

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
May 7, 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 1:00 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No correspondence

PRESENT AGENDA: *Commissioner Anderson moved to adopt the agenda. Commissioner Birgh seconded.* PM requested to add Voucher 2026-23 for approval. Commissioner Swart requested to assess the office deck prior to item 19. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the April 15, 22, 29 & 30, 2026 special meetings were presented. Additionally, the minutes of the April 16, 2026 regular 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 Swart expressed intent to address CIP and conservation-oriented rates by the end of June
- Commissioner Swart requested newsletter coverage of I&I improvement
- Commissioner Swart presented a 2009 Draft Resolution of historical note regarding the District's rate structure at the time
- Commissioner Swart requested posting of extended length of WIRP project into mid-September

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2026-22 in the amount of \$738,455.38 was presented. *Commissioner Birgh moved to approve voucher 2026-22 in the amount of \$738,455.38. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher 2026-23 in the amount of \$13,504.32 was presented. *Commissioner Anderson moved to approve voucher 2026-23 in the amount of \$13,504.32. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2026-20: PM presented for review
 - Voucher 2026-21: PM presented for review

General Manager's Report:

- GM presented his report on the current state of the District
- GM identified an alternate vendor to clean reservoir
- Maps of proposed lift station fence line modifications were shared with HPMA
- Web meeting with DOH conducted on 5/4/26 for guidance on WSP development
- Staff vacation scheduled plans were shared
- Disposal of concrete tracked to Iron Horse, Superintendent to address clean-up
- Project List Review by GM and LO

ITEMS REQUIRING BOARD ACTION:

Discussion with Engineer: Commissioners spoke with Matt M. via telecom in order to discuss project-related questions

Approve Change Order 4A: Commissioners reviewed Change Order 4A and addressed questions with the project engineer (see previous agenda item). *Commissioner Swart moved to approve Change Order 4A. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the change order is approved.*

Determine Action Regarding Reservoir Cleaning Vendor: *Commissioner Birgh moved to approve the reviewed letter provided the letter is printed on District Counsel's letterhead, and response timeline added. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.*

Discuss HPMA Accommodation for District Use of Boat Storage Area: Commissioners to consider financial impact on HPMA as the project progresses

Association Reserves Discussion, Establish Baseline for District Funding: LO shared latest updates to the Association Reserves study

Assess Deck in Front of Office: Commissioners conferred with LO on needed modifications to the deck in order to accommodate the procured ramp.

Continuation of GM Performance Review: *At 3:40 pm, President Swart called for a 10-minute executive session per RCW 42.30.110(g) for the purpose of reviewing the personnel performance review of the GM. The regular meeting will resume at 3:50 pm.*

The regular meeting resumed at 3:50 pm. No action taken.

Commissioner Anderson moved to adjourn the meeting. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:51 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: 5-21-2026