

**HARTSTENE POINTE WATER-SEWER DISTRICT**  
**SPECIAL MEETING of the BOARD OF COMMISSIONERS**  
**January 2, 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 1:07 pm

**SUBSCRIBER REMARKS:** No subscribers present

**CORRESPONDENCE:**

- PM relayed information regarding the 12/29/25 Entrance Conference meeting with the team from the WA State Auditor's Office (SAO), attended by Commissioner Birgh & PM; PM shared the signed Entrance Conference letter, outlining the scope of the routine accountability audit; Commissioner Anderson inquired as to audit frequency and changes in costs to the District

**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 December 18, 2025 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 Birgh conveyed feedback received from a ratepayer thanking the District for the sewer rehabilitation project, even though it comes at a significant cost
- Commissioner Swart opened discussion regarding the notice to be sent to the community regarding Styrene use in Cured-in-Place Pipe and commissioners noted a couple of needed clarifications
- Commissioner Swart shared a WASWD update on an Affordability & Feasibility Study of Water Rates in WA State

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2026-01 in the amount of \$51,875.33 was presented. *Commissioner Anderson moved to approve voucher 2026-01 in the amount of \$51,875.33. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - Voucher 2025-57: PM presented for review

**General Manager's Report:**

- LO presented the GM's report on the current state of the District as prepared by the GM

- GM reported that Ecology tested Styrene fume concentrations on site as related to the sewer rehabilitation project; results were acceptable and a mailing is being sent to the community with the findings in lieu of a monthly newsletter
- GM noted that a new pump was installed at Lift Station #2, which operated as expected until failing twice on 12/30/25; the vendor is investigating to determine cause
- GM noted that a water leak repair was performed on Promontory Road on 12/30/25
- GM noted that the District's mini excavator now has newly-installed tracks, its undercarriage was refurbished and the "trailer plug" was replaced
- GM & LO noted that the roofing projects at the wastewater treatment plant are complete; several spots of dry rot were identified & repaired; new gutters were installed
- GM noted that LO will be out of the office for professional development 1/5-1/9
- GM plans to be out of the office 1/8 & 1/9
- GM shared updates to the project list
- Commissioners Directed GM to update the project list per integrated commissioners notes, delineate WWTP lighting tasks, provide greater notation to track task history and move "closed" items

#### **ITEMS REQUIRING BOARD ACTION:**

**Review Status of Association Reserves Documentation:** LO reviewed assets and the engineer's perspective of the reserve study

**Approve Work Amendment #1 for Rehabilitation of Lift Stations:** Commissioners discussed and decided to table until further information is collected

**Authorize Agreement & Contract with Community Engineering & Consulting:** Commissioners discussed and decided to table until further information is collected

**Update of Reservoir Inspection/Cleaning Project & Vendor Status:** (reviewed during GM Report)

**Review Duty Lists & Salary Analysis Prepared by GM:** Commissioners reviewed what was readily available and will parse out further during the next meeting

**Review & Adopt Resolution 2026-01, Adjusting Wage Ranges & Salaries for District Employees:** *Commissioner Birgh moved to adopt Resolution 2026-01. Commissioner Swart seconded.* Commissioners reviewed the draft resolution and made a couple of minor edits clarifying definitions. *Hearing 3 aye votes and 0 nay votes, the resolution is adopted as amended.* Commissioners directed GM & PM to propose Cost of Living Adjustment (COLA) percentage at the next meeting

**Authorize GM to Designate "Lead Operator" Status:** *Commissioner Birgh moved to authorize GM to designate "Lead Operator" status to an employee as defined in the accompanying memorandum. Commissioner Anderson seconded.* Commissioners discussed and amended the memorandum. *Commissioner Birgh amended the motion to clearly define that the GM's authorization to designate "Lead Operator" status is limited to increasing his/her wage by 10% and that COLA only applies if adjusted by Commissioners for District Staff as a whole. Hearing 3 aye votes and 0 nay votes, the amended memorandum is approved and the amended motion passes.*

**Determine Need for Rate Study During First Quarter:** Commissioners agreed to prioritize pursuing a rate study before the end of the first quarter of 2026

*Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:40 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: 1-15-2026