

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
CONDUCTED VIA TELECONFERENCE
Per State of Emergency Declared in Washington State and Mason County
February 18, 2021 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the February 4, 2021 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2021-08
 - Bills to Be Reviewed:
 - Voucher 2021-07
9. General Manager's Report (4)

BUSINESS:

10. Discuss Adopting a Resolution to Implement and Enforce COVID-19 Guidelines (5)
11. Authorize Commissioner Anderson to Host a Joint Planning Meeting between GM and HPMA Representatives

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
February 4, 2021
Conducted Via Teleconference
Per State of Emergency Declared in Washington State and Mason County

MINUTES

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

CALL TO ORDER: The meeting was called to order at 1:02 pm.

SUBSCRIBER REMARKS: GM noted a letter received from a subscriber

CORRESPONDENCE: None.

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

MINUTES: The minutes of the January 21, 2021 regular meeting were presented. *Commissioner Swart moved to approve the minutes as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Update from Century West Engineering: S. Nelson, lead engineer for sewer update project, presented updated information to the commissioners.

Commissioner Reports:

- Commissioner Anderson noted that he and Commissioner Swart attended AWWA's Commissioner Workshop
- Commissioner Swart noted reviewing the open public meetings act, including current items that may change during the legislative session
- Commissioner Swart noted WASWD is investigating ways to budget for shortfalls
- Commissioner Swart inquired if the district follows UETA guidelines for electronic signatures
- Commissioner Swart noted that larger metropolises also worry about water infrastructure and lack sufficient funds

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2021-06, in the amount of \$8,772.54, was presented in full. *Commissioner Hospador moved to approve voucher 2021-04 in the amount of \$29,144.44. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented voucher 2021-05 for review
- Emergency Response Plan Update

- GM noted that the District is on track for the target completion date of the preliminary response plan

BUSINESS:

Approve Professional Service Agreement between HPWSD & Century West Engineering: *Commissioner Hospador moved to approve the Professional Service Agreement. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the agreement is approved.*

Approve Conversion of Water System Plan to Small Water System Management Plan: Commissioners and GM discussed converting the District's current Water System Plan to a Small Water System Management Plan. *Commissioner Swart moved to approve the GM to request conversion. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Review Impact of Puget Sound Nutrient General Permit Draft: Commissioners discussed the draft. GM will follow up with more details at the next meeting.

Commissioner Hospador moved to adjourn the meeting. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:45 pm.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

Approved at the Regular Meeting of the Board on: 2-18-2021

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
February 18, 2021

Water Treatment and Distribution:

Demand has been low, which is something we expect to see this time of year. Daily totals between 30,000 and 40,000 gallons.

Our second round of system flushing is taking place this week and next. The next round will take place in May 2021.

Wastewater Collection and Treatment:

So far February has been much drier than the month of January. However, the snow melt has impacted our flows over the past week and we do expect a poor fecal sample this week.

The weather forecast is predicting heavy rain beginning this weekend, which could again lead to the need for 24-hour monitoring and manual operation of the wastewater treatment plant.

Capital Improvements-2021:

Engineering Report: I am waiting on approved meeting minutes for the February 4th meeting, in order that I can submit the final documents to USDA, who will review the minutes prior to funding the engineering Report. If approved, the District could receive *up to* \$30,000.00 in grant funding for this report.

2021 CIP ON HOLD: We need to replenish our operating account for a few months before proceeding with the 2021 CIP. Our goal is to see a balance of at least \$100,000 before moving forward.

Emergency Planning Update:

I have worked on putting together a continuity of governance document along with post-event site inspection checklists for each of the Commissioners. Commissioners should expect to see preliminary drafts next week.

Submitted by David Carnahan, General Manager

Proposed Resolution Addressing the Implementation of Additional COVID-19 Spread-Prevention Policies for HPWSD

Pursuant to an OSHA regulation, effective 1/29/21, which was designed to support our general duty to maintain a 'safe workplace', the HPWSD Board of Commissioners is compelled to *develop and maintain* a "**COVID-19 PREVENTION PROGRAM**".

This Program *must* include the following:

- Assignment of a "Workplace Coordinator"
- Workplace Hazard Assessment
- Identification of measures to limit the spread of COVID-19
 - To include: Provision/use of face covering and PPE
 - Distancing
 - Separation of employees, or implementation of telework from remote location
 - Availability of handwashing stations and ability to clean and disinfect work spaces /items
- Adopt policies for employee absences that are not punitive
- Encourage employees to report symptoms

WASWD and WSRPM direct us to educate our employees about COVID transmission in order to improve workplace safety and reduce our liability as an employer. The addition of a directive to do so should be prudently included in the resolution.

**Best practice* includes the following of all guidelines, education of employees, the disciplining of employees for putting themselves/co-workers at risk, and development and enforcement of safety procedures.