

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
November 6, 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 9:03 am

**SUBSCRIBER REMARKS:** No subscribers present

**CORRESPONDENCE:**

- Commissioners discussed traffic revisions prompted by email from a ratepayer
- Commissioner Swart shared election results and related statistics

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

**MINUTES:**

The minutes of the October 16, 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 Swart noted concerns from a member of HPMA's Board of Directors over condition of water mains and District plans that may impact paved roads
- Commissioner Swart shared a reminder from WA Association of Sewer & Water Districts regarding the Public Records Act
- Commissioner Birgh reported that he offered to speak to HPMA's board to describe a proposal to gravel bluff path related to the sewer project

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2025-47 in the amount of \$2,952.01 was presented to pay quarterly tax filings. *Commissioner Anderson moved to approve voucher 2025-47 in the amount of \$2,952.01. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
  - Voucher 2025-48 in the amount of \$89,361.47 was presented. *Commissioner Anderson moved to approve voucher 2025-48 in the amount of \$89,361.17. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - Voucher 2025-46: PM presented for review

**General Manager's Report:**

- GM presented his report on the current state of the District
- GM discussed the availability of Professional Operator certification
- GM shared a concern from a resident regarding sewer lining
- GM reported on leak repairs and leak investigating
- GM provided updated Inflow & Infiltration data
- GM discussed revised traffic control plan
- GM presented updates on Midco schedule, electrical projects, Association Reserves & Well #2 treatment infrastructure
- *Commissioner Birgh moved to authorize purchase based on the lowest jet pump quote procured, contingent on comparable warranties. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.*

**ITEMS REQUIRING BOARD ACTION:**

**Set a Tentative Date for Hybrid Information Meeting for Grinder Pump Residents:** Commissioners tentatively scheduled the meeting for 12/13/25 at 10:00 am at HPMA's Clubhouse.

**Set Deadline for Written Grinder Pump Information to be Generated (maintenance agreement & charges for repairs resulting from improper use:** Commissioners directed staff to have document(s) at the 12/4/25 regular meeting

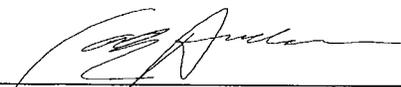
**Review 2026 Preliminary Budget:** Commissioners & administrative staff reviewed the 2026 budget in its preliminary state and discussed adjustments needed; GM & Lead Operator will refine proposals on the Capital Improvement Plan before the next meeting

**Schedule Special Meeting to Conduct 2026 Budget Workshop on 11/13/25:** *Commissioner Swart called for a special meeting on 11/13/25 at 1:00 pm at the District Office for the purpose of conducting a 2026 budget workshop.*

**Discuss Changing Time of Meetings:** Commissioners directed PM to draft a resolution changing the regular meeting time to 1:00 pm in 2026

*Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 1:44 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: 11-20-2025