HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
August 20, 2026
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584

MINUTES

PRESENT: Secretary C. Anderson (via teleconference), 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 1:12 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE:
- Commissioner Swart received email correspondence regarding vacant lot grinder pump requirement
- Commissioner Swart received questions from multiple ratepayers regarding the hydroseeding schedule

PRESENT AGENDA: ***Commissioner Birgh moved to adopt the agenda. Commissioner Anderson seconded.*** F&AM requested to add Voucher 2026-42 for review. ***Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.***

MINUTES:
The minutes of the August 6, 2026 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 Anderson shared ratepayer comments regarding the hydroseeding of shoulders
- Commissioner Birgh identified lift station and force main rehabilitation as scheduled projects for the District during HPMA's 8/15/26 Board of Directors meeting

Financial/Administrative Report:
- Bills to Be Authorized:
  - Voucher 2026-40 in the amount of $212,385.41 was presented. ***Commissioner Birgh moved to approve voucher 2026-40 in the amount of $212,385.41. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.***
  - Voucher 2026-41 in the amount of $35,477.50 was presented. ***Commissioner Birgh moved to approve voucher 2026-40 in the amount of $35,477.50. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.***
- Bills to Be Reviewed:
  - Vouchers 2026-38, 2026-39 & 2026-42 were presented for review
- Emergency Communications Update: F&AM shared options to migrate away from current emergency communications service

- Billing Adjustments: Following audit work by Commissioner Birgh, he viewed OM's involvement an unnecessary use of time. ***Commissioner Birgh moved to authorize F&AM to approve bill adjustments up to $3,000 per billing cycle. Commissioner Swart seconded.*** All adjustments will still be reviewed by the Audit commissioner. ***Hearing 3 aye votes and 0 nay vote, the motion passes.***

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

ITEMS REQUIRING BOARD ACTION:
Discuss Request for Grinder Pump Cost Coverage: Commissioners reviewed correspondence from a property owner requesting that the District install and bear costs of grinder pump equipment on vacant lot. Based on District policy, District engineer & legal counsel responses, Commissioners confirmed the owner of the lot currently under development is reasonably responsible for equipment installations to connect to the force main. ***Commissioner Birgh made a motion to deny the request as commissioners already decided that undeveloped lot owners are responsible for grinder pumps where needed. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*** Commissioner Anderson will reply to the correspondence.

Discuss Restoration Responsibility & Options Next to New Lift Station: Commissioners discussed and recognized the need for District involvement in planning restoration of common area adjacent to the new lift station. The owner next to the area will submit a plan to HPMA's *Permit Review Committee.*

Approve Step One of the Strategic Plan: OM presented Step One of the Strategic Plan. Commissioners agreed to move forward, with some modifications.

Discuss Meter Box Accessibility Policy: OM reviewed the existing policy with the Commissioners.

Performance Review Discussion for New Finance & Administrative Manager Position: Commissioners discussed with F&AM about first three months in the transitioned position.

Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:50 pm.

Meeting Minutes Drafted By: PM
Respectfully Submitted By:

	Carl Anderson, Secretary, Commissioner #1
Signature	*Name and Title*

Approved at the Regular Meeting of the Board on: **9-3-2026**