

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



ENGINEERING

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		