

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
April 14, 2016
District Office 772 Chesapeake Dr., Shelton, WA 98584**

MINUTES

PRESENT: President R. Ray, Secretary M.A. Cary, 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: Andrew Hospador and Ann McDonald present.

CORRESPONDENCE:

- FROM: WA State Auditor's Office RE: Audit travel charge reduction, refund
- Municipal Research and Services Center (MRSC) RE: Fully funded in the legislature's supplemental budget.

PRESENT AGENDA: The agenda for the April 14, 2016 regular meeting was presented. GM requested the addition of Grundfos Lift Station Pump Proposal. AAS requested the deletion of Voucher of CP 39. *Commissioner Cary moved to adopt the agenda with the requested changes. Commissioner McNabb seconded. Hearing no objections, the agenda was adopted*

MINUTES: The minutes for the March 24, 2016 regular meeting were presented. *Commissioner Cary moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing no objections, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Cary: Presented an article from USA Today regarding the high levels of lead in water systems across the nation.
- Commissioner McNabb:
 - Presented several articles regarding issues surrounding lead in water.
 - Commissioner McNabb intends to attend the Northwest American Water Works Association Conference in Boise, ID May 4-6. His registration fee is free because he is a retired member of the AWWA.
- Commissioner Ray: Submitted a letter of resignation from the Board of Commissioners, effective April 29, 2016. Commissioner Ray will be moving out of the District. *Commissioner Cary moved to accept the resignation of Commissioner Ray effective April 29, 2016. Commissioner McNabb seconded. Hearing no objections, the motion passed.*

Financial/Administrative Report:

- Bills to Be Authorized:

- Early Voucher 2016-10, in the amount of \$21,549.46, was presented. *Commissioner Cary moved to approve the voucher. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*
- Voucher 2016-11, in the amount of \$10,085.77, was presented. *Commissioner Cary moved to approve the voucher. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*
- Under-billed Account; 150 Barnacle: GM's physical audit of the properties listed as Prepaid Connections is complete. One more property was discovered which has been billed as a Prepaid Connection, but has a residence. GM sent a letter to the owners informing them of the amount owed.

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

BUSINESS:

WAS Pump Station Project Final Acceptance: The District received a letter from RH2 Engineering recommending final acceptance of the project. *Commissioner Cary moved to approve the WAS Pump Station Project Final Acceptance. Commissioner McNabb seconded. Hearing no objections, the motion passed.*

Summer Water Production; Conservation Efforts: The aquifer water levels remain good, however both of the wells' production is decreasing. Due to the rapid deterioration and reduced production of Well #1, expected increase in summer population at the Pointe, and forecasts for above-average summer temperatures, the District's two wells will likely not be able to keep up with expected water demands for June through September. The District will need to take considerable measures to reduce water demand over the coming months. GM recommended the District begin the Well #1 replacement project right away, begin meter reading right away to find customer side leaks, discuss HPMA water use practices with HPMA GM, send postcards to residents informing them of the need for conservation, and put up sandwich boards at the entrance of the Pointe informing residents and visitors of water conservation measures. Commissioner Ray will attend the HPMA Board Meeting on April 16th to inform the HPMA Board of the situation. District will have a special mailing in May urging residents and their visitors to conserve water.

Meeting recessed at 2:30 pm. Meeting reconvened at 2:40 pm.

Grundfos Lift Station Pump Proposal: The proposal from Grundfos for the replacement of the lift station pump and floats was presented. *Commissioner Cary moved to table discussion of the proposal until the next meeting. Commissioner McNabb seconded. Hearing no objections, the motion passed.*

Meeting adjourned at 3:30 pm.

Respectfully Submitted By:

Mary Alice Cary
Signature

Mary Alice Cary
Printed Name and Title

Approved at the Regular Meeting of the Board on: April 28, 2016

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
April 14, 2016

Water

1. March 25, the water surfacing in RV parking area that was thought to be an 8" main leak turned out to be a 4" drainage pipe from the south side drainage ditch that terminated 10 feet from the north side drainage ditch in the middle of the RV access road.
2. March 27, report of cloudy water. Upon investigation determined that Well 1 pumping level was drawn down mixing air with pumped water. Throttled the filter feed valve to restrict flow from well to increase water level above the well pump. Well 1 is producing approximately 35 gallons per minute.
3. March 28, leak at ¾" service line for 651A Portage discovered. Called for utility locate.
4. March 28, report of light pink tinge in water at the Club House. Reduced Potassium Permanganate dosage at Well 1.
5. March 30, report of light yellow tinge in water on PDW. Well 2 back wash timer had tripped out, reset and manually back wash filters.
6. April 1, repaired substantial leak at 651A Portage. Appeared to be caused by a lateral score in the line caused during original installation.

Drinking Water Treatment Upgrade

1. The SERP Article 106 requirements (Cultural Review/ Environmental Review) have been approved by the WSDOH and letter of completion sent to the Dept. of Commerce representative.
2. I contacted Jeff Hinckle at the Dept. of Commerce who said that we could submit the project bid documents as completed for his review and approval of the mandatory document language.

Sewer Collection

1. During the annual pump preventative maintenance performed by Grundfos Pumps, it was discovered that pump number 2 in the lift station on Nantucket is failing and in need of replacement at an estimated cost of \$9,632.
2. The building contractor for 141 Barnacle has been unable to locate the sewer collection line for the property in the location designated on the original sewer collection system design plans. N.W. Cascade will be out Friday the 15th to camera the 6" main line from a manhole to identify the location of the lateral to the property.

Waste Water Treatment

1. During the annual pump preventative maintenance performed by Grundfos Pumps, it was discovered that effluent pump number 1 is failing and needs to be rebuilt. No cost estimate for the rebuild yet.
2. March 29, Gary Harper Construction began demolition for the WAS Pump Replacement Project.
3. April 8, Gary Harper Construction completed work on the WAS Pump Replacement Project.
4. April 12, representatives from Gary Harper Construction, Betschart Electric RH2 Engineering, Borger Pump, George Campbell and myself were present for the WAS Pump Project startup. All the equipment and automated controls are working correctly. George and I were trained in the repair and maintenance of the new pumps.

Outfall Repair

1. The District has received the final copy of the Aquatics Lands Easement Amendment from the DNR for the Treated Waste Water Outfall.

General District Business

1. Nothing to report.

Submitted by Mont Jeffreys