

**HARTSTENE POINTE WATER-SEWER DISTRICT**  
**REGULAR MEETING of the BOARD OF COMMISSIONERS**  
**April 2, 2026**  
**DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

**MINUTES**

**PRESENT:** Secretary C. Anderson (via teleconference), President S. Swart (via teleconference), Audit Commissioner S. Birgh (acting chair), General Manager (GM) J. Palmer, Project & Accounts Manager (PM) Joe S., Lead Operator (LO) Jaron S.

**CALL TO ORDER:** The meeting was called to order at 1:00 pm

**SUBSCRIBER REMARKS:** No subscribers present

**CORRESPONDENCE:** Commissioner Swart shared email correspondence from a resident regarding common area restoration

**PRESENT AGENDA:** *Commissioner Swart moved to adopt the agenda. Commissioner Anderson seconded.* Commissioner Birgh requested to add #18 "Review Reserve Study Report." *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:**

The minutes of the March 19, 2026 regular meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner Anderson seconded.* LO & Commissioner Anderson pointed out minor corrections. *Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended.*

The minutes of the March 25, 2026 special meeting were presented. *Commissioner Swart 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 Anderson reviewed discussions on *Condo Control* related to the sewer project

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2026-16 in the amount of \$19,914.11 was presented. *Commissioner Swart moved to approve voucher 2026-16 in the amount of \$19,914.11. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - Voucher 2026-15: PM presented for review
- WA State Auditor's Office Report Status: PM noted the routine accountability audit of fiscal years 2023 & 2024 is concluded and shared the Auditor's report

**General Manager's Report:**

- GM presented his report on the current state of the District

- GM reported that Lift Station #2 has operated as normal since a capacitor was replaced one month ago
- A vacuum trailer was delivered and a hose for operation was procured; training for using the equipment is scheduled
- GM compiled Wastewater Treatment Plant (WWTP) flow data from 2022 to current and influent flows are lower following CIPP work
- GM described automated process disruption at the WWTP due to a PLC issue; LO & PM worked to fix with SCADA vendor and restored normal operations by the end of the same day
- LO attended a three-day Evergreen Rural Water course on water system management
- Recent arsenic test results were satisfactory; water treatment dosing now considered at optimal settings
- GM noted that the ongoing conflict in the middle east will increase chemical costs from vendors
- DSL installations to proceed and PM will research modems to purchase
- Commissioner Birgh asked a question regarding correspondence drafted by District counsel to HPMA; GM noted that linear footage figures are needed from the District's engineer; Commissioners directed GM to pursue this statistic from the engineer or contractor
- Commissioner Birgh noted the arrival of the ADA ramp for installation at the District office; staff will correspond with HPMA's GM regarding the condition of the existing deck
- GM reviewed the project list

#### **ITEMS REQUIRING BOARD ACTION:**

**Discuss & Approve Lift Station #8 Force Main Replacement:** Commissioners discussed and tabled awaiting cost figures yet to be provided by engineers

**Discuss Policy and/or Resolution Related to District's Exclusive Adoption of Ownership & Responsibility for Grinder Pumps:** Commissioners reviewed their request for additions to existing policies and administrative staff will draft addition to the policy as soon as feasible for a future meeting. Commissioners also addressed item #16 and GM will define a policy distinguishing District versus property owner responsibilities for side sewer maintenance.

**Discuss Options for Promontory Force Main Replacement:** Commissioners discussed and tabled awaiting cost figures yet to be provided by engineers

**Initiate GM Performance Review with Discussion of GM-Prepared Duty List:** Commissioners tabled discussion; GM will email completed duty list for commissioner review following the meeting

**Discuss Policy Defining & Distinguishing District versus Property Owner Responsibility for Side Sewer Maintenance to Supersede All Existing Documents:** Addressed during previous business item

**Discuss Rock Covers for Bluff Grinder Pumps, Confirm District Position on Private Purchase Only:** Single rock cover purchased for lot 354 to mitigate sewer project impact on private lot. The District will not be responsible for providing any other related covers for grinder pumps.

**Approve WW Contract for Weekend Daily Coverage:** *Commissioner Swart moved to authorize the GM to enter into a contract for WWTP contract operations as needed. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.*

*Commissioner Anderson motioned to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:00 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: 4-16-2026