

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
December 4, 2025 9:00 A.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the November 20, 2025 Regular Meeting (2-3)
7. Minutes of the November 25, 2025 Special Meeting (4)

REPORTS:

8. Commissioner Reports
9. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2025-53
 - Bills to Be Reviewed:
 - Voucher 2025-52
10. General Manager's Report (5)

ITEMS REQUIRING BOARD ACTION:

11. Review Roofing Quotes & Award Contract
12. Review Agenda & Handouts for 12/6/25 Grinder Pump Meeting
13. Address Need for GM to Update Staff Job Descriptions & Correlated Salary Survey Prior to 2026
14. Review Quote from Electricians & Award Contract
15. Administer Oaths of Office for Newly-Elected Commissioners
16. Discuss Opening of PDE for Deliveries
17. Revisit Trail Restoration Discussion

ANY OTHER BUSINESS (for new or overlooked items not included in the agenda)

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
November 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) Joe S., Lead Operator (LO) Jaron S.

CALL TO ORDER: The meeting was called to order at 9:03 am

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No correspondence

PRESENT AGENDA: *Commissioner Birgh moved to adopt the agenda. Commissioner Anderson seconded.* Commissioners added to the agenda “Review Reserve Study” before item 14. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the November 6, 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 presented.*

The minutes of the November 13, 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 Swart drew attention to trainings offered by Water Sewer Risk Management Pool
- Commissioner Swart noted the need to update regular meeting start time in the newsletter beginning in 2026
- Commissioner Swart requested information regarding mitigation of risk for toilet water overspray during cleaning of laterals prior to lining
- Commissioner Swart reported that the new lagoon dock is expected by the end of May 2026 and metering of the adjacent yard hydrant should be addressed accordingly

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2025-50 in the amount of \$997,479.58 was presented to pay sewer project vendors. *Commissioner Anderson moved to approve voucher 2025-50 in the amount of \$997,479.58. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher 2025-51 in the amount of \$46,710.45 was presented. *Commissioner Anderson moved to approve voucher 2025-51 in the amount of \$46,710.45. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

- Bills to Be Reviewed:
 - Voucher 2025-46: PM presented for review

General Manager's Report:

- GM presented his report on the current state of the District
- GM shared updates regarding the status of Midco Diving reservoir project
- GM shared quotes received for electrical work at the wastewater treatment plant
- GM shared quotes for jet pump order and ADA ramp order
- GM confirmed Matt M. from Century West Engineering is available for the bluff resident grinder pump informational meeting on 12/6/25

ITEMS REQUIRING BOARD ACTION:

Revise Tentative Date for Hybrid Information Meeting for Grinder Pump Residents: Commissioners scheduled the meeting for 12/6/25 at 10:00 am at HPMA's Clubhouse

Confirm Intent for a Separate Rognlin's Inc. Contract for Well #2 Rehabilitation Project: Commissioners reviewed and discussed contract details

Confirm Readiness for Ordering of Ramp for Office Installation: Commissioners discussed options for ordering and installing the front entry ramp

Review & Discuss Reserve Study: Commissioners and staff reviewed and discussed the reserve study. Commissioners identified revisions to be made. The revised study will be reviewed and discussed at the next regular meeting.

Review & Adopt Resolution 2025-04, Approving the 2026 Final Budget: Commissioners & administrative staff reviewed the 2026 budget at length and tabled for a future meeting.

Commissioner Swart called for a recess at 12:40 pm. The meeting resumed at 12:45 pm.

Adopt Resolution 2025-05, Approving the 2026 Fee Schedule: Commissioners tabled for a future meeting.

Schedule Special Meeting for Adopting the 2026 Final Budget: *Commissioner Swart called for a special meeting on 11/25/25 at 10:00 am at the District Office for the purpose of finalizing and adopting the 2026 final budget and fee schedule.*

Change the Date for the First Regular Meeting in 2026: *As the first Thursday of January 2026 falls on the federal holiday of New Year's Day, Commissioner Swart canceled the first scheduled regular meeting in January 2026. Commissioner Swart called for a special meeting on January 2, 2026 at 1:00 pm at the District Office for the purpose of transacting regular business delayed due to the cancellation of the regular January 1, 2026 meeting.*

Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:25 pm.

[Signature Block on Next Page]

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
November 25, 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) Joe S., Lead Operator (LO) Jaron S.

CALL TO ORDER: The meeting was called to order at 10:05 am

SUBSCRIBER REMARKS: No subscribers present

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.*

ITEMS REQUIRING BOARD ACTION:

Review & Adopt Resolution 2025-04, Approving the 2026 Final Budget: Commissioners reviewed at length the proposed final budget, operational costs and Capital Improvement Plan proposals; the reserve study report was also discussed.

Commissioner Swart called for an executive session for the purpose of discussing personnel matters, per RCW 42.30.110 section 1(g) at 11:45 am for thirty (30) minutes. The meeting will resume at 12:15 pm.

The meeting resumed at 12:15 pm.

Commissioner Birgh moved to adopt Resolution 2025-04, Approving the 2026 Final Budget, amended with a new line item of "Allocated Wage Increases" totaling \$20,000. Commissioner Anderson Seconded. Hearing 3 aye votes and 0 nay votes, Resolution 2025-04 and accompanying budget were adopted as amended.

Adopt Resolution 2025-05, Approving the 2026 Fee Schedule: *Commissioner Birgh moved to adopt Resolution 2025-05. Commissioner Anderson seconded.* Commissioner Anderson requested to add a clause to charge for failure to fix leaks in a timely manner after notification. Commissioner Swart requested modifying resolution clauses regarding the wording of rate payer testimony. *Hearing 3 aye votes and 0 nay votes, Resolution 2025-05 was adopted as amended.*

ANY OTHER BUSINESS: GM reviewed content of potential documents associated with grinder pump service and usage

Commissioner Birgh moved to adjourn the meeting. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 12:20 pm.

[Signature Block on Next Page]

GM REPORT FOR BOC MEETING ON 12/4

- I&I still a problem. We have noticed a lot of pump starts at LS 8 on Nantucket during rainy periods, so we will investigate manholes in the area the next time it rains
- SDS request for CIPP chemicals by Ecology
- Quinn w/ Correct Equipment will be here for the meeting on 12/6, and is bringing a demo trailer to show
- Nutrient sampling will be discontinued until Ecology issues a permit requiring it

PROJECT LIST

- I have 3 electrician quotes for wwtp lighting - I am expecting a 4th quote, but have yet to receive it.
- A web meeting with Midco is scheduled for 12/5 - I will provide an update in an email afterward.
- The jet pumps have been ordered. We received the invoice and it will be sent to Ecology for payment.
- We are able to send a check for the ADA ramp - invoice to be approved by BOC.
- Matt is going to look over the report from Association Reserves - he expects to have feedback for us by early next week.