

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
September 22, 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: Polly Barber RE: 128 Barnacle Blvd, past due account
- FROM: Department of Health RE: Drinking Water State Revolving Fund Loan Increase Approval
- FROM: Carolyn Vivian RE: Chromium 6
- FROM: Regina Grimm RE: District's response to Sanitary Survey findings, requesting further clarification.

**PRESENT AGENDA:** The agenda for the September 22, 2016 regular meeting was presented. AAS requested the addition of 128 Barnacle Blvd Payoff under Financial/Administrative Report. *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 8, 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 a recent report from the EPA regarding climate change in the Northwest. He noted that, due to the Wastewater Treatment Plant's (WWTP) proximity to Puget Sound, the District should be looking at how to protect the WWTP from flooding. He also noted that rising temperatures increase the need for adequate fire flow. Commissioner McNabb suggested dedicating Well 2 to fire flow availability and working with HPMA to upgrade the fire flow system. The GM commented that the Pointe currently has six hydrants which are capable of filling fire truck tenders and the District can dedicate up to 80,000 gallons per hour to fire flow, while the fire department requires 60,000 gallons.
  - Presented two guides for developing crisis management plans.

### **Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2016-27, in the amount of \$16,195.95, 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 CP 43, in the amount of \$11,744.82, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- 128 Barnacle Blvd. Payoff: 128 Barnacle Blvd. has gone back to the bank through foreclosure. The bank's asset manager has requested a reduced payoff on the account. The request and proposed payoff amounts were discussed. *Commissioner McNabb moved to remove \$8,529 in late fees from the account for 128 Barnacle Blvd, resulting in a total balance due of \$8,528.80. Commissioner Hospador seconded. Hearing no objections, the motion passed.*
- Billing Report: Presented and discussed.
- Upcoming Training Opportunities: AAS requested authorization to attend three upcoming training opportunities. *Commissioner McNabb moved to authorize the AAS to attend the BARS Roundtable, Open Government training, and Purchasing and Contracting Workshop. Commissioner Hospador seconded. Hearing no objections, the motion passed.*

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

*Meeting recessed at 3:05 pm. Meeting reconvened at 3:15 pm.*

### **BUSINESS:**

**Well 1R Drilling and Testing Contract, Tacoma Pump & Drilling:** Presented. *Commissioner McNabb moved to approve the contract with Tacoma Pump & Drilling Co., Inc. for Well 1R Drilling and Testing. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the contract was approved.*

**Pressure Reducing Valve Replacement Contract, Pape & Sons:** Presented. *Commissioner McNabb moved to approve the contract with Pape & Sons Construction, Inc. for the Pressure Reducing Valve (PRV) Replacement. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the contract was approved.*

**Pump Rebuild Proposals, Grundfos:** Proposal for Effluent Pump Rebuild from Grundfos in the amount of \$12,105.35 was presented. *Commissioner McNabb moved to accept the proposal. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.* The proposal for Lift Station 8 ABS Pump Repair from Grundfos, in the amount of \$4,660.08, was presented. *Commissioner McNabb moved to accept the proposal. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

**Wastewater Treatment Plant Operator Cell Phone:** AAS reported the District could add a line to the current wireless plan for \$60 per month before taxes and fees. The line would come with a free phone and a two-year contract. *Commissioner Hospador moved to add a cell phone*

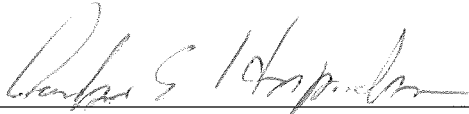
*to the District's wireless plan with a two-year contract for the Wastewater Treatment Plant Operator's use. Commissioner McNabb seconded. Hearing no objections, the motion passed.*

**Project Schedule Review:** Reviewed and discussed.

**Technical Library:** It was suggested that the District begin compiling a library of technical resources for water and wastewater operations to be utilized by staff and commissioners. It was suggested the District could adopt an annual amount in the budget for building this library. No action was taken.

*Meeting adjourned at 4:20 pm.*

Respectfully Submitted By:



Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: 10/13/16

## HARTSTENE POINTE WATER-SEWER DISTRICT

General Manager's Report

September 22, 2016

### **Water**

1. Water production has been averaging 43,000 per day.
2. The Well 2 back wash timer has been functioning normally.
3. Pape and Sons pressure reducing valve component submissions for the project have been reviewed and approved for purchase.

### **Drinking Water Treatment Upgrade**

1. The preconstruction meeting for the project was held Monday, September 19<sup>th</sup> at 10 AM at the RH2 offices in Tacoma. The Notice to Proceed was effective September 12<sup>th</sup>. Total of 170 Working Days to Final Acceptance w/ the following milestones.
  - a. Milestone 1, February 27th, 2017; for Radio System (except at Well 1 facility) and District acceptance of Well 2 facilities operational demonstration. 110 Working Days
  - b. Milestone 2, April 24th, 2017 for District acceptance of Well 1 facility operational demonstration. 40 Working Days (additive).
  - c. Final Acceptance May 22nd, 2017 for District overall project Final Acceptance. 20 Working Days (additive)

### **Well 1 Replacement**

1. Tacoma Pump and Drilling and RH2 hydrologist Steve Nelson will be out for the well Drilling pre-construction meeting on September 26<sup>th</sup> at 9AM. The meeting will be held at the HPMA conference room.

### **Sewer Collection**

1. AI at Evolution Controls will be providing an updated estimate for the addition of the three lift station radio telemetry upgrade, control system hardware and SCADA integration programming for 2017 budgeting.

### **Waste Water Treatment**

1. Marty has been wasting solids from SBR 2 and transferring active microorganisms from SBR 1 to SBR 2, both basins are healthy and settling has improved resulting in good decant quality to the chlorine contact chambers. The effluent fecal coliform counts have been reduced to below the permit level.
2. Marty will be scheduling another bio-solids haul after he has completed wasting from the SBR's.

### **Customer Service**

1. Nothing to report.

### **General District Business**

1. Marty has negotiated a reduced cost for sample analysis for both the drinking water and waste water with Centric Analytical based on sampling frequency for 2017.

Submitted by Mont Jeffreys