

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
July 3, 2025 9:00 A.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the June 19, 2025 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2025-28
 - Bills to Be Reviewed:
 - Voucher 2025-27
9. General Manager's Report (4)
 - Discuss Status of Remaining Three (3) Bluff Lots Warranting Redirection of Service Lines

ITEMS REQUIRING BOARD ACTION:

10. Discuss Status of ADA Ramp Project
11. Perform GM Quarterly Review (*executive session possible*)

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
June 19, 2025
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: President S. Swart, Audit Commissioner S. Birgh, General Manager (GM) J. Palmer, Project & Accounts Manager (PM) J. Sartori; Secretary C. Anderson absence excused

CALL TO ORDER: The meeting was called to order at 9:00 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE:

- Commissioner Birgh received correspondence from a resident concerned about the extent of the sewer project
- Commissioners Swart received correspondence regarding a report of water flowing along the road leading to the reservoir, which was followed up and determined to be ground water

PRESENT AGENDA: *Commissioner Birgh moved to adopt the agenda. Commissioner Swart seconded.* PM requested to add Voucher 20256-26 for approval as part of the Financial/Administrative Report. *Hearing 2 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the June 5, 2025 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Swart seconded.* Commissioner Swart noted a minor correction. *Hearing 2 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner Birgh took measurement for the exterior ramp project and will share more about next steps at a future meeting

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2025-25 in the amount of \$2,964,147.48 was presented. *Commissioner Birgh moved to approve voucher 2025-25 in the amount of \$2,964,147.48. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher 2025-26 in the amount of \$42,304.78 was presented. *Commissioner Birgh moved to approve voucher 2025-26 in the amount of \$42,304.78. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2025-24 for review
- Monthly Billing Report:
 - PM presented the monthly billing report for June 2025
- Monthly Financial Report:
 - PM presented the monthly financial report for May 2025

General Manager’s Report:

- GM presented his report on the current state of the District
- GM discussed his plan with the commissioners to conduct employee performance reviews
- GM will contact HPMA’s General Manager regarding the two last missing signatures on the office lease
- Commissioner Swart requested GM to refer to minutes drafts when generating GM reports
- Commissioners directed GM to provide an update on the status of the Association Reserve Study; PM informed that the deposit payment was sent with the signed contract on 5/21/25 and that, per the contract, work would begin once the deposit payment was received; GM was directed to schedule the work to begin
- Commissioners requested an update on the various electrical projects needed to be assessed; GM informed that an electrician visited sites and will provide quotes for the various projects
- Commissioners requested an updated on the usability of the portable generator; GM informed that parts are on order

ITEMS REQUIRING BOARD ACTION:

Schedule GM Quarterly Performance Review for Next Regular Meeting: Commissioners discussed the intent to perform the quarterly review, which is scheduled for the next meeting.

Select Color for PDE Power Pedestals: Commissioners and staff already selected color #6003 from the chart provided by Century West Engineering (CWE) and have already informed CWE of the decision.

Commissioner Birgh moved to adjourn the meeting. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 11:02 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: 7-3-2025

GM REPORT FOR BOC MEETING ON 6/19

- Wells from 6/15-6/28: 46K GPD avg, 32K min, 60K max
- WWTP flows: 39K avg, 18K min, 52K max
- The wwtp min flow was due to the work that was performed in SBR #1. It had to be drained, then it took a couple of days to fill back up, so it didn't decant during that time.
- The repairs were made to SBR #1 decant assembly with the assistance of ERWOW - it has been working great since.
- The booster pumps have been running, but we keep getting alarms about excessive runtimes and starts - Jaron is contacting PumpTech to troubleshoot.
- I am still waiting on estimates from the electrician for various projects.
- Association Reserves has assigned a Project Manager to us, and he is supposed to contact me this week for scheduling.
- There have been continued reports of people still using the bluff trail. There are signs posted that it's closed, and we have put out notices and so has HPMA, but people are choosing to ignore them.
- I asked Derek about the lease again. He informed me that there were 2 BOD members who still needed to sign. He was hoping to get them to sign at the Annual meeting on 6/28. I've emailed him for an update.
- There are also people walking through the actual work zone and looking down into the open trenches, and vehicles driving too fast in a work zone. HPMA has fined at least one person for reckless driving. Our attorney has let us know that we have posted notices in several locations, newsletters and emails, thus we are not liable for any injuries to people choosing to ignore notices. However, the vehicles are a concern for any workers out there, as it is endangering them.