

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
January 28, 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: WASWD RE: House Bill 2148. WASWD is requesting feedback from member districts regarding HB 2148. Commissioners instructed the AAS to respond in support of Sec. 2 granting state agencies and local government the right to appeal the results of any audit and with questions on the amendment to Sec. 1 giving local governments the option to request a financial audit from a private entity.
- FROM: Dept. of Ecology RE: George Campbell's Notice of Proposed Revocation of his Group IV Wastewater Certification
- FROM: State Auditor's Office RE: Local Government Report

**PRESENT AGENDA:** The agenda for the January 28, 2016 was presented. AAS Requested that discussion of Petty Cash Account Signers be added under business. *Commissioner McNabb moved to adopt the agenda as amended. Commissioner Cary seconded. Hearing no objections, the agenda was adopted as amended.*

**MINUTES:** The minutes for the January 14, 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 McNabb reported that he is researching the timeline of the Flint, Michigan water crisis.

**Financial/Administrative Report:**

- 750 Promontory Sewer Repair Reimbursement: Robison Plumbing gave the homeowners a figure for portion of the total bill for which they are responsible. GM has requested Robison provide a written statement for the District's documentation before the Board authorizes reimbursement.
- Bills to Be Authorized: Voucher 2016-03, in the amount of \$10,629.04, was presented. *Commissioner Cary moved to approve the voucher. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*

- Mason County Bank Update: Mason County has selected Columbia Bank as their new depository.
- 2015 4th Quarter/Annual Financial Report: Presented and discussed

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

**BUSINESS:**

**Final Bill, New Account, Customer Refund Procedures:** Presented. *Commissioner Cary moved to approve the Final Bill, New Account, and Customer Refund Procedures. Commissioner McNabb seconded. Hearing no objections, the procedures were adopted.*

**Wastewater Treatment Plant Security:** One of the commissioners expressed concern regarding the safety of district personnel when they are here alone. They suggested that the District have a policy that requires the gate to be closed at all times.

**Commissioner Laptops:** One of the commissioners proposed the District purchase tablets or laptops on which the commissioners could conduct District business.

**American Water Works Association Membership:** Discussed. *Commissioner Cary made a motion to join the American Water Works Association and the Pacific Northwest Section. Commissioner McNabb seconded. Hearing no objections, the motion passed.*


**Online Bill Presentment, Login Payment System:** *Commissioner Cary moved to table Online Bill Presentment, Login Payment System until the next meeting. Commissioner McNabb seconded. Hearing no objections, the motion passed.*

**Petty Cash Account Signers:** *Commissioner Cary moved to remove former commissioner, Nancy Nelson, as a signer on the Petty Cash Account, Columbia Bank account #xxxxxxx103, and to add new commissioner, David McNabb, as a signer on the account. Commissioner McNabb seconded. Hearing no objections, the motion passed.*

*Meeting was adjourned at 4:45 pm.*

Respectfully Submitted By:

  
 \_\_\_\_\_  
 Signature

  
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 Printed Name and Title

Approved at the Regular Meeting of the Board on: 2/11/16

HARTSTENE POINTE WATER-SEWER DISTRICT  
General Manager's Report  
January 28, 2016

**Water**

1. Well production averaging 36,000 to 61,000 gallons per day. I have attributed the variance to the WWTP influent screen wash water usage. During high influent flows the screen brush and wash runs continually.

**Drinking Water Treatment Upgrade**

1. RH2 is finalizing the design and bid document for the project.

**Sewer Collection**

1. George and I have identified several manholes that have ground water leaking into them through the seams in the concrete. During a major rain event a manhole on PDW was observed to have an estimated flow of 100 gallons a minute coming in where the walls meet the base. The sealing of the manholes could result in a reduction of an estimated 144,000 gallons per day.

**Waste Water Treatment**

1. The District had a flow violation on the December Discharge Monitoring Report. The permitted average daily effluent design flow is 186,000 gallons, the December daily average was 212,000 gallons. This will result in an 85% Design Criteria Warning which if exceeded for 3 consecutive months triggers permit action.

**Outfall Repair**

1. Contacted Shannon Sota at the DNR regarding the change of the legal description on the survey from "Sewer Outfall" to Treated Waste Water Outfall. She stated that the wording in the legal description cannot be changed. That it is the legal description as provided by our surveyor. "The reference is of no consequence concerning your DNR easement or any permits. However if this is very important, the surveyor will have to send us a new written legal description".

**General District Business**

1. Nothing to report.

**Customer Service**

1. Nothing to report.

Submitted by Mont Jeffreys