

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
February 25, 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: No subscribers present.

CORRESPONDENCE:

- FROM: Clear Recon Corp. RE: Notice of Trustee's Sale of 688 Portage. The District has a lien placed on this property.
- FROM: Mason Co. Treasurer's Office RE: New accounts at Columbia Bank. The new accounts are open and ready to use. AAS is corresponding with the District's payment processing vendors to change deposits to the new account.
- FROM: WASWD RE: Spring Conference

PRESENT AGENDA: The agenda for the February 25, 2016 regular meeting was presented. *Commissioner Cary moved to adopt the agenda as presented. Commissioner McNabb seconded. Hearing no objections, the agenda was adopted.*

MINUTES: The minutes for the February 11, 2016 regular meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. Commissioner Cary seconded. Hearing no objections, the minutes were approved.*

REPORTS:

Commissioner Reports: Commissioner McNabb presented two articles about black water in Crystal City, TX.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2016-06, in the amount of \$6,576.97, was presented. *Commissioner Cary moved to approve the voucher. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*

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

BUSINESS:

DNR Easement Agreement: Presented. *Commissioner Cary moved to approve the agreement. Commissioner McNabb seconded. Hearing no objections, the motion passed.*

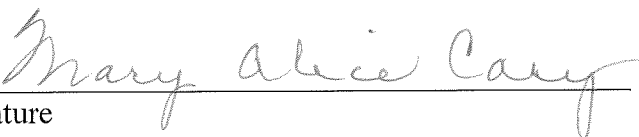
Online Payment System Proposals: Discussed. *Commissioners directed the AAS to prepare a more detailed, comprehensive cost comparison/savings estimate.*

March/April Newsletter Topics:

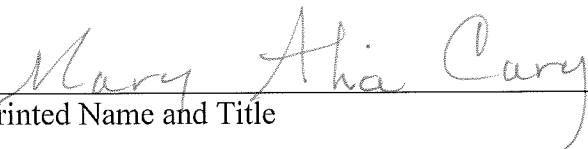
- Accountability Audit
- Summer/holiday water conservation
- Mind what you flush
- Customer appreciation
- Outfall issue complete

Meeting adjourned at 4:00 pm.

Respectfully Submitted By:



Signature



Printed Name and Title

Approved at the Regular Meeting of the Board on: 3-10-2016

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
February 25, 2016

Water

1. Well production averaging 63,000 gallons per day.

Drinking Water Treatment Upgrade

1. RH2 finalizing the design and bid documents for project review by the District. Sean at RH2 said the Documents should be available for review in March.

Sewer Collection

1. Submitted an Inflow and Infiltration progress report to David Dougherty at the DOE.

Waste Water Treatment

1. Replaced the decant flex line in SBR 2. Both basins have new flex lines at this time. We installed additional length flex lines to prevent them from kinking and splitting in the future.
2. One of the two in plant lift station pumps failed during the draining of SBR 2 for repairs. I have contacted Grundfos Pumps for scheduling replacement of the pump with the on hand spare and a rebuild of the existing pump.
3. Valves, pipe and hardware for the bio solids pump replacement project have been delivered.
4. I have assembled and delivered the plant data to RH2 for the design of the effluent disinfection upgrade
5. The 2015 NPDES annual reporting requirements for inflow & infiltration, waste loading and annual Operations and Maintenance have all been submitted to the DOE.
6. The 2015 Annual Bio Solids Report is completed and ready for review for submittal.

Outfall Repair

1. Received the Amended DNR Outfall Easement for signatures and recording.

General District Business

1. Dave Dougherty Department of Ecology Regional Engineer emailed that they have drafted a new NPDES permit and fact sheet for the WWTP. The draft is going through DOE internal peer review which will last until March 9. After any changes are made due to the internal review, the District will receive a copy to review. After District review there will be a 30 day public comment period. The existing permit will stay in effect until the new one is issued after the public comment period.

Customer Service

1. Nothing to report.

Submitted by Mont Jeffreys