

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
June 18, 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 June 4, 2026 Regular Meeting (2-3)
7. Minutes of the June 10, 2026 Special Meeting (4)

REPORTS:

8. Commissioner Reports
9. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2026-29
 - Voucher 2026-30
 - Bills to Be Reviewed:
 - Voucher 2026-28
10. Operations Report (5-6)

ITEMS REQUIRING BOARD ACTION:

11. Discussion with Engineer, if Needed
12. Review & Approve Water System Plan Proposal
13. Effluent Pump Rebuild
14. Review & Approve Emergency Communication Policy
15. Disposition of Purchased Grinder Pump Rock Cover
16. Hot Weather Impact on Water Demand & Production
17. Discuss Water Board Bible, Chapter Three (3)

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

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
June 4, 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 Anderson moved to adopt the agenda. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as presented.*

MINUTES:

The minutes of the May 21 & 27, 2026 special meetings were presented. Additionally, the minutes of the June 3, 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: No commissioner reports

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2026-27 in the amount of \$8,907.30 was presented. *Commissioner Birgh moved to approve voucher 2026-27 in the amount of \$8,907.30. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Approve 2025 Annual Financial Report to the WA State Auditor: *Commissioner Birgh moved to approve the annual financial report. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the annual financial report is approved.*

Operation Manager's Report:

- OM shared his report on the current state of District operations
- OM shared that a resident contacted the District to convey recognition that drinking water quality has improved
- *Commissioner Birgh moved to approve up to \$7,000 for reservoir rehabilitation and up to \$5,000 for hatch painting. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the funds are approved.*

ITEMS REQUIRING BOARD ACTION:

Status Update of Asset Management: Commissioners directed OM to upload Association Reserves documents to the shared drive

Consider Potential Temporary Hire Options: *Commissioner Anderson moved to authorize OM to hire a temporary position for labor for specific projects, up to six months allocating no more than \$26,000. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Water Use Efficiency Public Forum Discussion & Public Notice: OM is directed to generate a proposal for review at the next meeting

Review Side Sewer Policy: *Commissioner Birgh moved to approve policy revisions. Commissioner Anderson seconded.* Commissioners noted that the policy may require updates. *Hearing 3 aye votes and 0 nay votes, the policy revisions are approved.*

Commissioner Email Addresses & Archive Options: Commissioners discussed options and F&AM will look into logistics

Review Water Board Bible Chapters One (1) & Two (2): Commissioners reviewed and discussed with staff

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:50 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: 6-18-2026

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
June 10, 2026
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: President S. Swart, Secretary C. Anderson, Audit Commissioner S. Birgh (via teleconference), Operations Manager (OM) Jaron S., Finance & Administrative Manager (F&AM) Joe S.

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

SUBSCRIBER REMARKS: No subscribers present

PRESENT AGENDA: *Commissioner Anderson moved to adopt the Century West Engineering (CWE) agenda. Commissioner Swart seconded.* Commissioner Swart requested to add, “remove former commissioner from the District’s petty cash account, ending in *****2278. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

CONSTRUCTION MEETING:

Representatives from CWE, HPMa & Contractors Provided Project Updates & Shared Upcoming Schedules:

- Representatives provided project updates and shared upcoming schedules

ITEMS REQUIRING BOARD ACTION:

Remove Former Commissioner from the District’s Petty Cash Account: *Commissioner Anderson moved to remove Andrew Hospador as signer to the District’s Petty Cash Account at Columbia (formerly Umpqua) Bank account ending in *****2278. Commissioner Swart seconded. Hearing three aye votes and 0 nay vote, the motion passed.*

Commissioner Birgh moved to adjourn the meeting. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 11:05 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: 6-18-2026

HARTSTENE POINTE WATER-SEWER DISTRICT
Operations Report
6/18/2026

OPERATIONS

Water:

IUS is scheduled for June 30th. Their scope of work includes installing the correct mesh for the vent, daylighting repair, installation of a hasp and lock, and weather stripping installation.

One of our chemical dosing pumps went bad in well 4. Kelly and I replaced the pump with a spare that we had on hand. The bad pump was sent in for rebuild on 6/11. Once rebuilt, we will keep it as a spare.

Our well totals have been significantly higher this month. Well totals have gone from mid 40,000 gpd at the beginning of the year, to mid 50,000 gpd in the spring. This month we are averaging 65,000 gpd, with a high of 114,950 gallons in one day. In large part it is due to the increase in population, however, leaks have contributed to this total.

A resident reported a leak at their meterbox on 6/14. The guys went onsite on 6/15 and found a wet spot on our side of the meter. When they dug it up, however, they did not find a leak. They backfilled the hole. I told the resident that there was no leak, and to report to us if one surfaces.

A leak was found at the spit meter on 6/15. Where the line was pinched off previously, it was not straightened back out, and a repair clamp was not installed to keep its shape. This caused about a 1 inch split in the line. Because of the location of the leak, we were unable to pinch the line off, and had to shut off the water to Chesapeake. Kelly and I fixed the leak and backfilled.

Wastewater:

I sent the 6 month update to WAP. We will only have to send one more upon completion of the project.

We have all the parts for the **effluent flow meter**, and we are waiting on a quote from Rognlins. Precision Pipe quoted \$2740.00.

Matt looked over our flow vs rain charts for May and June and is very pleased with the results!

Since the lab is closed for the holiday on 6/19, **Kelly sent in a FC on 6/17 rather than 6/18.** The courier that takes the samples to the lab from Belfair only runs on Tuesday's and Thursday's. Unfortunately that means Kelly had to make the drive out to Poulsbo.

STAFF

Mark started 6/9/26. I have been very impressed with his work ethic. He has gotten a lot done in a very short amount of time.

The monthly safety meeting on 6/9/26 was on permit required confined space entry. After the training, staff put the training into action by entering into the Bluff Lift Station's piping vault.

Joe attended a WTPO exam review class on 6/16-6/18. He is planning on taking his WTPO 2 and his WDM 2 at the same time. Upon passing the exams, he will satisfy the certification requirements of our water system. This will also satisfy his continuing education requirements.

The District is closed for half the day for Juneteenth. Staff will be onsite from 8-12.

CAPITAL IMPROVEMENTS

Valve installations are scheduled for 6/22 at the intersection of Liberty and Barnacle. The intersection of Nantucket and PDE is scheduled for 6/29. I am planning to complete 1 valve location per week.

OTHER

Permit Agreement with HPMA

I discussed the possibility of having a written agreement with HPMA about the permitting process for us, since we have eminent domain and are not required to get permission from HPMA for projects. Derek will run this by the BOD in their next meeting on 6/20. Upon approval he will write up an agreement between our board and theirs to make it official.

We are going to start using "text-em-all" to notify residents of planned and unplanned events. This service will send text messages and/or phone calls to residents. This is a reliable and affordable way to contact our residents.

The WWTP buildings were painted on 6/17. One sheet of T1-11 was rotting, and was replaced on 6/16.

Submitted by Jaron Sartori 6/18/2026.