

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
June 9, 2016
District Office 772 Chesapeake Dr., Shelton, WA 98584**

MINUTES

PRESENT: 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: Tom Brian, David Adams, Ann McDonald, and Andrew Hospador present for commissioner appointment interviews. Andrew Hospador commented that he attended the CERT meeting on June 8th. The subject of the water system came up. Mr. Hospador said he has some ideas about how to protect the water supply in an emergency. Tom Brian commented that the General Manager, Mont Jeffreys, does a great job and is very responsive to customer questions and concerns.

CORRESPONDENCE:

- FROM: Evergreen Rural Water of Washington RE: Fall Conference
- FROM: Dept. of Ecology RE: Compliance. Exceeded 85% of flow design due to I&I.

PRESENT AGENDA: The agenda for the June 9, 2016 regular meeting was presented. *Commissioner McNabb moved to approve the agenda as presented. Commissioner Cary seconded. Hearing no objections, the agenda was approved.*

MINUTES: The minutes for the May 26, 2016 regular meeting were presented. *Commissioner Cary moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing no objections, the minutes were approved.*

SPECIAL BUSINESS:

Interview Commissioner 3 Applicants: Andrew Hospador and Ann McDonald were present to interview for the vacant office of Commissioner Position 3. The Board of Commissioners jointly conducted the interviews.

Executive Session: *The Board entered into Executive Session for the purpose of evaluating the qualifications of candidates for appointment to elective office, under RCW 42.30.110 section 1(h) until 1:40 pm.*

Commissioner 3 Appointment and Oath of Office: *Commissioner McNabb moved to appoint Andrew Hospador to Hartstene Pointe Water-Sewer District Commissioner Position 3. Commissioner Cary seconded. With 2 aye votes and 0 nay votes, the motion carried.* The sitting commissioners signed the Certificate of Appointment. Miceal Carnahan, Notary Public, administered the Oath of Office. *Commissioner McNabb nominated Mary Alice Cary as Board President. Commissioner Hospador seconded. Hearing no objections, Mary Alice Cary was*

appointed Board President. Commissioner McNabb nominated Andrew Hospador as Board Secretary. President Cary seconded. Hearing no objections, Andrew Hospador was appointed Board Secretary.

REPORTS:

Commissioner Reports:

- Commissioner McNabb: Presented a report about Washington State's drought which stated the drought will not affect drinking water systems in the state.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Early Voucher 2016-16, in the amount of \$10,114.44, was presented. *Commissioner Hospador moved to approve the voucher. President Cary seconded. Hearing no objections, the voucher was approved.*
 - Voucher 2016-17, in the amount of \$4,610.18, was presented. *Commissioner Hospador moved to approve the voucher. President Cary seconded. Hearing no objections, the voucher was approved.*
 - Voucher CP 41, in the amount of \$3,322.64, was presented. *Commissioner Hospador moved to approve the voucher. President Cary seconded. Hearing no objections, the voucher was approved.*

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

Meeting was recessed at 2:20 pm. Meeting reconvened at 2:30 pm.

BUSINESS:

MDG Wastewater Contract Proposal: MDG Wastewater's proposal for wastewater operations, in the amount of \$4,500 per month, plus \$70 per hour (two hour minimum) for emergency after-hours call-out. GM negotiated to add two items to the proposed scope of work: create and maintain a wastewater plant asset inventory, and update and maintain the wastewater plant O&M manuals. *Commissioner McNabb moved to accept the proposal from MDG Wastewater & Water Treatment and award the contract for wastewater treatment plant operations to MDG Wastewater & Water Treatment, effective July 1, 2016. Commissioner Hospador seconded. With 3 aye votes and 0 nay votes, the contract was approved.*

Broadband Environmental Services Contract:

- *Commissioner McNabb moved to adopt Resolution 2016-02, terminating the District's contract with Broadband Environmental Service for Wastewater Treatment Services. Commissioner Hospador seconded. With 3 aye votes and 0 nay votes, the motion carried.*
- *Commissioner Hospador moved to approve Voucher 2016-18, in the amount of 3,180.83, for payment to Broadband Environmental Service for July 2016, fulfilling the District's contract. Commissioner McNabb seconded. With 3 aye votes and 0 nay votes, the voucher was approved.*

- *Commissioner Hospador moved approve, sign, and deliver the notice of contract termination letter to Broadband Environmental Services. Commissioner McNabb seconded. With 3 aye votes and 0 nay votes, the motion was approved.*

Water Treatment Project Bid Advertisement: The bid advertisement for the Water Treatment Project will be in the Daily Journal of Commerce and Shelton-Mason County Journal of Commerce for two weeks. The Bid Advertisement will also be posted on the State Office of Minority of Women’s Business Enterprises website. *Commissioner McNabb moved to authorize the bid advertisement for the Water Treatment Plant Improvement Project. Commissioner Hospador seconded. Hearing no objections, the motion passed.*


Purchasing Manual Sections 3 and 4, Vendor List and Small Purchases and Works: Commissioners requested that the AAS prepare an explanatory note to accompany the drafts presented. *Commissioner Hospador moved to table until the next meeting. Commissioner McNabb seconded. Hearing no objections, the motion passed.*

Well 1 Replacement and Project Funding: GM reported on the Well 1 Replacement project. The District is working with a hydrologist with RH2 Engineering to create specifications so the District can go out for bids. Early estimates indicate the project will cost under \$150,000, so the District may solicit bids through the Small Works Roster. The Well 1 replacement is included in the District’s 5-year Capital Improvement Fund to be spread over 2017-2019, however, due to the rapid deterioration of the well, the project has been moved to 2016. Thanks to the District’s financial reserves and 5-year Capital Improvement Plan there are funds available for the project to be completed this year without a special assessment or rate increase.

Newsletter Topics: Proposed topics for the July/August newsletter were discussed.

Meeting was adjourned at 3:55 pm.

Respectfully Submitted By:



Andrew Hospador, Board Secretary

Approved at the Regular Meeting of the Board on: June 23, 2016

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
June 9, 2016

Water

1. David Baisch at RH2 Engineering will have the Pressure Reducing Valve replacement specifications completed Friday the 10th.
2. May 23, Carol Spaulding from the Mason County Department of Health inspected and approved the site location for the replacement well.
3. The HPMA has issued the permit for site development, drilling the replacement well and new well enclosures.
4. Pickering Landscape & Tractor will be out next week to do the well site preparation.
5. Well production has been averaging 50,000 gallons a day which is good for this time of year. Well 2 is keeping up with demand and Well 1 has rarely run except on Memorial Day weekend when combined well flow was averaging 72,000 gallons per day.

Drinking Water Treatment Upgrade

1. The bid documents and technical specifications for the project are being finalized. The time line for the bidding is as follows:

Documents Complete for Bidding	Friday, June 10 th
Ad date (DJC)	Tuesday, June 15 th
Pre-bid walkthrough	Tuesday, June 28 th
Bid opening	Friday, July 15 th

The Club House has been reserved for the bid opening July 15th from 11AM to 1PM.

Sewer Collection

1. Sewer Backup at 763 Promontory due to root intrusion in the 4" lateral in the Districts utility easement. The backup caused substantial water damage. I am working with the property owner and the Water Sewer Risk Management Pool on the damage claim.

Waste Water Treatment

1. The onsite chlorine generation project planning and specifications will be ready to submit to the Department of Ecology for review in July.

Customer Service

1. Turn on water for returning customer at 202 PDE.

General District Business

1. Nothing to report.

Submitted by Mont Jeffreys