

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
May 7, 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 April 15, 2026 Special Meeting (2-7)
7. Minutes of the April 16, 2026 Regular Meeting (8-10)
8. Minutes of the April 22, 2026 Special Meeting (11-17)
9. Minutes of the April 29, 2026 Special Meeting (18-22)
10. Minutes of the April 30, 2026 Special Meeting (23)

REPORTS:

11. Commissioner Reports
12. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2026-22
 - Bills to Be Reviewed:
 - Voucher 2026-20
 - Voucher 2026-21
13. General Manager's Report (24)
 - Project List Review

ITEMS REQUIRING BOARD ACTION:

14. Discussion with Engineer, if Needed
15. Approve Change Order 4A
16. Determine Action Regarding Reservoir Cleaning Vendor
17. Discuss HPMA Accommodation for District Use of Boat Storage Area
18. Association Reserves Discussion, Establish Baseline for District Funding
19. Continuation of GM Performance Review (*executive session expected*)

ANY OTHER BUSINESS (for new or overlooked items not included in the agenda)

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
April 15, 2026
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: President S. Swart, Secretary C. Anderson, 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 10:05 am

SUBSCRIBER REMARKS: Two subscribers were present:

- One subscriber commented regarding the BOS'N Trailhead restoration

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

CONSTRUCTION MEETING:

Representatives from CWE & Contractors Provided Project Updates & Shared Upcoming Schedules: Representatives provided project updates and shared upcoming schedules

Approve District Reply to HPMA Regarding Restoration Plan: Commissioners reviewed and tabled any action to finalize at the next regular meeting

Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 10:29 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: 5-7-2026



Construction Meeting Minutes
Jobsite Meeting of April 15, 2026 10:00 a.m.

Hartstene Pointe Water and Sewer District Office
Shelton, WA

CONSTRUCTION COORDINATION MEETING

In Attendance:

Representative	Company
Jeff P.	HPWSD
Stacy S.	HPWSD
Joe S.	HPWSD
Stefan B.	HPWSD
Carl A.	HPWSD
Derek H.	HPMA (Virtual)
Ron W.	Century West Engineering (Virtual)
Matt M.	CE & C
Grady W.	Century West Engineering (virtual)
Steve H.	Century West Engineering
Craig E.	Rognlin's (Virtual)
Jake J.	Rognlin's (Virtual)
Justin H.	Rognlin's (Virtual)
Colby R.	Iron Horse (Virtual)

2 HP Residents sat in for the HPWSD Special Comissioners Meeting.

Items Discussed

- 1. Review, approve minutes of previous meeting.**
Minutes from 04/08/26 provided but needed correction. Will be included in next weeks packet.
- 2. Submittals/RFI's, review status.**
None
- 3. Contract changes, review status and schedule of negotiations.**
Lift Station Modifications – In Design. Will submit to Rognlins for a change order quote when design is completed. Electrical Design should be complete this week.
WWTP Water Service – In Design. Electrical Design should be complete this week.
CO31 - Fencing around New LS Site – Approved – may need modification based on generator discussion. ~~CWEC will evaluate and respond about portable vs. on site generator options.~~ Generator options need to be finalized by Electrical
CO33 - Change to Hightide from Radios – Lumen questions delaying approval (Both to be included in Change Order 4A for DOE) High Tide indicated static IP not required so DSL ok. Comments provided on COP on 3/31/26. To be approved.
AC Force Main Replacement –
CO34 - PS #5 replacement is are still on the table with a formal proposal.

Housekeeping:

- a. Screening/Shrubbery by PDE boat storage discussion to be continued as the area is cleaned up. ~~District has made a decision.~~ Waiting on HPMA approval decision 4/9. Ron forwarded the base mapping for Bluff sewer without all of the construction details for HPMA to use in their comments. HPMA Native planting guide provided for use. Mason County Proposal to be circulated?
- b. Restoration of monuments in PDE – One is missing after paving Matt to Review and document.
 - i. PDE and Portage – **This one is only one missing. Rognlin’s to restore next week. Not Completed?**
- c. Driveway to 354 PDE and 404 PDE have depressions. Reviewed after meeting with Rognlin’s. No work was completed in 354 driveway. No action to restore. 404 driveway may have been an intermediate bore pit. Rognlins to install top course to fill depression. **Not Completed**
- d. Shoulder Restoration – In completed areas. (significant eiscussion regarding timing of this work, directions for areas to repair, libility for others use of the shoulders including delivery trucks, etc.) Matt discussed with Craig later in the day scheduling commencement of shoulder restoration. A Rognlins representative (possibly Justin) will smooth out the larger divited areas and document upon completion in order to clear them from further responsibility from any further disturbance in the future. **Not yet completed.** Seed mixture to be approved by HPMA – may request mulch with seed. Discussion following meeting for the potential of hydroseeding.

4. Quality control and/or safety issues:

Gravel and Debris piles by Bos’n Trailhead. Will review after meeting. Rognlin’s has not finished work along bluff because of moisture. HPMA requested a commissioner be present at 4/18 meeting to finalize restoration plan approval
Increase in the number of pedestrians around District. Ensure Ironhorse is adhering to speed limits for safety

5. Schedule review and coordination:

a. Progress report on work to date.

Ironhorse to provided a final two(2) month update with weekly efforts for T-Liner and Lateral Crews. This was based upon final lines recommended by Matt/Ron to finish out the last of lining requirements.

Crew working on long service that serves several residences at the end of Portage.

MH Crew to return week of April 27 to finish grouting work.

b. Coordination of work with other contractors and/or with governmental agencies.

None

c. Coordination with Owner-furnished materials and equipment deliveries, if any.

None

d. Environmental Issues.

None

6. Open correspondence requiring response by:

a. Contractor

Certified Payrolls – Please send to Matt Weekly – Matt and Jake to make sure Callee sends to Matt. Need Ironhorse CP's.

- Rognlin's updated through 03-18-26
- Ironhorse through 03-21-26
- Betschart through 03-22-26

~~Cutoff March 25. Pay Estimate revision in process. Sales tax included twice on Well #2 change order item.~~

b. Engineer

Matt provided letter to District outlining all the plans for restoration of the bluff trail, around grinder pumps, screening replacement near 348 PDE and Boat storage so District can take to the HPMA Board at 3/19/26 Board Meeting.

HPMA reviewing restoration letter. Will provide answer 4/9 – Need additional info provided this week so HPMA can approve on 4/18. **Need grinder pump as-builts from Rognlin's**

Partial Punchlist for Bluff Grinder Pumps – Need As-builts to finish PRPR for Ecology Reimbursement

c. Owner

Approve Pay Estimate #14

7. Review of MWBE and EEO compliance issues, if any.

None

8. Other business.

- Does District want topsoil put back on top of excavations around grinder pumps. Still pending decision. District has made a decision. HPMA reviewing restoration letter. Will provide answer ~~4/9~~ 4/18
- ~~Preliminary punch list requested by Justin/Jake for work completed to date 3/25/26 after meeting. Established turf restoration areas along bluff. No work until it dries out more.~~
- Need to provide better notification of schedule changes. Resident very upset when schedule change conflicted with plans.
- ~~Owner of 346 said there is puddling behind his house where there never used to be. He asked about it being restored, and requested no grass seed be added (there was no grass originally). Review on 3/25/26. Reviewed after meeting. There is a depression that needs to be filled. Resident has planted several small plants in the way. Rognlin's will add some topsoil when area dries out.~~

- ~~Who should technically be responsible for documenting shoulders and culverts to be restored? District and Matt to review 3/25/26. Needs more discussion about work areas and documenting restoration efforts. Lots of vehicles (delivery trucks) were seen on shoulder in non working areas causing damage which should not be Rognlin's or Iron Horse's responsibility. Steve will drive the area and provide a sketch on plan sheet for areas that show significant ruts that will interfere with road maintenance with HPMA mower. This was taken care of after the meeting with a side discussion by Matt/Craig. The work will be completed within the next week.~~
- Manhole Rehab Fixes. Colby is scheduling with crew later this spring.
- Bluff LS on-site generator – Further evaluation needed before decision is made. Rough costs provided. Need District to make a determination on path forward. After meeting Discussion about fencing that includes space for emergency generator.
- PS 8 force main replacement – reviewing budget and will give direction after 4/8 meeting.
- ~~DSL update. After meeting, found that high tide is ok with dynamic ip so not an issue. Also may look at 30 day free trial of starlink to see how it works on bluff LS. Moving forward with this at the Districts instructions directly to Century Link.~~
- Post meeting discussions revolved around Estimated Fnal Construction cost and flows to WWTP. Results were presented by Matt/Ron. To date I & I reduction of **33%** have been consistently met over the past 3 months during peak storm events. At this operating level, the number of violations above 0.342 MGD over the past 4 years would have been reduced by nearly 90% from 28 events to only 3. Finally, the project budget reflects the ability to move forward will all of the desired extra work pending final cost proposal from Rognlins on the Lift Station Rehabilitation and WWTP Water Services when designs are completed. Other larger improvements including PS #5 and PS #8 force mains also appear to be possible pending cost of PS #2 FM. District staff requested a letter from the EOR stating that based upon current flow data, sufficient I & I reduction has been made to eliminate all but the worst rainfall events from exceeding the permitted maximum flow of 0.42 MGD.
- 344 PDE – Muddy Driveway – Gravel? – Review with Jeff after meeting
- 759 Promontory - Water Leak – determined to be on customer side of meter and is seen flowing in sewer. Leaky fixture somewhere in residence



E N G I N E E R I N G

MH		MH	Pipe #	T-liners Installed (Y/N)	# Liners 4"	# Liners 6"
26-5	to	26-4	1124	Y	1	2
26-4	to	26-3	1123	Y		3
26-3	to	26-2	1122	Y	1	1
26-2	to	26-1	1121	Y	2	
26-3-1	to	26-3	1150	Y	1	
26-3-2	to	26-3-1	1151	Y		2
26-3-3	to	26-3-2	1152	Y	1	3
27	to	26	1066	No Laterals		
23	to	22	1062	No Laterals		
22-7	to	22-6	1144	N		
22-6	to	22-5	1143	N		
22-5	to	22-4	1142	N		
22-4	to	22-3	1141	N		
21-2-9-1	to	21-2-9	1102	Y		1
21-2-8	to	21-2-7	1097	No Laterals		
21-2-16	to	21-2-15	2003	No Laterals		
21-2-6	to	21-2-5	1095	No Laterals		
21-1-2-3	to	21-2-2	1133	Y	3	1
CO	to	21-2-6	1095A	Y		2
21-1-10	to	21-1-9	1079	No Laterals		
11-2-3	to	11-2-2	1052	N		
CO	to	22-8	1146	Y		1
2-3	to	2-2	1022	N		
2-2	to	2-1	1021	N		
2-1	to	2	1020	N		
7	to	6	1006	N		
6	to	5	1005	N		
5	to	4	1004	No Laterals		
4	to	3	1003	No Laterals		
3	to	2	1002	N		
2	to	1	1001	No Laterals		
5-2	to	5-1	1031	N		
5-1	to	5	1030	N		

11707 E. Montgomery Drive
Spokane, WA 99206

509.838.3810 office
509.624.0355 fax

**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.* LO & Commissioner Anderson pointed out minor corrections. *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 HPMA's next meeting
- Commissioner Swart reported on the status of House Bill 2766, which would acknowledge special purpose districts as eligible for federal funding
- Commissioner Swart confirmed a commissioner would represent the District at the 4/18/26 HPMA 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

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
April 22, 2026
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: President S. Swart, Secretary C. Anderson, 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 10:05 am

SUBSCRIBER REMARKS: No subscribers present

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

CONSTRUCTION MEETING:

Representatives from CWE & Contractors Provided Project Updates & Shared Upcoming Schedules: Representatives provided project updates and shared upcoming schedules

Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 10:57 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: 5-7-2026



Construction Meeting Agenda
Jobsite Meeting of April 22, 2026 10:00 a.m.

Hartstene Pointe Water and Sewer District Office
Shelton, WA

CONSTRUCTION COORDINATION MEETING

In Attendance:

Representative	Company
Jeff P.	HPWSD
Stacy S.	HPWSD
Joe S.	HPWSD
Stefan B.	HPWSD
Carl A.	HPWSD
Derek H.	HPMA (Virtual)
Ren W.	Century West Engineering (Virtual)
Matt M.	CE & C (Virtual)
Grady W.	Century West Engineering (virtual)
Steve H.	Century West Engineering
Craig E.	Rognlin's (Virtual)
Jake J.	Rognlin's (Virtual)
Justin H.	Rognlin's (Virtual)
Colby R.	Iron Horse (Virtual)

Items Discussed

- 1. Review, approve minutes of previous meeting.**
Minutes from 04/08/26 with revision provided.
Minutes from 04/15/26 provided.
- 2. Submittals/RFI's, review status.**
None
- 3. Contract changes, review status and schedule of negotiations.**
Lift Station Modifications – In Design. Will submit to Rognlins for a change order quote when design is completed. Electrical Design should be complete this week.
WWTP Water Service – In Design. Electrical Design should be complete this week.
CO31 - Fencing around New LS Site – Approved – may need modification based on generator discussion. ~~CWEC will evaluate and respond about portable vs. on site generator options.~~ Generator options need to be finalized by Electrical – Will Gate Change? Not anticipated gate sizes will change but may move.
CO33 - Change to Hightide from Radios – Lumen questions delaying approval (Both to be included in Change Order 4A for DOE) High Tide indicated static IP not required so DSL ok. Comments provided on COP on 3/31/26. **Approved.**
AC Force Main Replacement –
CO34 - PS #5 replacement is are still on the table with a formal proposal. Open

Trenching estimate provided. Waiting on info from lining alternative.
PS#2 Force Main replacement cost provided for Directional Drilling. Evaluating.

Housekeeping:

- a. Screening/Shrubbery by PDE boat storage discussion to be continued as the area is cleaned up. ~~District has made a decision.~~ Waiting on HPMA approval decision 4/9. Ron forwarded the base mapping for Bluff sewer without all of the construction details for HPMA to use in their comments. HPMA Native planting guide provided for use. Mason County Proposal to be circulated?
 - i. **HPMA approved restoration plan at 4/18 meeting. Matt will provide direction to Rognlin's on work they need to complete for Change Order pricing. Matt to provide info to Craig for estimating.**
 - b. Restoration of monuments in PDE – One is missing after paving Matt to Review and document.
 - i. PDE and Portage – **This one is only one missing. Rognlin's to restore. Not-Completed – verified after meeting.**
 - c. Driveway to 354 PDE and 404 PDE have depressions. Reviewed after meeting with Rognlin's. No work was completed in 354 driveway. No action to restore. 404 driveway may have been an intermediate bore pit. Rognlins to install top course to fill depression. **Not Completed verified after meeting**
 - d. Shoulder Restoration – In completed areas. (significant discussion regarding timing of their work, directions for areas to repair, liability for others use of the shoulders including delivery trucks, etc.) Matt discussed with Craig later in the day scheduling commencement of shoulder restoration. A Rognlins representative (possibly Justin) will smooth out the larger divited areas and document upon completion in order to clear them from further responsibility from any further disturbance in the future. **Not yet completed lots of shoulder rutting along many of the roads. Need to complete quickly. Matt to send Seed Mixture to Craig**
Seed mixture to be approved by HPMA – may request mulch with seed.
Spread low growth seed mixture in restored shoulder areas.
4. **Quality control and/or safety issues:**
- a. Gravel and Debris piles by Bos'n Trailhead. After review, it's unclear what portion of that work was part of the stormwater connection and what was sewer project. Need clarification. This area is included in the turf grass area restoration so topsoil will be needed along with removal of debris and smoothing. Rognlin's has not finished work along bluff because of moisture but will address this area when they come back. **Matt to send pictures and notes to Rognlin's.**
 - b. HPMA requested a commissioner be present at 4/18 meeting to finalize restoration plan approval. **Restoration Plan approved. Includes Hydroseeding in late fall (After Labor Day)**
 - c. Increase in the number of pedestrians around District. Ensure Ironhorse is adhering to speed limits for safety

- d. No Smoking outside of vehicles in the common areas. Another complaint about seeing workers smoking outside their vehicles. May lead to HPMA fines if they are caught doing it.

5. Schedule review and coordination:

a. Progress report on work to date.

Ironhorse to provided a final two(2) month update with weekly efforts for T-Liner and Lateral Crews. This was based upon final lines recommended by Matt/Ron to finish out the last of lining requirements.

Crew working on long service that serves several residences at the end of Portage.

MH Crew to return week of ~~April 27~~ May 4th to finish grouting work.

T-liner crew to return week of May 4th

b. Coordination of work with other contractors and/or with governmental agencies.

None

c. Coordination with Owner-furnished materials and equipment deliveries, if any.

None

d. Environmental Issues.

None

6. Open correspondence requiring response by:

a. Contractor

Certified Payrolls – Please send to Matt Weekly – Matt and Jake to make sure Callee sends to Matt. **Need an update**

- Rognlin's updated through 03-18-26
- Ironhorse through 03-21-26
- Betschart through 03-22-26

~~Cutoff March 25. Pay Estimate revision in process. Sales tax included twice on Well #2 change order item.~~

b. Engineer

Matt provided letter to District outlining all the plans for restoration of the bluff trail, around grinder pumps, screening replacement near 348 PDE and Boat storage so District can take to the HPMA Board at 3/19/26 Board Meeting.

HPMA reviewing restoration letter. Will provide answer 4/9 – Need additional info provided this week so HPMA can approve on 4/18. **Need grinder pump as-builts from Rognlin's**

Partial Punchlist for Bluff Grinder Pumps – Need As-builts to finish – Installed per plan. No changes from plan given to Rognlin's.

c. Owner

~~Approve Pay Estimate #14~~

PRPR submitted for Ecology Reimbursement

7. Review of MWBE and EEO compliance issues, if any.

None

8. Other business.

- Does District want topsoil put back on top of excavations around grinder pumps. Still pending decision. District has made a decision. HPMA reviewing restoration letter. Will provide answer 4/9— 4/18
 - 2" of Topsoil in turf areas is required by specs Topsoil can be used in other areas if Rognlin's would like to use it for grading
- ~~Need to provide better notification of schedule changes. Resident very upset when schedule change conflicted with plans.~~
- Owner of 346 said there is puddling behind his house where there never used to be. He asked about it being restored, and requested no grass seed be added (there was no grass originally). Review on 3/25/26. Reviewed after meeting. There is a depression that needs to be filled. Resident has planted several small plants in the way. Rognlin's will add some topsoil when area dries out. **Owner has planted more trees and plants that are in the way of the depression.**
- ~~Who should technically be responsible for documenting shoulders and culverts to be restored? District and Matt to review 3/25/26. Needs more discussion about work areas and documenting restoration efforts. Lots of vehicles (delivery trucks) were seen on shoulder in non working areas causing damage which should not be Rognlin's or Iron Horse's responsibility. Steve will drive the area and provide a sketch on plan sheet for areas that show significant ruts that will interfere with road maintenance with HPMA mower. This was taken care of after the meeting with a side discussion by Matt/Craig. The work will be completed within the next week.~~
- Bluff LS on-site generator – Further evaluation needed before decision is made. Rough costs provided. Need District to make a determination on path forward. After meeting Discussion about fencing that includes space for emergency generator. **Need Electrical engineering assistance before it can be finalized**
- PS 8 force main replacement – reviewing budget and will give direction after 4/8 meeting.
- ~~Post meeting discussions revolved around Estimated Final Construction cost and flows to WWTP. Results were presented by Matt/Ron. To date I & I reduction of 33% have been consistently met over the past 3 months during peak storm events. At this operating level, the number of violations above 0.342 MGD over the past 4 years would have been reduced by nearly 90% from 28 events to only 3. Finally, the project budget reflects the ability to move forward will all of the desired extra work pending final cost proposal from Rognlins on the Lift Station Rehabilitation and WWTP Water Services when designs are completed. Other larger improvements including PS #5 and PS #8 force mains also appear to be possible pending cost of PS #2 FM. District staff requested a letter from the EOR stating that based upon current flow data, sufficient I&I~~

~~reduction has been made to eliminate all but the worst rainfall events from exceeding the permitted maximum flow of 0.342 MGD.~~

- 344 PDE – Muddy Driveway – Gravel? – Review with Jeff after meeting. Reviewed after meeting. Couldn't find areas of concern. May need more information. **Jeff to contact and look at site again.**
- ~~759 Promontory – Water Leak – determined to be on customer side of meter and is seen flowing in sewer. Leaky fixture somewhere in residence.~~
- Matt to provide punchlist of items for Bluff sewer to Ronglin's

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26-5	to	26-4	1124	Y	1	2
26-4	to	26-3	1123	Y		3
26-3	to	26-2	1122	Y	1	1
26-2	to	26-1	1121	Y	2	
26-3-1	to	26-3	1150	Y	1	
26-3-2	to	26-3-1	1151	Y		2
26-3-3	to	26-3-2	1152	Y	1	3
27	to	26	1066	No Laterals		
23	to	22	1062	No Laterals		
22-7	to	22-6	1144	N		
22-6	to	22-5	1143	N		
22-5	to	22-4	1142	N		
22-4	to	22-3	1141	N		
21-2-9-1	to	21-2-9	1102	Y		1
21-2-8	to	21-2-7	1097	No Laterals		
21-2-16	to	21-2-15	2003	No Laterals		
21-2-6	to	21-2-5	1095	No Laterals		
21-1-2-3	to	21-2-2	1133	Y	3	1
CO	to	21-2-6	1095A	Y		2
21-1-10	to	21-1-9	1079	No Laterals		
11-2-3	to	11-2-2	1052	N		
CO	to	22-8	1146	Y		1
2-3	to	2-2	1022	N		
2-2	to	2-1	1021	N		
2-1	to	2	1020	N		
7	to	6	1006	N		
6	to	5	1005	N		
5	to	4	1004	No Laterals		
4	to	3	1003	No Laterals		
3	to	2	1002	N		
2	to	1	1001	No Laterals		
5-2	to	5-1	1031	N		
5-1	to	5	1030	N		

HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
April 29, 2026
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584

MINUTES

PRESENT: President S. Swart, Secretary C. Anderson, 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 10:05 am

SUBSCRIBER REMARKS: No subscribers present

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

CONSTRUCTION MEETING:

Representatives from CWE & Contractors Provided Project Updates & Shared Upcoming Schedules: Representatives provided project updates and shared upcoming schedules. Project timeline for completion is expected to extend through the summer, with bluff hydro-seeding and restoration plantings scheduled for September. Proposed modifications to all lift station fence lines will be submitted by the project engineer for review by HPMa.

Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 10:49 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: 5-7-2026



Construction Meeting Minutes
Jobsite Meeting of April 29, 2026 10:00 a.m.

Hartstene Pointe Water and Sewer District Office
Shelton, WA

CONSTRUCTION COORDINATION MEETING

In Attendance:

Representative	Company
Jeff P.	HPWSD
Stacy S.	HPWSD
Joe S.	HPWSD
Stefan B.	HPWSD
Carl A.	HPWSD
Derek H.	HPMA (Virtual)
Ron W.	Century West Engineering
Matt M.	CE & C (Virtual)
Grady W.	Century West Engineering (virtual)
Craig E.	Rognlin's (Virtual)
Jake J.	Rognlin's (Virtual)
Justin H.	Rognlin's (Virtual)
Colby R.	Iron Horse (Virtual)

Items Discussed

- 1. Review, approve minutes of previous meeting.**
Minutes from 04/22/26 approved no changes.
- 2. Submittals/RFI's, review status.**
None
- 3. Contract changes, review status and schedule of negotiations.**
Lift Station Modifications – In Design. Will submit to Rognlins for a change order quote when design is completed within the next week. ~~Electrical Design should be complete this week.~~
WWTP Water Service – In Design. Electrical Design should be complete next week.
CO31 - Fencing around New LS Site – Approved – will need modification based on generator discussion. ~~CWEC will evaluate and respond about portable vs. on site generator options. Generator options need to be finalized by Electrical – Will Gate Change? Not anticipated gate sizes will change but may move.~~
CO33 – Change to Hightide from Radios – Lumen questions delaying approval (Both to be included in Change Order 4A for DOE) High Tide indicated static IP not required so DSL ok. Comments provided on COP on 3/31/26. **Approved.**

~~AC Force Main Replacement—~~

~~CO34—PS #5 replacement is are still on the table with a formal proposal for both HDD and open cut trenching. Waiting on info from lining alternative.~~

~~CO35—PS#2 Force Main replacement cost provided for HDD.~~

Housekeeping:

- a. HPMA approved restoration plan at 4/18 meeting. Matt will provide direction to Rognlin's on work they need to complete for Change Order pricing. Matt to provide info to Craig for estimating.
- b. Restoration of monuments in PDE – One is missing after paving Matt to Review and document.
 - i. PDE and Portage – **This one is only one missing. Rognlin's to restore. Not Completed – verified after meeting.**
- c. Driveway to 354 PDE and 404 PDE has depression. ~~Reviewed after meeting with Rognlin's. No work was completed in 354 driveway. No action to restore.~~ 404 driveway may have been an intermediate bore pit. Rognlins to install top course to fill depression. **Not Completed verified after meeting**
- d. Shoulder Restoration –Shoulders have now been cleaned up, seeded and ruts smoothed. Continued watch now to observe any additional disturbances by others.

4. Quality control and/or safety issues:

- a. ~~Gravel and Debris piles by Bos'n Trailhead. After review, it's unclear what portion of that work was part of the stormwater connection and what was sewer project. Need clarification. This area is included in the turf grass area restoration so topsoil will be needed along with removal of debris and smoothing. Rognlin's has not finished work along bluff because of moisture but will address this area when they come back.~~ **Matt to send pictures and notes to Rognlin's.**
- b. HPMA requested a commissioner be present at 4/18 meeting to finalize restoration plan approval. **Restoration Plan approved. Includes Hydroseeding in late fall (After Labor Day)**
- c. Increase in the number of pedestrians around District. Ensure Ironhorse is adhering to speed limits for safety
- d. No Smoking outside of vehicles in the common areas. Another complaint about seeing workers smoking outside their vehicles. May lead to HPMA fines if they are caught doing it.

5. Schedule review and coordination:

a. **Progress report on work to date.**

Colby provided updated schedule that includes all of the requested laterals that were previously prioritized by the Engineers. Based upon the required lengths to date being greater than anticipated, Colby stated that ALL of the requested services would not be possible to complete. Ron requested that a specific weekly MH Crew to return week of April 27 May 4th to finish grouting work.

T-liner crew to return week of May 4th

- b. Coordination of work with other contractors and/or with governmental agencies.**
None
- c. Coordination with Owner-furnished materials and equipment deliveries, if any.**
None
- d. Environmental Issues.**
None

6. Open correspondence requiring response by:

a. Contractor

Certified Payrolls – Please send to Matt Weekly – Matt and Jake to make sure Callee sends to Matt. **Need an update**

- Rognlin's updated through 04-15-26
- Ironhorse through 03-21-26
- Betschart through 04-19-26

Cutoff April 24 for Pay Estimate #15 .

b. Engineer

~~Partial Punchlist for Bluff Grinder Pumps—Need As built to finish—Installed per plan. No changes from plan given to Rognlin's.~~

c. Owner

PRPR submitted for Ecology Reimbursement

7. Review of MWBE and EEO compliance issues, if any.

None

8. Other business.

- Owner of 346 said there is puddling behind his house where there never used to be. He asked about it being restored, and requested no grass seed be added (there was no grass originally). Reviewed on 3/25/26. There is a depression that needs to be filled. Resident has planted several small plants in the way. Rognlin's will add some topsoil when area dries out. **Owner has planted more trees and plants that are in the way of the depression.** Jeff received additional email from 346 asking for more gravel near garage. Reviewed after the meeting on 4/29/26 with Jeff to see the minor depression. My concern is placing too much emphasis on minor issues that can result in numerous others in the District requesting additional gravel in their driveways. However, in the spirit of cooperation I suggested there be a couple yards of material placed in the area (including a specific rut collection water) as part of a punch list item.

- Bluff LS on-site generator – Further evaluation needed before decision is made. Rough costs provided. ~~Need District to make a determination on path forward. After meeting Discussion about fencing that includes space for emergency generator. Need Electrical engineering assistance before it can be finalized.~~ Fencing for generator was confirmed to have sufficient space towards PDE. After meeting, site visit with Jeff identified the need to fill ditch between two driveway culverts to site. This will allow future access to fire hydrant after fencing is installed. Cost of pipe extension and filling ditch to be added into Fencing Change Order pricing.
- PS 8, PS 2 and PS 5 force main replacement will be contingent upon cost for Lift Station Rehabilitation and WWTP Water Service extra efforts. Continue to review budget and anticipate providing direction as soon as price for the LS improvements from Ronglins can be secured.
- ~~344 PDE – Muddy Driveway – Gravel? – Review with Jeff after meeting. Reviewed after meeting. Couldn't find areas of concern. May need more information. Jeff to contact and look at site again.~~
- Matt to provide punchlist of items for Bluff sewer to Ronglin's
- After the meeting District staff remained to go over layout of proposed LS fencing on all three locations with recommendations to allow Matt/Grady to finalize their plans providing room to place the new control panels inside the expanded area. Jeff will coordinate with HPMA to let them know of these plans. Individual expansions include:
 - PS #2 – Promontory*
Add required fencing to the NW side towards 760 as there are trees and steep bank preventing expansion to the east.
 - PS #5 – Chesapeake*
Add required fencing to the SE side towards the wetwell. Staff requested that HPMA be contacted to keep one space open (*boat storage prohibited*) adjacent to the new fencing to have ample access in case of emergency.
 - PS #8 – Nantucket*
Add required fencing to the South side parallel to the road. Board members were concerned about possible loss of a parking space there. Unfortunately, this is the only direction the station footprint can be expanded to accommodate the additional hardware.

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
April 30, 2026
359 E POINTES DR E SHELTON WA 98584**

MINUTES

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

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

ITEMS REQUIRING BOARD ACTION:

Continue Evaluation of the General Manager (GM): *At 1:10 pm, President Swart called for a 1-hour and 20-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 2:30 pm.* Commissioners discussed and evaluated GM’s performance.

The regular meeting resumed at 2:30 pm.

Commissioner Birgh moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:32 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

GM REPORT FOR 5/7 BOC MEETING

- Integrated Underwater Services is who I've been communicating with about getting our reservoir cleaned. They gave me an estimate already, but I've been waiting to give them the go-ahead until we know what is happening with Midco. IUS informed me they will honor that estimate until May 8, but then it will have to increase due to increased cost of fuel, etc.
- MIDCO: update on status w/atty.
- PS 2, 5, 8 maps of planned rehab to HPMA for input
- We had a web meeting with DOH on Monday to discuss updating our Water System Plan
- Water usage has increased since the weather has been warmer, but the flows at wwtp have remained lower, indicating that people are watering plants, hosing off boats, pressure washing, etc
- Jaron will be off next week, May 11-15
- Kelly will be off the following week, May 18-22