

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
July 14, 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: No correspondence.

PRESENT AGENDA: The agenda for the July 14, 2016 regular meeting was presented. President Cary requested the addition of Authorize June Work and Payment for MDG Wastewater and Water Treatment Services for Wastewater Treatment Plant (WWTP) Operations. *Commissioner McNabb moved to adopt the agenda as amended. Commissioner Hospador seconded. Hearing no objections, the agenda was adopted as amended.*

MINUTES: The minutes of the June 23, 2016 regular meeting were presented. *Commissioner Hospador moved to approve the minutes as presented. 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 titled "Why Flint Matters."

Financial/Administrative Report:

- Bills to Be Authorized:
 - Early Voucher 2016-20, in the amount of \$25,011.08, 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 2016-21, in the amount of \$9,823.14, 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 42, in the amount of \$37,328.92, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*

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

Wastewater Treatment Plant Operator's (WWTPO) Report:

- Department of Ecology Electronic Reporting: The WWTPO, Marty Grabill, explained the electronic Daily Monitoring Report process. The GM recommended the Board grant the WWTPO signatory authority on the District's reports. *Commissioner Hospador moved to grant signatory authority for the District's Web DMR. Commissioner McNabb seconded. Hearing no objections, the motion passed. Commissioner McNabb moved to change the DMR Audit Policy to call the procedure a review instead of an audit. Commissioner Hospador seconded. Hearing no objections, the motion passed.*
- Lab Testing: Due to cost and reputation considerations, the WWTPO recommended using Centric Labs for lab testing. *President Cary moved to allow the WWTPO and Water Operator to use Centric Labs for the District's lab testing. Commissioner McNabb seconded. Hearing no objections, the motion passed.*
- WWTP Sampling: The WWTPO explained how required composite sampling is supposed to be performed. The WWTP composite samplers are not currently operational. *Commissioner Hospador moved to authorize the GM to purchase the necessary parts and equipment, not to exceed \$5,000, for repair and replacement of the influent and effluent samplers. Commissioner McNabb seconded. Hearing no objections, the motion passed.*
- Jet Pumps: The WWTPO is going to re-install the jet pumps. The District will need to have an electrician perform some electrical work for the installation.
- Authorize June WWT Operations and Payment: *Commissioner Hospador moved to authorize payment to MDG Wastewater and Water Treatment for Wastewater Treatment Plant operations for June 25 through June 30, 2016, in the amount of \$900.00. Commissioner McNabb seconded. Hearing no objections, the motion passed.*

Meeting recessed at 2:55 pm. Meeting reconvened at 3:05 pm.

- WWTP Monitoring Report Policy: The Wastewater Treatment Plant Monitoring Report Review Policy and Procedure was presented to replace the District's current Wastewater Treatment Plant Monitoring Report Audit Policy and Procedure. *Commissioner Hospador moved to adopt the Wastewater Treatment Plant Monitoring Report Review Policy and Procedure. Commissioner McNabb seconded. Hearing no objections, the motion passed.*

BUSINESS:

Special Meeting, Water Treatment Project Bid Opening: The meeting will be held at the Hartstene Pointe Maintenance Association Clubhouse, 202 E Pointes Drive West, Shelton at 11:00 am. The bid opening will begin at 11:30 am.

2nd Quarter Financial Report, Sixth Month Financial Review: Presented, reviewed, and discussed.

Upcoming Training Opportunities: The AAS presented three upcoming training opportunities, which were then discussed. *Commissioner McNabb moved to authorize the GM and Commissioner Hospador to attend the Evergreen Rural Water of Washington Fall Conference and to authorize Commissioner McNabb to attend the free Infrastructure Replacement*

Planning training. Commissioner Hospador seconded. Hearing no objections, the motion passed.

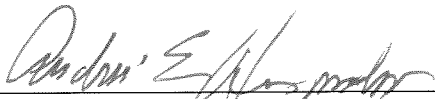
Capital Improvement Plan/Projects Update:

- Well 1 Funding: RH2 obtained a rough estimate of \$55,000 for the drilling of a 10-inch, 150 foot deep well. There will be additional engineering, electrical, and plumbing costs. The District has \$50,000 in the Capital Improvement Fund which is currently not allocated to a specific project. The District has an additional \$142,000 in the Risk Management Fund.
- Wastewater Treatment Plant Chlorination System Upgrade: Received an updated quote of \$16,985 from TMG Services for a complete WWT Chlorination system overhaul and upgrade. Also included in the quote are freight, installation, and a pallet of the TriChlor tablets. The GM has asked TMG Services to make some revisions to the quote to remove the TriChlor tablets, to add sales tax, and to indicate prevailing wages will be paid for installation. He is also seeking clarification on individual costs of some of the equipment in the quote.
- Pressure Reducing Valve Replacement Project: RH2 Engineering has provided a construction cost estimate of \$35,000. The District has \$36,000 available in the Asset Replacement Fund to pay for the project. The GM will solicit quotes for the project.

Emergency Operations Planning: It was suggested that potential resources be compiled and a special meeting be scheduled to begin putting together an Emergency Operations Manual.

Meeting adjourned at 4:55 pm.

Respectfully Submitted By:



Andrew Hospador, Board Secretary

Approved at the Regular Meeting of the Board on: _____

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

Water

1. Saturday July 2, daily water production for two days 120,000 gallons.
2. July 5, repair leak at 663 Portage meter box, split in ¾ poly line, estimate water loss at 50,000.
3. July 13, begin repairs on the enclosure for Well 1.

Drinking Water Treatment Upgrade

1. Seven contractors attended the pre-bid site visit Tuesday June 28th. The project bid opening will be at the Club House July 15th 11:30AM. Sean Kanda of RH2 engineering will be in attendance.
2. July 8, discovered the covered filter media bags in storage had begun to rupture. Purchase totes to transfer media into. Have several pallets that the paper bags have deteriorated.
3. The Davis Bacon Prevailing Wage Rate was adjusted June 24th, the DWSRF loan contract agreement requires an addendum to the bid documents if the rates change 10 days prior to bid opening. RH2 has prepared and distributed the addendum to all bid plan holders.

Sewer Collection

1. June 27, sewer backup at 569 PDW. A+ Services could not clear blockage or determine cause with the camera. Excavation and repair scheduled for the 29th.
2. June 29, 569 PDW sewer line was excavated, there was an electrical line lying on top of the sewer line and a break in the pipe with root intrusion causing the blockage. There were scratch marks on the pipe indicating that the damage was done during the installation of the electrical line.

Waste Water Treatment

1. June 30, contact Evolution Controls regarding setting up login access and alarming for the SCADA computer for Marty Grabill.
2. July 1, Evolution Controls ran into a program issue on setting up access to the SCADA computer, they have a call into tech support to address the issue.
3. July 5, Marty and I discovered that the plant control systems were down. Reset the SCADA computer and PLCs. Influent flows were low but the plant processes had ceased, initiated processing.
4. July 6, Evolution Controls working on the SCADA computer, they have not been able to resolve the problems with login, alarms and remote access. We are monitoring plant operations locally.
5. July 7, Evolution Controls working on the SCADA computer, they had to completely reinstall the program and reset remote access. Marty is now getting alarms and we have login access. The plant is operating normal.
6. July 11, discovered that SBR 2 had a microbe die off caused by continuous influent flows into the basin due to the control system malfunction, this was compounded by high chlorine content in the drinking water filtration back wash coming into the plant.

Customer Service

1. Nothing to report.

General District Business

1. Rented 5' X 24' heated storage unit for \$60 per month at Sentry Storage for records retention.

Submitted by Mont Jeffreys