.
4. Water shut off valves nearest the water main.
5. District owned sewer pump stations and sewer mains.
6. Sewer service lines from the sewer main to the edge of the private property line.
7. The District wastewater treatment plant.

B. The District is not responsible for the following:


1. Water service line from the meter to the home or building to include the connection to the meter/meter setter.
2. Water service line from the home/building to the water shut off valve closest to the water main.
3. Pressure reducing valves or any other water control device on the customer’s side of the water meter or District shut off valve.
4. Fire hydrants.
5. Any water pump that the District has not accepted in writing.
6. Backflow prevention assemblies that serve non-District property.
7. Sewer service line from the property line to the home or building.
8. Any sewer pump, to include residential and commercial, that the District has not accepted in writing.
9. Force mains that serve a privately owned sewer pump station.
10. Grease traps

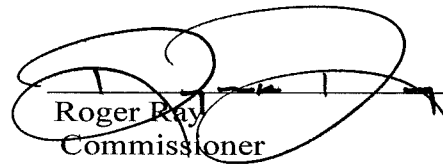
ADOPTED, by the Board of Commissioners of Hartstene Pointe Water-Sewer District, at a regular scheduled meeting on August 26, 2010.

HARTSTENE POINTE WATER-SEWER DISTRICT  
Mason County, Washington

  
\_\_\_\_\_  
William Parisio  
Chairperson

8/26/2010

  
\_\_\_\_\_  
Mary Alice Cary  
Secretary

  
\_\_\_\_\_  
Roger Ray  
Commissioner

08/26/10