

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
October 16, 2025
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584

MINUTES

PRESENT: President S. Swart, Secretary C. Anderson (attended via teleconference), General Manager (GM) J. Palmer; Audit Commissioner S. Birgh absence excused

CALL TO ORDER: The meeting was called to order at 9:30 am

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No correspondence

PRESENT AGENDA: *Commissioner Anderson moved to adopt the agenda. Commissioner Swart seconded.* Commissioner Anderson requested to address financial reports before commissioner reports in case his remote connection fails. Commissioner Swart requested to add #12 Establish 2026 Budget Timeline & #13 Plan Homeowner Grinder Pump Information Meeting. *Hearing 2 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the October 2, 2025 regular meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner Anderson seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2025-45 in the amount of 50,584.33 was presented. *Commissioner Anderson moved to approve voucher 2025-42 in the amount of \$50,584.33. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2025-44 was reviewed

Commissioner Reports:

- Commissioner Anderson is expected to comment on HPMA's ad hoc "Roads Committee" at HPMA's Board of Directors' meeting on 10/18/25
- Commissioner Swart retracted the call for a special meeting to approve vouchers as it is not going to be needed
- Commissioner Swart presented GM with a drive of pictures of District operators completing repairs and of various phases of the ongoing sewer project

General Manager's Report:

- GM presented his report on the current state of the District
- GM noted that SCADA issues were resolved following Evolution Control's replacing a faulty network router

- GM relayed that saw cuts on Pointes Drive East were reviewed by Matt M. from Century West Engineering and the contractor from Rognlin's Construction on 10/16/25
- GM is still waiting for Midco Diving to schedule reservoir cleaning
- GM shared that the reserve study should be received in November and the District will generate a policy committing reserve funds proportionate to study recommendations
- GM is expecting a third quote for jet pump replacements next week and a vendor will be selected by 11/15/25

ITEMS REQUIRING BOARD ACTION:

Report on Ecology Commitment to Board-Approved Bluff Sewer Main Abandonment Alternative: GM will request written documentation of verbal approval by Ecology

Review New Service Application Packet & Related Policies: Commissioners approved of the New Service Packet and noted that Pointes Drive East bluff residences with new grinder pumps will require an additional insert in their packet to reflect District and homeowner responsibilities; GM will ask PM to generate a fee schedule for violations associated with grinder pump malfunction resulting from the flushing and/or draining of inappropriate materials, with escalating fees for operator-verified offenses

Establish 2026 Budget Timeline: Commissioners agreed that the preliminary budget for 2026 will be reviewed at the commissioners' regular meeting on 11/6/25; *Commissioner Swart scheduled a special meeting for the purpose of conducting a 2026 budget workshop on 11/13/25 at 1:00 pm at the District Office;* commissioners agreed that the proposed budget for 2026 will be reviewed for approval at the commissioners' regular meeting on 11/20/25

Plan Homeowner Grinder Pump Information Meeting: Commissioners requested that Matt M. be contacted for a recommended approach for a public meeting regarding grinder pumps

Commissioner Anderson moved to adjourn the meeting. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 11:40 am.

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: 11-6-2025