

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
September 19, 2024  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

**MINUTES**

**PRESENT:** President S. Swart, Audit Commissioner C. Anderson, Secretary S. Birgh, General Manager (GM) J. Palmer (by telephone), Project & Accounts Manager (PM) J. Sartori

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

**SUBSCRIBER REMARKS:** One subscriber present

**CORRESPONDENCE:** Commissioner Anderson relayed a conversation with a resident regarding water pressure in the Promontory Road area

**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.*

**MINUTES:**

The minutes of the August 29, 2024 special 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.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner Swart requested for commissioners to notify the office of planned extended absences

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2024-38 in the amount of \$540,310.09 was presented. *Commissioner Anderson moved to approve voucher 2024-38 in the amount of \$540,310.09. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - Voucher 2024-37 was presented for review
- Monthly Billing Report: PM presented the billing report for September 2024
- Monthly Financial Report: PM presented the financial report for August 2024

**General Manager's Report:** GM presented his report on the current state of the District

**Set Date for Plaque Presentation:** Commissioners & Staff will coordinate with former commissioner to schedule plaque presentation

**Commissioner Position No. 2 on 2025 Ballot:** Administrative Staff clarified the term appointment for Commissioner Position No. 2 expires at the end of 2025 and the short term for 2026-2027 will be on the November ballot

**BUSINESS:**

**Discuss Well #2 Rehabilitation:** Commissioners reviewed cost estimate in the amount of \$25,556.84 by Century West Engineering. *Commissioner Anderson moved to approve to move forward in preparing for the bidding process, pending clearance through HPMA's permitting process. Commissioner Birgh seconded. Hearing three ayes and 0 nay votes, the motion is approved. Commissioners to ask GM to request additional engineering documents to accompany the cost estimate.*

**Discuss Abandoned Resolution #2019-02:** Commissioners discussed the value of the resolution regarding water & sewer work in HPMA common area. Commissioner Birgh will develop a paragraph regarding HPMA permitting for review at the next regular meeting.


**Review Preliminary Stage of 2025 Budget:** Commissioners tabled for the next regular meeting.

**Discuss Support for GM Uninterrupted Attendance of Trainings:** Commissioners discussed the importance of uninterrupted trainings and support GM exercising use of authority to redirect phone calls to operators while in trainings/meetings selected to meet GM expectations & goals as set in the GM employment agreement.

**ONGOING BUSINESS:** No ongoing business

*Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:56 pm.*

Respectfully Submitted By:

  
\_\_\_\_\_  
Signature

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

Approved at the Regular Meeting of the Board on: 10-3-2024