

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
August 21, 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 9:02 am

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No correspondence

PRESENT AGENDA: *Commissioner Birgh moved to adopt the agenda. Commissioner Anderson seconded.* Commissioner Anderson requested to add "Review & Discuss Draft Hiring Policy" to the agenda. Commissioner Swart requested to strike #14 from the agenda. PM requested to update vouchers being presented. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the July 17, 2025 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

The minutes of the August 7, 2025 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner Swart inquired as to the amount of water required for backwash cycles at the well facilities
- Commissioner Swart reviewed proposed U.S. House of Representatives Bill 4733 that explores funding and administrative support for low income water assistance
- Commissioner Swart encouraged GM to attend EFCN training on 8/27/25
- Commissioner Swart shared a conversation she had with the apprentice
- Commissioner Swart shared concerns from a ratepayer regarding the road conditions before and after the sewer project

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2025-35 in the amount of \$52,038.46 was presented. *Commissioner Anderson moved to approve voucher 2025-35 in the amount of \$52,038.46. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

- Voucher 2025-35 in the amount of \$2,127,468.77 was presented. *Commissioner Swart moved to approve voucher 2025-36 in the amount of \$2,127,468.77. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2025-34 for review
- Monthly Financial Report:
 - PM presented the annotated Monthly Financial Report for July 2025

General Manager's Report:

- GM presented his report on the current state of the District operations
- GM shared and discussed the current status following Midco Diving's 7/21/25 inspection of and repairs to the reservoir; GM will follow up on uncompleted cleaning
- GM to obtain two more bids for ADA ramp to supplement the bid reported by Commissioner Birgh; the HPMa permit for the project expires 2/12/26
- GM shared status of wastewater pump repairs and that several pumps were sent out for rebuild on 8/19/25
- GM & Commissioners discussed the project list and GM will add additional reservoir repairs to the list
- GM shared the status of the Asset Inventory; GM will work on/delegate populating assets list and schedule Association Reserves site visit
- GM is directed to urgently look into jet pump repair options
- GM shared a quote for repairing/replacing exterior lighting at WWTP; GM will obtain an additional quote
- Commissioner Anderson requested timely communication from GM to engineers and WIRP contractors following every Board of Commissioner meeting, as warranted

ITEMS REQUIRING BOARD ACTION:

Discuss & Approve E-One Tank with Modified Lid: *Commissioner Birgh made a motion to accept the proposed E-One Tank solution with modified lid with a five-year warranty, requesting that Rog-n-lin's guarantee a ten-year workmanship warranty on the lids and with signed approval by Century West Engineering. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.*

Report on Ecology Commitment to Board-Approved Bluff Sewer Main Abandonment Alternative: Tabled until feedback from Ecology is received.

Discuss Apparent Need to Seek Priority Response & Repair Status for Communications Outages at Wells & Wastewater Treatment Plant: GM or a staff member will follow up with Century Link regarding the aged modem at WWTP and inquire about replacing with a possibly more reliable unit. GM will add this to the project list.

Discuss & Adopt Hiring Policy: Commissioner Anderson presented a draft Hiring Policy. *Commissioner Birgh moved to adopt the proposed Hiring Policy. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the policy is adopted.*

Review Water Board Bible, Chapter Two (2): Commissioners tabled this item due to time.

Commissioner Birgh moved to adjourn the meeting. Commissioner Carl seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 12:25 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: 9-4-2025