

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
March 10, 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:** Jim Anderson and HPMa Board Liason Helen Weagraff present. Jim Anderson commented that the District's most recent newsletter was an excellent publication.

**CORRESPONDENCE:**

- FROM: Mason County Financial Services RE: Revised Accounts Payable Calendar
- FROM: Faker/Laughlin RE: Under-billed account

**PRESENT AGENDA:** The agenda for the March 10, 2016 regular meeting was presented. *Commissioner Cary moved to adopt the agenda as presented. Commissioner McNabb seconded. Hearing no objections, the agenda was adopted.*

**MINUTES:** The minutes for the February 25, 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:
  - Presented an article regarding EPA's announcement that they will enhance oversight of Lead and Copper Rule implementation;
  - Presented AWWA's list of upcoming free webinars.
- Commissioner Ray: Presented an article regarding drugs found in salmon in Puget Sound.

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Early Voucher 2016-07, in the amount of \$2,764.17, was presented. *Commissioner Cary moved to approve the voucher. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*
  - Voucher 2016-08, in the amount of \$20,974.85, was presented. *Commissioner Cary 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:**

**Retail Lockbox Change Requests:** Presented. *Commissioner Cary moved to approve the Retail Lockbox Change Request Forms for the bank change in the total amount of \$1,110.00. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

**Grundfos Preventative Maintenance Proposal:** Presented. *Commissioner McNabb moved to approve the Grundfos CBS 2016 Preventative Maintenance Service Proposal. Commissioner Cary seconded. Hearing no objections, the motion passed.*

**Online Payment System:** AAS prepared and presented an online payment system proposals comparison and estimate of added costs and potential savings for moving to an enhanced online payment system. The commissioners decided to table discussion on adding an enhanced online payment system.

Commissioner McNabb presented a proposal to the Board of Commissioners to receive per diem for extra days spent conducting District business as the Audit Commissioner. His proposal includes waiving 2/3rds of the per diem rate (\$79) for the proposed additional days.

*Commissioner Cary moved to approve Commissioner McNabb's proposal to be reimbursed a per diem rate of \$35 per session for Audit Commissioner responsibilities, with a maximum of 4 extra sessions per month. Commissioner McNabb abstained. Hearing no objections, the motion passed.*

*Meeting adjourned at 2:45 pm.*

Respectfully Submitted By:

  
\_\_\_\_\_  
Signature

*Mary Alice Cary Secretary*  
\_\_\_\_\_  
Printed Name and Title

Approved at the Regular Meeting of the Board on: 3-24-2016

HARTSTENE POINTE WATER-SEWER DISTRICT  
General Manager's Report  
March 10, 2016

**Water**

1. Water production is up, trying to locate leaks.

**Drinking Water Treatment Upgrade**

1. Nothing to report.

**Sewer Collection**

1. Identified three locations while checking sewer collection manholes that had moderate ground water flow. The manholes serve a limited amount of properties and cover a short distance. The lines should be videoed to determine location of inflow for collection lateral repair.
2. While checking manholes I found an open sewer cleanout located in a depression on Cuttysark that has potential for ground water inflow.

**Waste Water Treatment**

1. One of the two in plant lift station pumps was replaced by Grundfos Pumps March 2<sup>nd</sup>, with the on hand spare. Grundfos will rebuild the failed pump for a spare.

**Outfall Repair**

1. Received an email from the DNR requesting additional insurance requirement information for the Outfall Easement. Submitted requirements to the Water Sewer Risk Management Pool for a rider.

**General District Business**

1. I met with the HPMA Emergency Response Committee to go over the emergency drinking water supply plan.

Submitted by Mont Jeffreys