

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
April 16, 2026
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584

MINUTES

PRESENT: Secretary C. Anderson, President S. Swart, Audit Commissioner S. Birgh, 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 1:05 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: PM shared that the WA State Auditor's routine accountability audit is complete and the report published

PRESENT AGENDA: *Commissioner Anderson moved to adopt the agenda. Commissioner Birgh seconded.* Commissioner Swart requested to add to #13, which intended to include clarification on where District is responsible for side sewers. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the April 1, 2026 special meeting 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.*

The minutes of the April 2, 2026 regular meeting 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.*

The minutes of the April 8, 2026 special meeting 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 Anderson commented on road-side restoration and will attend HPMAs next meeting
- Commissioner Swart reported on the status of House Bill 2766, which would acknowledge special purpose districts as eligible for direct federal funding
- Commissioner Swart confirmed a commissioner would represent the District at the 4/18/26 HPMAs Board of Director meeting
- Commissioner Swart expressed intent to review the Capital Improvement Plan in May

Financial/Administrative Report:

- Bills to Be Authorized:

- Voucher 2026-18 in the amount of \$788,391.02 was presented. *Commissioner Anderson moved to approve voucher 2026-18 in the amount of \$788,391.02. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Voucher 2026-19 in the amount of \$93,863.20 was presented. *Commissioner Birgh moved to approve voucher 2026-19 in the amount of \$93,863.20. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2026-17: PM presented for review
- PM noted that the annual financial report to the auditor is beginning to be assembled and will be reviewed by an independent firm prior to finalizing

General Manager's Report:

- GM presented his report on the current state of the District
- GM shared that WA Dept. of Ecology will require testing biosolids for PFAS at the WWTP
- GM noted that on 3/22/26 an emergency locate request was submitted and a utility line was not located and subsequently struck, which was reported; a follow up complaint was filed to the *WA Dig Law Safety Committee* due to untimely utility line repairs
- LO will be off 5/11-5/15 and WDM will be off 5/18-5/22
- GM submitted documents transferring abandoned bluff main to HPMA on 4/7/26
- WDM was injured on 4/9/26 and a Labor & Industries claim was filed
- GM looking into emergency notification options
- WA Dept. of Ecology declared a state-wide drought due to low snowpack
- Correspondence regarding reservoir project is still under review by legal counsel; commissioners directed GM to communicate urgency resolving the matter to the attorney
- Replacement lids for bluff manholes are being researched for suitability
- Change Order Proposal (COP) #33 for lift station telemetry upgrades in the amount of \$17,010.90 was sent by Century West Engineering for approval prior to submission of Change Order 4A
 - *Commissioner Birgh moved to accept COP #33. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*
- GM reviewed the project list

ITEMS REQUIRING BOARD ACTION:

Discuss & Approve Policy Related to District's Exclusive Adoption of Ownership & Responsibility for Grinder Pumps: Commissioners and staff discussed details and staff will revise as directed

Approve District Reply to HPMA Regarding Restoration Plan: Commissioners discussed and communicated with the project engineer

Association Reserves Discussion, Establish Baseline for District Funding: Item tabled awaiting Association Reserves progress

Initiate GM Performance Review with Discussion of GM-Prepared Duty List: *At 4:10 pm, President Swart called for a 35-minute executive session per RCW 42.30.110(g) for the purpose of reviewing the annual GM Personnel Performance Review. The regular meeting will resume at 4:45 pm.*

The regular meeting resumed at 4:45 pm.

President Swart called to extend the executive session at 4:45 pm for thirty minutes. The regular meeting will resume at 5:15 pm.

The regular meeting resumed at 5:15 pm.

President Swart called to extend the executive session at 5:15 pm for five minutes to conclude the review. The regular meeting will resume at 5:20 pm.

The regular meeting resumed at 5:20 pm. Commissioners resolved to continue discussion at the next regular meeting.

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 5:22 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: 5-7-2026