

**HARTSTENE POINTE WATER-SEWER DISTRICT**  
**REGULAR MEETING of the BOARD OF COMMISSIONERS**  
**November 20, 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) Joe S., Lead Operator (LO) Jaron S.

**CALL TO ORDER:** The meeting was called to order at 9:03 am

**SUBSCRIBER REMARKS:** No subscribers present

**CORRESPONDENCE:** No correspondence

**PRESENT AGENDA:** *Commissioner Birgh moved to adopt the agenda. Commissioner Anderson seconded.* Commissioners added to the agenda "Review Reserve Study" before item 14. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:**

The minutes of the November 6, 2025 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

The minutes of the November 13, 2025 special meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner Swart drew attention to trainings offered by Water Sewer Risk Management Pool
- Commissioner Swart noted the need to update regular meeting start time in the newsletter beginning in 2026
- Commissioner Swart requested information regarding mitigation of risk for toilet water overspray during cleaning of laterals prior to lining
- Commissioner Swart reported that the new lagoon dock is expected by the end of May 2026 and metering of the adjacent yard hydrant should be addressed accordingly

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2025-50 in the amount of \$997,479.58 was presented to pay sewer project vendors. *Commissioner Anderson moved to approve voucher 2025-50 in the amount of \$997,479.58. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
  - Voucher 2025-51 in the amount of \$46,710.45 was presented. *Commissioner Anderson moved to approve voucher 2025-51 in the amount of \$46,710.45. 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 shared updates regarding the status of Midco Diving reservoir project
- GM shared quotes received for electrical work at the wastewater treatment plant
- GM shared quotes for jet pump order and ADA ramp order
- GM confirmed Matt M. from Century West Engineering is available for the bluff resident grinder pump informational meeting on 12/6/25

**ITEMS REQUIRING BOARD ACTION:**

**Revise Tentative Date for Hybrid Information Meeting for Grinder Pump Residents:** Commissioners scheduled the meeting for 12/6/25 at 10:00 am at HPMA’s Clubhouse

**Confirm Intent for a Separate Rognlin’s Inc. Contract for Well #2 Rehabilitation Project:** Commissioners reviewed and discussed contract details

**Confirm Readiness for Ordering of Ramp for Office Installation:** Commissioners discussed options for ordering and installing the front entry ramp

**Review & Discuss Reserve Study:** Commissioners and staff reviewed and discussed the reserve study. Commissioners identified revisions to be made. The revised study will be reviewed and discussed at the next regular meeting.

**Review & Adopt Resolution 2025-04, Approving the 2026 Final Budget:** Commissioners & administrative staff reviewed the 2026 budget at length and tabled for a future meeting.

*Commissioner Swart called for a recess at 12:40 pm. The meeting resumed at 12:45 pm.*

**Adopt Resolution 2025-05, Approving the 2026 Fee Schedule:** Commissioners tabled for a future meeting.

**Schedule Special Meeting for Adopting the 2026 Final Budget:** *Commissioner Swart called for a special meeting on 11/25/25 at 10:00 am at the District Office for the purpose of finalizing and adopting the 2026 final budget and fee schedule.*

**Change the Date for the First Regular Meeting in 2026:** *As the first Thursday of January 2026 falls on the federal holiday of New Year’s Day, Commissioner Swart canceled the first scheduled regular meeting in January 2026. Commissioner Swart called for a special meeting on January 2, 2026 at 1:00 pm at the District Office for the purpose of transacting regular business delayed due to the cancellation of the regular January 1, 2026 meeting.*

*Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:25 pm.*

[Signature Block on Next Page]

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: 12-4-2025