

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
October 16, 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 October 2, 2025 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2025-45
 - Bills to Be Reviewed:
 - Voucher 2025-44
9. General Manager's Report (4)

ITEMS REQUIRING BOARD ACTION:

10. Report on Ecology Commitment to Board-Approved Bluff Sewer Main Abandonment Alternative
11. Review New Customer Packet & Related Policies

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
October 2, 2025
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

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

CALL TO ORDER: The meeting was called to order at 9:03 am

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No correspondence

PRESENT AGENDA: *Commissioner Anderson moved to adopt the agenda. Commissioner Swart seconded.* PM requested to add “Discuss potential special meeting on October 27.” *Hearing 2 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the September 18, 2025 regular meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner Anderson seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner Anderson had questions regarding culvert repairs and will follow up with GM
- Commissioner Anderson mentioned a *Facebook* post regarding the District
- Commissioner Swart reviewed outcome of walking inspection of construction zone roads completed by an engineer from Century West, the contractor and GM on 10/1/25

Review Water Board Bible Chapter Three (3): Tabled until all commissioners are present

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2025-42 in the amount of \$12,573.30 was presented. *Commissioner Anderson moved to approve voucher 2025-42 in the amount of \$12,573.30. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher 2025-43 in the amount of \$1,299,467.17 was presented. *Commissioner Anderson moved to approve voucher 2025-43 in the amount of \$1,299,467.17. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2025-41 for review

General Manager’s Report:

- GM presented his report on the current state of the District operations
- GM shared that the new employee will start 10/13 and the last day for the apprentice is 10/31

- GM provided an update regarding the reservoir project and *Midco* will schedule remaining reservoir work
- Matt M. will generate a list of needs and wants for lift stations for submission to WA State Dept. of Ecology
- *Association Reserves* conducted a site visit on 9/30/25
- Discussed paving restoration plan associated with WIRP
- GM received two quotes for jet pumps needed in the sequence batch reactors and is seeking a third

ITEMS REQUIRING BOARD ACTION:

Report on Ecology Commitment to Board-Approved Bluff Sewer Main Abandonment Alternative: Matt M. received verbal acceptance

Review New Service Application Packet & Related Policies: Tabled for further preparation

Discuss Plans for Post-WIRP Ground Restoration: Reviewed plans to grade walking & driving paths, re-seeding of bare areas in primarily grass areas can be restored as needed

Discuss Paving Plan for District Office: Operator will grade and add rock for best compaction and plans to have site prepared in advance of Pointes Drive East paving

Discuss Need for Grinder Pump Policy & Winterizing: Winterizing found to be unnecessary, but commissioners will consider development of a resolution to address District responsibilities for grinder pumps

Schedule Special Meeting: Commissioner to coordinate and schedule a special meeting for the purpose of approving a voucher due to PM scheduled absence from 10/16 regular meeting

Commissioner Anderson moved to adjourn the meeting. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 11:40 am.

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: 10-16-2025

GM REPORT FOR BOC MEETING ON 10/16

- The new hire, Kelly Brown, will be starting on Oct 13, and Ethan will be here until Oct 31.
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PROJECT LIST

- Well 2 work is waiting on Rognlin's to schedule.
- We are also waiting on a schedule from Midco Diving for the reservoir work. They are based out of South Dakota, so the work gets scheduled based upon when they have a crew again in this area.
- Matt is working on a list for our lift stations on needs/wants.
- Association Reserves is scheduled to be on-site on 9/30. I will provide details from that visit during the BOC meeting.