HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
July 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 June 4, 2026 Regular Meeting **(2-3)**
7. Minutes of the June 10, 2026 Special Meeting **(4)**
8. Minutes of the June 17, 2026 Special Meeting **(5)**
9. Minutes of the June 18, 2026 Regular Meeting **(6-7)**
10. Minutes of the July 2, 2026 Regular Meeting **(8)**

REPORTS:

11. Commissioner Reports
12. Financial/Administrative Report:
    - Bills to Be Authorized:
        - Voucher 2026-34
        - Voucher 2026-35
    - Bills to Be Reviewed:
        - Voucher 2026-33
13. Operations Report **(9-10)**

ITEMS REQUIRING BOARD ACTION:

14. Discussion with Engineer, if Needed
15. Discuss/Approve Leadership Training Course
16. Update on Archiving Commissioner Email
17. Review & Approve Changes to the District's Service Responsibility Policy
18. Update on Reservoir Inspection Vendor
19. Review Chapter Four (4) of the *Water Board Bible*

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
June 4, 2026
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584

MINUTES

PRESENT: Secretary C. Anderson, President S. Swart, Audit Commissioner S. Birgh, Operations Manager (OM) Jaron S., Finance & Administrative Manager (F&AM) Joe S.

CALL TO ORDER: The meeting was called to order at 1:05 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No correspondence

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

MINUTES:
The minutes of the May 21 & 27, 2026 special meetings were presented. Additionally, the minutes of the June 3, 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.***

REPORTS:
Commissioner Reports: No commissioner reports

Financial/Administrative Report:
- Bills to Be Authorized:
    - Voucher 2026-27 in the amount of $8,907.30 was presented. ***Commissioner Birgh moved to approve voucher 2026-27 in the amount of $8,907.30. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.***
- Approve 2025 Annual Financial Report to the WA State Auditor: ***Commissioner Birgh moved to approve the annual financial report. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the annual financial report is approved.***

Operation Manager's Report:
- OM shared his report on the current state of District operations
- OM shared that a resident contacted the District to convey recognition that drinking water quality has improved
- ***Commissioner Birgh moved to approve up to $7,000 for reservoir rehabilitation and up to $5,000 for hatch painting. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the funds are approved.***

ITEMS REQUIRING BOARD ACTION:
Status Update of Asset Management: Commissioners directed OM to upload Association Reserves documents to the shared drive

Consider Potential Temporary Hire Options: ***Commissioner Anderson moved to authorize OM to hire a temporary position for labor for specific projects, up to six months allocating no more than $26,000. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.***

Water Use Efficiency Public Forum Discussion & Public Notice: OM is directed to generate a proposal for review at the next meeting

Review Side Sewer Policy: ***Commissioner Birgh moved to approve policy revisions. Commissioner Anderson seconded.*** Commissioners noted that the policy may require updates. ***Hearing 3 aye votes and 0 nay votes, the policy revisions are approved.***

Commissioner Email Addresses & Archive Options: Commissioners discussed options and F&AM will look into logistics

Review Water Board Bible Chapters One (1) & Two (2): Commissioners reviewed and discussed with staff

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:50 pm.

Meeting Minutes Drafted By: PM
Respectfully Submitted By:

____________________	Carl Anderson, Secretary, Commissioner #1
Signature	*Name and Title*

Approved at the Regular Meeting of the Board on: **6-18-2026**

HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
June 10, 2026
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584

MINUTES

PRESENT: President S. Swart, Secretary C. Anderson, Audit Commissioner S. Birgh (via teleconference), Operations Manager (OM) Jaron S., Finance & Administrative Manager (F&AM) Joe 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.*** Commissioner Swart requested to add, "remove former commissioner from the District's petty cash account, ending in ******2278. ***Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.***

CONSTRUCTION MEETING:
Representatives from CWE, HPMA & Contractors Provided Project Updates & Shared Upcoming Schedules:

- Representatives provided project updates and shared upcoming schedules

ITEMS REQUIRING BOARD ACTION:
Remove Former Commissioner from the District's Petty Cash Account: ***Commissioner Anderson moved to remove Andrew Hospador as signer to the District's Petty Cash Account at Columbia (formerly Umpqua) Bank account ending in ******2278. Commissioner Swart seconded. Hearing three aye votes and 0 nay vote, the motion passed.***

Commissioner Birgh moved to adjourn the meeting. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 11:05 am.

Meeting Minutes Drafted By: PM
Respectfully Submitted By:

______________________	Carl Anderson, Secretary, Commissioner #1
Signature	*Name and Title*

Approved at the Regular Meeting of the Board on: **6-18-2026**

HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
June 17, 2026
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584

MINUTES

PRESENT: President S. Swart, Audit Commissioner S. Birgh, Operations Manager (OM) Jaron S.

CALL TO ORDER: The meeting was called to order at 10:08 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, HPMA & Contractors Provided Project Updates & Shared Upcoming Schedules:

- Representatives provided project updates and shared upcoming schedules

Commissioner Birgh moved to adjourn the meeting. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 10:50 am.

Meeting Minutes Drafted By: PM
Respectfully Submitted By:

______________________________	Carl Anderson, Secretary, Commissioner #1
Signature	*Name and Title*

Approved at the Regular Meeting of the Board on: **7-16-2026**

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
June 18, 2026
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584

MINUTES

PRESENT: Secretary C. Anderson, President S. Swart, Audit Commissioner S. Birgh, Operations Manager (OM) Jaron S.

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

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: Commissioner Anderson emailed a resident in response to an inquiry

PRESENT AGENDA: ***Commissioner Anderson 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 June 4, 2026 regular meeting were presented. Additionally, the minutes of the June 10, 2026 special meeting were presented. ***Commissioner Anderson moved to approve the minutes. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.***

Commissioner Anderson identified an error in the minutes of the June 3, 2026 special meeting, in which his motion was to remove all signers for Columbia Bank and add Jaron S. and Commissioner Birgh.

REPORTS:
Commissioner Reports: Commissioner Swart inquired as to the status of the MIDCO invoice. Discussion followed. Commissioner Swart and OM to follow up with the Finance and Administrative Manager.

Financial/Administrative Report:

- Bills to Be Authorized:
  - Voucher 2026-29 in the amount of $742,184.80 was presented. ***Commissioner Anderson moved to approve voucher 2026-29 in the amount of $742,184.80. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.***
  - Voucher 2026-30 in the amount of $32,669.52 was presented. ***Commissioner Anderson moved to approve voucher 2026-30 in the amount of $32,669.52. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.***
- Bills to Be Reviewed:
  - Voucher 2026-28 was presented for review

Operation Manager's Report:

- OM shared his report on the current state of District operations, noting scheduling of water system valve installations and reservoir maintenance

ITEMS REQUIRING BOARD ACTION:

Review & Approve Water System Plan Proposal: ***Commissioner Birgh moved to approve the Water System Plan. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the plan was approved.***

Effluent Pump Rebuild: ***Commissioner Anderson moved to authorize the rebuilding of an effluent pump, not to exceed $12,000. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the authorization is approved.***

Review & Approve Emergency Communication Policy: ***Commissioner Birgh moved to adopt the Emergency Communication Policy as presented and authorized the OM to edit as necessary. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.***

Disposition of Purchased Grinder Pump Rock Cover: District to contact Correct Equipment to determine if the purchased "rock" cover could be returned. ***Commissioner Birgh moved to edit the District's "System Connection" policy by adding, "even if off the property line." Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.***

Hot Weather Impact on Water Demand & Production: This item was covered in the OM report.

Review Water Board Bible Chapter Three (3): Commissioners reviewed and discussed with OM and discussed best practices.

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:55 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: **7-16-2026**

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

MINUTES

PRESENT: Secretary C. Anderson, President S. Swart, Audit Commissioner S. Birgh, Operations Manager (OM) Jaron S, Finance & Administrative Manager (F&AM) Joe S.

CALL TO ORDER: The meeting was called to order at 1:05 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No correspondence

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.***

REPORTS:
Commissioner Reports:
- Commissioner Anderson met with a resident
- Commissioner Birgh initiated a discussion of District cybersecurity strategies in place
- Commissioner Swart contacted Mason County Public Works regarding storm water medallions for bluff manhole lids

Financial/Administrative Report:
- Bills to Be Authorized:
  - Voucher 2026-32 in the amount of $11,857.87 was presented. ***Commissioner Birgh moved to approve voucher 2026-32 in the amount of $11,857.87. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.***
- Bills to Be Reviewed:
  - Voucher 2026-31 was presented for review

Operation Manager's Report: OM shared his report on the current state of District operations

ITEMS REQUIRING BOARD ACTION: No business transacted

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:15 pm.

Meeting Minutes Drafted By: PM
Respectfully Submitted By:

______________________	Carl Anderson, Secretary, Commissioner #1
Signature	*Name and Title*

Approved at the Regular Meeting of the Board on: **7-16-2026**

HARTSTENE POINTE WATER-SEWER DISTRICT
Operations Report
7/16/2026

OPERATIONS

Water:

Coatings Unlimited came out on July 15th. Their scope of work includes paint removal inside and outside the hatch, and base supports. They will then recoat these areas.

I have requested information on industrial dehumidifiers and heaters for our well filter rooms. We are currently using small dehumidifiers and space heaters, and they are not able to keep up with the conditions in the wells.

A small leak was repaired at 649 Portage. The resident reported a puddle surrounding the meter box. The leak was small enough to repair with a repair band. The hole was backfilled with native, and topped off with black basalt.

Water system flushing is coming up on July 20th through the 31st. This will put a halt to the valve installations until the flushing is completed.

Our backflow assemblies are due to be tested on 7/22.

Wastewater:

The water leak at the WWTP was repaired. Staff rerouted the water line around the stairs. In doing that, the water service to the lab was disconnected. Staff teed off of a live water line that goes to the chlorine room for a temporary repair. The piping will be abandoned once the air gap is installed at the WWTP. Until then, this repair will last for as long as we need it to.

We received as-built drawings from Gray and Osborne. This will be very helpful both for the District and the engineers in the future.

The spare effluent pump was sent in for rebuild on 7/9.

AAA hauled our aerobic digester on 7/14.

The pump seal at LS 8 has failed. This is very frustrating since we just replaced the impeller on it. It is still running and pumping as normal. RAM Electric performed an insulation test on the pump leads and the results indicate that there is water that has gotten into the motor. It will only be a matter of time before the pump stops working. Fortunately, Kelly picked up a rebuilt spare on 7/9 from the shop that was sent in back in February. When the pump eventually fails, we will replace it with the spare that we have on hand.

The Department of Ecology has planned a site visit on 7/21. This visit will allow them to see how the project is progressing, and what has been completed to date.

STAFF

I will be off the first week of August for backflow assembly testing in Olympia. I will still be available by phone. If there is an emergency, I will be available to come out. I am hoping to complete the testing as fast as possible, and hopefully make it into work for Thursday and Friday.

CAPITAL IMPROVEMENTS

Valve installations continue. The valve at the intersection of Bos'n and PDE was installed on 7/10. The valve at the intersection of Bos'n and PDW was installed on 7/13.

OTHER

Manke isn't accepting fill after Rognlin's and Ironhorse are done dumping. We will plan on dumping excess spoils at Costello Rock and Landscape Supply off of Brockdale in Shelton.

Mark is clearing out debris and creating more space at the office for equipment, vehicle, and trailer storage.

Mark has started lowering the grade of the WWTP rock to prepare for the new rock. So far, he has moved the existing rock to fill in the potholes from the leak at the WWTP, and distributed what's left up around the digester. This will allow more room for our equipment. Once prepped, he will bring in 20 yards of rock, grade and compact it in the driveway. He will also be installing a riser on the storm drain, and adjusting the grade of the driveway toward the storm drain.

Submitted 7/16/2026 by Jaron Sartori