

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
July 3, 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 9:20 am

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE:

- Commissioner Swart received correspondence from a resident regarding a trail closure due to the sewer project
- Commissioner Swart received a question from a resident about the direction of pipe in an open trench close to their residence
- Commissioner Swart received correspondence HPMAs *Permit Review Committee* regarding the excavation around the east bluff

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.*

MINUTES:

The minutes of the June 19, 2025 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Anderson seconded.* Commissioner Swart noted a minor correction. *Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended.*

REPORTS:

Commissioner Reports:

- Commissioner Anderson shared promotional material from *LOTT Clean Water Alliance* about reducing grease disposal in household plumbing
- Commissioner Swart requested that logo submissions for consideration be in digitized form
- Commissioner Swart encouraged attending a grant writing training on 7/7/25 through Ecology
- Commissioner Swart encouraged District purchase of construction-related signs for current and future use

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2025-28 in the amount of \$22,407.23 was presented. *Commissioner Anderson moved to approve voucher 2025-28 in the amount of \$22,407.23. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2025-27 for review

General Manager's Report:

- GM presented his report on the current state of the District
- GM provided updates regarding repairs to the SBR #1 decant assembly
- GM conveyed that booster pumps have been running, but due to excessive run times and alarms, the District operator is following up with PumpTech to troubleshoot the issues
- GM contacted an electrician who, following a site visit, will provide quotes on multiple projects
- GM noted that *Association Reserves* assigned a project manager for the reserve study, who will contact him this week for scheduling
- GM received reports of people ignoring notices and signs that the bluff trail is closed
- GM reached out to HPMA's GM regarding the status of getting the lease signed, who is hoping that the remaining signatures will be obtained at HPMA's annual meeting on 6/28/25
- GM received reports that people are walking through sewer project work zones and around open trenches and that there has been reckless driving in the area, resulting in at least one fine
- Commissioners directed the GM to initiate a performance review of the apprentice and to report the results by the next meeting

ITEMS REQUIRING BOARD ACTION:

Discuss Status of ADA Ramp Project: Commissioner Birgh shared quotes for ramps and his drawn plans for installation; he will procure more quotes; GM will discuss asphaltting component with *Rognlin's Construction*

Advance Notice to Residences Regarding Construction and CIPP Schedules: Commissioners discussed notices to be sent

Commissioner Swart called for a five-minute recess at 11:22 am. The meeting will resume at 11:27 pm.

The recess was extended an additional ten minutes. The meeting resumed at 11:37 am.

Perform GM Quarterly Review: *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 11:40 am for 20 minutes.* Commissioners will review goals in current employment agreement and progress documented in the project list.

The regular meeting resumed at 12:00 noon. Commissioner Swart called to extend the executive session at 12:00 noon for 30 minutes.

The regular meeting resumed at 12:30 pm.

Commissioners did not complete their review in the available time and plan to continue at either a special meeting or the next regular meeting.

Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 12:35 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: 7-17-2025