

**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, Commissioner D. McNabb, Accounting and Administrative Services Manager (AAS) M. Carnahan, General Manager (GM) M. Jeffreys. Secretary A. Hospador was granted an excused absence.

CALL TO ORDER: The meeting was called to order at 1:00 pm.

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE:

- FROM: New owners of 688 E Portage RE: Purchase of property at auction, request to have water turned on, and water/sewer fees due on the property
- FROM: Dave Dougherty, Dept. of Ecology RE: Wastewater Treatment Plant Visit Official Report

PRESENT AGENDA: The agenda for the August 11, 2016 regular meeting was presented. GM requested the addition of Composite Sampler Purchase under Business. *Commissioner McNabb moved to approve the agenda as amended. President Cary seconded. Hearing no objections, the amended agenda was approved.*

MINUTES: The minutes for the July 28, 2016 regular meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. President Cary seconded. Hearing no objection, the minutes were approved.* Commissioner McNabb signed the minutes on behalf of Secretary Hospador who was absent.

REPORTS:

Commissioner Reports: No reports.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Early Voucher 2016-23, in the amount of \$22,128.91, was presented. *President Cary moved to approve the voucher. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher 2016-24, in the amount of \$6,186.69, was presented. *President Cary moved to approve the voucher. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*

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

BUSINESS:

Composite Sampler Purchase: The Wastewater Treatment Operator (WWTPO) was able to make one operating composite sampler from the components of the District's two non-operating samplers, so the District now has one good sampler. The plant needs two operating samplers to be in compliance. The WWTPO obtained three quotes for a new all-weather composite sampler. The low bid is from HACH for \$6,132.34 including tax and shipping. *Commissioner McNabb moved to approve the purchase of the all-weather composite sampler from HACH for \$6,132.34. President seconded. Hearing 2 ayes and 0 nays, the purchase was approved.*

Water Treatment Project Funding: The Drinking Water State Revolving Fund has additional funds available. The GM and AAS submitted a request to the Department of Health for an additional \$192,000 under to the District's DWSRF loan.

Well 1 Replacement:

- Drilling Quotes, Contract Award: The District received one quote from Tacoma Pump & Drilling Co., Inc. for \$67,948.70 for a 10-inch screen and natural completion, \$68,122.30 for a 6-inch screen and filter-pack. *Commissioner McNabb moved to reject the bid received for the Well 1 Replacement Drilling and Testing. President Cary seconded. Hearing no objections, the motion passed. Commissioner McNabb moved to re-solicit bids from the Small Works Roster for Well 1 Replacement Drilling and Testing. President Cary seconded. Hearing no objections, the motion passed.*
- Equipping Estimate: RH2 provided a revised equipping estimate for the Well 1 Replacement project, but the GM still feels it is vastly over-inflated. He plans to do his own work to get the required information to get a more realistic quote.

Pressure Reducing Valve Replacement Quotes, Contract Award: The District solicited quotes from 10 contractors on the small works roster, but did not receive any quotes. *Commissioner McNabb moved to re-solicit bids for the Pressure Reducing Valve Replacement. President Cary seconded. Hearing no objections, the motion passed.*

Outfall: A concerned resident recorded a video taken around the Outfall line during a very low tide. The resident sent the video to another resident who then sent it to the GM and the HPMA general manager. The GM will visually inspect the outfall line at the next daylight low tide. The commissioners and GM expressed their desire that residents contact the District directly with water, sewer, and wastewater related questions or concerns.

Sanitary Survey: GM presented the Sanitary Survey Report from the Department of Health. The report was discussed.

Evolution Controls Contract Amendment, Extending Agreement: *Commissioner McNabb moved to extend the District's agreement with Evolution Controls for SCADA/Telemetry services. President Cary seconded. Hearing no objections, the motion passed.* The GM will work to negotiate the updated rate schedule.

Newsletter Topics:

- Commissioner's Appeal: Please call the District directly with questions or concerns.
- New WWTP Operator

- Water Treatment Plant Improvements Project Progress Report
- Well 1 Replacement Update

Budget Meeting Schedule: The AAS prepared a proposed 2017 Budget Meeting Schedule:

- October 13 Regular Meeting: Discuss 2016 3rd quarter financial report; discuss five year Capital Improvement Plan and Asset Replacement Plan; review regular contracts and contract amounts.
- October 27 Regular Meeting: GM and AAS present Preliminary 2017 Budget
- November 3 Special Meeting, 10:00 am: Budget Work Session to prepare Proposed 2017 Budget
- November 10 Regular Meeting: Make final adjustments to Proposed 2017 Budget; plan Annual Meeting/2017 Budget Hearing
- November 12 Special Meeting, 10:00 am: Annual Meeting/2017 Budget Hearing
- November 17 Special Meeting, 1:00 pm: Review and prepare response to comments/questions received at the Annual Meeting/Budget Hearing; Adopt Final 2017 Budget
- November 30: County's due date for submission of Final 2017 Budget

Meeting adjourned at 3:45 pm.

Respectfully Submitted By:



Signature

Andrew Hospador, Secretary

Printed Name and Title

Approved at the Regular Meeting of the Board on: August 25, 2016

HARTSTENE POINTE WATER-SEWER DISTRICT

General Manager's Report

August 11, 2016

Water

1. August 4, repaired leak at 313 PDE. Small hole in ¾ inch service line.
2. The Well 2 back wash timer has been tripping out requiring frequent monitoring to avoid water quality issues.

Drinking Water Treatment Upgrade

1. August 8, the Notice of Contract Award was sent via email and hard copy for the low bid of \$912,821.35 submitted by 2KG Contractors.
2. August 9, emailed information supporting a request for additional funds under the existing DWSRF loan to Janet Cherry the lead DOH loan manager for review.

Well 1 Replacement

1. August 2, sent out request for quotes to five contractors drilling and development.
2. August Edwin Halen of RH2 emailed a revised engineers estimate for electrical and piping to put the well online of \$109,000.

Sewer Collection

1. July 28, sewer line replaced including the 6" wye on the main lateral in the common driveway at 413 PDE.
2. August 4, 763 Promontory, the 4" sewer line was replaced via pipe bursting in the utility easement along the front of the property to the street.

Waste Water Treatment

1. July 29, Dave Dougherty regional engineer at the WSDOE met with Marty Grabill and me for a plant inspection.
2. July 31, there was an issue with the plant control system that allowed the waste pumps to run continuously causing an over flow of the digester. The spill was contained in the plant, reported to the Dept. of Ecology and cleaned up. The waste pumps have been shut off until the problem can be resolved.
3. August 1, Evolution Controls remotely checked the control system programming and were unable to find a cause for the malfunction. Al Friedli is scheduled to come to the plant to better investigate the issues with the control programming August 15.
4. August 5, I received an email second hand with a video of a suspected leak in the outfall taken during the low tide at 12:54 PM. I was at the plant at that time but did not receive the email or any other notification until 5:15 PM. I attempted to investigate Saturday at the low tide but the tide was not as low as the previous day and the pipe was not exposed. It was not obvious from the video as to whether it was an actual leak in the outfall or water draining from the surrounding low area along the pipe. I am still investigating the issue.

Customer Service

1. Nothing to report.

General District Business

1. Nothing to report.

Submitted by Mont Jeffreys