

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
August 6, 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 July 16, 2026 Regular Meeting (2-3)
7. Minutes of the June 31, 2026 Special Meeting (4)

REPORTS:

8. Commissioner Reports
9. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2026-37
 - Bills to Be Reviewed:
 - Voucher 2026-36
10. Operations Report (5-6)

ITEMS REQUIRING BOARD ACTION:

11. Discussion with Engineer, if Needed
12. Discuss Resident Plumbing Feedback & Sewer Feedback
13. Review & Approve Changes to the District's Service Responsibility Policy
14. Review & Approve Reimbursable Work Rate Schedule
15. Adopt Addition to Employee Handbook Regarding Use of District Vehicles
16. Discuss Seasonal Hire Retention Options
17. Review & Discuss of the *Strategic Planning Handbook* (through page 9)
18. OM Performance Review Discussion by Board (*Executive Session expected*)

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
July 16, 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 Birgh moved to adopt the agenda. Commissioner Anderson seconded.* Commissioner Anderson requested to strike items #6 and #7 as the corresponding meeting minutes were already approved at the previous meeting. Commissioners Swart and Birgh agreed. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the June 17, 2026 special meeting were presented. Additionally, the minutes of the June 18, 2026 and July 2, 2026 regular meetings 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 Swart had a discussion with a resident inquiring about a project that was not District-related
- Commissioner Birgh had a discussion with a resident about District staff
- Commissioner Swart recommended quarterly reviews of administrative staff in August
- Commissioner Anderson held separate conversations with two residents

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2026-34 in the amount of \$620,278.85 was presented. *Commissioner Birgh moved to approve voucher 2026-34 in the amount of \$620,278.85. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher 2026-35 in the amount of \$52,060.56 was presented. *Commissioner Birgh moved to approve voucher 2026-35 in the amount of \$52,060.56. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2026-33 was presented for review

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

ITEMS REQUIRING BOARD ACTION:

Discuss & Approve Leadership Training Course: *Commissioner Birgh moved to approve expenses for OM to attend a leadership training course for public utilities & waterworks management. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Update on Archiving Commissioner Email: F&AM shared change completed.

Review & Approve Changes to the District's Service Responsibility Policy: Commissioners continued to discuss desired modifications to this policy.

Update on Reservoir Inspection Vendor: OM updated that he contacted Midco and was directed to a specific phone number to contact; OM left voicemail on 7/13/26 and is awaiting a response.

Review Chapter Four (4) of the Water Board Bible: Commissioners began discussing and wish to continue the discussion at a future meeting.

Employee Handbook Modifications: Commissioners discussed ideas to modify the employee handbook and will continue discussions.

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:30 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: 8-6-2026

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
July 31, 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., Century West Engineers Matt M. & Ron W.

CALL TO ORDER: The meeting was called to order at 9:50 am

SUBSCRIBER REMARKS: One subscriber present

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.*

ITEMS REQUIRING BOARD ACTION:

Meet with Century West Engineering: Commissioners met with engineers to review documents with total project funding and project timeline. *Commissioner Birgh moved to approve shifting of Ecology funds to address remaining projects falling under collection system rehabilitation. Commissioner Anderson seconded.* Commissioners and engineers discussed further, with OM directing engineers to schedule Nantucket Lift Station #8 and force main first among projects. Ron W. reported that 29 common drives require black basalt rock restoration for HPMA compliance. Contractors will complete restoration work as directed. *Hearing 3 aye votes and 0 nay votes, the motion passed.*

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 10:45 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: 8-6-2026

HARTSTENE POINTE WATER-SEWER DISTRICT

Operations Report

8/6/2026

OPERATIONS

Water:

Coatings Unlimited finished their work on 7/21. They did a good job with the paint removal and repainting.

Norton Corrosion Limited performed our annual cathodic protection inspection on 7/22. I am waiting to get their inspection report. Once I have it, I will pass it on.

Industrial Dehumidifiers: I'm awaiting 2 quotes. The 2 companies are working on providing quotes for dehumidifiers that are properly sized. Once I find out what their calculations are for dehumidifier size, I can accept one of their quotes, or purchase one that size online.

Our backflow assemblies were tested on 7/21 and 7/23. I have 3 to rebuild and re-test. The backflow assembly at the Bluff lift station is untestable, since the hotbox was installed backwards. Once the hotbox is re-installed in the correct orientation, I will test it.

Wastewater:

The pump seal at LS 8 has failed. The pump is still running normally. RAM Electric came out to wire in our rebuilt spare pump - the one that had repeatedly failed at LS 2. This pump was a 1phase pump rather than a 3phase pump, which is incompatible with how the panel was designed. That is why this pump repeatedly failed at LS 2. We have a spare 3phase pump as well, but the cable is too large for the conduit. I am working with Reinner pumps and RAM Electric to solve this problem

The Ecology site visit went well and they were pleased with the progress of the WIRP project.

Rognlin's repaired the tightline they damaged on PDE on 7/27. The pipe going from the house to the bluff storm main was crushed due to the weight of the machinery running on the bluff trail. Rognlin's tied their drainage into the storm main via the newly installed cleanout. They installed a tee so that any future drainage can still be tied into the storm main.

Ironhorse has finished their work, has demobilized and cleaned up their staging areas. They placed topsoil and grass seed on top of where their staging area was, since there was dead grass. We are going to be watering the grass seed daily.

We installed our effluent flow meter on 7/29. Coast Controls will be out sometime in the next couple weeks to connect it to SCADA

Loren is scheduled to come out on 8/18-8/19 to help us replace our SBR decant floats.

STAFF

Mark is on vacation the first week of August.

Joe and I will be taking a free Awarding Agency Training webinar put on by L&I. The webinar provides an overview of selected public works contracting requirements and the state's prevailing wage law as well as information to assist contract awarding agencies in their contracts for public work

CAPITAL IMPROVEMENTS

The valve installations have been completed. The valve on PDE and S Chesapeake was installed on 7/22. We also installed a valve in-between Bos'n and N Chesapeake on PDW. We have spare parts on hand for emergencies.

OTHER

Mark is clearing out debris and creating more space at the office for equipment, vehicle, and trailer storage. He has also brought in rock on both sides of the asphalt parking space, and up next to the office. This is now all the same level, and compacted. This made it a lot easier to install the ramp at the office.

New rock was brought in, leveled and compacted at the WWTP. We used $\frac{3}{4}$ minus, which compacted really well, and is pleasing to the eye.

Staff installed the ramp at the office on 7/30.

Mark added a new bin in the cleared area at the office. The new bin will be the new dumping site for the vac trailer. Liquid will stay contained in the bin, and liquid will overflow into a nearby ditch, where it's routed into a nearby culvert.

Submitted 7/30/2026 by Jaron Sartori