

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
September 8, 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 2:00 pm.

**SUBSCRIBER REMARKS:** No subscribers present.

**CORRESPONDENCE:**

- FROM: Department of Ecology RE: June DMR late, missing calculations and Quarterly Report has not been submitted. GM reported that these oversights occurred during the transition between Wastewater Treatment Plant Operators (WWTPO). The June DMR has been corrected and submitted and WWTPO is working on the quarterly report.

**PRESENT AGENDA:** The agenda for the September 8, 2016 regular meeting was presented. *Commissioner McNabb moved to remove Well 1R Drilling and Testing Contract from the agenda and approve the agenda as amended.*

**MINUTES:** The minutes for the August 25, 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 Cary reported on an article she read regarding the new billing software system for Seattle Utilities, which is currently \$34 million over the bid.

**Financial/Administrative Report:**

- Bills to Be Authorized: Voucher 2016-26, in the amount of \$23,040.02, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

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

**BUSINESS:**

**Water Treatment Improvements Notice to Proceed, Pre-Construction Conference:** Notice to Proceed date is September 12, 2016. The Pre-Construction Conference is scheduled for September 19, 2016.

**Purchasing Manual Adoption, Resolution:** Resolution 2016-03 Adopting a Purchasing Manual Establishing Standard Purchasing Guidelines, Policies, and Practices was presented. *Commissioner McNabb moved to adopt Resolution 2016-03. Commissioner Hospador seconded. Hearing no objections, Resolution 2016-03 was adopted.*

**Wastewater Treatment Plant Operator Cell Phone:** The WWTPPO receives wastewater plant alarms on his personal phone and has inquired about getting a District-issued phone. The District's Verizon account manager has not yet responded to the District's request for pricing. Discussion was tabled.

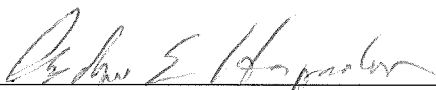
**Conference Reports:** Commissioners and managers gave reports on information gathered at the Evergreen Rural Water of Washington Conference and the Infrastructure Replacement Planning seminar attended August 30th through September 1st.

**Emergency Management/FEMA Training Attendees:** There was further discussion regarding who should represent the District. It was decided that President Cary and Commissioner Hospador would both attend, as originally authorized.

**Customer Education:** Further customer outreach and education efforts were discussed.

*Meeting was adjourned at 4:15 pm.*

Respectfully Submitted By:

  
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Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: September 22, 2016

HARTSTENE POINTE WATER-SEWER DISTRICT  
General Manager's Report  
September 8, 2016

**Water**

1. Water production with the rain and cooler weather has dropped from a high of 120,000 to 50,000 per day. There were no water related issues over the holiday weekend.
2. I am still having problems with the Well 2 back wash timer tripping out which requires frequent monitoring to avoid water quality issues.
3. We sent out the notice of a MCL violation for Arsenic with the billing. A copy of the notice was also submitted with the certification of delivery to the DOH.
4. Pape and Sons was awarded the Pressure Reducing Valve (PRV) contract and will begin work at the end of September, the PRVs are out about four weeks.

**Drinking Water Treatment Upgrade**

1. The preconstruction meeting for the project has been scheduled for Monday, September 19<sup>th</sup> at 10 AM; we will be meeting at the RH2 offices in Tacoma. We will be issuing the Notice to Proceed effective September 12<sup>th</sup>.

**Well 1 Replacement**

1. Tacoma Pump and Drilling was awarded the contract for the Well 1R project. The well drilling project will begin at the end of September.

**Sewer Collection**

1. Nothing to report.

**Waste Water Treatment**

1. We are still having issues with the die off of SBR 2. The basin is recovering from the die off but is not settling well after aeration resulting in suspended material going to the chlorine contact chambers.
2. Marty has been cleaning the contact chambers on a weekly basis to keep the chlorine residuals in line and reduce the fecal counts.
3. The effluent samples for TSS and BOD for August averaged a good 97% removal.

**Customer Service**

1. Nothing to report.

**General District Business**

1. Commission Hospador and I attended the Evergreen Rural Water of Washington fall conference in Grand Mound held August 29 to September 1.

Submitted by Mont Jeffreys