

**HARTSTENE POINTE WATER-SEWER DISTRICT**  
**SPECIAL MEETING of the BOARD OF COMMISSIONERS**  
**April 16, 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:** One subscriber present

**CORRESPONDENCE:**

- GM received an email from a resident on the east bluff inquiring about the expected impact of the sewer project on the common area immediately east of their lot

**PRESENT AGENDA:** *Commissioner Birgh moved to adopt the agenda. Commissioner Anderson seconded.* Commissioner Birgh requested to add “#12, Review Asset Management Proposal.” *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:**

The minutes of the April 3, 2025 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Anderson seconded.* Commissioners noted a couple corrections needed. *Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended with corrections.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner Swart noted that she will be out of town June 1-7, 2025
- Commissioner Swart noted that the commissioner election filing deadline is May 9, 2025
- Commissioner Swart reported that the office lease with HPMa has not yet been signed by HPMa board members, per HPMa’s GM

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2025-16 in the amount of \$54,262.18 was presented. *Commissioner Birgh moved to approve voucher 2025-16 in the amount of \$54,262.18. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - PM presented Voucher 2025-15 for review

**General Manager’s Report:**

- GM reported that the voltage regulator (rectifier) for the reservoir needs replacement. The estimated budgetary cost is \$5,000. GM will proceed getting quotes for this work. GM will have staff install a new fuse.

- GM shared a quote that heat pumps for the well treatment rooms are estimated to cost \$21,000. GM will find alternative solutions to the humidity issues in treatment buildings.
- Reservoir cleaning will be scheduled for this summer, but the contractor has not opened up their calendar for scheduling this far out.
- GM reported on the project list that is on the *Commissioner Working Drive*. Commissioners directed GM to complete dates and tasks on the list.

**ITEMS REQUIRING BOARD ACTION:**

**Approve Well Valve Rebuilding Expense:** GM discussed why valves at the wells need to be rebuilt and shared quote. *Commissioner Birgh moved to authorize \$7,176 for the control valve rebuilds, per the quote submitted by Cimco-GC Systems. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the expenditure is approved.*

**Designate & Confirm Signatory for Ecology & Century West Engineering Documents:** *Commissioner Birgh moved to designate GM as the signatory for Wastewater Infrastructure Rehabilitation Project documents for WA Dept. of Ecology and Century West Engineering, provided that updates are provided at meetings of the Board of Commissioners and keeping in line with the GM spending limit. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

**Review Asset Management Proposal:** Commissioner Birgh shared a proposal from a vendor for developing an Asset Management Plan (AMP). Commissioners discussed the benefits of having a robust plan generated and put in place. Commissioner Birgh will inquire regarding a timeline for deliverable in August and request their remote participation in a regular meeting in May.

**ANY OTHER BUSINESS:** None.

*Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 5:20 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: 5-1-2025