

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
October 13, 2016
District Office 772 Chesapeake Dr., Shelton, WA 98584**

MINUTES

PRESENT: President M.A. Cary, Secretary A. Hospador, Commissioner D. McNabb, Accounting and Administrative Services Manager (AAS) M. Carnahan, General Manager (GM) M. Jeffreys.

CALL TO ORDER: The meeting was called to order at 1:00 pm.

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE:

- FROM: Hartstene Pointe Maintenance Association RE: Newsletter; GM submitted two articles for the HPMa newsletter

PRESENT AGENDA: The agenda for the October 13, 2016 regular meeting was presented. *Commissioner Hospador moved to adopt the agenda as amended. Commissioner McNabb seconded. Hearing no objections, the agenda was adopted as amended.*

MINUTES: The minutes for the September 22, 2016 regular meeting were presented. *Commissioner Hospador moved to approve the minutes. Commissioner McNabb seconded. Hearing no objections, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb: Presented an article from the American Water Works Association's Journal, "Disinfection Data Integrity in Washington State."
- Commissioner Hospador: Reported on his attendance at the FEMA Disaster Management workshop and presented a list of online training courses for emergency management.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Early Voucher 2016-28, in the amount of \$25,407.90, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher 2016-29, in the amount of \$8,459.54, was presented. *Commissioner Hospador moved to approve the voucher. President Cary seconded. Hearing 3 aye votes and 0 nay votes the voucher was approved.*
- Quarterly Financial Report: Presented and discussed.

Manager's Report: A written report was presented (attached).

BUSINESS:

Upcoming Meetings:

- Emergency Management Plan Work Session, October 20, 2016: Discussed. *Commissioner McNabb moved to postpone the Emergency Management Plan Work Session until after January 1st. Commissioner Hospador seconded. Hearing no objections, the motion passed.*
- 2017 Budget Meeting Schedule: Reviewed and discussed.
 - October 27th Regular Meeting: Present and review the Preliminary 2017 Budget
 - November 3rd Budget Work Session
 - November 10th Regular Meeting

Annual Management/Operations Contracts Review:

- Jeffreys Management Services: Contract and performance was reviewed and discussed. Potential changes to the contract were identified for further review.
- MDG Water and Wastewater: Contract and performance was reviewed and discussed.

Meeting recessed at 3:00 pm. Meeting reconvened at 3:10 pm

BIAS Software 2017 Agreement: Presented and discussed. *Commissioner McNabb moved to accept the BIAS 2017 Annual Agreement for \$2,934.90. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Online Payment System/Electronic Bills, Proposals: Presented and discussed. *Commissioner Hospador moved to contract with Xpress Bill Pay for online payment system. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Capital Improvement Plan: Reviewed and Discussed.

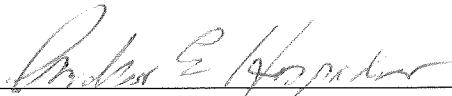
688 E Portage Rd., Owner Request for Reduced Payoff: New owners bought property at auction. Property has a past due balance of \$1,618.00. The new owners submitted a letter requesting all of the late fees, other miscellaneous fees, and all but three months of water and sewer service be waived. The request was discussed. *Commissioner Hospador moved to not waive any of the account balance. The motion was not seconded. Commissioner McNabb moved to forgive the late fees of \$398 on 688 E Portage Rd, resulting in a remaining account balance of \$1,220. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.* The AAS will draft a letter in response to the homeowner.

Newsletter Topics: Potential topics for the upcoming newsletter were proposed:

- “Erin Brockovich” Carcinogen (Chromium 6) Report
- Budget Hearing, Proposed 2017 Budget
- Online Payment System Coming
- Project Updates
 - Well 1 Replacement Update
 - Water Treatment Plant Improvements
- Emergency Planning

Meeting adjourned at 4:45 pm.

Respectfully Submitted By:



Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: 10/27/16

HARTSTENE POINTE WATER-SEWER DISTRICT

General Manager's Report

October 13, 2016

Water

1. Water production has been averaging 53,000 per day.
2. I was told by Sophia Petro with Water Quality for the DOH that the reporting requirement for the Arsenic exceedance was based on an annual running average. The District has not exceeded the annual average at this time. She also said that for the months that Well 2 is offline that I can email her and do not have to sample for Arsenic.
3. Pressure Reducing Valve replacement scheduled for Friday. Posted door hangers regarding water shutoff at the affected properties.
4. Located isolation valve at the intersection of Barbary and PDW under nearly two inches of asphalt.

Drinking Water Treatment Upgrade

1. I met with the PRC and received preliminary approval for the building additions pending approval of the final design from 2KG Construction. The Permit fee for both building additions was \$250 and a refundable performance fee for \$750. 2KG is working on the structural engineering for the addition at Well 2 treatment facility.

Well 1 Replacement

1. Friday September 30th, Tacoma Pump and Drilling set up for drilling.
2. Monday October 3rd, drilled to 25' with a 14" casing and set the bentonite sanitary seal.
3. Tuesday October 4th, drilled to the full depth of 170'. Drilling material samples were taken every 5 feet, the deepest samples were analyzed for grain size to determine screen sizing.
4. Wednesday October 5th Tacoma Pump met with hydrologist Steve Nelson from RH2 to deliver material samples and discuss screen setting depth.
5. Friday October 8th Tacoma Pump raised the casing and filled in approximately 10' of the drilled well to get above the fine sand below 160'.
6. Wednesday October 11, Tacoma Pump picked up and installed screen from a depth of 150' to 160' with a 7' sediment shoe.
7. Thursday October 13, Tacoma Pump air surging well to partially develop and clean sand from well.

Sewer Collection

1. Nothing to report.

Waste Water Treatment

1. Both basins are healthy and settling has improved resulting in good effluent quality. Biological Oxygen Demand and Total Suspended solids for the first week of October are at the lowest reportable level.
2. Influent flows increasing after the recent rains.

Customer Service

1. Nothing to report.

General District Business

1. We have been developing a maintenance schedule for all of the Districts equipment and facilities.

Submitted by Mont Jeffreys