HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
August 6, 2026
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584

MINUTES

PRESENT: Secretary C. Anderson (via telephone), 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 2:05 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No official 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 July 16, 2026 regular meeting were presented. Additionally, the minutes of the July 31, 2026 special meeting were presented. ***Commissioner Birgh moved to approve the minutes. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.***

REPORTS:
Commissioner Reports:
- Commissioner Anderson shared comment threads regarding water line repairs
- Commissioner Swart noted OM's change of work schedule this week
- Commissioner Swart asked if HPMA is aware of lot availability on Chesapeake Drive, OM confirmed that HPMA's General Manager was notified

Financial/Administrative Report:
- Bills to Be Authorized:
    - Voucher 2026-37 in the amount of $20,181.33 was presented. ***Commissioner Birgh moved to approve voucher 2026-37 in the amount of $20,181.33. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.***
- Bills to Be Reviewed:
    - Voucher 2026-36 was presented for review

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

ITEMS REQUIRING BOARD ACTION:
Discuss Resident Plumbing Feedback & Sewer Feedback: OM shared feedback and solutions employed

Review & Approve Changes to the District's Service Responsibility Policy: OM presented policy revisions. ***Commissioner Birgh moved to approve the policy with edits as discussed, including exhibit A. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the policy is adopted.***

Review & Approve Reimbursable Work Rate Schedule: Commissioners discussed previously. ***Commissioner Birgh moved to approve the discussed work rate schedule. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the rate schedule is approved.***

Adopt Addition to Employee Handbook Regarding Use of District Vehicles: Commissioners and OM discussed and agreed that employees should use district vehicles when traveling to job sites within the community.

Discuss Seasonal Hire Retention Options: OM shared potential options to retain the seasonal employee. Commissioners shared feedback and OM will follow up.

Review & Discuss of the *Strategic Planning Handbook* (through page 9): Commissioners discussed and will continue the discussion at a future meeting.

OM Performance Review Discussion by Board *(Executive Session expected)*: Commissioners discussed and accepted feedback from O.

Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:20 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: **8-21-2026**