

HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
May 13, 2026
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584

MINUTES

PRESENT: President S. Swart, Secretary C. Anderson (via teleconference), Audit Commissioner S. Birgh (via teleconference), 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 10:03 am

SUBSCRIBER REMARKS: No subscribers present

PRESENT AGENDA: *Commissioner Anderson 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 Swart moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 10:40 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: 5-21-2026



Construction Meeting Minutes
Jobsite Meeting of May 13, 2026 10:00 a.m.

Hartstene Pointe Water and Sewer District Office
Shelton, WA

CONSTRUCTION COORDINATION MEETING

In Attendance:

Representative	Company
Jeff Palmer	HPWSD
Stacy Swart	HPWSD
Joe Sartori	HPWSD
Stefan Birgh	HPWSD(Virtual)
Carl Anderson	HPWSD
Derek Houston	HPMA (Virtual)
Ron Weigel	Century West Engineering (Virtual)
Matt Morkert	CE & C
Grady Weisz	Century West Engineering (virtual)
Craig Espedal	Rognlin's (Virtual)
Jake Johnson	Rognlin's (Virtual)
Justin Hill	Rognlin's (Virtual)
Colby Rios	Iron Horse (Virtual)

Items Discussed

- 1. Review, approve minutes of previous meeting.**
Minutes from 05/06/26 provided. No Comments
- 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.~~
~~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.~~
~~FM Lining options not viable recommend moving forward with Drilling and open trench as proposed. Will need to include in a change order.~~

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.~~ **Matt provided to Rognlins on 5/11/26**
- 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**
- c. Driveway to 404 PDE has depression. 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. **Completed.**
- e. ~~One of the residents on the bluff asked about restoration timeline. Rognlins to start work on restoration soon and hydroseeding in the early fall.~~
- f. Waste Concrete has been dumped in areas where cleanouts were installed. It was noticed by the Nantucket Lift Station. Colby responded to email request on 5/7/26 that Iron Horse will go through and remove all waste.

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. This will be part of final punch list for Bluff area.
- 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)**

5. **Schedule review and coordination:**

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

Justin will be on site this week to begin Bluff trail restoration and miscellaneous cleanup in the area. ~~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. Following Memorial Day, two crews will be installing laterals along with the single T-Liner crew. Remaining Liner (on hand and yet to receive) 6" – 550m or 1,800 lf and 4" – 150m or 500 lf

Ron to provide a remaining priority list for the services on recommended lateral installation list by next week.



E N G I N E E R I N G

- 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.

- Rognlin's updated through 04-15-26 (Jake to confirm)
- Ironhorse through 04-18-26
- Betschart through 05-03-26

Confirmed that cutoff will be on May 22 for Pay Estimate #16 .

b. Engineer

Partial Punchlist for Bluff Grinder Pumps –

c. Owner

Submit PRPR for Ecology Reimbursement after commissioner meeting
Approved PE 15
Approved CO4A

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

None

8. Other business.

- Owner of 344 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. 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 Rognlins can be secured.
- 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.~~
- Jake Requested clarification on survey limits at Bluff LS. CO37 for \$1,680 was submitted after the meeting and will be completed under Miscellaneous Items #22 for Schedule B.
- Ron walked the Bluff pathway after meeting to confirm stability (i.e. no significant soft spots) and the layout by HPMA stayed within the reasonable boundaries of original alignment.