

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
May 26, 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: Andrew Hospador, Ann McDonald, Jim Anderson, and Roger Ray present.

CORRESPONDENCE:

- FROM: HPMA RE: Building Permit Application for Well 1 Replacement
- FROM: WASWD RE: Director Blair's retirement

PRESENT AGENDA: The agenda for the May 26, 2016 regular meeting was presented. GM requested the addition of Grundfos Effluent Pump Installation Proposal under "Business." *Commissioner McNabb moved to adopt the agenda as amended. Commissioner Cary seconded. Hearing no objections, the amended agenda was adopted.*

MINUTES: The minutes for the May 12, 2016 regular meeting were presented. Commissioner Cary requested additional details to be added under the Financial/Administrative Report. *Commissioner McNabb moved to approve the minutes as amended. Commissioner Cary seconded. Hearing no objections, the amended minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb reported that in reading Woodrow Wilson's biography, he noted that President Wilson's platform in 1909 included two public utilities measures, one of which was water conservation.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2016-15, in the amount of \$4,362.97, 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:

Review Commissioner 3 Applicant Letters; Select Applicants for Interview: Andrew Hospador and Ann McDonald have submitted letters of interest for the vacant Commissioner 3 position. *Commissioner McNabb moved to invite Andrew Hospador and Ann McDonald to*

interview for the open Commissioner 3 position at the regular meeting of the Board of Commissioners on June 9, 2016 at 1:00 pm. Commissioner Cary seconded. Hearing no objections, the motion passed.

Wastewater Operation; MDG Wastewater Proposal: GM recommended the District end its contract with George Campbell, Broadband Environmental Services, for the wastewater plant operations and seek to contract with a new operator. Marty Grabill of MDG Wastewater and Water Treatment has come highly recommended and has submitted a preliminary proposal for wastewater plant operations and maintenance.

Meeting recessed at 2:15 pm. Meeting reconvened at 2:35 pm.

Marty Grabill spoke with the Board about his credentials and his proposal. ***Commissioner McNabb moved to request a formal proposal from MDG Wastewater for review and consideration at the June 9th regular meeting. Commissioner Cary seconded. Hearing no objections, the motion passed.***

Grundfos Effluent Pump Installation Proposal: Grundfos submitted a proposal to remove the wastewater effluent pump and install the spare effluent pump. The proposal amount, including sales tax, is for \$4,337.83. ***Commissioner Cary moved to approve the proposal. Commissioner McNabb seconded. Hearing no objections, the proposal was approved.***

Water and Wastewater Maintenance and Repair Budgets: AAS prepared and presented a 4-year history of the repair and maintenance budget vs. actual. Repair and maintenance projects are not being completed in a timely manner because it is hard to keep a reliable worker on a part-time basis. Jeffreys Management Services has a new employee starting in June who will perform meter reading, maintenance, minor repairs, and assist with larger repairs.

Public Works Contracting Resolution: AAS began work on a comprehensive District purchasing manual and presented the first two sections for the commissioner to review. The AAS and GM will work together to draft proposed policies and procedures for public works projects under \$35,000 for the Board's consideration at the next meeting. The commissioners directed the AAS to continue work on the purchasing manual which may be adopted at a later meeting.

Meeting was adjourned at 3:20 pm.

Respectfully Submitted By:



Mary Alice Cary, Board Secretary

Approved at the Regular Meeting of the Board on: June 9, 2016

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
May 26, 2016

Water

1. May 19, David Baisch from RH2 Engineering came out to take measurements of the existing pressure reducing valve equipment and vaults for replacement specifications.
2. The HPMA Board of Directors approved the Districts permit to drill a replacement well and new well enclosures at the May 21st meeting. The permit application is in the 10 day public review period.
3. May 23, Carol Spaulding from the Mason County Department of Health inspected the site location for the replacement well to approve the sanitary set back of the new well location prior to project start. Carol will notify the regional engineer at WSDOH Drinking Water Division and send written confirmation to the District.
4. May 25, During the excavation for the connection of a sewer line at 141 Barnacle the contractor hooked and pulled loose 30' of 1" polypropylene water line. The water service line located in the common drive serving three houses was fed through what was believed to be an abandoned 1.5" pvc service line. The water line was replaced with new line and water service to the effected properties was restored in 5 hours.

Drinking Water Treatment Upgrade

1. I am reviewing the 95% completed bid documents and technical specifications for the project. The time line for the bidding is as follows:

Documents Complete for Bidding	Friday, June 10 th
Ad date (DJC)	Tuesday, June 14 th
Pre-bid walkthrough	Tuesday, June 28 th
Bid opening	Thursday, July 14 th

Sewer Collection

1. May 25, South Shore Excavation completed the replacement of the 4" lateral sewer service line at 141 Barnacle.

Waste Water Treatment

1. The onsite chlorine generation project is nearing planning completion.

Customer Service

1. Nothing to report.

General District Business

1. Nothing to report.

Submitted by Mont Jeffreys