

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
August 20, 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 August 6, 2026 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2026-40
 - Voucher 2026-41
 - Bills to Be Reviewed:
 - Voucher 2026-38
 - Voucher 2026-39
9. Operations Report (4-5)

ITEMS REQUIRING BOARD ACTION:

10. Discussion with Engineer, if Needed
11. Discuss Request for Grinder Pump Cost Coverage
12. Discuss Restoration Responsibility & Options Next to New Lift Station
13. Approve Step One of the Strategic Plan
14. Discuss Meter Box Accessibility Policy
15. Performance Review Discussion for New Finance & Administrative Manager Position

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
August 6, 2026
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: Secretary C. Anderson (via telephone), 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 2:05 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No official correspondence

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.*

MINUTES:

The minutes of the July 16, 2026 regular meeting were presented. Additionally, the minutes of the July 31, 2026 special 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 Anderson shared comment threads regarding water line repairs
- Commissioner Swart noted OM's change of work schedule this week
- Commissioner Swart asked if HPMa is aware of lot availability on Chesapeake Drive, OM confirmed that HPMa's General Manager was notified

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2026-37 in the amount of \$20,181.33 was presented. *Commissioner Birgh moved to approve voucher 2026-37 in the amount of \$20,181.33. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2026-36 was presented for review

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

ITEMS REQUIRING BOARD ACTION:

Discuss Resident Plumbing Feedback & Sewer Feedback: OM shared feedback and solutions employed

Review & Approve Changes to the District's Service Responsibility Policy: OM presented policy revisions. *Commissioner Birgh moved to approve the policy with edits as discussed, including exhibit A. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the policy is adopted.*

Review & Approve Reimbursable Work Rate Schedule: Commissioners discussed previously. *Commissioner Birgh moved to approve the discussed work rate schedule. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the rate schedule is approved.*

Adopt Addition to Employee Handbook Regarding Use of District Vehicles: Commissioners and OM discussed and agreed that employees should use district vehicles when traveling to job sites within the community.

Discuss Seasonal Hire Retention Options: OM shared potential options to retain the seasonal employee. Commissioners shared feedback and OM will follow up.

Review & Discuss of the Strategic Planning Handbook (through page 9): Commissioners discussed and will continue the discussion at a future meeting.

OM Performance Review Discussion by Board (Executive Session expected): Commissioners discussed and accepted feedback from O.

Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:20 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: 8-21-2026

HARTSTENE POINTE WATER-SEWER DISTRICT

Operations Report

8/20/2026

OPERATIONS

Water:

Industrial Dehumidifiers: The lowest quote came in at \$6,950.38 for 2 dehumidifiers.

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. **I have ordered the repair parts.**

Staff cleared all of the valve cans in the water system of debris using the vac trailer. This improves valve operation and accessibility.

Our cathodic protection for our reservoir was inspected on 8/6. The results were satisfactory, though they made some adjustments to make it more optimal. The equipment for the cathodic protection is at the end of its life, and will need to be replaced. I am waiting on proposals for replacement. This will be put on our capital improvement plan.

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 Reiner pumps and RAM Electric to solve this problem

Loren came out on 8/18-8/19 to help us replace the SBR decant float in SBR #1.

Another cleanout with a wingnut cap fell into a sewer line. Fortunately, Mark was able to vac it out of the cleanout, which saved us from digging it up to make the repair.

STAFF

The safety meeting this month was on chlorine gas safety. We watched training videos, and followed up by replacing our chlorine gas cylinder at our WWTP.

Kelly and Mark are being trained in wastewater treatment. We are working on testing, and based on the results of the testing, making process control changes as necessary.

OTHER

Staff has begun moving back the retaining wall near the headworks. This will allow us to have more room when working with the mini in that area, while still maintaining the integrity of the earth behind the rock wall.

All of our generators had annual maintenance performed on 8/14. All results were satisfactory.

Rognlin's was back on site for rock replacement. They are removing the rock that Iron Horse had used as backfill, and replacing it with $\frac{3}{4}$ " clean black basalt. They are doing every driveway that Iron Horse affected, and it is on a T&M basis.

Submitted 8/19/2026 by Jaron Sartori