

**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 2024 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 submitted 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