

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
September 18, 2025
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584

MINUTES

PRESENT: President S. Swart, Secretary C. Anderson (attended via teleconference), 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 9:13 am

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: PM received a letter from WA State Auditor's Office regarding the upcoming accountability audit, PM replied informing of staff availability during the scope of time conveyed

PRESENT AGENDA: *Commissioner Birgh moved to adopt the agenda. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as presented.*

MINUTES:

The minutes of the September 4, 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 reported on the benefits of District operator participation with the newly-formed *Mason Water Group* after attending its second meeting on September 9
- Commissioner Swart asked about GM's added comments in an email with an accompanying letter to HPMMA
- Commissioner Anderson plans to attend the HPMMA Board of Director's meeting regarding asphalt repairs on Pointes Drive East

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2025-39 in the amount of \$118,369.51 was presented. *Commissioner Birgh moved to approve voucher 2025-39 in the amount of \$118,369.51. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher 2025-40 in the amount of \$895,146.06 was presented. *Commissioner Anderson moved to approve voucher 2025-40 in the amount of \$895,146.06. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2025-38 for review

General Manager's Report (Part I):

- GM presented his report on the current state of the District operations

- *Commissioner Birgh moved to authorize up to \$8,000 for the C... to purchase a ramp for ADA installation project. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the funds are approved.*
- Midco Diving to schedule follow-up work on the reservoir
- GM to locate needed information in preparation for going out to bid for Jet Pump replacements
- GM provided an update regarding the newly hired operator; BOC directed GM to pursue a background check and generate an employment application for this and all future candidates

ITEMS REQUIRING BOARD ACTION:

Review Water Board Bible, Chapter Three (3): Tabled due to the length of the meeting

Report on Ecology Commitment to Board-Approved Bluff Sewer Main Abandonment Alternative: Waiting on Ecology for response

Discuss Future Pump Requirements for Vacant Bluff Lots on Pointes Drive East: Commissioners discussed, determined new select lots will inherently need to install pumps when developing

Review Preliminary 2026 Budget: PM presented the annotated preliminary budget for 2026, conveyed that certain line items (mostly in the CIP section) still need to be developed; PM fielded questions from commissioners and Commissioner Birgh informed how reserve study will aid in the process

Review New Service Packet & Related Policies: Tabled due to the length of the meeting

Emergency & Anticipated Outage Communication with Ratepayers, Formats, Training & Duty Coverage: Commissioner Anderson would like to meet with PM for review of process; District volunteer to review OnSolve platform procedures; GM to consider adding the District's Lead Operator to authorized outage communications list

Commissioner Anderson was excused for the rest of the meeting

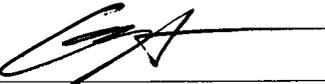
General Managers Report (Part II):

- GM requested to send the District's Lead Operator to a King County Subsection CEU symposium on corrosion in infrastructure on 10/16/25
 - *Commissioner Swart moved to approve expenses to send an operator to the symposium. Commissioner Birgh seconded. Hearing 2 aye votes and 0 nay votes, the motion passes.*
- GM conveyed that Association Reserves is scheduled for on-site facility visits on 9/30/25

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: 10-2-2025