

**HARTSTONE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584  
January 15, 2025 1:00 P.M.**

**AGENDA**

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the January 2, 2026 Special Meeting (2-4)

**REPORTS:**

7. Commissioner Reports
8. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Voucher 2026-03
  - Bills to Be Reviewed:
    - Voucher 2026-02
  - Monthly Billing Report (5)
9. General Manager's Report (6)
  - Project List Review

**ITEMS REQUIRING BOARD ACTION:**

10. Review Status of Association Reserves Documentation for Submission
11. Cost of Living Adjustment Recommendation (7)
12. Review Duty Lists & Salary Analysis Prepared by GM (8)
13. Authorize Agreement & Contract with Community Engineering & Consulting
14. Approve Work Amendment #1 for Rehabilitation of Lift Stations
15. Review Updates for Communications at New Lift Station with Potential Continuity with Existing Infrastructure
16. Review Methods for Timely Ratepayer Notifications Regarding Water Outages

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

**HARTSTENE POINTE WATER-SEWER DISTRICT  
SPECIAL MEETING of the BOARD OF COMMISSIONERS  
January 2, 2026  
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 1:07 pm

**SUBSCRIBER REMARKS:** No subscribers present

**CORRESPONDENCE:**

- PM relayed information regarding the 12/29/25 Entrance Conference meeting with the team from the WA State Auditor's Office (SAO), attended by Commissioner Birgh & PM; PM shared the signed Entrance Conference letter, outlining the scope of the routine accountability audit
- Commissioner Anderson inquired as to audit frequency and changes in costs to the District

**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 December 18, 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.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner Birgh conveyed feedback received from a ratepayer thanking the District for the sewer rehabilitation project, even though it comes at a significant cost
- Commissioner Swart opened discussion regarding the notice to be sent to the community regarding Styrene use in Cured-in-Place Pipe and commissioners noted a couple of needed clarifications
- Commissioner Swart shared a WASWD update on an Affordability & Feasibility Study of Water Rates in WA State

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2026-01 in the amount of \$51,875.33 was presented. *Commissioner Anderson moved to approve voucher 2026-01 in the amount of \$51,875.33. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - Voucher 2025-57: PM presented for review

**General Manager's Report:**

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

- GM reported that Ecology tested Styrene fume concentrations on-site as related to the sewer rehabilitation project; results were acceptable and a mailing is being sent to the community with the findings in lieu of a monthly newsletter
- GM noted that a new pump was installed at Lift Station #2, which operated as expected until failing twice on 12/30/25; the vendor is investigating to determine cause
- GM noted that a water leak was performed on Promontory Road on 12/30/25
- GM noted that the District's mini excavator now has newly-installed tracks, its undercarriage was refurbished and the "trailer plug" was replaced
- GM & LO noted that the roofing projects at the wastewater treatment plant are complete; several spots of dry rot were identified & repaired; new gutters were installed
- GM noted that LO will be out of the office for professional development 1/5-1/9
- GM plans to be out of the office 1/8 & 1/9
- GM shared updates to the project list
- Commissioners Directed GM to update the project list per integrated commissioners notes, delineate WWTP lighting tasks, provide greater notation to track task history and move "closed" items

**ITEMS REQUIRING BOARD ACTION:**

**Review Status of Association Reserves Documentation:** LO reviewed assets and the engineer's perspective of the reserve study

**Approve Work Amendment #1 for Rehabilitation of Lift Stations:** Commissioners discussed and decided to table until further information is collected

**Authorize Agreement & Contract with Community Engineering & Consulting:** Commissioners discussed and decided to table until further information is collected

**Update of Reservoir Inspection/Cleaning Project & Vendor Status:** (reviewed during GM Report)

**Review Duty Lists & Salary Analysis Prepared by GM:** Commissioners reviewed what was readily available and will parse out further during the next meeting

**Review & Adopt Resolution 2026-01, Adjusting Wage Ranges & Salaries for District Employees:** *Commissioner Birgh moved to adopt Resolution 2026-01. Commissioner Swart seconded.* Commissioners reviewed the draft resolution and made a couple of minor edits clarifying definitions. *Hearing 3 aye votes and 0 nay votes, the resolution is adopted as amended.* Commissioners directed GM & PM to propose Cost of Living Adjustment (COLA) percentage at the next meeting

**Authorize GM to Designate "Lead Operator" Status:** *Commissioner Birgh moved to authorize GM to designate "Lead Operator" status to an employee as defined in the accompanying memorandum. Commissioner Anderson seconded.* Commissioners discussed and amended the memorandum. *Commissioner Birgh amended the motion to clearly define that the GM's authorization to designate "Lead Operator" status is limited to increasing his/her wage by 10% and that COLA only applies if adjusted by Commissioners for District Staff as a whole. Hearing 3 aye votes and 0 nay votes, the amended memorandum is approved and the amended motion passes.*

**Determine Need for Rate Study During First Quarter:** Commissioners agreed to prioritize pursuing a rate study before the end of the first quarter of 2026

*Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 12:55 pm.*

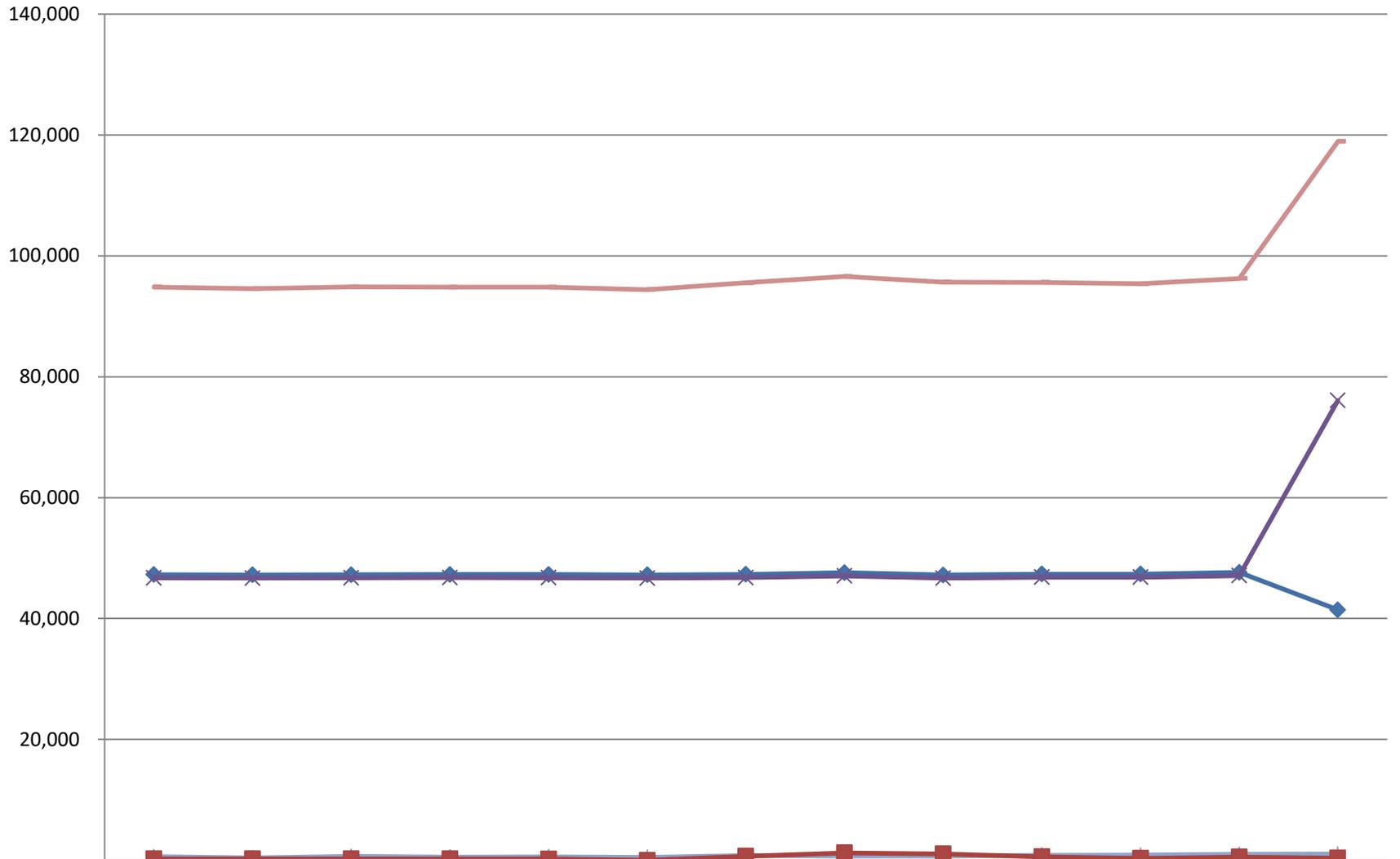
Meeting Minutes Drafted By: PM  
Respectfully Submitted By:

\_\_\_\_\_  
*Signature*

Carl Anderson, Secretary, Commissioner #1  
*Name and Title*

Approved at the Regular Meeting of the Board on: 1-15-2026

## Regular Utility Billing



	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026
◆ Water Service	47,249	47,206	47,242	47,283	47,273	47,206	47,296	47,575	47,191	47,352	47,349	47,617	41,420
✕ Sewer Service	46,719	46,680	46,715	46,756	46,746	46,680	46,769	47,049	46,669	46,828	46,824	47,091	76,084
+ Late/Misc. Fees	620	420	646	536	579	507	801	723	720	847	873	997	1,037
■ Consumption	250	250	250	240	220	-	670	1,230	1,060	585	325	545	375
— Total Charges	94,839	94,556	94,853	94,816	94,817	94,393	95,536	96,576	95,641	95,613	95,371	96,250	118,916

## **GM REPORT FOR BOC MEETING ON 1/15**

- A water leak on PDW was reported and repaired on Wed 1/7. It was necessary for us to shut off water from PDW/Bos'n around to Chesapeake for emergency repairs.
- Another water leak on Pitcairn was reported on Sat 1/10. For this one, we were able to isolate the water outage to just this house.
- For both of these repairs, I hired Roglin's to use their vac truck for excavation purposes.
- Jaron obtained his BAT. I'd like to discuss this further.
- I officially assigned Jaron the Lead Operator designation.
- I have a COLA sheet ready for review.
- I will be out on 1/22,23 (rescheduled from 1/8,9).

### **PROJECT LIST**

- Kilowatt Electric was selected for the wwtp lighting. The work is scheduled for Feb 16 & 17. I am also renting a boom lift for it.
- I have reached out to Midco and am still waiting for them to contact me.
- I'm still waiting for an update for shipping on the ramp.



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M E M O R A N D U M

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January 13, 2026

**TO:** HPWSD Board of Commissioners  
**FROM:** Jeff Palmer, General Manager  
**RE:** Recommendations for Cost of Living Adjustments

In salary and compensation, a *Cost of Living Adjustment* (COLA) is a pay increase designed to help employees maintain their purchasing power against inflation and rising living expenses (e.g. housing, food, gas, etc.).

- **Purpose:** To prevent inflation from eroding the real value of a salary
- **How it works:** COLAs are usually correlated to inflation indicators, like the Consumer Price Index (CPI), so that when overall prices go up, compensation adjustments match to keep up
- **Frequency:** For government benefits, COLAs are analyzed and implemented on an annual basis, determined in the fall and put into effect in January
- **Difference from merit pay:** Unlike merit pay raises (based on performance), COLAs are a general increase to offset external economic factors, not individual achievement

The last COLA for HPWSD was in January 2022, so it has been four (4) years since the last adjustment went into effect. At that time, the Board of Commissioners voted for a 5% COLA to the nearest quarter (\$0.25) per hour. A recent report showed a U.S. overall CPI of 2.7%.

Period (Year-end)	Seattle-Tacoma-Bellevue Area	West Region	U.S. City Average
Dec 2022	8.4%	(not available)	8.0%
Dec 2023	4.4%	3.6%	4.1%
Dec 2024	2.7%	2.5%	(not available)
Nov 2025	(not available)	3.0%	2.7%

Based upon the data above, my recommendation is for a minimum 3% COLA, effective January 2026.

# **Project & Accounts Manager**

## **Full Job Description**

The Project & Accounts Manager will manage and be responsible for the regular and timely delivery of the District's administrative and accounting needs as directed by the Board of Commissioners and General Manager in conformance to applicable federal and state laws and regulations.

**Reports directly to the General Manager and is responsible for the following duties:**

- **Maintain District Accounting System:**
  - Enter all financial transactions into the District's bookkeeping software
  - Reconcile accounting records with third-party payment processing vendors, bank statements and Mason County Treasurer fund statements
  - Process accounts payable
  - Prepare monthly replenishments & deposit to bank
- **Prepare Reports:**
  - Prepare and present Monthly and Quarterly internal financial and billing reports to the District Board of Commissioners
  - Prepare Governmental Financial Reports including but not limited to:
    - Monthly WA Department of Revenue B&O/Excise Tax
    - Annual 1099 Forms
    - Annual Financial Reports to Subscribers and WA State Auditor in accordance with BARS
    - Annual WA State Auditor Annual Audit Assessment
- **Coordinate with Mason County Treasurer's Office and Financial Services on:**
  - Scheduling transfers to District Reserve/Investment Funds
  - Process voucher requests
  - Process customer refunds
  - Schedule/coordinate EFT loan and tax payments
- **Work with the General Manager to prepare Annual Budget**
- **Serve as District Public Records Officer:**
  - Stay up-to-date on the Public Records Act and its requirements
  - Maintain Office Filing System
  - Retain and prepare for destruction records in accordance with the State Records Retention Schedule
  - Respond to Public Records Requests
- **Maintain Property Control Records**
- **Produce District correspondence and communications, including monthly newsletters and maintain/update District website**

- **Utility Billing:**
  - Manage customer accounts in District’s utility billing software database
  - Prepare utility billings
  - Coordinate with General Manager and Meter Reader on monthly meter reading, analysis, and correction
  - Administer customers’ electronic payments
  - Post payments to customer accounts
  - Prepare and record liens and lien satisfactions
  - Prepare final bill estimates, final bills, and set up new customer accounts
  - Assist in fielding customer service calls and correspondence
  - Prepare final billing estimates for escrow, property sales
  - Generate late notice reports and notices
- **Procurement:**
  - Assist General Manager in preparation and dissemination of requests for quotes/qualifications
  - Ensure District purchasing is performed in accordance with District Purchasing Manual and state procurement laws
  - Review contracts and monitor contractor compliance with contract terms and labor standards
- **Assist Board of Commissioners:**
  - Draft District policies, procedures and resolutions
  - Prepare meeting agendas, meeting minutes and agenda packets
- **Coordinate with, and represent the District to, vendors, contractors and auditors**
- **Operations:**
  - Works directly with General Manager and staff to perform dailies at both water and wastewater facilities as needed
  - Takes part in field work as needed, including: repair and maintenance of water mains and laterals, sewer mains and laterals, pumps, and other mechanical and electrical components needed to serve Hartstene Pointe
  - Serves as the main point of contact for the District in the General Manager’s absence
  - Transports water/wastewater samples to an accredited laboratory, as needed
- **Project Management:**
  - Assemble & maintain bulletin boards, webpages to keep community up-to-date
  - Draft & distribute notices to residents when necessary by email and/or USPS mail
  - Assist with project meetings & public hearings