

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
February 5, 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 15, 2026 Regular Meeting (2-4)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2026-05
 - Bills to Be Reviewed:
 - Voucher 2026-04
 - Monthly Billing Report (5)
9. General Manager's Report (6)
 - Project List Review

ITEMS REQUIRING BOARD ACTION:

10. Potential Discussion with Matt M.
11. Split Payment for WWTP Backflow Between Loan & CIP Discussion
12. Proposal for Bluff Restoration, Contingent Upon Availability of Bids from Contractor
13. Review Status of Association Reserves Documentation for Submission
14. Review Duty Lists & Salary Analysis Prepared by GM
15. Approve Work Amendment #2 for Engineering Design of WWTP Backflow Assembly
16. Review Water Board Bible Chapter Eight (8)
17. Direct GM to Request Attorney Letter to HPMA Regarding their Legal Assumption of Ownership of Abandoned Sewer Main for Stormwater Collection Line

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 15, 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 1:05 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE:

- Commissioner Swart acknowledged the passing of HPMA's maintenance employee Alan. S., who often provided the District insight regarding HPMA's infrastructure
- GM relayed correspondence from a resident on Promontory Road regarding styrene fumes

PRESENT AGENDA: *Commissioner Birgh moved to adopt the agenda. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as presented.*

MINUTES:

The minutes of the January 2, 2026 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 presented.*

REPORTS:

Commissioner Reports:

- Commissioner Birgh is scheduled to attend Washington Association of Water & Sewer Districts Commissioner Workshop
- Commissioner Swart acknowledged one-year anniversary of signing the WIRP bid award
- Commissioner Swart noted HPMA Disaster Preparation committee invited District staff to attend monthly trainings
- Commissioner Anderson confirmed regular meeting dates he will be away from the Pointe in the months ahead

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2026-03 in the amount of \$87,980.09 was presented. *Commissioner Anderson moved to approve voucher 2026-03 in the amount of \$87,980.09. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2026-02: PM presented for review
- Monthly Billing Report: PM presented the monthly billing report for December 2025

General Manager's Report:

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

- GM shared details of emergency leak repairs on Pointes Drive West, noting that Rognlin’s Vacuum Truck was utilized
- GM noted that LO obtained Backflow Assembly Testing certification
 - Commissioner Birgh recommended that GM approve 50% of training costs and allocate two days of the five as reported full-work days; additionally, it is recommended that annual recertification fees should be reimbursable
- GM noted that he will be out of the office 1/22 & 1/23
- Project List Review
 - Kilowatt Electric was selected for the WWTP lighting projects and scheduled work to be performed on 2/16 & 2/17; a hydraulic lift will be rented for the work
 - GM is waiting for a reply from the vendor regarding the reservoir project; GM is directed to contact the second choice vendor to confirm price & availability should the District cut ties to Midco
 - GM is waiting for a reply from the vendor regarding the ADA ramp procurement; GM indicated he will contact tomorrow

ITEMS REQUIRING BOARD ACTION:

Review Status of Association Reserves Documentation for Submission: LO & GM report that the list has been updated; Century West Engineering provided input that will be added; Commissioners request to be placed for removal of Capital Improvement items from 30-year funding plan; submittal expected next week

Cost of Living Adjustment Recommendation: *Commissioner Birgh made a motion to propose a 2.7% wage increase for GM, PM & LO wages, effective January 2026. Commissioner Anderson seconded. Hearing 3 aye and 0 nay votes, the motion passes.*

Review Duty Lists & Salary Analysis Prepared by GM: Commissioners tabled awaiting completion by GM & GM position

Authorize Agreement & Contract with Community Engineering & Consulting (CE&E): Commissioners tabled, expecting Matt M. to be approved as engineer; GM to clarify that the contract will be signed with Century West Engineering instead of CE&E, as would be consistent with the original Wastewater Infrastructure Rehabilitation Project-related contracts in the event that WA Dept. of Ecology approve coverage of the backflow assembly at the Wastewater Treatment Plant

Approve Work Amendment #1 for Rehabilitation of Lift Stations: *Commissioner Birgh moved to approve Work Amendment #1 following review & discussion. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the amendment is approved.*

Review Updates for Communications at New Lift Stations with Potential Continuity with Existing Infrastructure: Commissioners discussed presented information, including costs of technology services; additional information is needed before moving forward

Review Methods for Timely Ratepayer Notifications Regarding Water Outages: Staff proposed a non-interactive “Facebook” account as a supplemental media source for postings and a feed posted on the District’s website

[signature block on next page]

Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:40 pm.

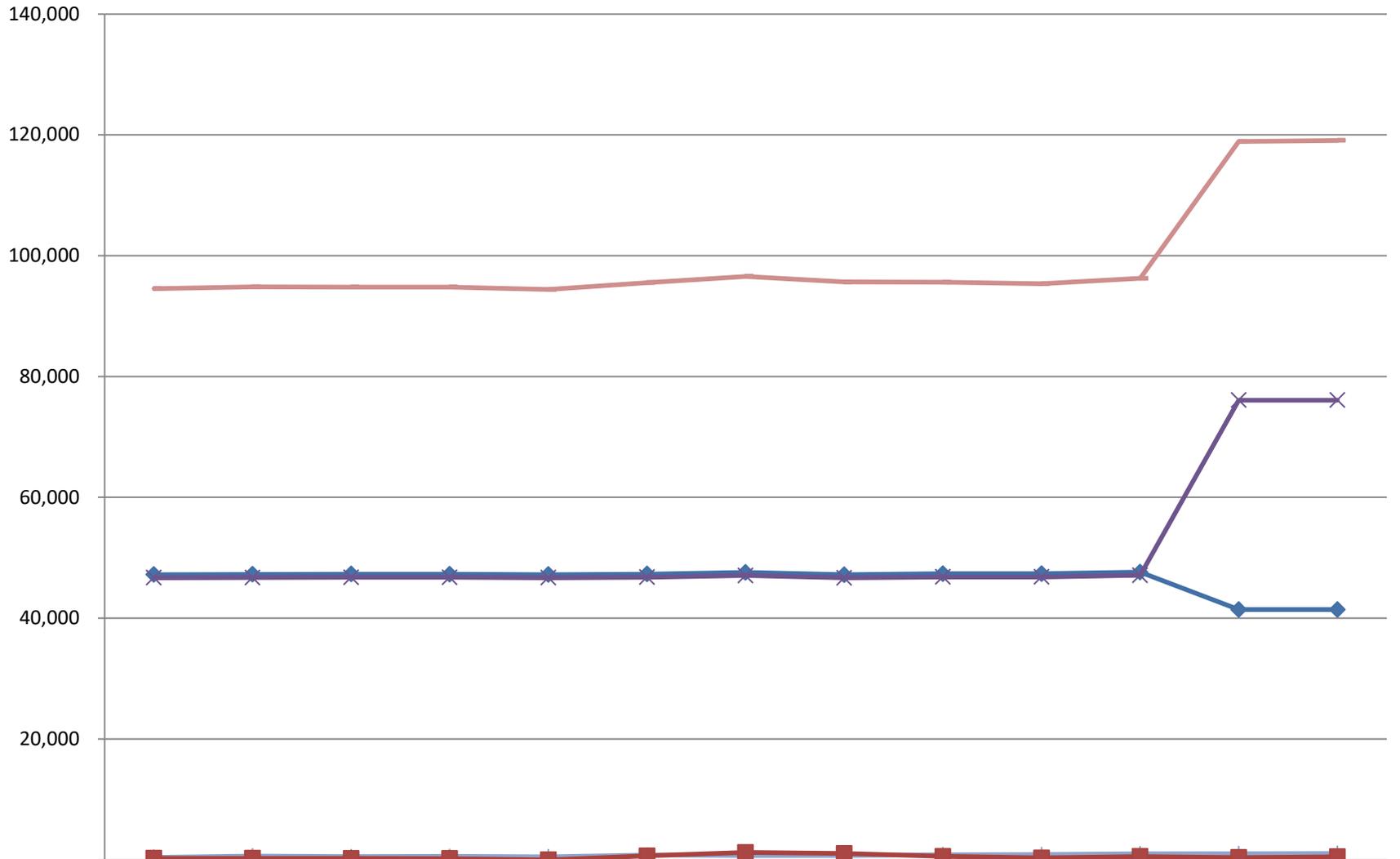
Meeting Minutes Drafted By: PM
Respectfully Submitted By:

Signature

Carl Anderson, Secretary, Commissioner #1
Name and Title

Approved at the Regular Meeting of the Board on: 2-5-2026

Regular Utility Billing



	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026
◆ Water Service	47,206	47,242	47,283	47,273	47,206	47,296	47,575	47,191	47,352	47,349	47,617	41,420	41,420
✕ Sewer Service	46,680	46,715	46,756	46,746	46,680	46,769	47,049	46,669	46,828	46,824	47,091	76,084	76,084
+ Late/Misc. Fees	420	646	536	579	507	801	723	720	847	873	997	1,037	1,069
■ Consumption	250	250	240	220	-	670	1,230	1,060	585	325	545	375	515
— Total Charges	94,556	94,853	94,816	94,817	94,393	95,536	96,576	95,641	95,613	95,371	96,250	118,916	119,088

GM REPORT FOR BOC MEETING ON 2/5

- A water leak was discovered in a driveway on Barnacle - repairs are scheduled for 2/3.
- Another water leak was reported today (2/2) on Nantucket, near the lift station - repairs are scheduled for 2/5
- The new lift station is scheduled for start-up testing to happen on 2/5 @ 0800. Hopefully, I will be able to provide an update during the BOC meeting.
- I was finally able to get hold of someone at CenturyLink and I am meeting with a tech on Friday morning, 2/6, to look at each site.

PROJECT LIST

- I have reached out to Midco on 1/14 and 2/2 - still waiting for them to reply.
- I checked the bidder's list for the reservoir cleaning, and sent an email to the next lowest bidder to ask for a cost estimate for cleaning only.
- I've been waiting to hear back from Discount Ramps. I finally was contacted, and now they're saying we need a wider ramp, which doubles the cost. I'm looking into it to see if this is true.