

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS**

August 11, 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:

- FROM: WASWD RE: Request for responses to Department of Revenue's proposed bill

PRESENT AGENDA: The agenda for the August 25, 2016 regular meeting was presented. Commissioner McNabb requested the addition of District Participation in Contractor Training Reimbursement under the Financial/Administrative Report. *Commissioner McNabb moved to adopt the agenda as amended. Commissioner Hospador seconded. Hearing no objections, the agenda was adopted as amended.*

MINUTES: The minutes for the August 11, 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:
 - Reported on the "Collaboration and other Tools to Help Address Issues Facing Small Water Systems" training he and AAS attended on August 24th.
 - Reported that he received approval to write a new book: *Managing America's Water*.
- Commissioner Hospador: Reported on the August 24th Washington Association of Sewer and Water Districts Section II meeting.
- Commissioner Cary: Reported on an article in *WaterWorld* regarding customer outreach. It was discussed that the District could host an interactive community outreach with water-related activities in conjunction with the community's 4th of July celebration.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2016-25, in the amount of \$15,060.15, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 ayes and 0 nays, the voucher was approved.*

- **District Participation in Contractor Training Reimbursement:** There was discussion regarding the industry-wide need for new operators and it was recommended that the 2017 budget include ongoing training for the District's staff. Currently the GM's business is paying for the training of David Carnahan, the District's field technician, as he pursues his Water Treatment Operator and Water Distribution Manager certifications. It was agreed that this discussion would be included during the budget period.

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

Meeting was recessed at 2:30 pm. Meeting reconvened at 2:35 pm.

BUSINESS:

Water Treatment Project Contract and Notice to Proceed: 2KG Contractors, Inc. has signed the Water Treatment Project Improvements Agreement, provided a Performance and Payment Bond, and provided their insurance forms. The GM and AAS reviewed the contract forms for completeness and accuracy. *Commissioner Hospador moved to approve and sign the Contract Agreement with 2KG Contractors, Inc. for the Water Treatment Plant Improvements. Commissioner McNabb seconded. Hearing no objections, the motion passed. Commissioner McNabb moved to issue the Notice to Proceed to 2KG Contractors, Inc. Commissioner Hospador seconded. Hearing no objections, the motion passed.*

Well 1 Drilling Quotes, Contract Award: The District solicited quotes for the Well 1R Drilling and Testing from a total of 15 contractors on the MRSC well drilling roster. This is the second RFQ sent out after the original RFQ only garnered one quote. The AAS provided follow-up calls to all of the contractors to whom the District sent the second RFQ. The District received three quotes. The lowest bidder was the original bidder, Tacoma Pump & Drilling. Their bid is for a 10-inch screen and natural well completion in the amount of \$67,948.70 or 6-inch screen and filter pack in the amount of \$68,122.30. *Commissioner McNabb moved to accept the bid from Tacoma Pump & Drilling for Well 1R Drilling and Testing, and to award the contract for Well 1R Drilling and Testing to Tacoma Pump & Drilling. Commissioner Hospador seconded. Hearing 3 ayes and 0 nays, Tacoma Pump & Drilling Co., Inc. was awarded the contract.*

Pressure Reducing Valve Replacement Quotes, Contract Award: The District solicited quotes for the Pressure Reducing Valve replacement project from a total of 28 contractors on the MRSC roster. The project was re-bid after the original RFQ produced no quotes. The AAS provided follow-up calls to all of the contractors to whom the District sent the second RFQ. The District received three quotes. The lowest bidder was Pape & Sons Construction with a bid total of \$21,700.00. *Commissioner McNabb moved to accept the bid from Pape & Sons Construction, Inc. in the amount of \$21,700.00 and to award the contract. Commissioner Hospador seconded. Hearing 3 ayes and 0 nays, the motion passed.*


Arsenic Notice: GM presented the Arsenic Notice template which will be used to notify the District customers about the recent violation. The topic will also be included in the newsletter. The notice will be included with the September/October billing.

Purchasing Manual: The final sections of the proposed Purchasing Manual were discussed. AAS will make final changes and present the final Purchasing Manual for adoption at the next meeting.

Newsletter Draft: President Cary drafted a message for the newsletter which was reviewed.

The meeting was adjourned at 4:00 pm.

Respectfully Submitted By:



Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: September 8, 2016

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

Water

1. On August 11, I received notice that the Arsenic sample collected on July 26, showed that our system exceeded the maximum contaminant level (MCL), for Arsenic. The standard for Arsenic is .010 Parts Per Million (PPM). The average level of Arsenic for the last quarter has been .0105 PPM. The July 26, sample level was .012 PPM. I have been adjusting the chemical dosing to optimize Arsenic removal. I am waiting for the August sample results to determine if this has resolved the issue.
2. I am still having problems with the Well 2 back wash timer tripping out which requires frequent monitoring to avoid water quality issues.

Drinking Water Treatment Upgrade

1. We are ready to schedule the preconstruction meeting for the project, the suggested dates are Monday, September 19th at 1 pm, Monday, September 26th at 1 pm or Thursday, September 29th at 1 pm. We will be issuing the Notice to Proceed at the meeting.

Well 1 Replacement

1. The District has received two quotes for the well replacement drilling and development. Quotes were received from Tacoma Pump and Drilling and Bison Bison Well Drilling and Septic.

Sewer Collection

1. Nothing to report.

Waste Water Treatment

1. I inspected the exposed section of the outfall at low tide to check on the previously reported suspected leak. The water that was flowing was ponded tide flat water draining along the pipe.
2. The new composition sampler has been delivered and installed at the plant head works.
3. Sean at RH2 is moving ahead with the documentation for the Department of Ecology's approval of the proposed disinfection upgrade.
4. David has been repainting the piping and plant equipment. The digester exterior has been pressure washed and the chlorine contact chambers have been cleaned. The total fecal coliform counts have come back into line.

Customer Service

1. Nothing to report.

General District Business

1. I have been pulling together information and documents for the emergency preparedness plan. We plan on creating a standalone folder with all the necessary information for various situations.

Submitted by Mont Jeffreys