

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
March 19, 2026 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the March 5, 2026 Regular Meeting (2-3)
7. Minutes of the March 11, 2026 Special Meeting (4)

REPORTS:

8. Commissioner Reports
9. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2026-13
 - Voucher 2026-14
 - Bills to Be Reviewed:
 - Voucher 2026-12
10. General Manager's Report (5)
 - Project List Review

ITEMS REQUIRING BOARD ACTION:

11. Discussion with Engineer, if Needed
12. Discuss & Approve Lift Station #8 Force Main Replacement
13. Determine Need for Revised Customer Service Documents Related to Bluff Homes Utilizing Grinder Pumps
14. Discuss Options for Promontory Force Main Replacement
15. Review Water Board Bible Appendix D (p. 90) to Facilitate GM Development of Updated Duty List Prior to Next Regular Meeting in Preparation for GM Performance Review

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

MINUTES

PRESENT: Secretary C. Anderson (via teleconference), President S. Swart, Project & Accounts Manager (PM) Joe S., Lead Operator (LO) Jaron S.; Audit Commissioner S. Birgh & General Manager (GM) J. Palmer absent (joined later via telephone)

CALL TO ORDER: The meeting was called to order at 1:00 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No correspondence

PRESENT AGENDA: *Commissioner Anderson moved to adopt the agenda. Commissioner Swart seconded.* GM requested to add "Approve Change Order #3." *Hearing 2 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the February 18, 2026 special meeting beginning 10:00 am were presented. *Commissioner Anderson moved to approve the minutes. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as presented.*

The minutes of the February 18, 2026 special meeting beginning 1:00 pm were presented. *Commissioner Anderson moved to approve the minutes. Commissioner Swart seconded.* Commissioner Anderson noted a typo that needed to be corrected. *Hearing 2 aye votes and 0 nay votes, the minutes were approved as amended.*

REPORTS:

Commissioner Reports: No commissioner reports

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2026-10 in the amount of \$536,623.87 was presented. *Commissioner Anderson moved to approve voucher 2026-10 in the amount of \$536,623.87. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher 2026-11 in the amount of \$61,286.86 was presented. *Commissioner Anderson moved to approve voucher 2026-11 in the amount of \$61,286.86. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2026-09: PM presented for review
- Monthly Billing Report:
 - Commissioners reviewed the monthly billing report for March 2026 prior to meeting and had no follow up questions

General Manager's Report:

- Commissioners Reviewed the General Manager's Report in his absence
- LO addressed commissioners' questions regarding the GM Report
- LO noted that a Vac Trailer was purchased and shared information regarding the condition of the unit; LO received Board support
- LO indicated that the Lift Station #2 has been operating without malfunction after a capacitor was replaced in the control panel

ITEMS REQUIRING BOARD ACTION:

Review & Approve Century West Engineering (CWE) Amendment #3: Commissioners reviewed the proposed amendment. *Commissioner Anderson moved to approve CWE Amendment #3. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the motion is approved.*

Review Change Order #3A Proposed by CWE: Commissioners reviewed the proposed change order. *Commissioner Anderson moved to approve Change Order #3A as proposed by CWE. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the motion is approved.*

Consider Request from HPMA Fire Safety Committee to Allow Fire Fuel Project Debris Piles on Roadways before Memorial Day Weekend: Commissioners shared input and found no reason to impose limitations on the committee's project

Develop Proposals for HPMA Regarding Bluff Trail & Common Area Restoration: Commissioners shared input and plan to discuss at the 3/11/26 special meeting prior to documenting for submission by a project engineer to HPMA's GM, along with timeline for response

Assess Need to Develop Policy Regarding Sewer Collection Service to Yet-Unbuilt Lots: Commissioners determined that future builders are not included in sewer project-provided grinder pumps. Property owners developing lots in the future will be responsible for installation and maintenance of grinder pumps where necessary to deposit sewage into the Districts wastewater collection system.

Status of ADA Ramp Procurement: GM to call vendor for an updated quote

Status of Midco Project: GM coordinating with District counsel, who is drafting a letter to the vendor

Discuss Disposition of Overhead Main near Portage, Update Agreement with HPMA to Reflect North & South Ends of Abandoned Main: Commissioner Swart shared HPMA's disposition regarding the abandoned wastewater main and that the agreement will be amended by GM to accommodate.

GM Performance Review Discussion (*Executive Session Expected*): Commissioners tabled for coordination of commissioner schedules.

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**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
March 11, 2026
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: 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 10:02 am

SUBSCRIBER REMARKS: No subscribers present

PRESENT AGENDA: *Commissioner Birgh moved to adopt the Century West Engineering (CWE) agenda. Commissioner Anderson seconded. Hearing 2 aye votes and 0 nay votes, the agenda was adopted as presented.*

CONSTRUCTION MEETING:

1. **Representatives from CWE & Contractors Provided Project Updates & Shared Upcoming Schedules**
2. **Discussion to Propose Materials for Trail Restoration:** Parties discussed options for restoring affected trail

Representatives from Century West Engineering noted that future construction meetings will be conducted remotely.

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 11:13 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: 3-19-2026

GM REPORT FOR 3/19 BOC MEETING

- The force main repair on Nantucket has been good. Mason County just got their bacteria sample results back from 3/11, and the results were good. They are awaiting word from WA DOH if there is anything further needed.
- Manhole cover replacement update
- DSL talks are ongoing. Lumens said they can only find 2 of the lift station addresses. Their system can't use GPS coordinates, only addresses. I pointed out that the 2 they found addresses for don't really match up to those locations, so the nearest pedestal wouldn't really be nearby. I asked if they can just use the address of the nearest home to determine it. They're looking into it. Last email was on 3/12
- Description of appropriate use of tracer wire on waterlines exposed for leak repair.
- **Project List** projected on screen for quick review; updates on MIDCO & Discount Ramps
- The vac trailer was purchased and is scheduled for delivery 3/18
- I've had a couple more calls from homeowners who have been away for a while, then returned to resin odors inside their home. I've advised them on how to handle it, and have heard no further questions or concerns from them.
- The new jet pumps were installed and wired in last week.
- Loren from ERWOW was here and assisted staff with installing a new guard rail around the wwtp digester, and replacing an effluent pump.
- Water system flushing started this week. So far, there hasn't been much discoloration.
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