

HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
November 25, 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 10:05 am

SUBSCRIBER REMARKS: No subscribers present

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.*

ITEMS REQUIRING BOARD ACTION:

Review & Adopt Resolution 2025-04, Approving the 2026 Final Budget: Commissioners reviewed at length the proposed final budget, operational costs and Capital Improvement Plan proposals; the reserve study report was also discussed.

Commissioner Swart called for an executive session for the purpose of discussing personnel matters, per RCW 42.30.110 section 1(g) at 11:45 am for thirty (30) minutes. The meeting will resume at 12:15 pm.

The meeting resumed at 12:15 pm.

Commissioner Birgh moved to adopt Resolution 2025-04, Approving the 2026 Final Budget, amended with a new line item of "Allocated Wage Increases" totaling \$20,000. Commissioner Anderson Seconded. Hearing 3 aye votes and 0 nay votes, Resolution 2025-04 and accompanying budget were adopted as amended.

Adopt Resolution 2025-05, Approving the 2026 Fee Schedule: *Commissioner Birgh moved to adopt Resolution 2025-05. Commissioner Anderson seconded.* Commissioner Anderson requested to add a clause to charge for failure to fix leaks in a timely manner after notification. Commissioner Swart requested modifying resolution clauses regarding the wording of rate payer testimony. *Hearing 3 aye votes and 0 nay votes, Resolution 2025-05 was adopted as amended.*

ANY OTHER BUSINESS: GM reviewed content of potential documents associated with grinder pump service and usage

Commissioner Birgh moved to adjourn the meeting. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 12:20 pm.

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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