

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
April 2, 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 19, 2026 Regular Meeting (2-3)
7. Minutes of the March 25, 2026 Special Meeting (4)

REPORTS:

8. Commissioner Reports
9. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2026-16
 - Bills to Be Reviewed:
 - Voucher 2026-15
 - Review Report from the WA State Auditor's Office
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. Discuss Policy and/or Resolution Related to District's Exclusive Adoption of Ownership & Responsibility for Grinder Pumps
14. Discuss Options for Promontory Force Main Replacement
15. Initiate GM Performance Review w/Discussion of GM-Prepared Duty List (*executive session possible*)
16. Discuss Policy Defining & Distinguishing District versus Property Owner Responsibility for Side Sewer Maintenance to Supersede All Existing Documents
17. Discuss Rock Covers for Bluff Grinder Pumps, Confirm District Position on Private Purchase Only

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 19, 2026
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: Secretary C. Anderson (via teleconference), President S. Swart, 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 1:00 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: Commissioner Swart shared correspondence with a resident near Bos'n Road regarding common area restoration

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 March 5, 2026 regular meeting were presented. *Commissioner Birgh moved to approve the minutes. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

The minutes of the March 11, 2026 special meeting were presented. *Commissioner Anderson moved to approve the minutes. Commissioner Anderson seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as presented. Commissioner Swart abstained.*

REPORTS:

Commissioner Reports:

- Commissioner Swart noted some items within OPM/PRA
- Commissioner Swart shared historical District documents from 2010
- Commissioner Swart reviewed WASWD Legislative Updates

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2026-13 in the amount of \$1,170,262.82 was presented. *Commissioner Birgh moved to approve voucher 2026-13 in the amount of \$1,170,262.82. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher 2026-14 in the amount of \$37,249.12 was presented. *Commissioner Birgh moved to approve voucher 2026-14 in the amount of \$37,249.12. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2026-12: PM presented for review
- WA State Auditor's Office Report Status: PM noted that the exit conference following the routine accountability audit of fiscal years 2023 & 2024 is scheduled for 3/31/26 at 11:00 am; Com-

missioner Birgh is expected to attend and report back to the board at the next regular public meeting of the Board of Commissioners

General Manager's Report:

- GM presented his report on the current state of the District
- ***Commissioner Anderson moved to reject Ecology's suggestion to replace manhole lids. The motion was not seconded.***
- GM shared the status of procuring DSL at unconnected facilities and that the discussion with Lumen ongoing
- GM shared instances where installing tracer wire can be useful
- GM noted that a Vacuum Trailer was purchased, then delivered 3/19/26
- GM received calls regarding CIPP resin
- GM conveyed that jet pumps were installed at the wastewater treatment plant last week
- GM noted that an ERWoW representative consulted with staff to install WWTP digester guard-rail and effluent pump
- GM pointed out that Staff completed water system flushing more quickly this quarter, with less discoloration detected
- GM reviewed the project list

ITEMS REQUIRING BOARD ACTION:

Discussion with Engineer: Commissioners reviewed correspondence drafted by Matt M., who will amend following a lengthy discussion about details

Discuss & Approve Lift Station #8 Force Main Replacement: *Commissioner Birgh moved to discuss & approve force main replacement. Commissioner Anderson Seconded. Following discussion, commissioners tabled the motion to wait for an update on loan expenditures from the project engineer.*

Discuss Need for Revised Customer Service Documents Related to Bluff Homes Utilizing Grinder Pumps: Commissioners directed staff to draft policy/resolution for homes included in the Wastewater Infrastructure Rehabilitation Project

Discuss Options for Promontory Force Main Replacement: Commissioners tabled due to the length of the meeting

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: Commissioners discussed and will discuss further in a regular meeting in April

ANY OTHER BUSINESS:

- Commissioner Birgh inquired about the transfer of abandoned sewer main; GM provided updates

Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:08 pm.

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**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
March 25, 2026
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: President S. Swart (via teleconference), Secretary C. Anderson (via teleconference at 10:05 am), Audit Commissioner S. Birgh (via teleconference at 10:15 am), General Manager (GM) J. Palmer (via teleconference), Project & Accounts Manager (PM) Joe S., Lead Operator (LO) Jaron S.

CALL TO ORDER: The meeting was called to order at 10:00 am

SUBSCRIBER REMARKS: No subscribers present

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

CONSTRUCTION MEETING:

Representatives from CWE & Contractors Provided Project Updates & Shared Upcoming Schedules: Representatives provided project updates and shared upcoming schedules

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 2 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: 4-2-2026

GM REPORT FOR 4/2 BOC MEETING

- LS 2 has had no problems since the capacitor was replaced over a month ago.
- LS 8 FM repairs have held since a month ago
- Work was performed on LS 5 last week, which involved confined space entry, to attach cables to both pumps which allows them to be pulled. Pump 1 had not been working, but now is again.
- The vac trailer was delivered, but did not come with hoses. They have been purchased and are expected to arrive today. Staff training on its use is scheduled for 4/7.
- Assoc Reserves sent an updated study, with the dollar amounts removed for anything where we'll seek funding. We have another copy of it with those figures intact.
- After some significant rain in March, flows at the wwtp reached around 250,000 a couple of times, but we feel this would have been higher if not for the ongoing CIPP work.
- Last week, we had an issue with the PLC at the wwtp. It affected the SCADA and for one day, everything had to be run manually. Joe contacted the company who built our SCADA system, and they were able to remotely solve the problem, albeit with an older back-up.
- Jaron is attending a 3-day ERWOW class from 3/31 - 4/2.
- Arsenic test results have been good, and coupled with no water discoloration, points to the treatment system finally being dialed in at good settings.
- The conflict in the Middle East continues to disrupt global energy markets and chemical supply chains. Constraints in crude oil and key feedstocks are tightening availability and driving increases in raw material, energy, and transportation costs. Due to more direct cost impacts across the supply chain, temporary charges and/or surcharges will be added on to our chemical invoices.