

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

MINUTES

PRESENT: President S. Swart, Secretary C. Anderson (via teleconference), 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 9:10 am

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: PM anticipates audit entrance documents from the WA State Auditor's Office for the 2023 & 2024 Accountability Audit

PRESENT AGENDA: *Commissioner Birgh moved to adopt the agenda. Commissioner Anderson seconded.* Commissioner Birgh inquired about changing email addresses. PM shared his recommendations after researching the District's I.T. platform. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the December 4, 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.*

REPORTS:

Commissioner Reports (Part I): Commissioner Swart noted that utilities prioritize restoring services outages for commercial entities over residential

General Manager's Report:

- GM presented his report on the current state of the District
- GM reported three flow violations due to Inflow & Infiltration (I&I) and noted that operators are identifying specific manhole leaks
- GM discussed Lift Station #2 pump issues
- GM received feedback from a resident's concerns regarding bluff saturation addressed by engineer during the construction meeting
- GM provided a probationary status update of the District's Water Distribution Manager
- GM shared estimates for the electric work planned for the Wastewater Treatment Plant (WWTP)
 - *Commissioner Birgh moved to select Kilowatt Electric for the WWTP project, subject to availability and potential updated quotes. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, Kilowatt Electric is awarded the project.*
- GM provided updates to the Reservoir Inspection & Cleaning project; GM to continue discussing with the vendor's representatives to negotiate a solution to move forward
- Commissioner Anderson requested to add "Review Project List" and "Review Asset Management" as a standing agenda items; Commissioner Swart as President will ensure it will be on future agendas

Commissioner Reports (Part II):

- Commissioner Swart requested the ramp installation project to have a target-completion date by February 12 or extension of the HPMa permit will be required
- Commissioner Swart noted a *Water Online* article on federal dollars available for research into extraction of critical minerals & nutrients from wastewater (referred to as “wastewater mining”) to decrease U.S. dependence on global supply chain

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2025-55 in the amount of \$862,904.02 was presented to pay sewer project vendors. *Commissioner Birgh moved to approve voucher 2025-55 in the amount of \$862,904.02. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher 2025-56 in the amount of \$36,675.16 was presented. *Commissioner Birgh moved to approve voucher 2025-56 in the amount of \$36,675.16. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2025-54: PM presented for review

ITEMS REQUIRING BOARD ACTION:

Adopt Resolution 2025-06 Establishing Time & Place of Meetings: *Commissioner Anderson moved to adopt Resolution 2025-06, establishing the time & place of regular meetings of the Board of Commissioners beginning in 2026. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, Resolution 2025-06 is adopted and will take effect beginning in 2026.*

Review Status of Association Reserves Documentation: Commissioners discussed setting a goal to be ready to resubmit by 1/12/26

Review Electrician Quotes & Award Contract: (reviewed & motioned during GM Report)

Midco Meeting Review & Update: (reviewed during GM Report)

Review Duty Lists & Salary Analysis Prepared by GM: Commissioners discussed Lead Operator Duty List and directed GM to complete the same for General Manager and Project & Accounts Manager positions by next meeting along with salary analyses and range proposals. Commissioners directed GM to formalize the Lead Operator position and salary with documentation supporting figures for the next regular meeting.

Review Options for Communications at New Lift Station with Potential Continuity with Existing Infrastructure: LO shared options and limitations of various lift station communications and controls and will gather additional information to follow up at a future meeting

Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 12:55 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: 1-2-2026