

**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 am

**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 2025-26 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 measurements 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 needing to be assessed; GM informed that an electrician visited sites and will provide quotes for the various projects
- Commissioners requested an update 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 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: 7-3-2025