

**HARTSTENE POINTE WATER-SEWER DISTRICT**  
**REGULAR MEETING of the BOARD OF COMMISSIONERS**  
**April 3, 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 1:00 pm

**SUBSCRIBER REMARKS:** Two subscribers present

**CORRESPONDENCE:**

- A resident inquired about fluoride in treated water
- A resident inquired about noises from the generator at Well #4 facility
- A resident expressed concern over the hepatitis vaccination status of contractors
- A resident called to confirm section of the east bluff trail to be closed during the sewer project

*Commissioner Birgh moved to cancel the 4/17/25 regular meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting is canceled.*

*Commissioner Birgh moved to schedule a special meeting on 4/16/25 at 1:00 pm at the District Office, 119 E LIBERTY RD, SHELTON, WA 98584, for the purpose of conducting regular business from the canceled 4/17/25 regular meeting. Hearing 3 aye votes and 0 nay votes, the special meeting is scheduled.*

**PRESENT AGENDA:** *Commissioner Birgh moved to adopt the agenda. Commissioner Anderson seconded.* PM requested to add an item to the beginning of ITEMS REQUIRING BOARD ACTION, "Amend Motion to Sign Office Lease." *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:**

The minutes of the March 20, 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 amended with corrections.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner Swart urged all operators to follow safety protocols at all times
- Commissioner Swart noted Ecology & CWSRF loan requirements regarding having a current *Asset Management Plan*

**Financial/Administrative Report:**

- Bills to Be Authorized:

- Voucher 2025-14 in the amount of \$7,606.98 was presented. *Commissioner Birgh moved to approve voucher 2025-14 in the amount of \$7,606.98. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Monthly Billing Report: PM presented the Monthly Billing Report for April 2025

#### **General Manager's Report:**

- GM presented his report on the current state of the District
- GM received positive feedback regarding the sewer project contractors professionalism
- Commissioners asked GM to correspond with HPMA regarding interest in the transfer of abandoned sewer line and requested requiring a response by 6/30/25
- GM shared correspondence with the project scheduler for the reservoir project; GM is waiting to hear back to finalize and will follow up if no response is received within a week
- GM noted he is waiting for *Pump Tech* to schedule booster pump service and will follow up if no response is received within a week
- Commissioners directed GM to keep and update a project reporting list. Commissioner Birgh provided an example project list for discussion. The project list will be kept up-to-date on the Commissioner Share Drive. Commissioners asked GM to update the list and delineate tasks by the next meeting.

#### **ITEMS REQUIRING BOARD ACTION:**

**Amend Motion to Sign Office Lease:** *Commissioner Swart moved to amend the previously passed motion from GM signing the lease to commissioners signing the HPMA-provided lease. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the previous motion is amended and commissioners will sign the provided lease.*

**Approve Well Valve Rebuilding Expense:** Commissioners asked GM to get additional information, specifically exploring the possibility of combining service with booster pump service

**Discuss District Procedure/Notice for HPMA Permitting Process:** Commissioners discussed and determined that regular maintenance does not need permitting. New & Modified facilities will need a permit. Commissioner Birgh referenced previously approved Board of Commissioner policy on the subject.

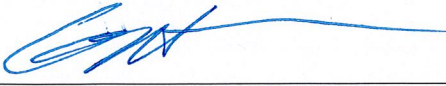
**GM Appeal of Commissioner Preference for Reservoir Heater Cord:** Commissioners agreed that temporary use of extension cords (less than 30 days) are acceptable, but encouraged GM to look for a permanent solution to water tower cabinet heating. GM will have an electrician evaluate adding an outlet in the cabinet. The currently buried extension cord should be removed immediately.

**Discuss 10-year Strategic Plan Areas of Focus:** Commissioners reviewed Lake Whatcom Strategic Plan as an example strategic plan. Commissioners discussed whether a consultant could be hired or if commissioners may need to develop. Commissioners will review again in several months.

**ANY OTHER BUSINESS:** Commissioner Swart shared a discussion with GM on adding additional water valves within the existing distribution network to improve water availability during repairs, along with the use of hydrant faucets.

*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: [Redacted]  
Respectfully Submitted By:



*Signature*

Carl Anderson, Secretary, Commissioner #1

*Name and Title*

Approved at the Regular Meeting of the Board on: **4-16-2025**