

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
January 15, 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 1:05 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE:

- Commissioner Swart acknowledged the passing of HPMA's maintenance employee Alan. S., who often provided the District insight regarding HPMA's infrastructure
- GM relayed correspondence from a resident on Promontory Road regarding styrene fumes

PRESENT AGENDA: *Commissioner Birgh 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 January 2, 2026 special meeting were presented. *Commissioner Anderson moved to approve the minutes. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner Birgh is scheduled to attend Washington Association of Water & Sewer Districts Commissioner Workshop
- Commissioner Swart acknowledged one-year anniversary of signing the WIRP bid award
- Commissioner Swart noted HPMA Disaster Preparation committee invited District staff to attend monthly trainings
- Commissioner Anderson confirmed regular meeting dates he will be away from the Pointe in the months ahead

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2026-03 in the amount of \$87,980.09 was presented. *Commissioner Anderson moved to approve voucher 2026-03 in the amount of \$87,980.09. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2026-02: PM presented for review
- Monthly Billing Report: PM presented the monthly billing report for December 2025

General Manager's Report:

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

- GM shared details of emergency leak repairs on Pointes Drive West, noting that Rognlin’s Vacuum Truck was utilized
- GM noted that LO obtained Backflow Assembly Testing certification
 - Commissioner Birgh recommended that GM approve 50% of training costs and allocate two days of the five as reported full-work days; additionally, it is recommended that annual recertification fees should be reimbursable
- GM noted that he will be out of the office 1/22 & 1/23
- Project List Review
 - Kilowatt Electric was selected for the WWTP lighting projects and scheduled work to be performed on 2/16 & 2/17; a hydraulic lift will be rented for the work
 - GM is waiting for a reply from the vendor regarding the reservoir project; GM is directed to contact the second choice vendor to confirm price & availability should the District cut ties to Midco
 - GM is waiting for a reply from the vendor regarding the ADA ramp procurement; GM indicated he will contact tomorrow

ITEMS REQUIRING BOARD ACTION:

Review Status of Association Reserves Documentation for Submission: LO & GM report that the list has been updated; Century West Engineering provided input that will be added; Association Reserves to be contacted to reflect major components that require state-funding in the 30-year plan; submittal expected next week

Cost of Living Adjustment Recommendation: *Commissioner Birgh made a motion to propose a 2.7% wage increase for GM, PM & LO wages, effective January 2026. Commissioner Anderson seconded. Hearing 3 aye and 0 nay votes, the motion passes.*

Review Duty Lists & Salary Analysis Prepared by GM: Commissioners tabled awaiting completion by GM for GM position

Authorize Agreement & Contract with Community Engineering & Consulting (CE&E): Commissioners tabled, expecting Matt M. to be approved as engineer; GM to clarify that the contract will be signed with Century West Engineering instead of CE&E, as would be consistent with the original Wastewater Infrastructure Rehabilitation Project-related contracts in the event that WA Dept. of Ecology approve coverage of the backflow assembly at the Wastewater Treatment Plant

Approve Work Amendment #1 for Rehabilitation of Lift Stations: *Commissioner Birgh moved to approve Work Amendment #1 for design & engineering phase following review & discussion. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the amendment is approved.*

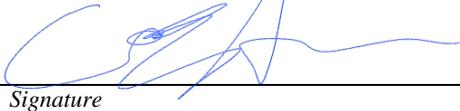
Review Updates for Communications at New Lift Stations with Potential Continuity with Existing Infrastructure: Commissioners discussed presented information, including costs of technology services; additional information is needed before moving forward

Review Methods for Timely Ratepayer Notifications Regarding Water Outages: Staff proposed a non-interactive “Facebook” account as a supplemental media source for postings and a feed posted on the District’s website

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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: 2-5-2026