

**HARTSTONE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584  
February 6, 2025 1:00 P.M.**

**AGENDA**

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the January 16, 2025 Regular Meeting (2-3)

**REPORTS:**

7. Commissioner Reports
8. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Voucher 2025-07
  - Bills to Be Reviewed:
    - Voucher 2025-05
    - Voucher 2025-06
  - Monthly Billing Report: February 2025 (4)
9. General Manager's Report (5)

**BUSINESS:**

10. Discuss Strategic Plan, GM Proposals/Discussion/Determining Path to Completion
11. Discuss Developing a Public Records Act-compliant Policy regarding Outgoing Commissioners
12. Discuss Test Pump of Well #3, Review DOH Requirements for Water System Plan
13. Discuss 2026 Board Vacancy Advertising Ahead of May 2025 Filing Deadline
14. Identify Existing Cap on GM Spending for Emergent Work by a Contractor without Board Approval

**ONGOING BUSINESS**

15. Discuss Ecology Funding Status for WIRP
16. Discuss Status of Reservoir Hatch Repairs, Quotes due by 2/14/25
17. Discuss Status of Cross Connection Packet (Policy & Survey)
18. Discuss Status of Servicing Booster Pumps, Inquiry to Designing Engineer
19. Discuss Status of Asset Management Plan

**ANY OTHER BUSINESS**

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

**MINUTES**

**PRESENT:** President S. Swart, Secretary C. Anderson (joined via teleconference), 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 1:02 pm

**SUBSCRIBER REMARKS:** One subscriber present

**CORRESPONDENCE:** No correspondence

**PRESENT AGENDA:** *Commissioner Anderson moved to adopt the agenda. Commissioner Birgh seconded.* PM requested to change authorizing Voucher 2025-03 to Voucher 2025-04. Commissioner Swart requested to move item #14 to Business and change to “accept bid.” *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:**

The minutes of the January 2, 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:**

- Commissioner Anderson proposed exploring a consultation with the local fire department regarding capital improvements to enhance firefighting capabilities within HPMa boundaries
- Commissioner Birgh shared several goals toward improving internal financial reporting
- Commissioner Swart reminded commissioners of upcoming RCAC SWSMP training in February
- Commissioner Swart inquired about the status of the office lease renewal documents
- Commissioner Swart proposed a groundbreaking ceremony for the upcoming project as a means of familiarizing commissioners and staff with WA State officials

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2025-04 in the amount of \$47,846.44 was presented. *Commissioner Swart moved to approve voucher 2025-04 in the amount of \$47,846.44. Commissioner Birgh seconded.*

*Commissioner Swart called for a five-minute recess at 2:05 pm. The meeting resumed at 2:10 pm.*

- PM continued to present Voucher 2025-04. *Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Monthly Billing Report: PM [resented the January 2025 Billing Report
- Monthly Financial Report: PM presented the December 2025 Financial Report

**General Manager’s Report:**

- GM presented his report on the current state of the District
- Commissioners requested PM to consult District resolutions and policies regarding potential spending limit for GM to follow for emergency work without prior Board of Commissioner approval

**BUSINESS:**

**Discuss Strategic Plan:** Commissioners tabled due to time

**Discuss Developing a Public Records Act-compliant Policy regarding Outgoing Commissioners:** Commissioners tabled due to time

**Identify Steps to Completion of Well #3 Test Pump:** Commissioners tabled due to time

**Review Plan for Obtaining WTPO I, WDM I, CCS within Two Years:** This topic was addressed during the GM Report

**Discuss Status of Wastewater Infrastructure Rehabilitation Project (WIRP) & Award Bid:** GM submitte4d permit requests for new power locations. Commissioners reviewed emails from WA State Dept. of Ecology regarding loan approval updates. *Commissioner Anderson moved to award the construction bid submitted by Rognlin’s Inc. of Aberdeen, WA. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the bid is awarded to Rognlin’s Inc. of Aberdeen, WA.*

**ONGOING BUSINESS:**

**Discuss Well 2 Rehabilitation Project:** Commissioners tabled

**Discuss Status of Reservoir Hatch Repair Project & Small Works Roster/Procurement:** GM plans to present three (3) quotes at the next meeting, as the project does not require sending out to bid

**Discuss Cross Connection Packet, Annual Survey:** Commissioners tabled, GM is still developing documents

**Discuss Status of Asset Management Plan:** Commissioners tabled

**Discuss Status of Servicing Booster Pumps, Inquiry to Designing Engineer, Path to Implementation:** No progress since last meeting, Commissioners tabled; Commissioners directed GM to prioritize tabled business items on the next agenda, in order of importance to GM in preparation for discussion of progress

*Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:30 pm.*

Meeting Minutes Drafted By: PM

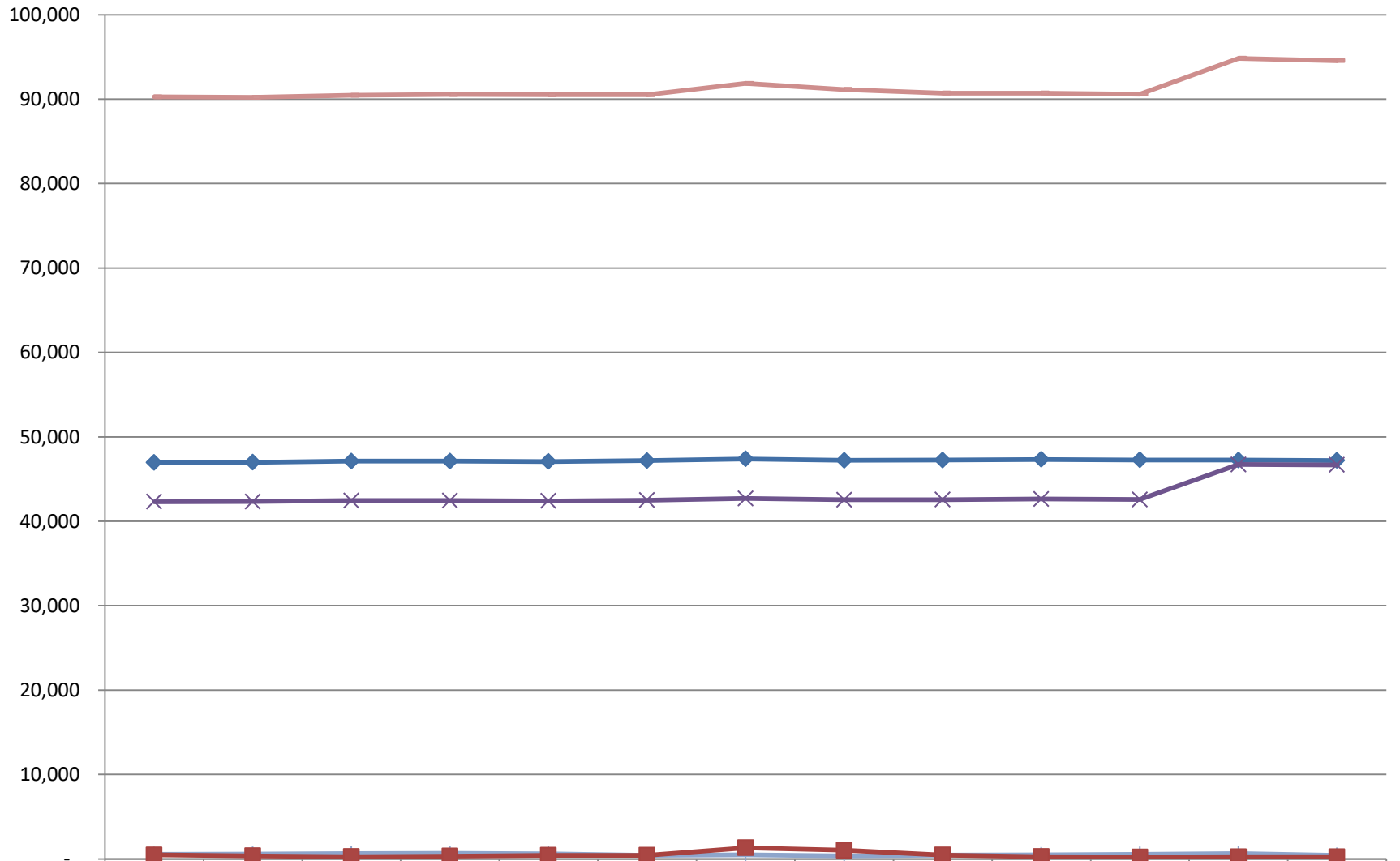
Respectfully Submitted By:

\_\_\_\_\_  
Signature

Carl Anderson, Secretary, Commissioner #1  
\_\_\_\_\_  
Name and Title

Approved at the Regular Meeting of the Board on: 2-6-2025

## Regular Utility Billing



	Feb 2024	Mar 2024	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025
◆ Water Service	46,959	46,976	47,118	47,118	47,071	47,176	47,385	47,217	47,241	47,324	47,254	47,249	47,206
✕ Sewer Service	42,308	42,323	42,450	42,450	42,408	42,503	42,691	42,540	42,561	42,636	42,573	46,719	46,680
+ Late/Misc. Fees	534	556	617	650	612	416	474	366	461	488	550	620	420
■ Consumption	470	355	275	325	430	425	1,315	1,025	460	265	220	250	250
— Total Charges	90,271	90,210	90,460	90,542	90,521	90,519	91,865	91,149	90,723	90,713	90,597	94,839	94,556

## **GM REPORT FOR BOC MEETING ON 2/6**

- WWTP averaged 66,008 GPD (44,349 min; 141,589 max)
- Wells averaged GPD ( min; max)
- From 1/12 - 2/1
- WWTP min. flow lowest since 10/30/24
- 0.75" rain sent flows high again
- Jaron expected back 2/18
- Due to snow, Spectra Lab has been closed for the last 2 days. They will notify us of their status tomorrow (Wed Feb 5). Of course, this impacts us for our samples. I will be
- ERWOW has asked if I would be an alternate manager position for their Apprenticeship committee. They have a phone conference once a month for approx 30 minutes, on the 3rd Wed of the month at 11 AM. If the regular person for the position is unable to be in attendance, I would fill in for them, for voting purposes. This will be starting in March.
- Central Mason Fire has been informed about the sewer project and traffic disruptions