

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584  
August 7, 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 July 19, 2025 Special Meeting (2-3)
7. Minutes of the July 24, 2025 Special Meeting (4)
8. Minutes of the August 1, 2025 Special Meeting (5)

**REPORTS:**

9. Commissioner Reports
10. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Voucher 2025-32
  - Bills to Be Reviewed:
    - Voucher 2025-31
  - Monthly Billing Report: August 2025 (6)
11. General Manager's Report (7)

**ITEMS REQUIRING BOARD ACTION:**

12. Discuss E-One Tank Lid
13. Report on Ecology Commitment to Board-Approved Bluff Sewer Main Abandonment Alternative
14. Review Water Board Bible, Chapter 1
15. Status of Apprenticeship Determination

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

**HARTSTENE POINTE WATER-SEWER DISTRICT  
SPECIAL MEETING of the BOARD OF COMMISSIONERS  
July 19, 2025  
474 E CHESAPEAKE DR SHELTON WA 98584**

**MINUTES**

**PRESENT:** President S. Swart, Secretary C. Anderson, Audit Commissioner S. Birgh

**CALL TO ORDER:** The meeting was called to order at 1:45 pm

**SUBSCRIBER REMARKS:** No subscribers present

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

**ITEMS REQUIRING BOARD ACTION:**

**Conduct Quarterly Review of the General Manager (GM):** *Commissioner Swart called for an executive session for the purpose of conducting a Personnel Performance Review of GM, per RCW 42.30.110 section 1(g) at 1:50 pm for one hour. The meeting will resume at 2:50 pm.* Commissioners will review the August 2024 GM Employment Agreement and objectives that had been set. The benefits package will be reviewed. Commissioners will discuss GM's strengths and identify areas for improvement.

*The meeting resumed at 2:50 pm. Commissioner Swart called to extend the executive session at 2:50 pm for one hour.*

*The meeting resumed at 3:50 pm. Commissioner Swart called to extend the executive session at 3:50 pm for 20 minutes.*

*The meeting resumed at 4:15 pm.*

*Commissioner Swart called for a recess until 7/21/25 at 10:15 am.*

*The meeting resumed on 7/21/25 at 10:25 am.*

*Commissioner Swart called for an executive session for the purpose of continuing to conduct a Personnel Performance Review of GM, per RCW 42.30.110 section 1(g) at 10:25 am for one hour. The meeting will resume at 11:25 am.*

*The meeting resumed at 11:25 am. Commissioner Swart called to extend the executive session at 11:25 am for 50 minutes.*

*The meeting resumed at 12:15 pm.*

During the executive session, the board of commissioners established new objectives for GM and will document for presentation to GM.

*Commissioner Swart called for a special meeting for the purpose of presenting documented objectives for GM on 7/24/25 at 4:00 pm at the District Office, 119 E Liberty RD, Shelton, WA, 98584.*

*Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 5:30 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: 8-7-2025

**HARTSTENE POINTE WATER-SEWER DISTRICT  
SPECIAL MEETING of the BOARD OF COMMISSIONERS  
July 24, 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

**CALL TO ORDER:** The meeting was called to order at 4:06 pm

**SUBSCRIBER REMARKS:** No subscribers present

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

**ITEMS REQUIRING BOARD ACTION:**

**Conduct Quarterly Review of the General Manager:** Commissioners presented a written performance evaluation to GM. The evaluation was discussed and signed.

*Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 5:30 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: 8-7-2025

**HARTSTENE POINTE WATER-SEWER DISTRICT  
SPECIAL MEETING of the BOARD OF COMMISSIONERS  
August 1, 2025  
119 E CHESAPEAKE 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.M. Sartori, District Water & Wastewater Operator J.G. Sartori

**CALL TO ORDER:** The meeting was called to order at 11:15 am

**SUBSCRIBER REMARKS:** No subscribers present

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

**ITEMS REQUIRING BOARD ACTION:**

**Discussion of the Requested Hiring of a New Operator:** Commissioners and GM discussed details for advertising an open position hiring for an operator. A preliminary document was presented and reviewed. Commissioners directed GM to advertise the position once editing is completed.

**Discuss Alternative Bluff Main Abandonment Plan:** *Commissioner Anderson moved to approve as an alternative to the east bluff abandonment strategy the extension of the bluff sewer laterals at the same cost as abandoning by slurry fill if HPMA agrees to own the sewer line and with approval of Ecology for this repurposing of funds. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.* Commissioner Swart will follow up on Ecology's position on the proposal.

*Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 1:05 pm.*

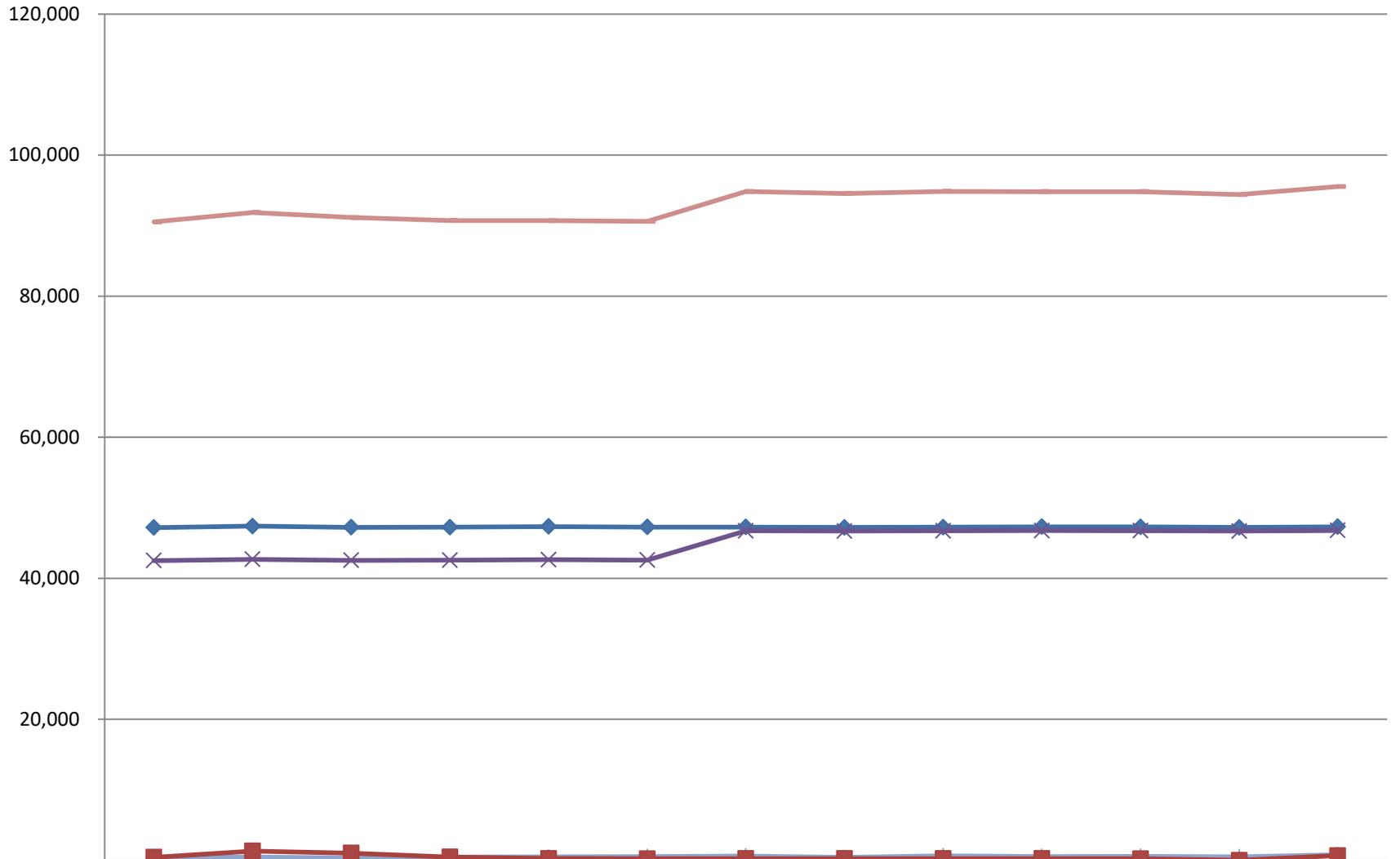
Meeting Minutes Drafted By: PM  
Respectfully Submitted By:

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

Carl Anderson, Secretary, Commissioner #1  
*Name and Title*

Approved at the Regular Meeting of the Board on: 8-7-2025

## Regular Utility Billing



	Jul 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025
◆ Water Service	47,176	47,385	47,217	47,241	47,324	47,254	47,249	47,206	47,242	47,283	47,273	47,206	47,296
✕ Sewer Service	42,503	42,691	42,540	42,561	42,636	42,573	46,719	46,680	46,715	46,756	46,746	46,680	46,769
+ Late/Misc. Fees	416	474	366	461	488	550	620	420	646	536	579	507	801
■ Consumption	425	1,315	1,025	460	265	220	250	250	250	240	220	-	670
— Total Charges	90,519	91,865	91,149	90,723	90,713	90,597	94,839	94,556	94,853	94,816	94,817	94,393	95,536

## **GM REPORT FOR BOC MEETING ON 8/7**

- As of 8/4, Derek is still waiting for the needed signatures on the lease agreement. He sent a reminder to those individuals.
- LS 8: we attempted to get the new pump (#2) wired in, but the power cord is too thick to fit through the conduit. We have an electrician looking into it further.
- Midco Diving sent the report from the reservoir work. I have sent it out to the BOC to review, in order to prepare any questions about it for the BOC meeting

### **PROJECT LIST**

- Booster pumps have been operational and working w/o problems - moved to Completed
- New outlet was installed @ reservoir - moved to Completed
- Reservoir work was done on 7/21 - moved to Completed
- For the wwtp eff pumps, we have been working with Loren w/ERWOW to find rebuild kits for them. The first vendor was slow in his replies, and trying to push a different pump type on us, so now we are reaching out to other vendors (we have reached out to 3 so far). If a rebuild kit is not available, we will need to purchase a new one.
- Ecology has a grant program that will reimburse us for the cost of replacing our 2 jet pumps at the wwtp, but we still need to go out to bid for the initial purchase.
- The diagram for ADA parking at the District office was sent to Rognlin's, who sent it to Lakeside Industries for pricing.