

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
March 6, 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 Birgh moved to adopt the agenda. Commissioner Anderson seconded.* Commissioner Swart requested that item #15 be moved to the end of the agenda. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the February 20, 2025 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Anderson seconded.* Commissioner Swart noted corrections to the original draft in the packet. *Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended.*

The minutes of the February 26, 2025 special 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:

Presentation of Apprenticeship Completion by Representatives from Evergreen Rural Water of WA (ERWoW):

- Ernie K. and Shantelle C. from ERWoW presented Jaron with a plaque and certificate, congratulating his completion of ERWoW's apprenticeship program and attaining several state certifications. They thanked commissioners for supporting the apprenticeship program.

Commissioner Reports:

- Commissioner Anderson relayed a conversation with Matt M. from Century West Engineering regarding the Wastewater Infrastructure Rehabilitation Project
- Commissioner Swart requested draft minutes to be distributed before meeting packet preparation
- Commissioner Swart noted that AWWA is promoting *Water Week* May 4-10
- Commissioner Swart suggested requesting use of HPMA's announcement board at the mail shed

Financial/Administrative Report:

- Bills to Be Authorized:

- Voucher 2025-11 in the amount of \$7,762.68 was presented. *Commissioner Anderson moved to approve voucher 2025-11 in the amount of \$7,762.68. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2025-10: PM presented for review

General Manager’s Report:

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

BUSINESS:

Authorize Secretary to Sign 2025 Engagement Letter with Wittenberg CPA: *Commissioner Birgh moved to authorize the Secretary to sign the engagement letter with Wittenberg CPA. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, motion passed.*

Discuss Future Format of Meeting Agenda: Business/Unfinished business heading is to be replaced with “Items Requiring Board Action.” Unfinished Business Items are to be transferred to a GM-generated *Project List* and parsed out into *Tasks* for effective management and for reporting updates to Commissioners via the *General Manager’s Report*.

Adopt Policy Regarding Notifications of E. Coli Presence in Water Samples: GM and Commissioners discussed and memorialized the agreement on notification plans

UNFINISHED BUSINESS:

Discuss Status of Reservoir Cleaning & Hatch Repairs, Review Quotes: Discussed in GM Report

Discuss Status of Servicing Booster Pumps, Inquiry to Designing Engineer: Discussed in GM report

Discuss Status of Asset Management Plan, Inventory Update Completed by GM?: GM initiated review of the list and plans to make corrections


Discuss Strategic Plan: Present Proposals: Discussion tabled until next Regular Meeting. Commissioner Birgh also requested to review District Well-related documents to determine if any Well was ever refurbished. GM plans to search for additional information. Commissioner Swart will contact former commissioners and review historical documents for the next meeting.

Discuss Employee Performance Review: Commissioners reviewed goals and objectives within GM Employment Agreement for the second quarter. Commissioner Birgh identified T-Mobile/Starlink Satellite as an alternative to Zoleo to be explored, as establishment of emergency communication is an objective for GM.

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 5:00 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: 3-20-2025