

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584  
April 3, 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 March 20, 2025 Regular Meeting (2-3)

**REPORTS:**

7. Commissioner Reports
8. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Voucher 2025-14
  - Monthly Billing Report: March 2025 (4)
9. General Manager's Report (5)

**ITEMS REQUIRING BOARD ACTION:**

10. Approve Well Valve Rebuilding Expense (6)
11. Discuss District Procedure/Notice for HPMA Permitting Process
12. GM Appeal of Commissioner Preference for Reservoir Heater Cord
13. Discuss 10-year Strategic Plan Areas of Focus

**ANY OTHER BUSINESS** (for new or overlooked items not included in the agenda)

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
March 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) J. Sartori

**CALL TO ORDER:** The meeting was called to order at 1:05 pm

**SUBSCRIBER REMARKS:** No subscribers present

**CORRESPONDENCE:** No Correspondence

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

**MINUTES:**

The minutes of the March 6, 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 Anderson requested confirmation of tree removal permitting
- Commissioner Anderson provided clarification regarding the affected boat storage location, asked GM to ensure all communications with HPMA are in written form
- Commissioner Anderson requested to clean up redundancy in the Shared Drives
- Commissioner Anderson requested updating the sewer project page on the website
- Commissioner Anderson requested that GM pursue HPMA decision on transfer of bluff sewer ownership and for GM to draft a document for presentation
- Commissioners Birgh & Anderson proposed a document to submit to HPMA regarding records of easements with addition of future Lift Station on Portage Road
- Commissioner Swart requested that sewer project updates be posted in HPMA's display at the mail room
- Commissioner Swart provided an update on T-Mobile/Starlink satellite communications offer
- Commissioner Swart asked GM if contractors will be able to provide summer work schedule
- Commissioner Swart requested draft meeting minutes be prepared & distributed within one week of regular meetings to facilitate agenda planning

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2025-13 in the amount of \$28,856.34 was presented. *Commissioner Anderson moved to approve voucher 2025-13 in the amount of \$28,856.34. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:

- Voucher 2025-12: PM presented for review
- Monthly Financial Report: PM presented the Monthly Financial Report for February 2025

**General Manager’s Report:**

- GM presented his report on the current state of the District

**BUSINESS:**

**Approve Quote from Midco Diving & Marine Services:** *Commissioner Birgh moved to accept the quote from Midco Diving & Marine Services. Commissioner Anderson seconded.* Commissioners discussed the contract and the potential impact of roadwork on Nantucket Road. **Hearing 3 aye votes and 0 nay votes, the commissioners accepted the quote, including approving optional costs for state guidelines report. Commissioners authorized GM to schedule the project.**

**Discuss ADA Compliance Considerations for Front Entry of Office:** Commissioners & GM already discussed options during GM report and tabled until progress is made on clearing of the land adjacent to the office

**Discuss District Involvement in Contractor-provided CIPP for Residential Lots:** Commissioners clarified that the District will not be involved in agreements between property owners and Rognlin’s Construction of sub-contractors

**Establish Well #2 History & Discuss Potential for Rehabilitation:** Commissioner Swart shared documents that addressed the history of issues with Wells #1 & #2 in meeting minutes from March 2018 and reviewed recent information received from former Commissioner Hospador. Commissioners directed GM to present proposals for action to address decrease in Well #2 production at the next meeting, with considerations to include Well #2 evaluation/rehabilitation and connecting Well #3.

**ANY OTHER BUSINESS:** None

*Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 5:15 pm.*

Meeting Minutes Drafted By: PM

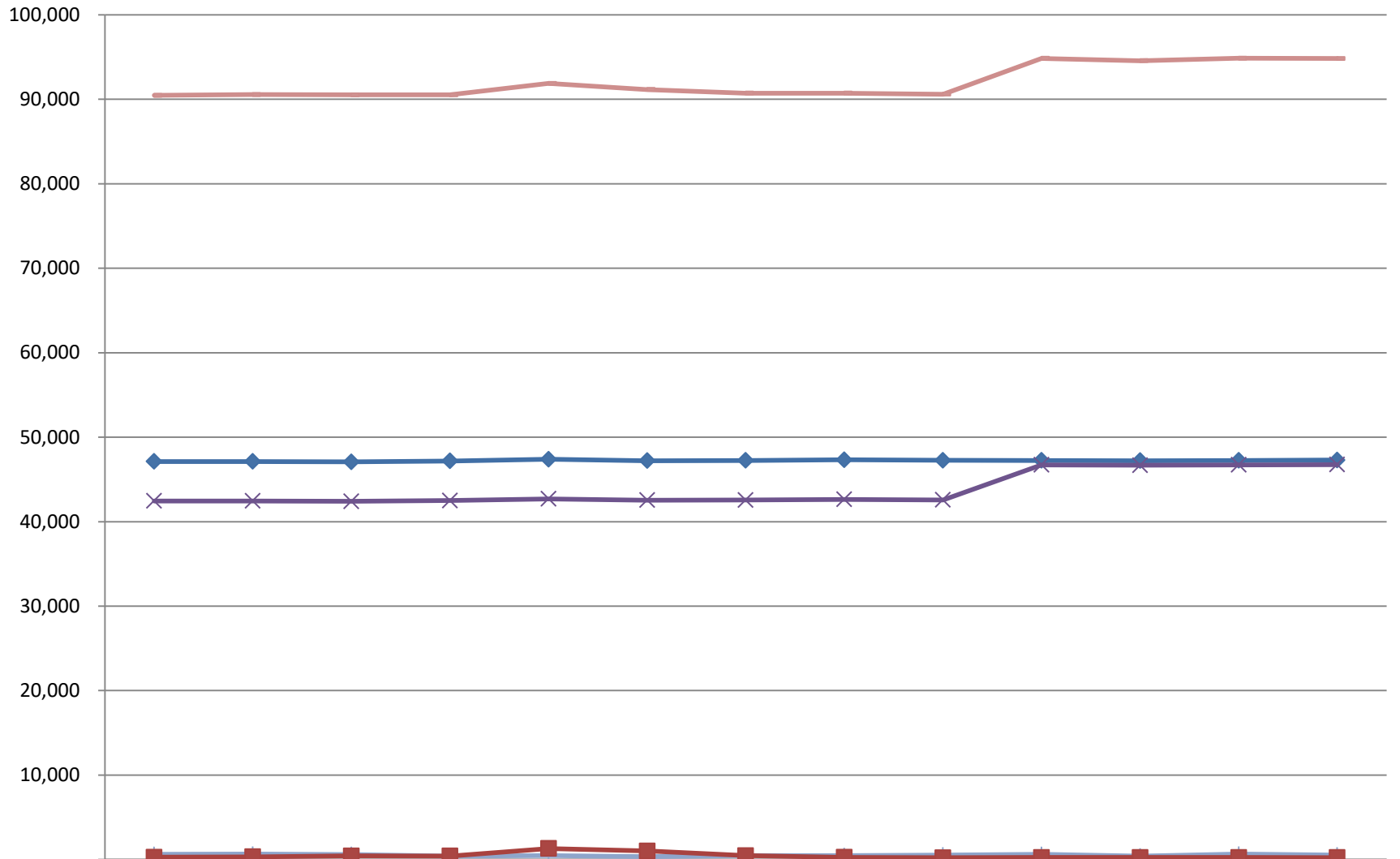
Respectfully Submitted By:

\_\_\_\_\_  
Signature

Carl Anderson, Secretary, Commissioner #1  
Name and Title

Approved at the Regular Meeting of the Board on: 4-3-2025

## Regular Utility Billing



	Apr 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025
◆ Water Service	47,118	47,118	47,071	47,176	47,385	47,217	47,241	47,324	47,254	47,249	47,206	47,242	47,283
✕ Sewer Service	42,450	42,450	42,408	42,503	42,691	42,540	42,561	42,636	42,573	46,719	46,680	46,715	46,756
+ Late/Misc. Fees	617	650	612	416	474	366	461	488	550	620	420	646	536
■ Consumption	275	325	430	425	1,315	1,025	460	265	220	250	250	250	240
— Total Charges	90,460	90,542	90,521	90,519	91,865	91,149	90,723	90,713	90,597	94,839	94,556	94,853	94,816

# GM REPORT FOR BOC MEETING ON 4/6

- Wells from 3/16-3/29: 69K GPD avg, 56K min, 89K max
- WWTP flows: 196K avg, 97K min, 366K max
- WWTP had a flow violation on 3/24. We had plenty of rain earlier in the month that we still were seeing higher flows from, then over 3" of rain in 6 days. It resulted in a flow of 366,000 gallons, which is 22,000 gallons over our permit.
- For the bluff sewer main, there are still several months to go before it will be abandoned. HPMA can decide up until it's time to order fill material. Derek will follow up with Erosion Committee.
- A new chem pump was purchased for the water treatment system. We have 6 pumps between the 2 wells that are used for chemical dosage. Periodically, they need to be sent in for repairs. We always have a pump for back-up, but we recently had 2 pumps fail. Plus, as these pumps get older, they may be unable to be repaired, so having a new one on hand is important.
- Waiting on scheduling for reservoir cleaning
- Waiting on Rognlin's for Well 2 estimate
- Waiting on PumpTech scheduling for booster pumps service
- Matt suggests we hold another "public" meeting specifically for the bluff residents, as a reminder for them about what's going on, and a little training about the pumps and alarm panels.
- I shared the severe I&I video from PDW with you all. Iron Horse could not do the CIPP on this section until the water flow was stopped. The sewer main is over 10' deep and has several large trees around it, so instead of doing an open cut replacement, they are using a pipe patch to seal this leak, then completing the CIPP. The patch repair is \$6800.



2310 INTER AVE PUYALLUP, WA 98372  
800-525-9425

March 25, 2025

Hartstene Pointe Water-Sewer District  
772 E Chesapeake Dr  
Shelton, Washington 98584

Attn: Mr. Jared Dishon

Re: Proposal for 2025 Cla-Val Maintenance Rebuild

Dear Mr. Dishon:

According to your request, you have two Cla-Val control valves (4" 631G-01 and 2" 131G-01) that need to be rebuilt. The cost for these rebuilds will be **\$4,237.00**. This price includes all the requirements and filing for prevailing wage.

The rebuild consists of a full disassemble and cleaning of the main valve and pilot controls, the replacement of all rubber parts, the assembly, testing operation and putting the valve back in service while on-site. If any metal or plastic parts in the valves or pilot controls require replacement (seat, stem, ball valves, strainers, tubing or fittings etc.) they will be billed over and above this quoted price.

If required, the district shall supply all equipment, additional personnel, and complete any documentation required to meet OSHA regulations for confined space entry as well as supplying any traffic revisions which may be necessary for work in the public right-of-way.

Let me know if you have any questions or if you just want to schedule this service. Thank you, Jared.

Regards,

*Beau Swet*

Service Manager  
Cimco-GC Systems LLC