

**HARTSTONE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584  
December 18, 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 December 4, 2025 Regular Meeting (2-4)

**REPORTS:**

7. Commissioner Reports
8. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Voucher 2025-55
    - Voucher 2025-56
  - Bills to Be Reviewed:
    - Voucher 2025-54
9. General Manager's Report (5)

**ITEMS REQUIRING BOARD ACTION:**

10. Adopt Resolution 2025-06 (6)
11. Review Status of Association Reserves Documentation
12. Review Electrician Quotes & Award Contract
13. Midco Meeting Review & Update
14. Review Duty Lists & Salary Analysis Prepared by GM
15. Review Options for Communications at New Lift Station with Potential Continuity with Existing Infrastructure

**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  
December 4, 2025  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

**MINUTES**

**PRESENT:** President S. Swart, Secretary C. Anderson (via teleconference), 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 9:05 am

**SUBSCRIBER REMARKS:** No subscribers present

**CORRESPONDENCE:** PM discussed notices received from WA Employment Security Department

**PRESENT AGENDA:** *Commissioner Birgh moved to adopt the agenda. Commissioner Anderson seconded.* GM requested to add item, “Approve Change to Change Order Proposal (COP) 22,” to the agenda. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:**

The minutes of the November 20, 2025 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Anderson seconded.* Commissioner Birgh identified a typo. *Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

The minutes of the November 25, 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 emphasized ongoing use of District-provided information door hangers by Iron Horse contractors
- Commissioner Swart shared questions by a resident regarding rock paths and soil piles

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2025-53 in the amount of \$49,880.34 was presented to pay sewer project vendors. *Commissioner Swart moved to approve voucher 2025-53 in the amount of \$49,880.34. Commissioner Anderson seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved. Commissioner Birgh abstained.*
- Bills to Be Reviewed:
  - Voucher 2025-52: PM presented for review

**General Manager’s Report:**

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

- GM noted that Inflow & Infiltration is still an issue and operators will investigate manholes in the Nantucket area during the next rainy period
- GM provided safety data sheets for the *Cured in Place Pipe* installation to Ecology following its request
- GM confirmed that a representative from Correct Equipment will be onsite for the informational meeting on 12/6/25
- GM noted that the nutrient laboratory sampling of the wastewater influent & effluent will discontinue, as Ecology funding is expiring and permits do not require such testing at this time
- GM shared three (3) quotes from electricians for WWTP lighting upgrades and is expecting a fourth quote that may provide lower mobilization costs
- GM is scheduled to meet with representatives of Midco Diving regarding the reservoir cleaning & repair project status
- Jet pumps for the sequence batch reactors have been ordered and the invoice will be paid by Ecology
- The vendor supplying the ADA ramp for the office provided invoice; expense included in voucher to be approved by the Board of Commissioners
- The District's engineer is going to review the report from Association Reserves and provide feedback
- New grinder pumps will be added to the District's asset list

**ITEMS REQUIRING BOARD ACTION:**

**Review Roofing Quotes and Award Contract:** Commissioners reviewed quotes provided by LO for the WWTP roofing project and discussed differences in options and warranties. *Commissioner Birgh moved to accept Ascend Roofing's quote with the understanding that the roofing needs to match the roofs of HPMA facilities. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, Ascend Roofing's proposal is accepted.*

**Review Agenda & Handouts for the 12/6/25 Grinder Pump Meeting:** Commissioners reviewed the agenda & grinder pump care letter. A "robo-call" reminding residents of the meeting will be sent this afternoon. Commissioner Anderson directed GM to add an item regarding fee assessments for improper use of grinder pumps. Commissioner Birgh requested reflective stickers to be utilized that list the District's contact information on District-owned grinder pumps.

**Address Need for GM to Update Staff Job Descriptions & Correlated Salary Survey Prior to 2026:** Commissioners directed GM to compile. PM will draft resolution for 12/18 meeting to reflect that the Board of Commissioners approves these for each position, with a target to adopt at the 1/2/26 meeting.

**Review Quotes from Electricians & Award Contract:** Commissioners tabled awaiting an additional quote.

**Administer Oaths of Office for Newly-Elected Commissioners:** PM, a Notary Public of Washington State, administered oaths of office to Commissioners Birgh & Swart, who swore and affirmed to the oaths as provided by the Elections division of the Mason County Auditor's Office. Commissioners Birgh & Swart will assume positions 3 and 2 respectively for terms beginning in 2026.

**Discuss Opening Pointes Drive East for Deliveries:** *Commissioner Swart moved to direct GM to convey to Century West Engineering (CWE) to remove specific road restrictions. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.*

**Revisit Trail Restoration Discussion:** Commissioners directed GM to work with CWE and consider crushed granite.

**Approve Changes to COP 22:** GM presented amended COP 22. *Commissioner Birgh moved to approve the amended COP 22. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the amended COP is approved.*

**ANY OTHER BUSINESS:**

- Commissioner Anderson requested that Association Reserves status be added as a “standing Item” on future agendas

*Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 11:30 am.*

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: 12-18-2025

## **GM REPORT FOR BOC MEETING ON 12/18**

- I&I still a problem. Upon checking manholes that weren't rehabbed or replaced, so far there have been 8 found with leaks. This data is being shared with CWE.
- DOH has received more complaints about fumes; Ecology is assisting with it and will be here on 12/18 to test air quality in the area where CIPP is being performed.
- We have had increasing trouble with pump failure at LS 2, requiring staff to respond to reset it. This includes weekends and nights. I ordered a new pump to install to keep things operational until the lift station upgrades are ready to go.
- I have received complaints from residents re: work on the bluff during the rain, the mess made by tire ruts in the wet ground and litter being left by crews. I have asked for this to be added onto the agenda for the construction meeting, and it will be discussed on 12/17.
- Update will be provided on staffing.

### **PROJECT LIST**

- I received a 4th quote for the wwtp exterior lighting. These will be reviewed for BOC voting.
- A web meeting with Midco was held on 12/5. They were going to talk amongst management about what we discussed. I have not heard back from them since.
- Matt is going to look over the report from Association Reserves - this was delayed by his serving on jury duty.
- We have discussed changing the manhole numbers after this project is over for ease of locating them.

**HARTSTENE POINTE WATER SEWER DISTRICT  
MASON COUNTY, WASHINGTON**

**RESOLUTION 2025-06**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF HARTSTENE  
POINTE WATER SEWER DISTRICT, MASON COUNTY, WASHINGTON  
ESTABLISHING THE PLACE AND TIMES FOR MEETINGS OF THE BOARD OF  
COMMISSIONERS**

**WHEREAS**, the Open Public Meeting Act, Chapter 42.30 RCW, provides that the Board of Commissioners of the District shall establish the time and place of regular meetings of the Board by resolution; now, therefore

**BE IT RESOLVED** by the Board of Commissioners of the Hartstene Pointe Water Sewer District, Mason County, Washington, as follows:

**Section 1.** Beginning January, 2026, regular meetings of the Board of Commissioners shall be held on the first and third Thursday of every month, commencing at 1:00 p.m., at the District Main Office, 119 E Liberty Road, Shelton, Washington, 98584. If the regular meeting date falls on a legal holiday, the regular meeting shall be held on the first business day following such regular meeting date, at the same time and place.

**Section 2.** If by reason of fire, flood, earthquake or other emergency, it shall be unsafe to hold the meeting at the place designated in Section 1 above, the meetings of the Board may be held for the duration of the emergency at such a place as is designated by the President of the Board.

**Section 3.** Resolution 2025-03, which previously established the time and place of regular meetings of the Board, is hereby repealed.

**ADOPTED** by the District Board of Commissioners at its scheduled meeting on this 18th day of December, 2025

Hartstene Pointe Water-Sewer District  
Mason County, Washington

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*Stacy Swart, President*

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*Carl Anderson, Secretary*

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*Stefan Birgh, Audit Commissioner*