HARI. .ENE POINTE WATER-SEWER D. .RICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
July 16, 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.*** Commissioner Anderson requested to strike items #6 and #7 as the corresponding meeting minutes were already approved at the previous meeting. Commissioners Swart and Birgh agreed. ***Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.***

MINUTES:
The minutes of the June 17, 2026 special meeting were presented. Additionally, the minutes of the June 18, 2026 and July 2, 2026 regular meetings 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 Swart had a discussion with a resident inquiring about a project that was not District-related
- Commissioner Birgh had a discussion with a resident about District staff
- Commissioner Swart recommended quarterly reviews of administrative staff in August
- Commissioner Anderson held separate conversations with two residents

Financial/Administrative Report:
- Bills to Be Authorized:
  - Voucher 2026-34 in the amount of $620,278.85 was presented. ***Commissioner Birgh moved to approve voucher 2026-34 in the amount of $620,278.85. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.***
  - Voucher 2026-35 in the amount of $52,060.56 was presented. ***Commissioner Birgh moved to approve voucher 2026-35 in the amount of $52,060.56. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.***
- Bills to Be Reviewed:
  - Voucher 2026-33 was presented for review

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

ITEMS REQUIRING BOARD ACTION:
Discuss & Approve Leadership Training Course: ***Commissioner Birgh moved to approve expenses for OM to attend a leadership training course for public utilities & waterworks management. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.***

Update on Archiving Commissioner Email: F&AM shared change completed.

Review & Approve Changes to the District's Service Responsibility Policy: Commissioners continued to discuss desired modifications to this policy.

Update on Reservoir Inspection Vendor: OM updated that he contacted Midco and was directed to a specific phone number to contact; OM left voicemail on 7/13/26 and is awaiting a response.

Review Chapter Four (4) of the *Water Board Bible*: Commissioners began discussing and wish to continue the discussion at a future meeting.

Employee Handbook Modifications: Commissioners discussed ideas to modify the employee handbook and will continue discussions.

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:30 pm.

Meeting Minutes Drafted By: PM
Respectfully Submitted By:

/s/ via teleconference	Carl Anderson, Secretary, Commissioner #1
Signature	*Name and Title*

Approved at the Regular Meeting of the Board on: **8-6-2026**