

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
May 21, 2026
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584

MINUTES

PRESENT: Secretary C. Anderson, President S. Swart, Audit Commissioner S. Birgh, Interim Operations Manager (IOM) Jaron S., Project & Accounts Manager (PM) Joe S.

CALL TO ORDER: The meeting was called to order at 1:08 pm

SUBSCRIBER REMARKS: One subscriber was present, who conveyed appreciation for the bluff restoration work performed by sewer project contractors

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.*

MINUTES:

The minutes of the May 6, 13 & 18, 2026 special meetings were presented. Additionally, the minutes of the May 7, 2026 regular meeting were presented. *Commissioner Swart 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 Anderson inquired about website updates; PM will make updates to the website and provide login credentials for Commissioner Anderson
- Commissioner Anderson attended a webinar regarding utilities being taxed
- Commissioner Swart provided an update from the engineer regarding the hydroseeding plan
- Commissioner Swart shared that final approval of the bluff trail restoration by the HPMA General Manager has been confirmed for May 27, 2026

Review Water Board Bible, Chapter One (1): Commissioners tabled this review

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2026-24 in the amount of \$13,082.95 was presented. *Commissioner Anderson moved to approve voucher 2026-24 in the amount of \$13,082.95. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher 2026-26 in the amount of \$40,947.11 was presented. *Commissioner Anderson moved to approve voucher 2026-26 in the amount of \$40,947.11. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2026-25: PM presented for review

Interim Operation Manager Report:

- IOM shared his report on the current state of District operations and shared that state regulatory agencies have been informed of staffing changes

ITEMS REQUIRING BOARD ACTION:

Consider HPMA Accommodation of District project in Boat Storage Area: Commissioners discussed

Formalize & Approve New Management Positions: Commissioners elected to change job titles of IOM and PM to “Operations Manager” (OM) and “Finance & Administrative Manager” (F&AM) respectively

Consider Potential New Hire Options: OM is evaluating future staffing needs, given anticipated workload and planned projects

At 3:35 pm Commissioner Swart called for a ten-minute executive session per RCW 42.30.110(1)(g) for the purpose of conducting personnel performance reviews for OM & F&AM. The regular meeting will resume at 3:45 pm. OM & F&AM exited the meeting.

The regular meeting resumed at 3:45 pm. OM returned to the meeting.

Commissioners discussed and directed staff to generate personnel records for Commissioner signatures reflecting adjustments to salaries and employment status. *Commissioner Anderson moved to formalize adjustments as discussed. Commissioner Swart seconded. Hearing 3 aye votes and 0 votes, the motion passed.*

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: 6-4-2026