

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
September 17, 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: OM received correspondence from a resident regarding odors on Pointes Drive East.

PRESENT AGENDA: *Commissioner Birgh moved to adopt the agenda. Commissioner Anderson seconded.* Commissioner Anderson requested to add “#16. Discuss Project Documentation.” F&AM requested to add “Review Voucher 2026-44” to the Financial/Administrative Report. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the September 3, 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:

- Commissioners discussed the timeline of the hydroseeding project

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2026-45 in the amount of \$36,385.19 was presented. *Commissioner Birgh moved to approve voucher 2026-45 in the amount of \$36,385.19. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - F&AM presented Voucher 2026-44 for Review
- Reserve Study Update: F&AM presented current study update
- F&AM shared that the 2026 Preliminary Budget is underway
- F&AM is comparing two options for replacing current emergency communications system

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

ITEMS REQUIRING BOARD ACTION:

Review Sewer Odor Locations & Approve Potential Solutions: Commissioners and OM discussed locations and explored solutions

Review & Approve Steps 2-4 of the Strategic Plan: OM & Commissioners reviewed the presented steps. *Commissioner Birgh moved to approve Steps 2-4 of the Strategic Plan. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.* Discussion will be ongoing.

Review & Approve Staffing Proposal: OM presented his proposal for staffing going forward. F&AM & Commissioners reviewed budget projections in comparison to previous budgets. *Commissioner Birgh moved to approve the staffing proposal. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.*

Adopt Resolution 2026-03, Amending Sewer System Regulations: OM & Commissioners reviewed & discussed Resolution 2026-03 draft. *Commissioner Birgh moved to adopt Resolution 2026-03 with edits. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, Resolution 2026-03 is adopted.*

Review Chapter Four (4) of the *Water Board Bible*: Commissioners reviewed & discussed the chapter.

Discuss Organization of Project Documentation: Commissioners discussed centralizing project documentation for archiving.

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:15 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: 10-1-2026