

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
April 16, 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 April 1, 2026 Special Meeting (2)
7. Minutes of the April 2, 2026 Regular Meeting (3-5)
8. Minutes of the April 8, 2026 Special Meeting (6)

REPORTS:

9. Commissioner Reports
10. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2026-18
 - Voucher 2026-19
 - Bills to Be Reviewed:
 - Voucher 2026-17
 - Monthly Billing Report (7)
11. General Manager's Report (8)
 - Project List Review

ITEMS REQUIRING BOARD ACTION:

12. Discussion with Engineer, if Needed
13. Discuss & Approve Policy Related to District's Exclusive Adoption of Ownership & Responsibility for Grinder Pumps
14. Approve District Reply to HPMa Regarding Restoration Plan
15. Association Reserves Discussion, Establish Baseline for District Funding
16. Initiate GM Performance Review w/Discussion of GM-Prepared Duty List (*executive session possible*)

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
April 1, 2026
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: President S. Swart (via teleconference), Audit Commissioner S. Birgh, Secretary C. Anderson (via teleconference at 11:30 am), General Manager (GM) J. Palmer (via teleconference), Project & Accounts Manager (PM) Joe S.

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

SUBSCRIBER REMARKS: No subscribers present

PRESENT AGENDA: *Commissioner Birgh 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 Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 12:45 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: 4-16-2026

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
April 2, 2026
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: Secretary C. Anderson (via teleconference), President S. Swart (via teleconference), Audit Commissioner S. Birgh (acting chair), 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 email correspondence from a resident regarding common area restoration

PRESENT AGENDA: *Commissioner Swart moved to adopt the agenda. Commissioner Anderson seconded.* Commissioner Birgh requested to add #18 “Review Reserve Study Report.” *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the March 19, 2026 regular meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner Anderson seconded.* LO & Commissioner Anderson pointed out minor corrections. *Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended.*

The minutes of the March 25, 2026 special meeting were presented. *Commissioner Swart 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 Anderson reviewed discussions on *Condo Control* related to the sewer project

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2026-16 in the amount of \$19,914.11 was presented. *Commissioner Swart moved to approve voucher 2026-16 in the amount of \$19,914.11. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2026-15: PM presented for review
- WA State Auditor’s Office Report Status: PM noted the routine accountability audit of fiscal years 2023 & 2024 is concluded and shared the Auditor’s report

General Manager’s Report:

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

- GM reported that Lift Station #2 has operated as normal since a capacitor was replaced one month ago
- A vacuum trailer was delivered and a hose for operation was procured; training for using the equipment is scheduled
- GM compiled Wastewater Treatment Plant (WWTP) flow data from 2022 to current and influent flows are lower following CIPP work
- GM described automated process disruption at the WWTP due to a PLC issue; LO & PM worked to fix with SCADA vendor and restored normal operations by the end of the same day
- LO attended a three-day Evergreen Rural Water course on water system management
- Recent arsenic test results were satisfactory; water treatment dosing now considered at optimal settings
- GM noted that the ongoing conflict in the middle east will increase chemical costs from vendors
- DSL installations to proceed and PM will research modems to purchase
- Commissioner Birgh asked a question regarding correspondence drafted by District counsel to HPMA; GM noted that linear footage figures are needed from the District's engineer; Commissioners directed GM to pursue this statistic from the engineer or contractor
- Commissioner Birgh noted the arrival of the ADA ramp for installation at the District office; staff will correspond with HPMA's GM regarding the condition of the existing deck
- GM reviewed the project list

ITEMS REQUIRING BOARD ACTION:

Discuss & Approve Lift Station #8 Force Main Replacement: Commissioners discussed and tabled awaiting cost figures yet to be provided by engineers

Discuss Policy and/or Resolution Related to District's Exclusive Adoption of Ownership & Responsibility for Grinder Pumps: Commissioners reviewed their request for additions to existing policies and administrative staff will draft addition to the policy as soon as feasible for a future meeting. Commissioners also addressed item #16 and GM will define a policy distinguishing District versus property owner responsibilities for side sewer maintenance.

Discuss Options for Promontory Force Main Replacement: Commissioners discussed and tabled awaiting cost figures yet to be provided by engineers

Initiate GM Performance Review with Discussion of GM-Prepared Duty List: Commissioners tabled discussion; GM will email completed duty list for commissioner review following the meeting

Discuss Policy Defining & Distinguishing District versus Property Owner Responsibility for Side Sewer Maintenance to Supersede All Existing Documents: Addressed during previous business item

Discuss Rock Covers for Bluff Grinder Pumps, Confirm District Position on Private Purchase Only: Single rock cover purchased for lot 354 to mitigate sewer project impact on private lot. The District will not be responsible for providing any other related covers for grinder pumps.

Approve WW Contract for Weekend Daily Coverage: *Commissioner Swart moved to authorize the GM to enter into a contract for WWTP contract operations as needed. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.*

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:00 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: **4-16-2026**

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
April 8, 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 10:00 am

SUBSCRIBER REMARKS: No subscribers present

PRESENT AGENDA: *Commissioner Birgh moved to adopt the Century West Engineering (CWE) agenda. Commissioner Swart seconded. Hearing 3 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 Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 10:29 am.

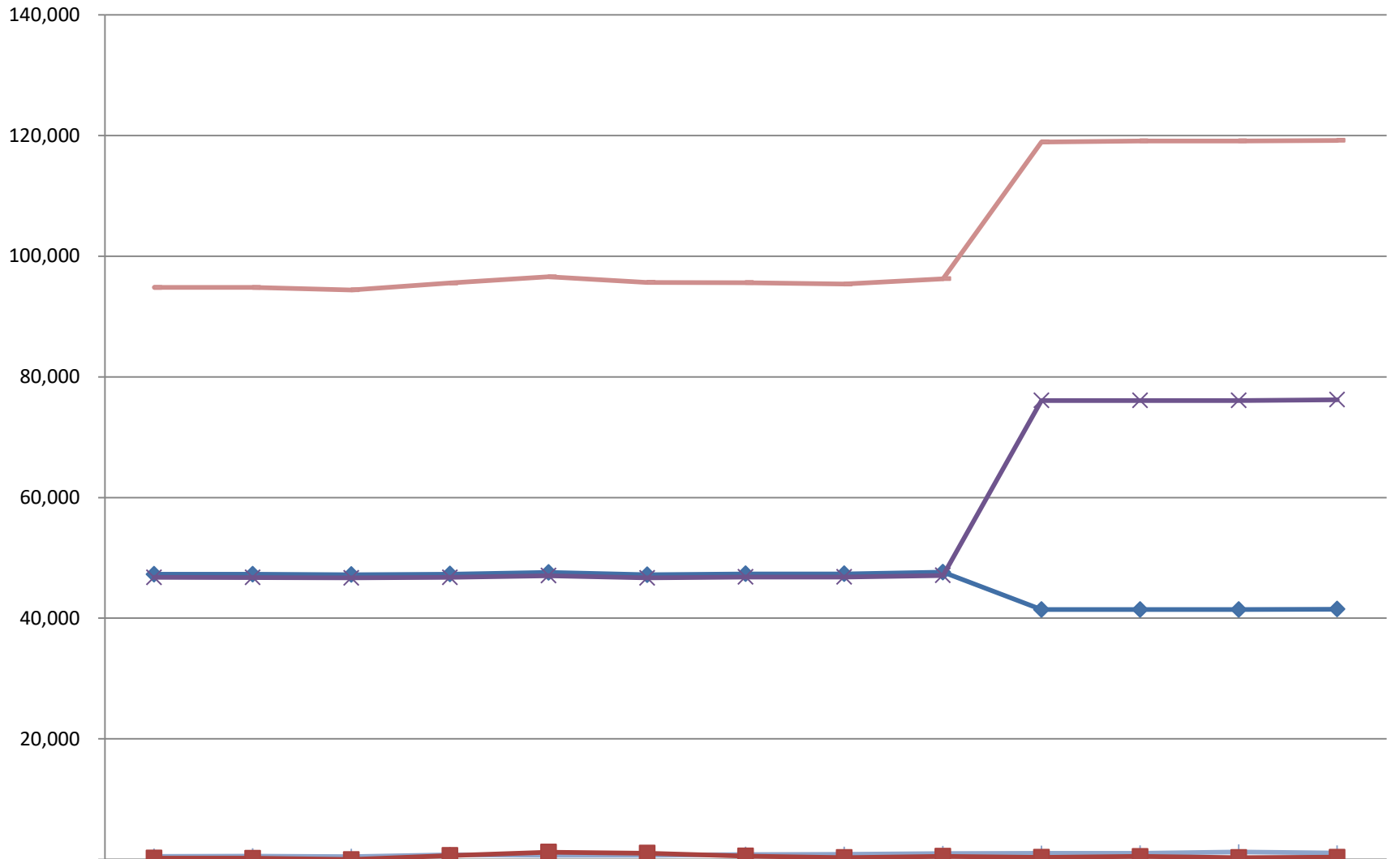
Meeting Minutes Drafted By: PM
Respectfully Submitted By:

Signature

Carl Anderson, Secretary, Commissioner #1
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Approved at the Regular Meeting of the Board on: 4-16-2026

Regular Utility Billing



	Apr 2025	May 2025	Jun 2025	Jul 2025	Aug 2025	Sep 2025	Oct 2025	Nov 2025	Dec 2025	Jan 2026	Feb 2026	Mar 2026	Apr 2026
◆ Water Service	47,283	47,273	47,206	47,296	47,575	47,191	47,352	47,349	47,617	41,420	41,420	41,420	41,490
✕ Sewer Service	46,756	46,746	46,680	46,769	47,049	46,669	46,828	46,824	47,091	76,084	76,084	76,084	76,214
+ Late/Misc. Fees	536	579	507	801	723	720	847	873	997	1,037	1,069	1,262	1,073
■ Consumption	240	220	-	670	1,230	1,060	585	325	545	375	515	320	395
— Total Charges	94,816	94,817	94,393	95,536	96,576	95,641	95,613	95,371	96,250	118,916	119,088	119,086	119,173

GM REPORT FOR 4/16 BOC MEETING

- We knew this was coming, and now it's official. Ecology is requiring that we collect a WWTP biosolids sample to send in for PFAS testing. Even though it's not in our drinking water, it can still be present in the wastewater from household items. We have from Jan 2027 to Jun 2028 to complete this.
- On 3/22, an emergency locate was called in for a water leak repair off of Portage. CenturyLink reported that the area was clear and so did not do a locate. There did end up being a phone line there and it was broken with our excavator. I made several unsuccessful attempts to contact CenturyLink to report the damaged line, which impacted 3 separate homes. I ended up filing a complaint with the WA Dig Law Safety Committee. At least 1 home was affected for over 2 weeks. On 5/14, I will be on a web meeting for a Peer Review for this incident.
- Jaron will be off the week of May 11-15, and Kelly will be off the week of May 18-22.
- The letter of agreement on transfer of bluff main and associated Bill of Sale to HPMA were sent to Derek on 4/7.
- There was an L&I related injury last week while using the vac trailer
- No update yet on District messaging options: mailchimp vs facebook vs new messaging app
- Plan is to start ramp installation on Fri 4/17
- Ecology has declared a statewide drought to low snowpack. We will mention it in a newsletter, and be prepared to ask everyone to think about water conservation in advance.