

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
February 18, 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 February 5, 2026 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2026-08
9. General Manager's Report (4)
 - Project List Review

ITEMS REQUIRING BOARD ACTION:

10. Develop Proposals for HPMA Regarding Bluff Trail & Common Area Restoration
11. Review Status of Association Reserves Documentation for Submission; GM to have updated
12. Review & Adopt Resolution 2026-02, Declaring Abandoned Portion of Bluff Sewer Mainline Surplus (5-7)
13. Schedule GM Performance Review in March
14. Review OPR Best Practices

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
February 5, 2026
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: President S. Swart, Audit Commissioner S. Birgh, Project & Accounts Manager (PM) Joe S.; Secretary C. Anderson and General Manager (GM) J. Palmer absences excused

CALL TO ORDER: The meeting was called to order at 1:10 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No correspondence

PRESENT AGENDA: *Commissioner Birgh moved to adopt the agenda. Commissioner Swart seconded.* PM requested to add Voucher 2026-06 to the financial report. Commissioner Birgh requested to add “Reschedule Next Board of Commissioner Meeting” to the agenda, which was omitted due to a clerical error. *Hearing 2 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the January 15, 2026 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Swat seconded.* Commissioner Birgh noted minor edits and clarifications needed. *Hearing 2 aye votes and 0 nay votes, the minutes were approved as amended.*

REPORTS:

Commissioner Reports:

- Commissioner Birgh attended the WASWD Commissioner Workshop on 1/31/26
- Commissioner Swart requested to coordinate with PM for letters to east bluff homeowners regarding the activation of grinder pumps next week

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2026-05 in the amount of \$58,037.66 was presented. *Commissioner Birgh moved to approve voucher 2026-05 in the amount of \$58,037.66. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher 2026-06 in the amount of \$475,537.46 was presented. *Commissioner Birgh moved to approve voucher 2026-06 in the amount of \$475,537.46. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2026-04: PM presented for review
- Monthly Billing Report: PM presented the monthly billing report for February 2026

General Manager’s Report:

- Commissioners Reviewed the General Manager’s Report
- Update provided on the state of the District operations
- Noted ongoing dialogue with vendor regarding ramp procurement

- Alternate bid for reservoir cleaning presented and GM was directed to place final communication to MIDCO; Commissioner Birgh provided recommended messaging
- New lift station start-up is underway today

ITEMS REQUIRING BOARD ACTION:

Split Payment for WWTP Backflow Between Loan & CIP Discussion: Item tabled awaiting more information regarding cost

Proposal for Bluff Restoration, Contingent Upon Availability of Bids from Contractor: Commissioners discussed the material options under consideration for bluff restoration and commissioners agreed that ongoing delays are unwanted

Review Status of Association Reserves Documentation for Submission: GM to coordinate with Commissioner Birgh regarding discussion with Association Reserves within one week

Review Duty Lists & Salary Analysis Prepared by GM: Item focusing on GM position was tabled, due to GM absence

Approve Work Amendment #2 for Engineering Design of WWTP Backflow Assembly: *Commissioner Birgh moved to approve Work Amendment #2 and authorize GM to sign the amendment on behalf of the Board. Commissioner Swart Seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.*

Review Water Board Bible Chapter Eight (8): Commissioners reviewed, discussed pertinent topics

Reschedule Next Meeting: *Commissioner Birgh moved to cancel the 2/19/26 regular meeting. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the regular meeting is canceled.*

Commissioner Birgh moved to schedule a special meeting on 2/18/26 at 1:00 pm at the District Office for the purpose of conducting routine business that normally would have been conducted at the canceled 2/19/26 regular meeting. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the special meeting is scheduled.

Direct GM to Request Attorney Letter to HPMa Regarding their Legal Assumption of Ownership of Abandoned Sewer Main for Stormwater Collection Line: GM is directed as posted on the agenda

Commissioner Birgh moved to adjourn the meeting. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 3:10 pm.

Meeting Minutes Drafted By: PM

Respectfully Submitted By:

Signature

Stacy Swart, President, Commissioner #2
Name and Title

Approved at the Regular Meeting of the Board on: 2-18-2026

GM REPORT FOR BOC MEETING ON 2/18

- DOH correspondence re: Well 2 arsenic
- Attorney correspondence
- Ratepayer request for detailed explanation for rate increase
- A broken sewer line on Nantucket was repaired on 9/9. A pill report was made to Ecology and DOH Shellfish
- Iron Horse broke a water line on Pitcairn on 2/12 - repairs were completed that same day.
- Rognlin's broke a water line on PDE while digging to install a new manhole on 2/16. It is a service line to a vacant lot, so repairs were held off until 2/17.
- Ongoing problems with LS 2 have increased. There are multiple people trying to troubleshoot the source of the problem. I will provide a full report during the meeting.
- I had a Teams meeting with Lumens (CenturyLink) and Grady w/ Century West re: DSL lines to the lift stations. They are shifting away from DSL, but will present some options in email.
- The new Bluff LS had no address; PUD had it listed as XXX PDE. I talked to Mason County and it is now officially 346A.

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

RESOLUTION 2026-02

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF HARTSTENE
POINTE WATER SEWER DISTRICT, MASON COUNTY, WASHINGTON
DECLARING ABANDONED PORTION OF BLUFF SEWER MAINLINE SURPLUS**

WHEREAS, Hartstene Pointe Water-Sewer District (the “District”) is a special purpose district and municipal corporation organized under and governed by Title 57 RCW; and

WHEREAS, the District is pursuing the Hartstene Pointe Sewer Collection System Improvements Project (the “Project”), which includes as a Project component the rerouting of sewage away from a primary sewer line along the bluff generally located as depicted on the attached Exhibit A (the “Former Bluff Sewer Mainline”); and

WHEREAS, following completion of construction of the Project, the District’s Former Bluff Sewer Mainline is not and will not be needed for District purposes; and

WHEREAS, the District has determined the value of the Former Bluff Sewer Mainline to be less than two thousand five hundred dollars, and following completion of construction of the Project, the District had intended to abandon-in-place the Former Bluff Sewer Mainline; and

WHEREAS, in lieu of abandonment in place, the Hartstene Pointe Maintenance Association (“HPMA”) has voted to acquire and own the Former Bluff Sewer Mainline for its own purposes; now, therefore,

The Board of Commissioners of the Hartstene Pointe Water-Sewer District hereby resolves:

1. The portion of the Former Bluff Sewer Mainline, as depicted on the attached Exhibit A, is confirmed as not needed, and will not be needed for District purposes, and is further hereby declared surplus.
2. The District’s General Manager is authorized to enter into negotiations with HPMA for the transfer of ownership of the Former Bluff Sewer Mainline, and any related facilities or appurtenances thereto, on terms in the best interests of the District; provided any transfer agreement shall first be subject to approval by the Board of Commissioners.

ADOPTED by the District Board of Commissioners at its scheduled meeting on this 18th day of February, 2026.

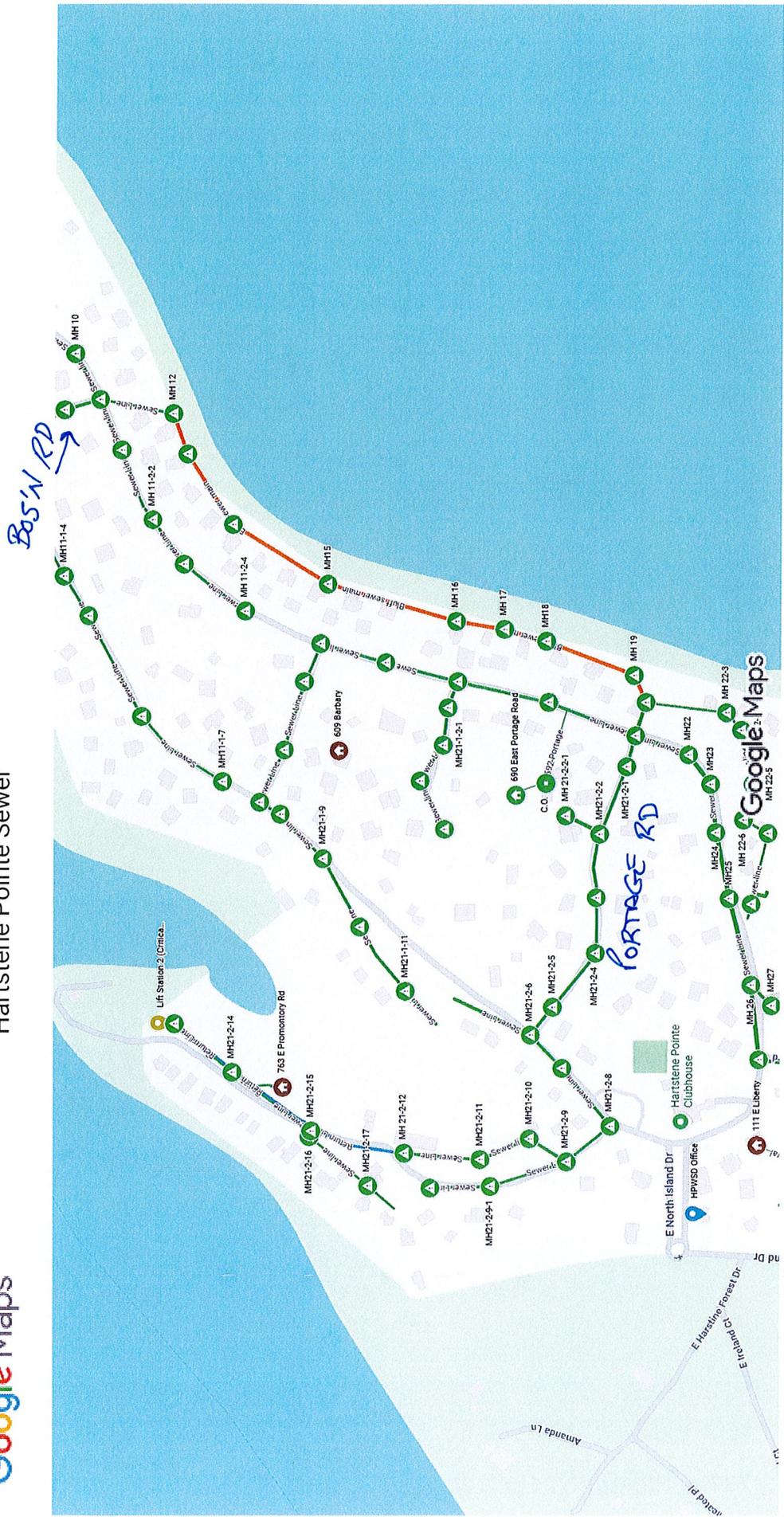
[signatures on following page]

Hartstene Pointe Water-Sewer District
Mason County, Washington

Stacy Swart, President

Carl Anderson, Secretary

Stefan Birgh, Audit Commissioner



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THE ORANGE LINE IS THE SEWER MAIN WE'RE ABANDONING. THE GREEN CIRCLES ARE MANHOLES.