

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
September 17, 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 September 3, 2026 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2026-45
9. Operations Report (4-5)

ITEMS REQUIRING BOARD ACTION:

10. Discussion with Engineer, if Needed
11. Review Sewer Odor Locations & Approve Potential Solutions
12. Review & Approve Steps 2-4 of the Strategic Plan
13. Review & Approve Staffing Proposal
14. Adopt Resolution 2026-03, Amending Sewer System Regulations
15. Review Chapter Four (4) of the *Water Board Bible*

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
September 3, 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 discuss reports of sewer fumes with engineer Matt M. during Item #10. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the August 20, 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:

- Commissioner Anderson expects HPMA will request locations of water lines under roads
- Commissioner Swart requested advanced notice of hydroseeding schedule to inform ratepayers

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2026-43 in the amount of \$91,643.43 was presented. *Commissioner Anderson moved to approve voucher 2026-43 in the amount of \$91,643.43. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

Operation Manager's Report: OM shared his report on the current state of District operations and informed that testing of remaining water lines began in order to meet Lead & Coper Rule Improvement requirements

ITEMS REQUIRING BOARD ACTION:

Discussion with Engineer: Commissioners generated a list of potential sources of reported Pointes Drive East sewer line odors for review during engineer Matt M.'s scheduled site visit tomorrow. Staff will monitor the air and follow up on all resident reports. OM will send an email notice to the community directing all residents to promptly report any odors and locations.

Discuss Planting Proposal Next to New Lift Station: *Commissioner Anderson moved to approve the proposal. Commissioner Birgh seconded.* Commissioners discussed the proposal for restoration of common area adjacent to the new lift station and defined items that will be approved. OM to pass information to HPMa. **Hearing 3 aye votes and 0 nay votes, the proposal is approved as amended.**

Review & Approve Sewer System and Water System Policy Edits: OM presented the edits to the Commissioners as previously directed. *Commissioner Birgh moved to approve the policies as amended. Commissioner Anderson seconded.* **Hearing 3 aye votes and 0 nay votes, the policies are approved as amended.**

Adopt Resolution 2026-03, Amending Sewer System Regulations: Commissioners tabled in order to approve an updated draft.

Adopt Resolution 2026-04, Amending the 2026 Fee Schedule: *Commissioner Birgh moved to adopt Resolution 2026-04, Amending the 2026 Fee Schedule. Commissioner Swart seconded.* **Hearing 3 aye votes and 0 nay votes, Resolution 2026-04 is adopted.**

Approve WWTP Valve Replacement Projects: OM discussed plans for improvement projects at the wastewater treatment plant and shared quoted costs for procuring parts. *Commissioner Birgh moved to approve expenditures, not to exceed \$14,000.00, contingent on obtaining an additional quote. Commissioner Anderson seconded.* **Hearing 3 aye votes and 0 nay votes, the expenditures are approved.**

Approve Step One of the Strategic Plan, Updated to Include Sewer: *Commissioner Birgh moved to approve the updated portion of the Strategic Plan. Commissioner Anderson seconded.* **Hearing 3 aye votes and 0 nay votes, the motion passes.**

Review Chapter Four (4) of the Water Board Bible: Commissioners tabled for time.

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:

	Carl Anderson, Secretary, Commissioner #1
Signature	Name and Title

Approved at the Regular Meeting of the Board on: 9-17-2026

HARTSTENE POINTE WATER-SEWER DISTRICT

Operations Report

9/17/2026

OPERATIONS

Water:

I rebuilt our failed backflow assemblies on 9/8. The one at the WWTP is still leaking out of the relief valve even after replacing the internal components. The check valve seat is bad. Unfortunately on that model, the seat is a part of the body of the assembly, meaning it cannot be replaced. Fortunately, there is a backflow assembly that was in the specs for the air gap. Matt is looking into getting it to us early so I can install it while we are waiting for the air gap to be installed. They will then move the RP to its permanent location after they install the air gap.

TMG Services replaced internals for our continuous pH and Chlorine monitoring, including the pH probes in both wells on 9/9. This is annual routine maintenance. It involves taking it completely apart, deep cleaning, and replacement of internal components. This ensures that our continuous monitoring is accurate.

The tubing for the peristaltic chemical feed pumps was replaced on 9/10. These get replaced every 600 hours of runtime. It is routine preventative maintenance.

Mark is continuing to pothole to identify piping materials for the Lead Service Line Inventory.

Kelly collected our monthly Arsenics and Total Coliform samples, as well as the Gross Alpha and Radium 228 (Radionuclides) from Well 4. The Radionuclides samples are due every 6 years. We will have to test the Radionuclides in Well 2 at the end of next year, as well as Herbicides (every 9 years) PFAS samples for both wells (every 3 years) and a VOC for Well 4 (every 6 years). DOH tries to spread the sampling requirements out over several years to make it easier for small utility budgets.

Wastewater:

TMG Services replaced internals for our Cl₂ injector, and tested the injector as well as the venturi's on 9/9. This is annual preventative maintenance.

Joe installed a 110 outlet in the chlorine room for our electric scale to plug into. He is also planning on replacing the light fixture in the chlorine room this week as well.

One of the pumps at the Bluff lift station, the one that has been airlocked in the past, is now drawing excessive amps, causing it to trip out. **Rognlins and Reiner Pumps to troubleshoot on 9/22.**

I received another quote for the WWTP valve replacement projects. Ferguson came in a few thousand dollars less than HD Fowler. I asked if HD Fowler could compete, or get a shorter lead time on some of the parts, and they were unable to. We are moving forward with Ferguson.

RAM Electric was the lowest bidder to hardwire the effluent flow meter and was below my spending limit, so I approved the quote.

The odor near the Bluff lift station was identified as being from the cleanout located next to the wet well. The wingnut cap was not tightened down all the way, and doing so eliminated the odor.

Shane Cooper from the Department of Ecology came out for a site visit on 9/15. Shane is a technical assistance/roving operator for the Department. This is not an inspection, and he will not be writing a report. He just hasn't been to our system in a while, and he reached out to say hi and see how things are going with the project.

The SBR #2 decant float replacement project has been postponed to 10/6. After the BOC approval, we can put the decant float assembly together without taking the existing one apart. This will save us a lot of time and effort when we make the replacement.

Spectra Labs has a temporary gap in their accreditation for fecal coliform analysis. This gap starts on the 27th. I am waiting on a reply from them to tell us when they will be accredited again. Until then, we will have to send samples to another accredited laboratory.

STAFF

The safety meeting for the month was Chemical Handling Safety.

Kelly will be out from 9/19-9/28.

OTHER

I communicated with PRC to inform them of the board decision to approve the planting proposal as discussed.

Submitted by Jaron Sartori