

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
September 4, 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 August 21, 2025 Regular Meeting (2-4)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2025-38
 - Bills to Be Reviewed:
 - Voucher 2025-37
 - Monthly Billing Reports: August & September 2025 (5-8)
9. General Manager's Report (9)

ITEMS REQUIRING BOARD ACTION:

10. Review Water Board Bible, Chapter Two (2)
11. Report on Ecology Commitment to Board-Approved Bluff Sewer Main Abandonment Alternative
12. Correspondence from Resident

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
August 21, 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 9:02 am

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No correspondence

PRESENT AGENDA: *Commissioner Birgh moved to adopt the agenda. Commissioner Anderson seconded.* Commissioner Anderson requested to add “Review & Discuss Draft Hiring Policy” to the agenda. Commissioner Swart requested to strike #14 from the agenda. PM requested to update vouchers being presented. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the July 17, 2025 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

The minutes of the August 7, 2025 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner Swart inquired as to the amount of water required for backwash cycles at the well facilities
- Commissioner Swart reviewed proposed U.S. House of Representatives Bill 4733 that explores funding and administrative support for low income water assistance
- Commissioner Swart encouraged GM to attend EFCN training on 8/27/25
- Commissioner Swart shared a conversation she had with the apprentice
- Commissioner Swart shared concerns from a ratepayer regarding the road conditions before and after the sewer project

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2025-35 in the amount of \$52,038.46 was presented. *Commissioner Anderson moved to approve voucher 2025-35 in the amount of \$52,038.46. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

- Voucher 2025-36 in the amount of \$2,127,468.77 was presented. *Commissioner Swart moved to approve voucher 2025-36 in the amount of \$2,127,468.77. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2025-34 for review
- Monthly Financial Report:
 - PM presented the annotated Monthly Financial Report for July 2025

General Manager’s Report:

- GM presented his report on the current state of the District operations
- GM shared and discussed the current status following Midco Diving’s 7/21/25 inspection of and repairs to the reservoir; GM will follow up on uncompleted cleaning
- GM to obtain two more bids for ADA ramp to supplement the bid reported by Commissioner Birgh; the HPMa permit for the project expires 2/12/26
- GM shared status of wastewater pump repairs and that several pumps were sent out for rebuild on 8/19/25
- GM & Commissioners discussed the project list and GM will add additional reservoir repairs to the list
- GM shared the status of the Asset Management; GM will work on/delegate populating assets list and schedule Association Reserves site visit
- GM shared a quote for repairing/replacing exterior lighting at WWTP; GM will obtain an additional quote
- Commissioner Anderson requested timely communication from GM to engineers and WIRP contractors following every Board of Commissioner meeting, as warranted

ITEMS REQUIRING BOARD ACTION:

Discuss & Approve E-One Tank with Modified Lid: *Commissioner Birgh made a motion to accept the proposed E-One Tank solution with modified lid with a five-year warranty, requesting that Rog-n-lin’s guarantee a ten-year workmanship warranty on the lids and with signed approval by Century West Engineering. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.*

Report on Ecology Commitment to Board-Approved Bluff Sewer Main Abandonment Alternative: Tabled until feedback from Ecology is received.

Discuss Apparent Need to Seek Priority Response & Repair Status for Communications Outages at Wells & Wastewater Treatment Plant: GM or a staff member will follow up with Century Link regarding the aged modem at WWTP and inquire about replacing with a possibly more reliable unit. GM will add this to the project list.

Discuss & Adopt Hiring Policy: Commissioner Anderson presented a draft Hiring Policy. *Commissioner Birgh moved to adopt the proposed Hiring Policy. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the policy is adopted.*

Review Water Board Bible, Chapter Two (2): Commissioners tabled this item due to time.

Commissioner Birgh moved to adjourn the meeting. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 12:25 pm.

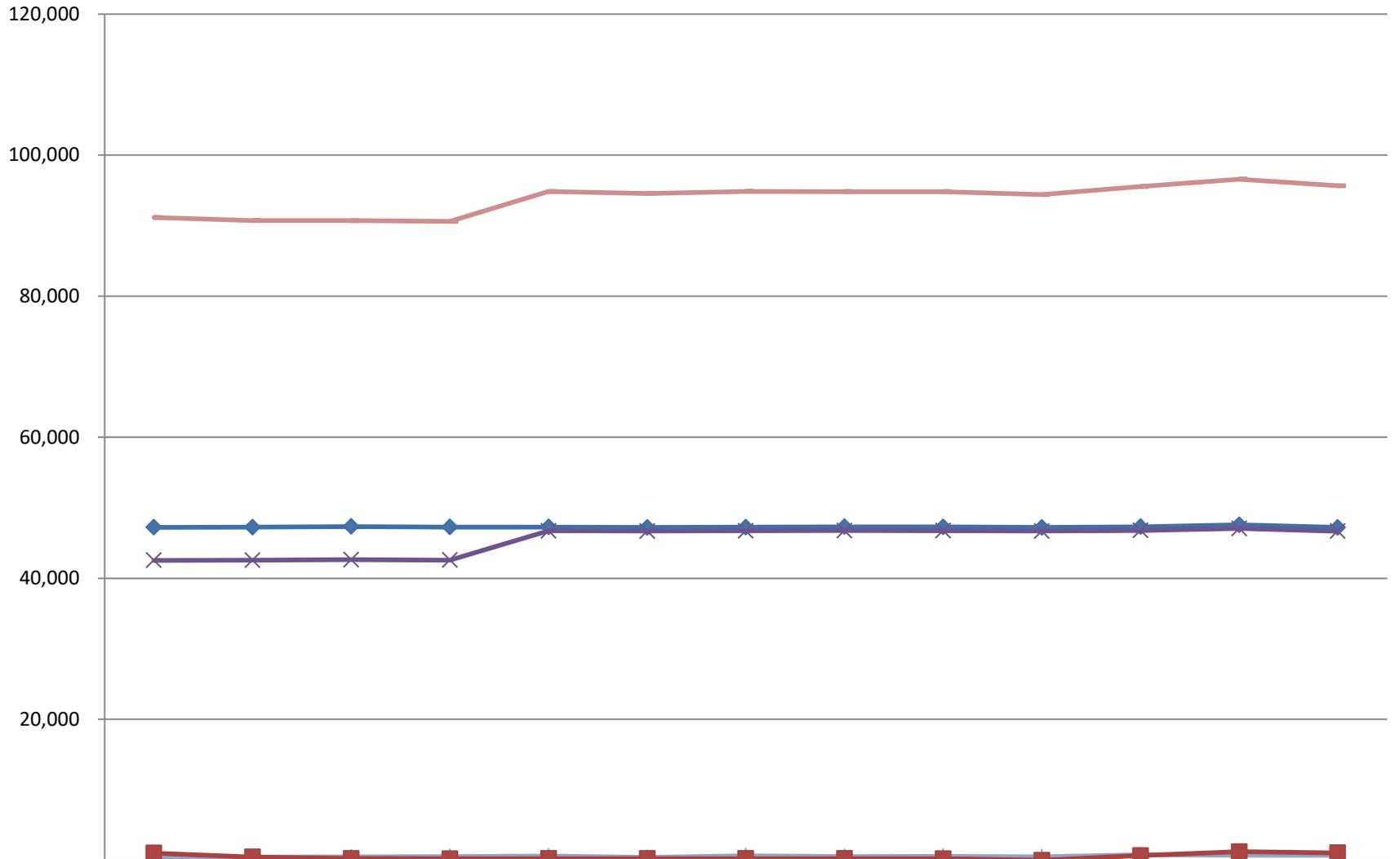
Meeting Minutes Drafted By: PM
Respectfully Submitted By:

Signature

Carl Anderson, Secretary, Commissioner #1
Name and Title

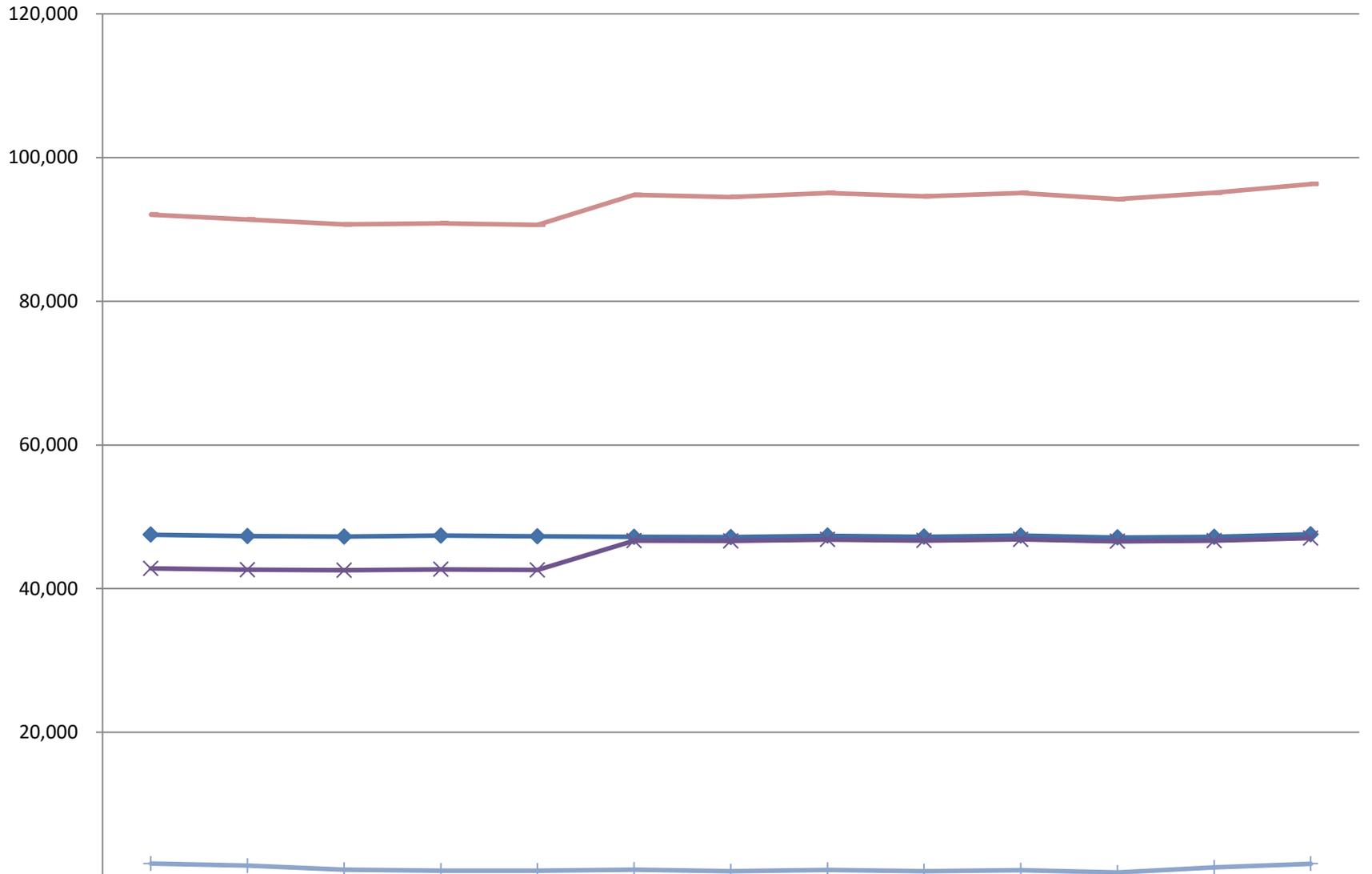
Approved at the Regular Meeting of the Board on: **9-4-2025**

Regular Utility Billing



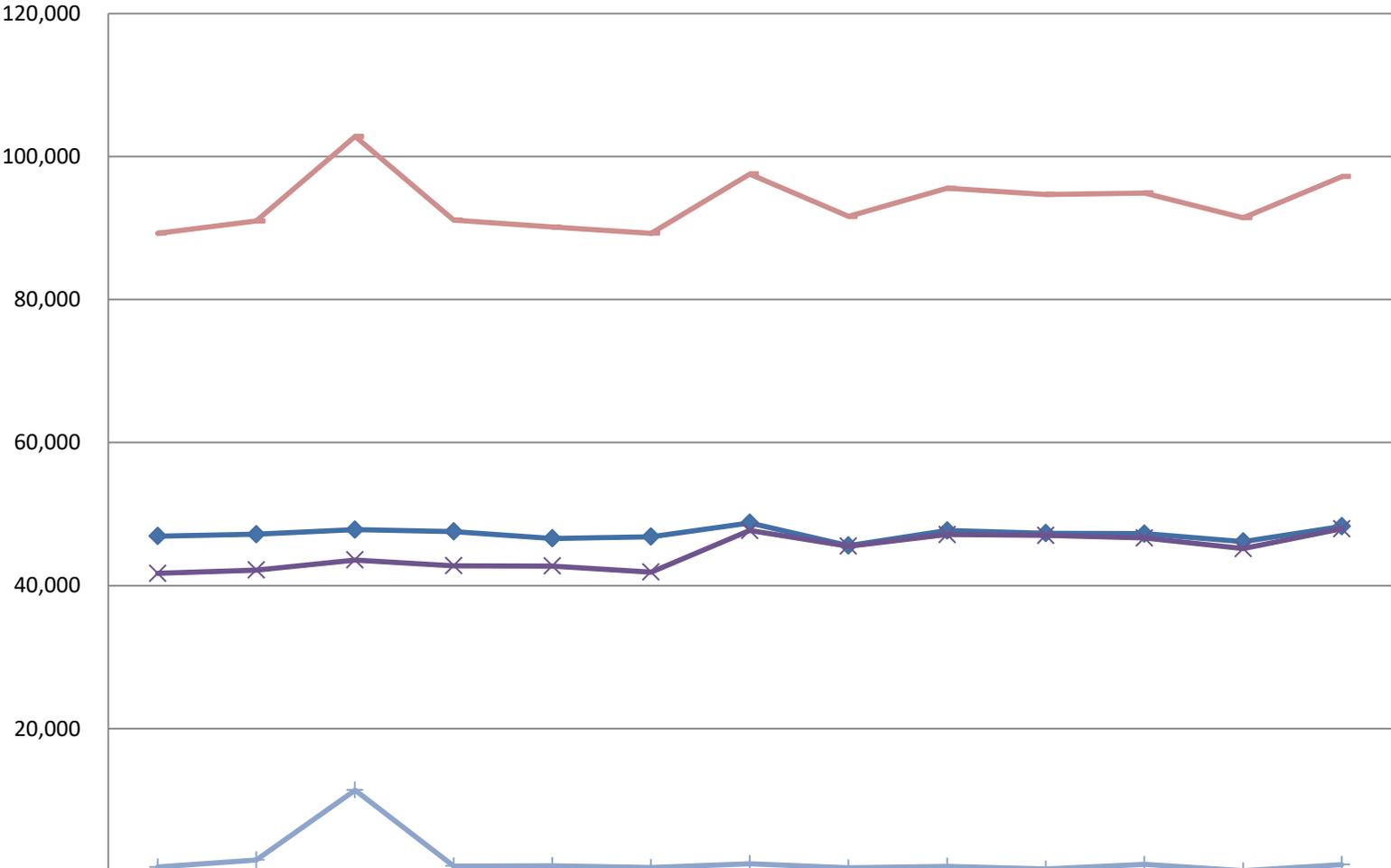
	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025
◆ Water Service	47,217	47,241	47,324	47,254	47,249	47,206	47,242	47,283	47,273	47,206	47,296	47,575	47,191
✕ Sewer Service	42,540	42,561	42,636	42,573	46,719	46,680	46,715	46,756	46,746	46,680	46,769	47,049	46,669
+ Late/Misc. Fees	366	461	488	550	620	420	646	536	579	507	801	723	720
■ Consumption	1,025	460	265	220	250	250	250	240	220	-	670	1,230	1,060
— Total Charges	91,149	90,723	90,713	90,597	94,839	94,556	94,853	94,816	94,817	94,393	95,536	96,576	95,641

All Utility Billing Activity



	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	July 2025	Aug 2025
◆ Water Service	47,514	47,310	47,234	47,387	47,273	47,206	47,170	47,364	47,217	47,386	47,113	47,206	47,559
✕ Sewer Service	42,807	42,624	42,555	42,693	42,590	46,680	46,645	46,836	46,691	46,858	46,588	46,680	47,033
+ Late/Misc. Fees	1,736	1,451	899	761	762	911	675	866	677	820	492	1,202	1,718
— Total Charges	92,057	91,385	90,688	90,842	90,626	94,797	94,490	95,066	94,584	95,063	94,193	95,088	96,310

Utility Receipts



	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 Charges	46,917	47,172	47,822	47,554	46,590	46,824	48,759	45,590	47,700	47,310	47,255	46,144	48,276
✕ Sewer Service Charges	41,708	42,169	43,577	42,762	42,725	41,877	47,698	45,497	47,126	47,024	46,646	45,174	47,944
+ Late/Misc. Fees	640	1,626	11,393	781	825	566	1,102	526	731	366	993	123	978
— Total Receipts	89,264	90,967	102,792	91,097	90,139	89,268	97,559	91,613	95,557	94,700	94,894	91,440	97,197

UTILITIES TRIAL BALANCE

Hartstene Pointe WSD

Time: 10:34:41 Date: 09/03/2025

08/01/2025 To: 08/31/2025

Page: 1

Utility		Previous	Receipts	Billing	Ending
Water	Basic	-144.47	46,997.36	47,559.19	417.36
	Usage:	-49.05	1,090.00	1,010.00	-129.05
	Surcharge:	10.00	0.00	0.00	10.00
	Other:	-20.00	72.50	72.50	-20.00
	Tax:	0.00	0.00	0.00	0.00
	Late Fees:	739.10	238.76	369.35	869.69
	Interest:	0.00	0.00	0.00	0.00
		535.58	48,398.62	49,011.04	1,148.00
Sewer	Basic	444.24	46,810.25	47,033.25	667.24
	Usage:	0.00	0.00	0.00	0.00
	Surcharge:	0.00	0.00	0.00	0.00
	Other:	0.00	12.50	12.50	0.00
	Tax:	0.00	0.00	0.00	0.00
	Late Fees:	579.37	128.57	253.58	704.38
	Interest:	0.00	0.00	0.00	0.00
		1,023.61	46,951.32	47,299.33	1,371.62
Totals:		1,559.19	95,349.94	96,310.37	2,519.62

GM REPORT FOR BOC MEETING ON 9/4

- On 9/1, a water leak was reported at 347 PDE; repairs were made to the 1" poly line on 9/2.
- On 8/27, Roglin's asked me to come look at a damaged culvert they had exposed while potholing with their vac truck on PDE. While there was no way to determine how the damage originally happened, it was evident that it was not caused by Roglin's. The only equipment in use at the time was a vac truck, in order to pothole for existing utilities prior to digging.
- 4 applications have been received so far for the job posting, with only 1 being a certified operator (WDM 2 and CCCS). The job posting on DOH has been up for almost 2 weeks, which was their required length of time; it was posted on WASWD over 3 weeks ago.

PROJECT LIST

- Now that Labor Day is over and the pool is closed (mostly), I've asked Roglin's about scheduling the work on the pipe replacement.
- I've spoken with Midco re: the reservoir cleaning. They have offered to come back out to clean it if we just pay for labor at a rate of \$822 an hour. On 9/2, I sent them an email to explain why we are rejecting this. Hopefully, by 9/4 I will have heard back.
- The effluent pump in the shop is being rebuilt, but 3 other pumps that were taken in are no good and need to be replaced. I am waiting on quotes.
- Matt gave us a proposal for the required air gap at the wwtp. I have sent him some questions on it and am waiting to hear back; ERWOW here on 9/3 to help locate where the water line enters the wwtp.
- Jaron has been working on the Asset Management list, and has been able to get a lot added to it; Adam at Association Reserves emailed me on 9/2 to ask about my schedule in the next few weeks.