

**HARTSTENE POINTE WATER-SEWER DISTRICT**  
**SPECIAL MEETING of the BOARD OF COMMISSIONERS**  
**May 18, 2026**  
**DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

**MINUTES**

**PRESENT:** Secretary C. Anderson, President S. Swart, Audit Commissioner S. Birgh, General Manager J. Palmer (GM)

**CALL TO ORDER:** The meeting was called to order at 9:35 am

**SUBSCRIBER REMARKS:** No subscribers present

**PRESENT AGENDA:** *Commissioner Birgh moved to adopt the agenda. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as presented.*

**ITEMS REQUIRING BOARD ACTION:**

**Conduct Performance Review of the General Manager:** Commissioner Swart announced that commissioners reached a decision following previously-documented performance review sessions. *Commissioner Swart made a motion not to renew the contract with the General Manager. Commissioner Anderson seconded the motion with an amendment to include “effective immediately.”* Commissioner Anderson read a brief statement for clarity on severance package, per the GM Employment Agreement. *Hearing 3 aye votes and 0 nay votes, the motion passes.*

*Commissioner Swart called for a recess at 9:39 am.* GM exited the meeting during the recess. *The meeting resumed at 10:15 am.*

Project & Accounts Manager Joe S. (PM) and Lead Operator Jaron S. (LO) joined the meeting at 10:15 am.

*Commissioner Anderson moved to appoint LO as “Interim Operations Manager (IOM),” assuming all GM-related duties until position and title are more clearly defined; additionally, IOM is granted all authorizations of the GM position, including expense approvals; IOM is responsible to supervise the Water Distribution Manager. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the motion passes.*

**Remove Outgoing GM as Petty Cash Account Signer:** *Commissioner Anderson moved to remove Jeffery Palmer as a signer on the District’s “Petty Cash Account” ending in xxxxxx2278. Commissioner Birgh seconded. Hearing 3 aye votes and 0 nay votes, the motion is approved.*

**Add IOM as Petty Cash Account Signer:** *Commissioner Anderson moved to add Jaron Sartori as a signer on the District’s “Petty Cash Account” ending in xxxxxx2278. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the motion is approved.*

*Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 11:25 am.*

Meeting Minutes Drafted By: \_\_\_\_\_  
Respectfully Submitted By:



\_\_\_\_\_  
*Signature*

Carl Anderson, Secretary, Commissioner #1  
\_\_\_\_\_  
*Name and Title*

Approved at the Regular Meeting of the Board on: 5-21-2026