

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
June 23, 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 June 23, 2016 regular meeting was presented. *Commissioner McNabb moved to adopt the agenda as presented. Commissioner Hospador seconded. Hearing no objections, the agenda was approved.*

MINUTES: The minutes of the June 9, 2016 regular meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. Commissioner Hospador seconded. Hearing no objections, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb: Presented an article from the Opflow June 2016 edition regarding arsenic levels.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2016-19, in the amount of \$20,903.73, 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).

BUSINESS:

Wastewater Operator Certification: Dept. of Ecology has given verbal notice that the District's wastewater treatment operator's certification was suspended as of June 1, 2016. This contradicts the verbal notice given by Dept. of Ecology a week prior. George Campbell, the wastewater treatment operator, has not received notice of the suspension and his lawyer said he should have his certification while his case is under appeal. GM contacted the Dept. of Ecology requesting written notice of the status of the wastewater treatment operator's certification, but has not received a response. *Commissioner McNabb moved to continue with George Campbell as the wastewater treatment operator until June 30, 2016, pending written notification from*

Dept. of Ecology. Commissioner Hospador seconded. Hearing no objections, the motion passed.

Wastewater Daily Monitoring Report (DMR) Audit Policy: The current Wastewater Treatment Plant Monitoring Report Audit Policy and Procedure was reviewed and discussed. *Commissioner McNabb moved to continue with a DMR Audit Policy. Commissioner Hospador seconded. With 3 aye votes and 0 nay votes, the motion passed. Commissioner McNabb moved to appoint Commissioner Hospador to be Technical Auditor with the responsibility to audit the Daily Monitoring Reports. President Cary seconded. Hearing no objections, the motion passed.*

RH2 Engineering Well 1 Replacement Contract: The proposed contract with RH2 Engineering for the Well No. 1 Replacement, in the amount of \$11,140.00, was presented. *Commissioner McNabb moved to approve the contract with RH2 Engineering, Inc. in the amount of \$11,140.00. Commissioner Hospador seconded. Hearing no objections, the contract was approved.*

Insurance Claim for 763 Promontory Sewer Backup: The Water Sewer Risk Management Pool has determined that the sewer backup will be covered by the District's insurance. To date, the claim is approaching \$20,000. The District has a \$1,000 deductible. The Risk Management Pool's attorney recommended the District submit a records request to Mason County to find out what, if anything, was recorded regarding the utility easements for these water and sewer lines on Promontory and others. The damaged sewer line needs to be replaced at the District's expense.

The meeting was recessed at 2:05 pm, and reconvened at 2:20 pm.

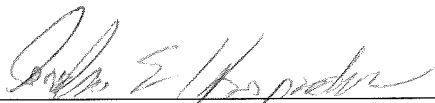
Water Treatment Project Budget: The Engineer's final construction estimate for the Water Treatment Project came in at \$1,050,000, not including the engineering costs. The District will know more after construction bids are opened on July 15, 2016.

Purchasing Manual: Section 4 of the proposed purchasing manual was reviewed, discussed, and amended.

Newsletter Review: The July/August 2016 Newsletter was reviewed, discussed, and amended.

The meeting was adjourned at 4:00 pm.

Respectfully Submitted By:



Andrew Hospador, Board Secretary

Approved at the Regular Meeting of the Board on:

7/14/16

HARTSTENE POINTE WATER-SEWER DISTRICT

General Manager's Report

June 23, 2016

Water

1. David Baisch at RH2 Engineering sent me a copy of the Pressure Reducing Valve replacement specifications and plans. I am waiting on the engineers estimate for the project.
2. June 17, repair leak at 348 PDE meter box, cracked female adapter.
3. June 20, Bias Software set up meter reading in Bias billing and provided the import and export formats to set up the Sensus meter read software.

Drinking Water Treatment Upgrade

1. The bid documents and technical specifications for the project have been finalized. The bid advertisement was reviewed by the Department of Commerce for the mandatory language and published in the Mason County Journal and the Dailey Journal of Commerce. There is a thirty day bid period and two publications. The contractor site visit is scheduled for Tuesday June 28, at 10:30 AM. The bids are due at the Club House for the bid opening July 15th from at 11AM.

Sewer Collection

1. The Water Sewer Risk Management Pool has agreed to cover the property damage claim for the sewer backup at 763 Promontory due to root intrusion in the 4" lateral in the Districts utility easement.
2. June 20, I met with the adjuster from the Water Sewer Risk Management Pool regarding the property damage claim for the sewer backup at 763 Promontory. The risk management pool's attorney suggested we check with the County and see if they have anything recorded specifically showing whom the easement Grantor and Grantees are. It would be a good to know in case any of the other easements have issues in the future like this!
3. June 13, Grundfos Pumps changed out the float hanging systems at Lift Stations 2 and 8. Grundfos also replaced the failing lift pump at Station 8 and replaced with a new pump. The old pump will be rebuilt and returned as a spare.

Waste Water Treatment

1. June 20, Rented a small Kubota tractor to restore the area between the SBRs and the Anaerobic Digester. The hill side was eroded by a water leak at the back flow assembly for the head works water supply. We also uncovered and cleared the valve cans for the disinfection contact chambers that were covered by the wash out.
2. June 22, Grundfos pulled and replaced effluent pump 2 with the Districts spare pump. The worn pump will be rebuilt and returned as a spare.
3. The fence painting has been completed. The metal scraps and debris around the plant have been collected and hauled off.

Customer Service

1. The Water Sewer Risk Management Pool has agreed to cover the property damage claim for the sewer backup at 763 Promontory due to root intrusion in the 4" lateral in the Districts utility easement.

General District Business

1. Checked with Pickering Self Storage on a storage unit for records and equipment. They have one 10' X 24' heated storage unit for \$160 per month plus half month deposit. This would be \$1920 per year.

Submitted by Mont Jeffreys