

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
September 3, 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 August 20, 2026 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2026-43
9. Operations Report (4-5)

ITEMS REQUIRING BOARD ACTION:

10. Discussion with Engineer, if Needed
11. Discuss Planting Proposal Next to New Lift Station (6)
12. Review & Approve Sewer System and Water System Policy Edits
13. Adopt Resolution 2026-03, Amending Sewer System Regulations (7-20)
14. Adopt Resolution 2026-04, Amending the 2026 Fee Schedule (21-22)
15. Approve WWTP Valve Replacement Projects
16. Approve Step One of the Strategic Plan, Updated to Include Sewer
17. 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
August 20, 2026
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: Secretary C. Anderson (via teleconference), 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 1:12 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE:

- Commissioner Swart received email correspondence regarding vacant lot grinder pump requirement
- Commissioner Swart received questions from multiple ratepayers regarding the hydroseeding schedule

PRESENT AGENDA: *Commissioner Birgh moved to adopt the agenda. Commissioner Anderson seconded.* F&AM requested to add Voucher 2026-42 for review. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the August 6, 2026 regular meeting were presented. *Commissioner Birgh 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 shared ratepayer comments regarding the hydroseeding of shoulders
- Commissioner Birgh identified lift station and force main rehabilitation as scheduled projects for the District during HPMAs 8/15/26 Board of Directors meeting

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2026-40 in the amount of \$212,385.41 was presented. *Commissioner Birgh moved to approve voucher 2026-40 in the amount of \$212,385.41. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher 2026-41 in the amount of \$35,477.50 was presented. *Commissioner Birgh moved to approve voucher 2026-40 in the amount of \$35,477.50. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Vouchers 2026-38, 2026-39 & 2026-42 were presented for review
- Emergency Communications Update: F&AM shared options to migrate away from current emergency communications service

- **Billing Adjustments:** Following audit work by Commissioner Birgh, he viewed OM's involvement an unnecessary use of time. ***Commissioner Birgh moved to authorize F&AM to approve bill adjustments up to \$3,000 per billing cycle. Commissioner Swart seconded.*** All adjustments will still be reviewed by the Audit commissioner. ***Hearing 3 aye votes and 0 nay vote, the motion passes.***

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

ITEMS REQUIRING BOARD ACTION:

Discuss Request for Grinder Pump Cost Coverage: Commissioners reviewed correspondence from a property owner requesting that the District install and bear costs of grinder pump equipment on vacant lot. Based on District policy, District engineer & legal counsel responses, Commissioners confirmed the owner of the lot currently under development is reasonably responsible for equipment installations to connect to the force main. ***Commissioner Birgh made a motion to deny the request as commissioners already decided that undeveloped lot owners are responsible for grinder pumps where needed. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*** Commissioner Anderson will reply to the correspondence.

Discuss Restoration Responsibility & Options Next to New Lift Station: Commissioners discussed and recognized the need for District involvement in planning restoration of common area adjacent to the new lift station. The owner next to the area will submit a plan to HPMAs *Permit Review Committee*.

Approve Step One of the Strategic Plan: OM presented Step One of the Strategic Plan. Commissioners agreed to move forward, with some modifications.

Discuss Meter Box Accessibility Policy: OM reviewed the existing policy with the Commissioners.

Performance Review Discussion for New Finance & Administrative Manager Position: Commissioners discussed with F&AM about first three months in the transitioned position.

Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:50 pm.

Meeting Minutes Drafted By: PM
Respectfully Submitted By:

	Carl Anderson, Secretary, Commissioner #1
<i>Signature</i>	<i>Name and Title</i>

Approved at the Regular Meeting of the Board on: 9-3-2026

HARTSTENE POINTE WATER-SEWER DISTRICT

Operations Report

9/3/2026

OPERATIONS

Water:

The straps at the base of the reservoir have been repainted. The old paint was removed, rust killed and removed, and new paint applied.

Wastewater:

LS 2 is going into overtemp again. The pump has been running flawlessly for months, all of a sudden, the pump starts sky rocketed, and the pump began to over amp on start up, causing the pump motor to trip out and throw an overtemp alarm. Staff found that the lead float was stuck on - bad float. They disconnected the wires for the lead float, and let it run on the lag float, which solved the issue of the excessive starts. The pump has failed less and less after that, and is seeming to be going back to normal. Kelly replaced the lead float, so that we have redundancy.

At LS 5, Reiner Pumps is communicating with RAM Electric to figure out a way to wire up our spare pump with the cable that is too large. Reiner sent the specs to RAM, and RAM is getting pricing for the part in the panel that will need to be installed, since the wiring is not like and kind.

After the new effluent flow meter was installed, when the decanter valve opened, the chlorine didn't come on when it was supposed to. It turned out that the chlorine doesn't come on until it senses flow through the meter, which was fine where the old meter was located, but means that it came on too late for the new placement of the meter. As a result, I ended up wiring the old one back in. Coast Controls came back out on 8/27, and installed an electrical component in the panel that allows the old flow meter to turn the chlorine on, without the flow total going to SCADA, allowing the new meter to be used for the accurate flow total.

I am getting quotes from 3 different electricians to **hardwire an electric scale for the chlorination room, as well as hardwiring in the effluent flow meter.** The electronic scale will make it easier and more reliable to determine how much gas remains in the cylinder, and when a new order must be placed. We have had this scale in our tool room for as long as I've been here, and it is time to have it installed.

Mark picked up the effluent pump that Kelly sent in for rebuild on 8/28. Utility Service Co. told me that Paco and Grundfos, the pump manufacturers, no longer make column pumps. USC had to machine all new parts for it to make the repairs. I'll have to keep this in mind, and look into other pumping options for the future.

One of the pumps at the Bluff lift station, the one that has been airlocked in the past, **is now drawing excessive amps, causing it to trip out**. I contacted the engineers and Reiner pumps to see what they can do about the issue.

Loren is planning on helping us with the second decanter float on 9/8-9/9.

OTHER

I purchased a 40 hole bin filled with nuts, bolts, flat and lock washers. The sizes range from 1/4" to 5/8" and vary from 1/2" to 4" in length. There are over 2000 pieces in the bin. It is all 316 stainless steel and it is all course thread. I'm slowly working on adding to our inventory of parts and tools. While it is expensive to build up inventory, sending an employee to drive into town for parts and/or tools adds up quickly, and we can avoid that by creating and maintaining a good inventory.

The District will be closed on 9/7 for Labor Day.

Submitted 9/2/2026 by Jaron Sartori

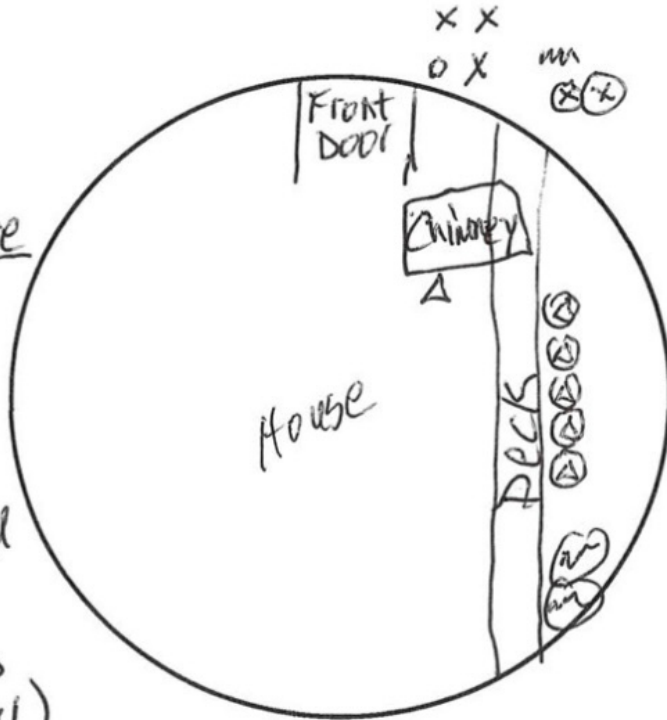
ON HOT
340 EPE

N

HPWSD
Common Space

Add: 3 Pacific
dogwoods;
1 Redwood or
Ironwood;
various fern and
huckleberries

(subject to HPWSD
board approval)



CIRCLE LOT

5

- X Remove overgrown / dead rhododendrons; replace with new.
- O Add red currant plant
- Δ Add snowberry plant by chimney
- m Remove old rhododendron; replace with Doug Fir
- ⊗ Add 2 vine maples
- ⊕ Remove 3 old rhododendrons; replace with 5 new
- m Add 2 vine maples at sewer access

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

RESOLUTION 2026-03

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF HARTSTENE
POINTE WATER SEWER DISTRICT, MASON COUNTY, WASHINGTON
AMENDING SEWER SYSTEM REGULATIONS**

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, RCW 57.08 authorizes Water and Sewer Districts to establish water and sewer regulations; and

WHEREAS, the District wishes to amend previously established regulations; now, therefore,

The Board of Commissioners of the Hartstene Pointe Water-Sewer District hereby resolves to repeal Resolution 2010-02 and adopt the following sections:

1. Policy

It is the intent and purpose of the District Board of Commissioners that sewer systems under its responsibility shall be constructed and maintained in accordance with uniform standards.

2. Definition of terms

Unless the context specifically indicates otherwise, the meaning of terms used in this chapter shall be as set forth in this section. Terms not specifically defined herein shall be as defined in the latest revised publication, Glossary Water and Wastewater Control Engineering, published jointly by the American Public Health Association, American Society of Civil Engineers, American Water Works Association and Water Pollution Control Federation.

(1) "District" means the Hartstene Pointe Water-Sewer District (HPWSD), a Washington municipal organization.

(2) "Water/Sewer Permit" means a permit issued by the HPWSD upon approval of the connection and payment of connection fees. This card authorizes the connection to the water and/or sewer system.

(3) "Building sewer" means the sanitary side sewer line, connecting a single structure or more than one structure from the building drain to the public sewer collection and/or trunk line located in easement dedicated to the District, or other approved place of disposal. The building sewer is to be inspected at the time of construction and approved by the District but is not owned by the District and therefore shall be maintained by the property owner.

(4) "Certified" to present in written formal communication attesting as being true as represented or as meeting a standard as guaranteed by signature.

(5) "Collection system" means sanitary sewer lines including manholes, cleanouts and appurtenances, whose primary function is to collect sanitary sewage from individual side sewers and transport this sewage to trunk and/or interceptor sewers.

(6) "Connection charges" means charges assessed by the District against an owner as a condition of water and/or sewer service.

(7) "Covenants" means the restrictive and other covenants running with the land which govern the use of land in Hartstene Pointe. The covenants applicable to each division of Hartstene Pointe are incorporated in a document bearing the title Declaration of Covenants, Conditions and Restrictions. The covenants applicable to the first division of Hartstene Pointe were recorded in the Mason County Land Records on August 7, 1970, under auditor's fee No. 253021.

(8) "Developer" means any person, or the heirs, successors or assigns of such person, who owns and/or proposes or intends to develop any lot or parcel of real property wherein there is located or is to be located any house, building or structure for human occupancy, employment, recreation or other use.

(9) "Operations Manager" means the District's Operations Manager or the duly authorized representative.

(10) "Domestic wastewater facilities" means all facilities generating wastewater principally from residential dwellings.

(11) "Duplex" means a two-family dwelling, namely a detached building containing two complete living units sharing a common wall or floor with not more than two kitchens, designated and/or used to house not more than two families living independently of each other and including all necessary household functions of each such family. A duplex shall be considered two single-family dwellings.

(12) "Easement" means a legally binding agreement entitling the District to construct, repair and/or connect sewer facilities located on private property; or, an agreement between two separate owners, for the purpose of mutual wastewater discharge, to construct sewer facilities on property owned by one owner or the other or both.

(13) "Effluent" means wastewater that has been treated to remove wastes and is discharged from treatment facilities.

(14) "Governmental entity" means the organization or agency through which a separate and independent political body exercises authority including but not limited to cities, towns, counties, water and sewer districts and other municipal corporations.

(15) "Garbage" means the animal and vegetable waste resulting from the handling, preparation, cooking and serving of foods. It is composed largely of putrescible organic matter and its natural moisture content.

(16) "Hartstene Pointe" means the total land area on the north tip of Hartstene Island in Mason County, Washington, which consists of:

(A) The land area described and platted by that certain plat entitled "Hartstene Pointe" which developer filed with Mason County auditor on July 7, 1970, and which said auditor recorded under this fee No. 252193 on pages 80 to 85 of Plat Volume 8 of the Mason County Land Records; and

(B) Such other lands in Sections 19 and 30 of Township 21 North, Range 1 West, Willamette Meridian and Sections 24 and 25, Township 21 North, Range 2 West, Willamette Meridian (the north tip of Hartstene Island) as may be added thereto by recorded plats identifying the same as additions to Hartstene Pointe.

(17) "Hartstene Pointe sewerage system" means the system of conduits, pumps, treatment plants and structures located on District-owned property or in private road rights-of-way or on easements dedicated to the District used for the purpose of conveying from their source, treating in any manner, and conveying to final points of disposal, all wastes of any nature permitted by this code to enter said system. Specifically included as integral parts of the system are all conduits of any nature forming a part of the general network of conduits or connected directly or indirectly to said network, all pumps, wastewater treatment plant and structures of any kind used in connection with the collection, treatment and disposal of the wastes handled by the system, all appurtenances to any of the above, either physically or functionally connected therewith. Sanitary sewers, including side sewer stub as defined in this section, are included as part of the Hartstene Pointe sewerage system. Building sewers as defined in this section are not part of the District sewer system and are operated and maintained by the owner.

(18) "Natural outlet" means any outlet into a watercourse, pond, ditch, lake or other body of surface or groundwater.

(19) "Natural watercourse" means a surface or underground watercourse created by natural agencies and conditions.

(20) "Owner" means the lawful and legal owner of a lot or parcel of land (delineated by parcel number) under single ownership also noted on county assessor/treasurer property rolls as the taxpayer.

(21) "Permit" means written authorization from the District granting the owner permission to make the required building sewer connections to the side sewer stub or to make repairs, alterations, disconnections, caps, or any other sewer construction or repair stipulated in this chapter.

(22) "Person" means any individual or commercial entity, company, association, society, corporation, partnership or group.

(23) "Hartstene Pointe Water-Sewer District Board of Commissioners" means those duly elected individuals serving as the legislative body of Hartstene Pointe Water-Sewer District Also referred to herein as the "District Board Of Commissioners"

(24) "Plumbing outlet" means the part of the lowest horizontal piping of a drainage system of a structure that receives waste from other drainage pipes inside the walls of a structure and conveys it to a building sewer. The building sewer begins twenty-four inches from the outer face of the outside building wall.

(25) "Premises" means a continuous tract of land, building or group of adjacent buildings under a single ownership.

(26) "Private sewer facilities" means any sanitary sewer facility including building sewers, constructed within the limits of property privately owned including but not limited to side sewer piping, tanks, pumps, and other appurtenances not installed by the District, cleanouts located on private property (unless otherwise specified) all fittings, connections, and extensions beyond the concrete stub, maintenance, repair, and replacement of customer-owned sewer lines, clearing blockages originating within the customer-owned portion of the system, any sewer components installed by the District on behalf of a customer as part of agreed upon work that is the responsibility of the customer.

(27) "Properly shredded garbage" means garbage which has been shredded to such degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers, with no particle greater than one-fourth inch in any dimension.

(28) "District sewer facilities" means any sanitary sewer constructed by the District including but not limited to collection lines, trunk sewers, lateral sewers, side sewer tees, side sewer stubs, pump stations, force mains and appurtenances. Building sewers as defined in this section are not part of the District sewer system and are operated and maintained by the owner.

(29) "Purchaser" means any person, or the heirs, successors or assigns of such person, who purchases and/or leases any house, building or structure; or one or more units in a subdivision or multiple-housing projects, from a developer as defined in this section.

(30) "Registered professional engineer" means any individual or corporation holding a currently valid license to practice engineering in the state of Washington.

(31) "Registered building sewer contractor" means any contractor who is duly registered to construct, install, repair, reconstruct, excavate or connect any building sewer and side sewer stub to public sewers in the state of Washington.

(32) "Sanitary sewage" means wastewater derived from domestic, commercial and industrial wastes.

(33) "Sanitary sewer" means a sewer which carries sanitary sewage.

(34) "Septic tank" means a settling tank in which settled sludge is in immediate contact with the wastewater flowing through the tank and in which the organic solids are decomposed by anaerobic bacterial action. These types of units are prohibited at Hartstene Pointe.

(35) "Service area" means that area containing Hartstene Pointe and the five hundred thirty-three lots therein.

(36) "Sewage" is a term now being replaced in technical usage by the preferable term of "wastewater," and for the purpose of this chapter shall be considered synonymous.

(37) "Sewer line extension" means

(A) The construction, upgrading, and/or extension of existing sewer facilities located in public rights-of-way or easements conveyed to the county; or

(B) The construction, upgrading and/or extension of existing sewer facilities located on private property serving four or more structures or exceeding a length of four hundred feet.

Sewer line extensions located on private property shall be operated and maintained by the owner as defined in this section. Gravity building sewer lines over four hundred feet in length serving one single-family dwelling are exempt from this definition.

(38) "Shall, may." "Shall" is mandatory, "may" is permissive.

(39) "Side sewer stub" means a sanitary sewer constructed from a lateral or trunk sewer to a property line, or edge of a perpetual easement of a property being served. The side sewer stub shall be considered part of the "District sewer system" and shall be maintained by the District .

(40) "Side sewer tee" means the point at which the side sewer joins the public sewer.

(41) "Single-family dwelling" means any building designed and/or used to house a single family and shall include mobile homes on individual lots whether owned collectively or individually in mobile home courts, condominiums or townhouses.

(42) "Storm drain" means those drainage pipes which are designated to carry surface drainage water and other such storm waters as are not permitted to be disposed of through the sanitary sewer system, in accordance with the provisions of this chapter.

(43) "Structure" means anything constructed, erected or placed, the use of which requires location or attachment to something having location on the ground.

(44) "Unpolluted water" means water in its natural state, or water which, after use for any purpose, is not substantially changed as to chemical or biochemical qualities.

(45) "Wastewater facilities" means the structures, equipment and processes required to collect, transport and treat domestic and commercial wastes, and dispose of the effluent and waste byproducts.

(46) "Wastewater treatment plant" means any arrangement of devices and structures used for treating wastewater collected by the county. See "wastewater facilities."

(47) "Watercourse" means

(A) A natural or artificial channel for passage of water;

(B) A running stream of water;

(C) A natural stream fed from permanent or natural sources, including rivers, creeks, runs and rivulets. There must be a stream, usually flowing in a particular direction (though it need not flow continuously) in a definite channel, having a bed or banks and usually discharging into some other stream or body of water.

3. Review, inspection and construction of sewer facilities built by a property owner or developer

(a) Prior to the construction, installation and operation of any public sewer facility or any private sewer facility governed by the provisions of this chapter, owners, developers or other entities responsible for the construction shall be required to obtain a HPWSD permit and pay all required fees and charges. In addition, owners are required to obtain applicable permits from the Hartstene Pointe Maintenance Association and government agencies.

(b) The department may require the entity responsible for the construction to demonstrate satisfactory completion of all lines installed by the owner. If defects are discovered by the District, the party responsible for the construction will be responsible for incurring all costs for repairing all defects.

4. Authorization of inspection of existing sewers and appurtenances

(a) The District shall be authorized to enter upon premises served by any building sewer or connected with any public sewer at all reasonable hours to ascertain or make necessary tests as to whether the provisions of local, state and federal laws relative to sewerage have been complied with.

(b) In the event that entry is refused, necessary steps shall be taken to discontinue water and/or sewer service.

(c) If said sewer, or its attachments, are in conflict with the provisions of any law or resolution in regard thereto, the owner of said premises, or his agent, shall be notified to cause said sewer or its attachments to be so altered, repaired or reconstructed at the owner's expense, so as to make them conform to the requirements of the laws and

resolutions within a reasonable time limit established by the Operations Manager from the time of receipt of such notice.

5. Treatment of wastewater required

It is unlawful to discharge into any natural outlet within Hartstene Pointe, or onto any land or body of water within the exterior boundaries, any sewage, waste-water, or other polluted waters, except where suitable treatment has been provided in accordance with state and federal regulations or the provisions of this chapter.

6. Property required to connect public sewer

Buildings on platted residential lots requiring sewer service shall be connected to the central community sewer system at the owner's expense and in a manner which meets with the approval of the Hartstene Pointe Water-Sewer District. The plans for and specifications of such connection shall be reviewed by the District to assure compliance with HPWSD standards.

7. Extent of sewerage development

The extent of sewerage development shall be the boundaries of the Hartstene Pointe development shall be confined to the five hundred thirty-three lots and the common areas maintained by the Hartstene Pointe maintenance association.

8. Connection to public sewers

All connections to the HPWSD sewers shall be made in a permanent and sanitary manner in accordance to the District standards and shall be sufficient to carry all the wastewater of every kind from the building or structure into the public sewer.

9. Repairs to connections

For assessed properties within Hartstene Pointe, any needed repair to a building sewer or connection to a public sewer shall be made within thirty days after the date of mailing or personal service of a notice by the Operations Manager to the owner of the property served notifying such owner to make such repair. In the event of an emergency, the Operations Manager may establish a shorter period of time for the repair to be made or the owner may authorize HPWSD to make necessary repairs by agreeing to, and signing the District's excavation investigation and reimbursement agreement. Once signed, the owner shall reimburse the District in accordance with the District's reimbursable work rate schedule..

10. Connection standards

(a) Old building sewers may be used in connection with new buildings, or new building sewers only when they are found to meet all the District requirements.

(b) The building sewer shall conform to all District, county, and state building codes and/or with the manufacturer's recommended practices, whichever is more restrictive. Sewer pipe and fittings at a minimum shall be PVC and shall meet or exceed ASTM recommended specifications D3034-73, SDR 35, current revisions.

(c) Connections between dissimilar pipe materials shall be by adaptors approved by the District. The first fitting at the connection of the building sewer to the public sewer service connection shall be a tee, furnished by the owner. Immediately after installation of the tee, an expandable watertight plug shall be installed in the tee branch connected to the public sewer. Said plug shall remain in place during construction and testing of the building sewer. After the plug has been removed, the tee riser shall be extended vertically to within six inches to eighteen inches of finished ground surface and shall be sealed with an approved cap or plug. The riser shall be used as an auxiliary cleanout.

(d) The size and slope of the building sewer shall be subject to the approval of the Operations Manager, but in no event shall the diameter be less than four inches. The slope of said four-inch pipe shall not be less than one-quarter inch per foot, unless approved by the Operations Manager. In no case shall the slope of four-inch pipe be less than one-eighth inch per foot. A minimum of eighteen inches of cover shall be maintained over the top of the service pipe at all times.

The building sewer shall be laid at uniform grade and in a straight alignment insofar as is possible. Changes in direction shall be made only with curved pipe no greater than forty-five-degree bends. All pipe shall be laid on a four-inch granular base of a three-fourths-minus rock, pea gravel, sand or combination thereof.

Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the public sewer.

(e) All excavation required for the installation of a building sewer shall be open trench work unless otherwise approved by the District. No backfilling of the trench shall be done until inspection by the District has been conducted.

(f) All joints and connections shall be made gastight and watertight.

(g) The applicant for building permit shall notify the Operations Manager when the building sewer is ready for inspection and connection to the public sewer. After final approval and testing of the building sewer by the District, the owner shall make the final connection to the building drain, unless otherwise authorized by the District. A thirty-minute internal hydrostatic test may be required on all building sewers before connection is made to the building drain. All water plugs and other facilities for making the test shall be furnished by the applicant. Minimum head over the top of the pipe shall be two feet and a maximum allowable leakage shall be four gallons per hour per one hundred feet.

(h) Any structure having a plumbing outlet that serves fixtures with flood level rims located below the elevation of the next upstream manhole cover shall install an approved grinder pump system, or any other approved system to lift sanitary sewage to the proper elevation as defined in this policy, and to install a check valve connecting to the District owned sewer line.

11. Costs of building sewer or sewer-line extension borne by the owner

All costs and expenses incidental to the installation, connection, maintenance, cleaning, repair and/or addition to or of the building sewer shall be borne by the owner. This responsibility includes paying all costs incidental to the aforementioned activities performed on all segments of the sewer and including but not limited to:

- A. Side sewer piping, tanks, pumps and other appurtenances not installed by the District
- B. Cleanouts located on private property (unless otherwise specified)
- C. All fittings, connections, and extensions beyond the concrete stub
- D. Maintenance, repair, and replacement of customer-owned sewer lines
- E. Clearing any blockages originating within the customer-owned portion of the system
- F. Any sewer components installed by the District on behalf of the customer

12. Reuse of old building sewers

Old building sewers may be used only when they are found, on examination and tested by the District to meet all requirements of this chapter. This examination and test shall be at the owner's expense. The owner or his/her agent shall demonstrate to the District that no connection to such building sewer line exists which conveys any material prohibited by the District.

13. Protection of excavations and restoration of public property

All excavations for building sewer or sewer-line extension installations shall be adequately guarded with barricades and lights in accordance with state and county requirements so as to protect the public from hazard. Roads, parkways and other public property disturbed in the course of the work shall be restored to original condition or better.

14. Permits required

No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof or construct any sewer disposal system without first obtaining a written permit from the District.

15. Building sewer permit—Term and fee

A District sewer permit is valid for 180 calendar days from the date of issuance. If a building sewer permit expires but the owner still wishes to connect to a sewer, a new permit shall be obtained and the District shall collect another full permit fee unless

circumstances, in the judgment of the Operations Manager, warrant a variance. If a building sewer permit is canceled by the owner, the full permit fee shall be forfeited.

16. Unlawful wastewater disposal facilities

Except as hereinafter provided, it is unlawful to construct or maintain any septic tank or other sewage holding facility intended or used for the disposal of wastewater within the boundaries of Hartstene Pointe where sewers are available except as permitted by this resolution. This does not include portable privies or other temporary wastewater disposal systems, such as those used at construction sites.

17. Unlawful deposit of waste

(a) It is unlawful for any person to place, deposit or permit to be deposited in an unapproved and unacceptable manner into the District sanitary sewer system any human excrement, garbage, hazardous wastes, and/or other unlawful wastes except in accordance with this resolution.

(b) No person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewer:

1. Any liquid or vapor having a temperature higher than 150 degrees F.
2. Any water or waste which may contain more than 100 parts per million by weight of fat, oil, or grease.
3. Any gasoline, benzene, naphtha, fuel oil, or other flammable or explosive liquid, solid, or gas.
4. Food waste that has not been properly shredded.
5. Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, paunch manure of any other solid or viscous capable of causing obstruction to the flow in sewers or other interference with the proper operation of the wastewater system.
6. Any waters or wastes having a pH lower than 5.5 or higher than 9.0 or having other corrosive property capable of causing damage or hazard to structures, public or District employees.
7. Any waters or wastes that contain a toxic or poisonous substance in sufficient quantity to injure or interfere with any wastewater treatment process.
8. Any waters or wastes containing suspended solids of such character and quantity that unusual attention or expertise is required to handle such materials at the wastewater treatment plant.
9. Any waters or wastes containing a Biological Oxygen Demand (BOD) greater than 300 parts per million and/or suspended solids greater than 350 parts per million.
10. Any noxious or malodorous gas or substance capable of creating a public nuisance.

(c) Any discharge of water to the public sewer that is not in compliance with this Section shall submit plans, specifications, and other pertinent information required to provide preliminary treatment to the waste stream. The preliminary treatment shall be approved by the District prior to connection to the public sewer. The preliminary

treatment facilities shall be maintained continuously in satisfactory and effective operation at the Owner's expense.

18. Unlawful discharge of storm waters and other waters into sewers

No person shall discharge or cause to be discharged any storm drainage water, surface water, roof runoff or subsurface drainage into the sanitary sewer system.

19. Limitations on discharge locations

No person or entity shall discharge any unlawful substance directly into a manhole or other opening in the District sewer system other than through an approved building sewer without the written authorization of the Operations Manager in compliance with this resolution, nor until said person or entity has paid all applicable charges and fees and has met any other conditions required by this chapter and the Operations Manager.

20. Unlawful damage to sewer facilities

It is unlawful for any unauthorized person to maliciously or willfully break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or piece of equipment which is part of the county sewer facilities by throwing, dumping, discharging or otherwise introducing any dirt, rocks, sticks, debris, other foreign matter or any other matter prohibited by this chapter into the District sewer system.

21. Discharge of septic tank contents

(a) It is unlawful for anyone to discharge the contents of any septic tank, chemical toilet or sewage holding tank into the District sewer system, except in accordance with the provisions of this resolution.

(b) The Operations Manager shall designate in writing the particular locations, if any, where the contents of chemical toilets, or sewage holding tanks may be discharged into the District sewer systems, and the manner in which said contents shall be discharged into the District sewer system.

(c) No matter prohibited from sewers by this chapter shall be permitted to be discharged under this section.

22. Failure to connect or repair building sewer

(a) If any connection to or repair of a public sewer is not made within the time and in the manner provided in this chapter, the Operations Manager may forthwith cause to be placed a recorded notice against the property that no new buildings, remodeling or change in ownership will be allowed until the connection or repairs of all sanitary sewer facilities are made. Said notice may be recorded by the Operations Manager with the Mason County assessor.

(b) If at this time or after a reasonable period so determined by the Operations Manager, connection of or repairs to the building sewer or sewer-line extension remain to be completed and the Operations Manager has exhausted the means or methods available to the Operations Manager to make said connections or repairs as prescribed in this chapter, the District may make said connections or repairs for and at the total expense of the owner provided the District takes the following steps:

- (1) Notifies the owner that the connections or repairs are delinquent pursuant to the provisions of this chapter and informs said owner that the District intends to make said connections or repairs itself; and
- (2) Requires the homeowner to sign the District's excavation investigation and reimbursement agreement allowing the District to complete the work; and
- (3) Notifies the owner that the District shall charge said owner for all costs associated with said connections or repairs based on the District's reimbursable work rate schedule including, but not limited to, all construction or repair costs and any other applicable costs which would normally be incurred by said owner pursuant to the provisions of this chapter; and
- (4) Notifies the owner that any failure to reimburse the District for said costs shall result in the District filing a lien upon the property in the amount of said unpaid cost plus interest and plus any applicable penalties.

23. Unlawful connections to or disturbances of public sewers

Any person who makes or causes to be made any connection to, opening into, use, alteration and/or disturbance of the public sewers of the county without receiving a permit authorizing such a connection and/or use, alteration, etc., shall be subject to the provisions set forth in this chapter.

24. Disconnection of building sewer

No structure may be disconnected from a building sewer and no building sewer may be disconnected from a public sewer for any reason without prior written notification to, and approval by the Operations Manager. No approval shall be given unless the disconnection is lawful under this chapter and other applicable laws, and satisfactory protection is given by the owner or his contractor to the District sewers including, but not limited to, the satisfactory capping of the building sewer. Sewer service charges for any structure disconnected or to be disconnected shall continue until such disconnection is approved by the District and the building sewer capped and otherwise protected to the District's satisfaction.

25. Building sewer for each building—Exceptions

A single building sewer shall be provided for each building unless the connection of more than one building to a single building sewer is approved in writing by the Operations Manager prior to the construction of such building sewer.

26. Notice of violation

Any person or contractors found to be violating any provision of this resolution shall be served with written notice stating the nature of the violation and providing a time limit for the satisfactory correction thereof. The violator of this resolution shall, within the period of time stated in such notice, permanently cease all violations and make all necessary corrections.

27. Appeal process

If a real property owner objects to the District actions or fines computed specifically by the District for the real property, the owner may request a hearing before the District's Board of Commissioners. The owner shall file a notice in writing with the District before connection, stating the owners' name, the legal description of the real property sought to be connected to the District's system, and the basis of the appeal. The Board of Commissioners, upon receiving the notice, shall set a time and date for the hearing. At the hearing, the Board shall afford the property owner reasonable opportunity to present evidence and argument in support of the property owner's contention. After considering the evidence presented and the argument made, the Board shall render its decision, in writing.

28. Civil liability

Any person or commercial entity who shall violate any provision of this resolution shall be liable to the District for any penalty or fine; plus the expense, loss, damage, cost of inspection or cost of correction incurred by the District by reason of such violation, including any expenses incurred by the District in collecting from such person or commercial entity any penalty, fine, loss, damage, expense, cost of inspection or cost of correction.

29. Continued violation—Penalty

Any person or commercial entity who shall continue any violation beyond the time limit provided for in the notice of violation or in the hearing order on appeal, shall in addition to the items of expense provided in this chapter, become liable to the District for a penalty in the amount of ten percent of such expense items, together with ten percent annual interest accrued daily upon the account.

30. Validity—Severability

The invalidity of any section, subsection, clause, sentence or provisions of this chapter shall not affect the validity of any part of this chapter which can be given effect without such part or parts.

ADOPTED by the District Board of Commissioners at its scheduled meeting on this 3rd day of September, 2026.

[signatures on following page]

Hartstene Pointe Water-Sewer District
Mason County, Washington

Stacy Swart, President

Carl Anderson, Secretary

Stefan Birgh, Audit Commissioner

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

RESOLUTION 2026-04

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
AMENDING THE DISTRICT FEE SCHEDULE FOR 2026**

WHEREAS, Hartstene Pointe Water-Sewer District is a special purpose district, governed by Title 57 of the Revised Code of Washington; and

WHEREAS, RCW 57.08 authorizes the commissioners of any district to provide for revenues by fixing rates and charges for furnishing sewer and drainage service and facilities to those to whom service is available or for providing water, such rates and charges to be fixed as deemed necessary by the commissioners; now

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

1. As of September 3, 2026, to repeal Resolution 2025-05.
2. As of September 3, 2026, fees will be charged according to the following schedule, which shall supersede any previously adopted fee schedule.

Water Fees

Residential water connection monthly base fee	\$87.60
Non-Residential water connection monthly base fee	\$262.80
Residential water connection surcharge for each additional 100 cubic foot of water consumed over 500 cubic foot read in a month	\$5.00
Prepaid Connection Lot/Connected Lot water monthly base fee	\$36.45
Prepaid Connection Lot/Connected Lot surcharge for each 100 cubic foot consumed	
Water Capital Facilities Charge	\$4,405.00
Meter Installation Connection Fee	\$550.00
Pre-Installed Meter Connection Fee	\$250.00

Sewer Fees

Residential sewer connection monthly fee	\$161.40
Non-Residential sewer connection monthly fee	\$484.20
Prepaid Connection Lot/Connected Lot sewer monthly fee	\$50.75
Sewer Capital Facilities Charge	\$7,075.00
Sewer Connection Fee	\$250.00

Miscellaneous Fees

Water/Sewer System Tampering	\$500.00
Billing Late Fee	10%
Returned Checks and eChecks	\$40.00
Certified Mail Fee	\$10.00
Water Shut-off Notice	\$20.00
Water Turn-on for delinquent accounts	\$40.00
Water Turn-on for delinquent accounts after hours	\$180.00
Meter Testing (if meter is not faulty)	\$22.50
Hydrant Meter Damage Deposit	\$1,000
Hydrant Meter Rental (per week)	\$25.00
Unauthorized Use/Tampering, Minimal Impact to Public Health (Examples include cutting District locks, damaging meters, unauthorized taking of water, etc.)	\$500.00 plus cost of repair
Unauthorized Use/Tampering, Potential Impact to Public Health (Examples include creating a backflow that violates the cross connection program, injecting any unauthorized substance into the water system, vandalism of any pump, well, or tank, etc.)	\$1,000.00 plus cost of repair
Lien Fee	\$128.00
New Account Fee	\$20.00
Escrow Fee	\$25.00
Copies (black and white)	\$0.15 each
Records on disk	\$0.40 each
Damage to Water/Sewer System or District Equipment*	Time and Materials (\$100 min.)
Damage to District-owned Grinder Pumps due to tampering or flushing improper materials	Time and Materials (\$100 min.)
Resident failure to address identified water leak within thirty (30) days of notice	\$20 per month, every month until the leak is fixed

*In the event of damage to the water or sewer system due to construction without a locate request, tampering, misuse, or negligence, the damage will be repaired by a District contractor and billed to the responsible property owner.

Reimbursable Work Rate Schedule

Operations Manager	\$135/hr (One hour min.)*
Operator	\$90/hr (One hour min.)*
Mini Excavator	\$165/hr (One hour min.)**
Vacuum Excavation Trailer	\$135/hr (One hour min.)**

Utility Pickup	\$35/hr (One hour min.)**
Concrete Saw	\$30/hr (One hour min.)**
Trailer	\$25/hr (One hour min.)**
Portable Generator	\$29/hr (One hour min.)**
Trash Pump	\$20/hr (One hour min.)**
Plate Compactor	\$25/hr (One hour min.)**
Materials	Cost plus 15%
Restoration	Cost plus 15%
Emergency Response	Cost times 1.5

*Personnel time shall be billed portal-to-portal, beginning when employees depart the District shop and ending upon return.

**If needed, equipment time shall include transportation to and from the work site and shall be billed for actual operating time with a one-hour minimum.

ADOPTED by the District Board of Commissioners at its scheduled meeting on this 3rd day of September, 2026.

Hartstene Pointe Water-Sewer District
Mason County, Washington

Stacy Swart, President

Carl Anderson, Secretary

Stefan Birgh, Audit Commissioner