

**HARTSTENE POINTE WATER-SEWER DISTRICT**  
**REGULAR MEETING of the BOARD OF COMMISSIONERS**  
**May 15, 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:** One subscriber was present who shared his appreciation for the crew's work on recent repairs

**CORRESPONDENCE:**

- Commissioner Swart received correspondence from a resident who is pleased with the contractors working on the sewer project and expressed concern about ongoing water service line issues
- Commissioners Swart received correspondence from a resident regarding a site visit and discussed rerouting grinder pump line
- Commissioner Swart received correspondence from HPMA inquiring about the likelihood of ongoing water service outages throughout the sewer project
- Commissioner Swart received correspondence asking the District's GM or representative from the District to attend HPMA's upcoming Board of Director meeting on Saturday, May 17

**PRESENT AGENDA:** *Commissioner Birgh moved to adopt the agenda. Commissioner Anderson seconded.* Commissioners discussed adding "16. Discuss HPMA BOD Request for District Presence." Commissioners discussed adding "17. Approve Change Order for Force Main Replacement." *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:**

The minutes of the May 1, 2025 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Anderson seconded.* Commissioner Swart noted a minor correction. *Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended with the correction.*

The minutes of the May 7, 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.*

The minutes of the May 8, 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:**

**Commissioner Reports:**

- Commissioner Anderson shared concerns about vibrating equipment being used for future roads projects due to recent issues affecting existing infrastructure
- Commissioner Anderson requested the PM look for a solution to make updating contact information for accounts simpler

- Commissioner Swart noted that she and Commissioner Birgh filed for Commissioner positions #2 and #3 respectively for the upcoming November election and noted that according to the county assessor, no other candidates filed to run for either position
- Commissioner Swart requested a class description for the apprentice's upcoming Water Distribution Manager training through Evergreen Rural Water of Washington

### **Financial/Administrative Report:**

- Bills to Be Authorized:
  - PM requested that commissioners authorize \$124,811.27 to pay the first progress payment to Rognlin's Inc. for work performed through 2/25/25 while Ecology struggles to finalize the loan agreement in their software; funds will be reimbursed to the District after the first Payment Request Progress Report is finalized. *Commissioner Anderson moved to authorize the funds as requested. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the funds are authorized.*
  - Voucher 2025-20 in the amount of \$156,808.84 was presented. *Commissioner Anderson moved to approve voucher 2025-20 in the amount of \$156,808.84. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - PM presented Voucher 2025-19 for review
- Authorize Annual Financial Report to SAO: PM presented the annual financial report assembled for the WA State Auditor's Office. PM noted that the report was reviewed by TDJ CPA and that the CPA's suggestions were incorporated. *Commissioner Birgh moved to authorize the financial report as presented. Commissioner Anderson seconded. Hearing 3 aye votes, the financial report is authorized for submittal.*

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

- GM presented his report on the current state of the District
- GM noted that force main replacement was completed on May 9<sup>th</sup>
- GM shared the results of the inspection of Well 2, which has lost efficiency due to sludge buildup; GM is waiting for a cost estimate for a solution
- GM shared events of water main breaks on Nantucket Road and other leak repairs in the previous two weeks
- GM received positive feedback from residents regarding the sewer project and the teams involved with the project

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

**Adopt Resolution #2025-03:** *Commissioner Birgh moved to adopt Resolution #2025-03, "Establishing the Place & Times of Meetings of the Board of Commissioners." Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, Resolution #2025-03 is adopted, repealing Resolution #2021-02.*

**Discuss OnSolve Status:** PM shared the status of "OnSolve," the replacement for the "CodeRED" platform previously used by the District for emergency communications. PM noted that current records from District billing software were successfully imported and that he will participate in training to better understand the platforms capabilities. PM assembled step-by-step instructions for implementing emergency alerts.

**Discuss & Approve Funds for Well #2 Acid Treatment:** *Commissioner Birgh moved to approve up to \$8,000 for Well #2 Acid Treatment. Commissioner Anderson seconded. Commissioners directed*

*GM to have further conversations with Nicholson Drilling regarding pump replacement costs, in case that is needed. Hearing 3 aye votes and 0 nay votes, the funds are approved.*

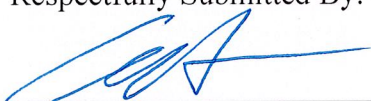
*Discussed Water Board Bible Chapters 5 (pp. 30 & 36), 8 (pp. 53, 54 Reg. #3 & 4) & 9 (p. 65, Q. 1-8): Commissioners reviewed and discussed the noted sections of the Water Board Bible.*

**Discuss HPMa Board of Director's Request:** HPMa requested that HPWSD's General Manager or other representative attend HPMa's Board of Directors meeting on Saturday, May 17. Commissioners determined this request to be unreasonable given the reason for the request. As Commissioner Anderson is already planning to attend, he agreed to field questions briefly.

**Approve Change Order for Force Main Replacement:** Due to the deterioration of the force sewer main on Nantucket Road, a change order was provided as an option for the remaining sewer main to be replaced. This section of infrastructure was not originally planned for replacement. Commissioners determined it is in the best interest of all to approve the change order. *Commissioner Birgh moved to approve the change order provided. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the change order is approved.*

*Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:55 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: 6-5-2025