

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
May 1, 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: One subscriber was present who provided positive feedback regarding the latest newsletter

CORRESPONDENCE:

- Commissioner Swart received correspondence from a rate payer regarding the sewer project, grinder pumps and requested to be subscribed to the District's email list

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 April 16, 2025 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 as amended with corrections.*

REPORTS:

Commissioner Reports:

- Commissioner Anderson suggested changing regular meeting start time to 9:00 am; following a discussion, commissioners directed PM to draft a resolution for the next meeting to change the regular meeting start time to 9:00 am
- Commissioner Swart requested correspondence to be posted educating rate payers about plumbing traps
- Commissioner Swart noted that the filing period for the November ballot is open 5/5/25-5/9/25

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2025-18 in the amount of \$21,660.19 was presented. *Commissioner Birgh moved to approve voucher 2025-18 in the amount of \$21,660.19. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2025-17 for review
- Monthly Financial Report: PM presented the Monthly Financial Report for March 2025

General Manager's Report:

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

- GM noted that the less-than-optimal force main location on Nantasket Road was discussed along with a funding review meeting with WA Dept. of Ecology on 4/24/25
- GM noted that valve servicing at wells and booster pumps was completed
- GM shared dates that were added to his project list, which he will continue to address
- GM waiting on voltage regulator

ITEMS REQUIRING BOARD ACTION:

Discuss & Approve Asset Management Plan/Reserve Study Quote: Christian C. from Association Reserves joined the meeting via teleconference to share the services they provide and answer questions from the commissioners. *Commissioner Birgh moved to authorize GM to sign an agreement with Association Reserves at its quoted "loyalty program." Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.*

Adopt Resolution 2025-02, Approving the Loan Agreement Amendment with WA Dept. Of Ecology: *Commissioner Anderson moved to adopt Resolution 2025-02 as presented. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, Resolution 2025-02 is adopted.*

Schedule & Plan for a Special Meeting: *Commissioner Anderson moved to schedule a special meeting on 5/7/25 at 1:00 pm at the HPMA clubhouse for the purpose of conducting a meeting regarding the sewer project along the Hartstene Pointe Bluff. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the special meeting is scheduled.*

Discuss District Response to Emergency Water Shut Offs Associated with the Wastewater Infrastructure Rehabilitation Project: Commissioners discussed the need for a response plan for emergency service outages. Commissioners directed GM to develop a plan and bring to the next meeting.

Discuss Water Board Bible Chapters 5, 8 (pp. 52-55) & 9 (p. 65): Commissioners tabled due to the length of the meeting.

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 5:30 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: 5-15-2025