

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
May 21, 2026 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the May 6, 2026 Special Meeting (2)
7. Minutes of the May 7, 2026 Regular Meeting (3-4)
8. Minutes of the May 13, 2026 Special Meeting (5)
9. Minutes of the May 18, 2026 Special Meeting (6)

REPORTS:

10. Commissioner Reports
11. Review Water Board Bible, Chapter One (1)
12. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2026-24
 - Voucher 2026-26
 - Bills to Be Reviewed:
 - Voucher 2026-25
13. Operations Report (7)

ITEMS REQUIRING BOARD ACTION:

14. Discussion with Engineer, if Needed
15. Consider HPMA Accommodation of District Project in Boat Storage Area
16. Formalize & Approve New Management Positions
17. Consider Potential New Hire Options

ANY OTHER BUSINESS (for new or overlooked items not included in the agenda)

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

MINUTES

PRESENT: President S. Swart, Secretary C. Anderson (via teleconference), Audit Commissioner S. Birgh, General Manager (GM) J. Palmer, Project & Accounts Manager (PM) Joe S., Lead Operator (LO) Jaron S.

CALL TO ORDER: The meeting was called to order at 10:00 am

SUBSCRIBER REMARKS: No subscribers present

PRESENT AGENDA: *Commissioner Birgh moved to adopt the Century West Engineering (CWE) agenda. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as presented.*

CONSTRUCTION MEETING:

Representatives from CWE & Contractors Provided Project Updates & Shared Upcoming Schedules: Representatives provided project updates and shared upcoming schedules.

Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 11:30 am.

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: 5-21-2026

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
May 7, 2026
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: Secretary C. Anderson, President S. Swart, Audit Commissioner S. Birgh, General Manager (GM) J. Palmer, Project & Accounts Manager (PM) Joe S., Lead Operator (LO) Jaron S.

CALL TO ORDER: The meeting was called to order at 1:00 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No correspondence

PRESENT AGENDA: *Commissioner Anderson moved to adopt the agenda. Commissioner Birgh seconded.* PM requested to add Voucher 2026-23 for approval. Commissioner Swart requested to assess the office deck prior to item 19. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the April 15, 22, 29 & 30, 2026 special meetings were presented. Additionally, the minutes of the April 16, 2026 regular 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 Swart expressed intent to address CIP and conservation-oriented rates by the end of June
- Commissioner Swart requested newsletter coverage of I&I improvement
- Commissioner Swart presented a 2009 Draft Resolution of historical note regarding the District's rate structure at the time
- Commissioner Swart requested posting of extended length of WIRP project into mid-September

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2026-22 in the amount of \$738,455.38 was presented. *Commissioner Birgh moved to approve voucher 2026-22 in the amount of \$738,455.38. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher 2026-23 in the amount of \$13,504.32 was presented. *Commissioner Anderson moved to approve voucher 2026-23 in the amount of \$13,504.32. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2026-20: PM presented for review
 - Voucher 2026-21: PM presented for review

General Manager’s Report:

- GM presented his report on the current state of the District
- GM identified an alternate vendor to clean reservoir
- Maps of proposed lift station fence line modifications were shared with HPMA
- Web meeting with DOH conducted on 5/4/26 for guidance on WSP development
- Staff vacation scheduled plans were shared
- Disposal of concrete tracked to Iron Horse, Superintendent to address clean-up
- Project List Review by GM and LO

ITEMS REQUIRING BOARD ACTION:

Discussion with Engineer: Commissioners spoke with Matt M. via telecom in order to discuss project-related questions

Approve Change Order 4A: Commissioners reviewed Change Order 4A and addressed questions with the project engineer (see previous agenda item). *Commissioner Swart moved to approve Change Order 4A. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the change order is approved.*

Determine Action Regarding Reservoir Cleaning Vendor: *Commissioner Birgh moved to approve the reviewed letter provided the letter is printed on District Counsel’s letterhead, and response timeline added. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.*

Discuss HPMA Accommodation for District Use of Boat Storage Area: Commissioners to consider financial impact on HPMA as the project progresses

Association Reserves Discussion, Establish Baseline for District Funding: LO shared latest updates to the Association Reserves study

Assess Deck in Front of Office: Commissioners conferred with LO on needed modifications to the deck in order to accommodate the procured ramp.

Continuation of GM Performance Review: *At 3:40 pm, President Swart called for a 10-minute executive session per RCW 42.30.110(g) for the purpose of reviewing the personnel performance review of the GM. The regular meeting will resume at 3:50 pm.*

The regular meeting resumed at 3:50 pm. No action taken.

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:51 pm.

Meeting Minutes Drafted By: PM
Respectfully Submitted By:

	Carl Anderson, Secretary, Commissioner #1
<i>Signature</i>	<i>Name and Title</i>

Approved at the Regular Meeting of the Board on: 5-21-2026

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
May 13, 2026
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: President S. Swart, Secretary C. Anderson (via teleconference), Audit Commissioner S. Birgh (via teleconference), General Manager (GM) J. Palmer, Project & Accounts Manager (PM) Joe S., Lead Operator (LO) Jaron S.

CALL TO ORDER: The meeting was called to order at 10:03 am

SUBSCRIBER REMARKS: No subscribers present

PRESENT AGENDA: *Commissioner Anderson moved to adopt the Century West Engineering (CWE) agenda. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as presented.*

CONSTRUCTION MEETING:

Representatives from CWE & Contractors Provided Project Updates & Shared Upcoming Schedules: Representatives provided project updates and shared upcoming schedules.

Commissioner Swart moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 10:40 am.

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: 5-21-2026

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
May 18, 2026
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: Secretary C. Anderson, President S. Swart, Audit Commissioner S. Birgh, General Manager J. Palmer (GM)

CALL TO ORDER: The meeting was called to order at 9:35 am

SUBSCRIBER REMARKS: No subscribers present

PRESENT AGENDA: *Commissioner Birgh moved to adopt the agenda. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as presented.*

ITEMS REQUIRING BOARD ACTION:

Conduct Performance Review of the General Manager: Commissioner Swart announced that commissioners reached a decision following previously-documented performance review sessions. *Commissioner Swart made a motion not to renew the contract with the General Manager. Commissioner Anderson seconded the motion with an amendment to include “effective immediately.”* Commissioner Anderson read a brief statement for clarity on severance package, per the GM Employment Agreement. *Hearing 3 aye votes and 0 nay votes, the motion passes.*

Commissioner Swart called for a recess at 9:39 am. GM exited the meeting during the recess. *The meeting resumed at 10:15 am.*

Project & Accounts Manager Joe S. (PM) and Lead Operator Jaron S. (LO) joined the meeting at 10:15 am.

Commissioner Anderson moved to appoint LO as “Interim Operations Manager (IOM),” assuming all GM-related duties until position and title are more clearly defined; additionally, IOM is granted all authorizations of the GM position, including expense approvals; IOM is responsible to supervise the Water Distribution Manager. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.

Remove Outgoing GM as Petty Cash Account Signer: *Commissioner Anderson moved to remove Jeffery Palmer as a signer on the District’s “Petty Cash Account” ending in xxxxxx2278. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the motion is approved.*

Add IOM as Petty Cash Account Signer: *Commissioner Anderson moved to add Jaron Sartori as a signer on the District’s “Petty Cash Account” ending in xxxxxx2278. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion is approved.*

Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 11:25 am.

HARTSTENE POINTE WATER-SEWER DISTRICT

Operations Report

5/21/2026

Operations

Water:

The Water facilities inventory form (WFI) was submitted to DOH to make necessary adjustments to the change in management.

The well totals have been a bit higher recently. We have been averaging about 55000 gpd from the wells, and 39000 gpd at the WWTP. While the trending graphs look like they are correlated, and it is likely just higher demand, we are keeping our eyes out for leaks.

HPMA is still waiting for Union City to return with the correct part to repair their backflow assembly in the next week or 2. Once the part is installed, I will retest the assembly.

Meter reading is taking place next week, 5/26.

Wastewater:

ECY was contacted to make necessary adjustments to the change in management as well.

Wastewater results have been very good. We have been attaining over 95% removal of our contaminants, and our fecal coliform results have been <1 on every sample this month but 1.

LS 8, like all the other lift stations, only has one pump in operation. The pump that is in there is running 24/7. Staff pulled the pump, and found that the impeller had a piece missing, and the side plate was worn down. The impeller costs \$1,144.56, and is in stock, and the side plate, costs \$1,622.00, and is 7 weeks lead time. I moved forward with purchasing the impeller, but not the side plate. We are going to try replacing the impeller, and see how that affects the efficiency of the pump. I think that should make enough of a difference to help us limp along until the lift station rehab. If the impeller does not make enough of a difference, we can consider buying a side plate. Ryan from Reiner pumps is also providing us with a quote for a new pump to get us by, but that is the last option.

Capital Improvements

Reservoir cleaning was completed 5/19. The company (Integrated Underwater Services) sent us a 2 man team utilizing one robot to record before and after footage, and one to vacuum the sediment on the floor of the reservoir. They did a very good job not only with their work, but also with their communication and documentation. They also were very proud of their work, and I look forward to working with them again in the future.

Last year, **new valves were purchased to be installed** in strategic locations to ease expected and unexpected outages, as well as ease of hydrant flushing. This summer, we plan on installing these new valves using both the mini excavator and newly acquired vacuum trailer. Kelly and I will work with ERWOW, or potentially a new hire, to make these installations.

Staff

The District will be closed on 5/25 for Memorial Day, however, Kelly has volunteered to do the daily testing at the WWTP on that day.

Jared is going to continue operating under contract for us on the weekends and is available to coordinate with us to be on call if needed. I also discussed other employment options for him on 5/20.

Other Projects

The exterior of the **WWTP buildings need to be painted**. Staff is choosing a color that will match with the new roof and gutters. We are hoping to begin painting early this summer. Updates to follow in upcoming meetings.

WWTP Rock Replacement. The rock at the WWTP used to be pea gravel, which made it difficult to receive deliveries and for our digester to be hauled. Last summer, staff cleared out the top layer of the gravel, and used it as backfill material at various locations. Some time in the near future, we will be taking the grade down a few inches and having new rock similar to the rock used at the bluff lift station and bluff trail delivered to the WWTP.

Submitted by Jaron Sartori.