

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
April 16, 2025 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the April 3, 2025 Regular Meeting (2-4)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2025-16
 - Bills to Be Reviewed:
 - Voucher 2025-15
9. General Manager's Report (5)

ITEMS REQUIRING BOARD ACTION:

10. Approve Well Valve Rebuilding Expense (6)
11. Designate & Confirm Signatory for Ecology & Century West Engineering Documents

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

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
April 3, 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 1:00 pm

SUBSCRIBER REMARKS: Two subscribers present

CORRESPONDENCE:

- A resident inquired about fluoride in treated water
- A resident inquired about noises from the generator at Well #4 facility
- A resident expressed concern over the hepatitis vaccination status of contractors
- A resident called to confirm section of the east bluff trail to be closed during the sewer project

Commissioner Birgh moved to cancel the 4/18/25 regular meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting is canceled.

Commissioner Birgh moved to schedule a special meeting on 4/17/25 at 1:00 pm at the District Office, 119 E LIBERTY RD, SHELTON, WA 98584, for the purpose of conducting regular business from the canceled 4/18/25 regular meeting.

PRESENT AGENDA: *Commissioner Birgh moved to adopt the agenda. Commissioner Anderson seconded.* PM requested to add an item to the beginning of ITEMS REQUIRING BOARD ACTION, "Amend Motion to Sign Office Lease." *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the March 20, 2025 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended with corrections.*

REPORTS:

Commissioner Reports:

- Commissioner Swart urged all operators to follow safety protocols at all times
- Commissioner Swart noted Ecology & CWSRF loan requirements regarding having a current *Asset Management Plan*

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2025-14 in the amount of \$7,606.98 was presented. *Commissioner Birgh moved to approve voucher 2025-14 in the amount of \$7,606.98. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

- Monthly Billing Report: PM presented the Monthly Billing Report for April 2025

General Manager's Report:

- GM presented his report on the current state of the District
- GM received positive feedback regarding the sewer project contractors professionalism
- Commissioners asked GM to correspond with HPMa regarding interest in the transfer of abandoned sewer line and requested requiring a response by 6/30/25
- GM shared correspondence with the project scheduler for the reservoir project; GM is waiting to hear back to finalize and will follow up if no response is received within a week
- GM noted he is waiting for *Pump Tech* to schedule booster pump service and will follow up if no response is received within a week
- Commissioners directed GM to keep and update a project reporting list. Commissioner Birgh provided an example project list for discussion. The project list will be kept up-to-date on the Commissioner Share Drive. Commissioners asked GM to update the list and delineate tasks by the next meeting.

ITEMS REQUIRING BOARD ACTION:

Amend Motion to Sign Office Lease: *Commissioner Swart moved to amend the previously passed motion from GM signing the lease to commissioners signing the HPMa-provided lease. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the previous motion is amended and commissioners will sign the provided lease.*

Approve Well Valve Rebuilding Expense: Commissioners asked GM to get additional information, specifically exploring the possibility of combining service with booster pump service

Discuss District Procedure/Notice for HPMa Permitting Process: Commissioners discussed and determined that regular maintenance does not need permitting. New & Modified facilities will need a permit. Commissioner Birgh referenced previously approved Board of Commissioner policy on the subject.

GM Appeal of Commissioner Preference for Reservoir Heater Cord: Commissioners agreed that temporary use of extension cords (less than 30 days) are acceptable, but encouraged GM to look for a permanent solution to water tower cabinet heating. GM will have an electrician evaluate adding an outlet in the cabinet. The currently buried extension cord should be removed immediately.

Discuss 10-year Strategic Plan Areas of Focus: Commissioners reviewed Lake Whatcom Strategic Plan as an example strategic plan. Commissioners discussed whether a consultant could be hired or if commissioners may need to develop. Commissioners will review again in several months.

ANY OTHER BUSINESS: Commissioner Swart shared a discussion with GM on adding additional water valves within the existing distribution network to improve water availability during repairs, along with the use of hydrant faucets.

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 5:15 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: **4-16-2025**

GM REPORT FOR BOC MEETING ON 4/16

- Wells from 3/30-4/12: 76K GPD avg, 63K min, 106K max
- WWTP flows: 97K avg, 83K min, 218K max
- Reservoir corrosion control report
- Heat pumps for well treatment rooms - see estimate
- Sewer work @ 552 - see pics
- Reservoir cleaning will be scheduled for the summer
- WIRP update from construction meeting



Cimco-GC
SYSTEMS

2310 INTER AVE PUYALLUP, WA 98372
800-525-9425

April 8th, 2025

Hartstene Pointe Water-Sewer District
772 E Chesapeake Dr
Shelton, Washington 98584

Attn: Mr. Jaron Sartori

Re: Proposal for 2025 Cla-Val Maintenance Rebuild

Dear Mr. Sartori:

According to your request, you have two Cla-Val control valves (4" 631G-01, 2" 131G-01 and 6" 50-01MOD) that need to be rebuilt. The cost for these rebuilds will be **\$7,176.00**. This cost includes requirements and filing for prevailing wage.

The rebuild consists of a full disassemble and cleaning of the main valve and pilot controls, the replacement of all rubber parts, the assembly, testing operation and putting the valve back in service while on-site. If any metal or plastic parts in the valves or pilot controls require replacement (seat, stem, ball valves, strainers, tubing or fittings etc.) they will be billed over and above this quoted price.

If required, the district shall supply all equipment, additional personnel, and complete any documentation required to meet OSHA regulations for confined space entry as well as supplying any traffic revisions which may be necessary for work in the public right-of-way.

Let me know if you have any questions or if you just want to schedule this service. Thank you, Jaron.

Regards,

Beau Swet

Service Manager
Cimco-GC Systems LLC