

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
July 17, 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 9:07 am

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE:

- Commissioner Swart received communication from HPMAs Permit Review Committee

PRESENT AGENDA: *Commissioner Birgh moved to adopt the agenda. Commissioner Swart seconded.* Commissioner Birgh requested to remove “& approved” from item #10. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

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

REPORTS:

Commissioner Reports:

- Commissioner Anderson noted a comment made at a meeting of the HPMAs Board of Directors regarding the bluff infrastructure decision
- Commissioner Birgh filled out and presented an HPMAs permit form for GM to submit
- Commissioner Swart recommended upcoming Drinking Water State Revolving Fund webinars

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2025-30 in the amount of \$35,114.39 was presented. *Commissioner Anderson moved to approve voucher 2025-30 in the amount of \$35,114.39. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2025-29 for review
- Monthly Financial Report: PM presented the monthly financial report for June 2025
- Monthly Financial Report: PM presented the monthly billing report for July 2025

ITEMS REQUIRING BOARD ACTION (PART I):

- Matt M. from Century West Engineering joined the meeting to discuss sewer project status and issues concerning grinder pump lids, Lift Station #8 rehabilitation, bluff sewer main dispositions and grinder pump boring strategies

General Manager's Report:

- GM presented his report on the current state of the District operations, including WWTP SCADA and DOH PFAs sampling to be conducted
- GM discussed performance issues at Lift Station #8
- GM informed that his employee evaluations are completed
- GM informed that he conducted a six-month performance review of the apprentice; commissioners requested specific updates; the apprentice's status will continue to be monitored by commissioners via the GM
- GM noted that he will be out of town on 7/18-7/20 and the District's operator is scheduled to be on-call
- GM noted that Associations Reserves is scheduled to meet on 8/1/25 to begin the reserve study
- GM noted that reservoir inspection & repairs are scheduled on 7/21/25

ITEMS REQUIRING BOARD ACTION (Part II):

Discuss E-One Tank with Modified Lid: It was determined that the issues with the grinder pump order will be corrected by the contractor

Memorialize Declared State of Emergency at Lift Station #8: Commissioner Swart declared a State of Emergency regarding the pump failures at Lift Station #8, requiring emergent sewage removal

Discuss Wood versus Cyclone Fencing around Portage Lift Station: Commissioners determined that a chain link fence is preferred

Approve Funds for WWTP Lighting: GM will request at least one more quote for the lighting project

Review New Logo Submissions, Selection: Commissioners and administrative staff discussed new logo submissions and made a selection with slight alteration requests

GM Quarterly Review: Commissioners tabled for a special meeting due to time constraints. *Commissioner Swart called for a special meeting on 7/19/25 at 1:30 pm at 474 E Chesapeake Drive, Shelton WA 98584, for the purpose of conducting GM's quarterly performance review.*

Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 11:55 am.

Meeting Minutes Drafted By: _____
Respectfully Submitted By:



Signature

Carl Anderson, Secretary, Commissioner #1

Name and Title

Approved at the Regular Meeting of the Board on: 7-17-2025