

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:**

<b>Representative</b>	<b>Company</b>
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)
<del>Grady W.</del>	<del>Century West Engineering (virtual)</del>
Craig E.	Rognlin's (Virtual)
Jake J.	Rognlin's (Virtual)
<del>Justin H.</del>	<del>Rognlin's (Virtual)</del>
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 4<sup>th</sup> 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.