

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
October 1, 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 17, 2026 Regular Meeting (2-3)
7. Minutes of the September 18, 2026 Special Meeting (4)

REPORTS:

8. Commissioner Reports
9. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2026-47
 - Bills to Be Reviewed:
 - Voucher 2026-48
10. Operations Report (5-6)

ITEMS REQUIRING BOARD ACTION:

11. Discussion with Engineer, if Needed
12. Discuss Cleanout Height Trip Hazard Mitigation Along Bluff
13. Review & Approve Engineer's Proposal to Update Water & Sewer Standards
14. Review Chapter Five (5) 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 17, 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: OM received correspondence from a resident regarding odors on Pointes Drive East.

PRESENT AGENDA: *Commissioner Birgh moved to adopt the agenda. Commissioner Anderson seconded.* Commissioner Anderson requested to add “#16. Discuss Project Documentation.” F&AM requested to add “Review Voucher 2026-44” to the Financial/Administrative Report. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the September 3, 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:

- Commissioners discussed the timeline of the hydroseeding project

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2026-45 in the amount of \$36,385.19 was presented. *Commissioner Birgh moved to approve voucher 2026-45 in the amount of \$36,385.19. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - F&AM presented Voucher 2026-44 for Review
- Reserve Study Update: F&AM presented current study update
- F&AM shared that the 2026 Preliminary Budget is underway
- F&AM is comparing two options for replacing current emergency communications system

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

ITEMS REQUIRING BOARD ACTION:

Review Sewer Odor Locations & Approve Potential Solutions: Commissioners and OM discussed locations and explored solutions

Review & Approve Steps 2-4 of the Strategic Plan: OM & Commissioners reviewed the presented steps. *Commissioner Birgh moved to approve Steps 2-4 of the Strategic Plan. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.* Discussion will be ongoing.

Review & Approve Staffing Proposal: OM presented his proposal for staffing going forward. F&AM & Commissioners reviewed budget projections in comparison to previous budgets. *Commissioner Birgh moved to approve the staffing proposal. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.*

Adopt Resolution 2026-03, Amending Sewer System Regulations: OM & Commissioners reviewed & discussed Resolution 2026-03 draft. *Commissioner Birgh moved to adopt Resolution 2026-03 with edits. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, Resolution 2026-03 is adopted.*

Review Chapter Four (4) of the Water Board Bible: Commissioners reviewed & discussed the chapter.

Discuss Organization of Project Documentation: Commissioners discussed centralizing project documentation for archiving.

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:

Signature

Carl Anderson, Secretary, Commissioner #1
Name and Title

Approved at the Regular Meeting of the Board on: 10-1-2026

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
Septmber 18, 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 10:03 am

SUBSCRIBER REMARKS: No subscribers present

PRESENT AGENDA: *Commissioner Anderson moved to adopt the agenda, adding “#7. Discuss Resident-reported sewer odors along Pointes Drive East.” Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

ITEMS REQUIRING BOARD ACTION:

Discussion with Engineering Firm: Commissioners reviewed & discussed the presented construction plan and fee schedule with project engineers

Review & Approve Construction Management Amendment: *Commissioner Birgh moved to approve Amendment #4 and authorized OM to sign the final version. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Reported Sewer Odor around Pointes Drive East: OM described the situation to engineers for discussion and support. All parties agreed that the District must explore and determine if the issue is linked to the sewer collection system. Relevant to the collection system, OM requested review of specs on Iron Horse-installed cleanout lids, preferring screw-on lids. Engineers will follow up.

Commissioner Birgh moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 11:00 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: 10-1-2026

HARTSTENE POINTE WATER-SEWER DISTRICT

Operations Report

9/29/2026

OPERATIONS

Water:

Mark and Kelly installed our new backflow assembly at the WWTP on 9/18.

Well 2 is slowly losing its flowrate. After the acid treatment, we were getting around 45gpm, and we are now getting around 32gpm. I am working with Nicholson Drilling to figure out a solution.

We checked the media levels in both wells, and the tanks were about 6" short on average. Due to the cost of the media, I will be putting it into our capital improvement plan for next year.

Mark and I collected our annual Nitrate samples from both wells.

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

We are working on optimizing the potassium permanganate dosage in Well 2. The ferric chloride and sodium hypochlorite is already optimized in both Wells. Once Well 2 is fully optimized, we will do the same thing with Well 4.

It is taking us longer to read meters than it used to, so we had HD Fowler come onsite to read our meters for us. We will try to get another antenna, since using both in tandem worked well for the HD Fowler rep. This should do the trick, but if it does not work, we will try to replace the batteries in the receivers.

Mark and I fixed a water leak on the District side, near the meter setter on 9/28. The water line was turned 180 degrees, so the shutoff was on the house side. While making the repair, we also flipped it around so that it was in the correct orientation.

Mark and I also fixed a water main break in between the PRV and Bos'n on PDE on 9/28. This was another leak where CDF was used to "stabilize" the water main. The AC was split about 2/3rds of the way through at one end of the CDF where it made a weak spot in the main. We removed the CDF everywhere it made contact with the main, to prevent any further damage, and spliced in C-900 with Hymax fittings. I firmly believe that this will end up happening at every single one of those spots that CDF was used. I have emailed the project engineers to see if there is anything that can be done regarding the remaining spots where CDF is used, if it is under warranty, and if we can get reimbursed.

After these water leaks were fixed, our well totals went from 100,000 gallons in a day, to 38,000 gallons on 9/29, and will continue to go down. Our effluent totals have been around 17,000 gallons per day.

Wastewater:

LS 2 has been going into overtemp again. This time, we are able to reset it by shaking the cable connected to the pump while running it. After resetting it, it will run for a couple days and fail.

TMG Services replaced internals for our Cl₂ injector, and tested the injector as well as the venturi's on 9/9. **After this service, the venturi was making an unusual noise.** After contacting the TMG tech, I took apart the venturi, cleaned it, and put it back together, which solved the problem.

Joe replaced the light fixture and lightswitch in the chlorine room, and replaced the battery for our chlorine gas monitor.

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. Rognlins pulled the pump, and found plastic wrapped around the impeller.** It was determined that the VFD's are starting the pump too softly, which didn't allow the impeller to spin with enough force to pass the plastic. Ryan from Reiner Pumps is confident that the pumps have the ability to pass solids of this nature. Taurus will have to re-program the VFD's.

Power went out on 9/25. Mark and I went to all the lift stations and pumped them down during the outage. This was a good training exercise, and it was good for the generator to run under a load.

LS 8 went into high level on 9/28, but the pump didn't fail. We pumped it down with the vac trailer at the end of the day. The pump contactor ended up being tripped, and after it was reset, it went back to pumping as usual.

STAFF

Kelly will be out again on 10/12-10/13.

OTHER

Hydroseeding was completed on 9/29.

Both trucks will be serviced on 10/13-10/15. The service truck will be getting a new ABS pump, and the Ranger will be getting new lower ball joints, in addition to regular maintenance.

Mark has increased the frequency of greasing our equipment to enhance operation and extend equipment life.

Submitted by Jaron Sartori