

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
September 4, 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 9:06 am

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No correspondence

PRESENT AGENDA: *Commissioner Birgh moved to adopt the agenda. Commissioner Swart seconded.* Commissioner Anderson requested to add “Proposal to HPMA for Paving on PDE” to the agenda. PM requested to change Voucher to be Authorized to Voucher 2025-37 and remove Voucher to be Reviewed. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the August 21, 2025 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Swart seconded.* Commissioner Birgh requested to add detailed item to GM report. *Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended.*

REPORTS:

Commissioner Reports: No commissioner reports

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2025-37 in the amount of \$12,954.93 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 2025-36 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.*
- Monthly Billing Reports:
 - PM presented various Monthly Billing Reports for August & September 2025

General Manager’s Report:

- GM presented his report on the current state of the District operations
- GM reported challenges regarding leak repairs on PDE
- GM reported on the state of the failed culvert discovered by sewer contractors and correspondence w/HPMA
- GM reported on applicants for the open operator position
- GM reported that HPMA off-season pool hours are in effect; working to schedule Well #2 project

- GM reported updates regarding Midco & reservoir cleaning and repairs
- Effluent pump is being rebuilt, three other pumps cannot be rebuilt and must be replaced; GM to determine sizes needed for replacement and consult with sewer project engineer
- CWE provided a proposal for WWTP air gap installation, ERWoW was unable to locate water line
- Operator has been working on Asset Inventory, much progress has been made, AR to schedule a site visit as soon as possible

ITEMS REQUIRING BOARD ACTION:

Review Water Board Bible, Chapter Two (2): Commissioners reviewed & discussed the chapter.

Report on Ecology Commitment to Board-Approved Bluff Sewer Main Abandonment Alternative: Project engineer will follow up with Ecology for determination on funding.

Correspondence from Resident: Commissioners discussed issues raised about health & environmental impacts of sewer lining and subsequently committed to increased ratepayer education regarding the lining process.

Proposal for Paving on PDE: Commissioner Anderson will draft a proposal to be sent to the HPMA GM to stimulate a timely written request for a paving bid from sewer project contractor.

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 12:08 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: 9-18-2025