

**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 Birgh will share a project list document with a suggested format to commissioners & staff
- 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 2025-11 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 or 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