

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
January 14, 2016
District Office 772 Chesapeake Dr., Shelton, WA 98584**

MINUTES

PRESENT: President R. Ray, 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: Jeri Robinson and Mary Alice Cary present for commissioner appointment applicant interviews.

CORRESPONDENCE:

- FROM: WA State Auditor's Office RE: District's Accountability Audit Report
- FROM: WA Dept. of Health RE: Section 106 Process for Water Treatment Project

PRESENT AGENDA: The agenda for the January 14, 2016 Regular Meeting was presented. *President Ray moved to adopt the agenda as presented. Commissioner McNabb seconded. Hearing no objections, the agenda for the January 14, 2016 Regular Meeting was adopted.*

MINUTES:

- The minutes for the December 10, 2015 Regular Meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. President Ray seconded. Hearing no objections, the minutes were approved.*
- The minutes for the December 16, 2015 Special Meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. President Ray seconded. Hearing no objections, the minutes were approved.*
- The minutes for the December 23, 2015 Special Meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. President Ray seconded. Hearing no objections, the minutes were approved.*
- The minutes for the January 7, 2016 Special Meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. President Ray seconded. Hearing no objections, the minutes were approved.*

REPORTS:

Commissioner Reports:

- President Ray: Reported on lead contamination in the water in Flint, Michigan.
- Commissioner McNabb: Provided information from American Water Works Association.

Financial/Administrative Report:

- Bills to Be Authorized:

- Early Voucher 2016-01, in the amount of \$26,215.52, was presented. *President Ray moved to approve the voucher as presented. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*
- Voucher 2016-02, in the amount of \$3,345.25, was presented. *President Ray moved to approve the voucher as presented. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*

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

BUSINESS:

Commissioner 1 Applicant Interviews: President Ray and Commissioner McNabb conducted a joint interview with the two commissioner appointment applicants, Jeri Robinson and Mary Alice Cary. Ms. Robinson indicated that she would like to defer to Mary Alice Cary for the appointment, but would like to attend board meetings and learn about the business of the District. The commissioners decided to eschew an executive session to discuss the commissioner appointment.

Commissioner 1 Appointment and Certification: *Commissioner McNabb moved to appoint Mary Alice Cary to fulfill Commissioner 1 position for the remainder of the unexpired term. President Ray seconded. Hearing no objections, the motion passed.* Mary Alice Cary was sworn in as Hartstene Pointe Water-Sewer Commissioner 1.

2016 Officers and Meeting Dates: *Commissioner McNabb moved to nominate Roger Ray for the position of Board President for 2016. Commissioner Mary Alice Cary seconded. Hearing no objections, Roger Ray was elected Board President for 2016. Commissioner McNabb moved to nominate Commissioner Cary for the position of Board Secretary. President Ray seconded. Hearing no objections, Mary Alice Cary was elected Board Secretary. President Ray appointed Commissioner McNabb as the Audit Commissioner, per Resolution 2012-01. Commissioner Cary moved to cancel the regular meeting on the second Thursday of November and to schedule the annual budget hearing for November 12, 2016. Commissioner McNabb seconded. Hearing no objections, the motion passed.*

621 E Pointes Drive West Payment Plan Proposal: *Commissioner McNabb moved to approve the payment plan proposal for 621 E Pointes Drive West. Commissioner Cary seconded. Hearing no objections, the motion passed.*

Resolution 2016-01 Adopting a 2016 District Fee Schedule: *Commissioner McNabb moved to adopt Resolution 2016-01. Commissioner Cary seconded. The motion passed with 3 aye votes and 0 nay votes.*

Dept. of Natural Resources Easement Draft: The Department of Natural Resources Draft Easement for the outfall was presented and reviewed. The commissioners directed the GM to respond to DNR requesting to amend the title from "Sewer Outfall" to "Treated Wastewater Outfall."

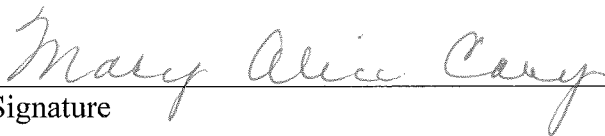
RH2 Water Treatment Plant Improvements Contract Amendment No. 4: *Commissioner Cary moved to approve the Water Treatment Plant Improvements Contract Amendment No.4, in the amount of \$22,933. Commissioner McNabb seconded. Hearing no objections, the contract amendment was approved.*

RH2 WWTF Disinfection System Upgrades Engineering Report Contract: *Commissioner Cary moved to approve the WWTF Disinfection System Upgrades Engineering Report Contract in the amount of \$9,983.00. Commissioner McNabb seconded. Hearing no objections, the motion passed.*

Broadband Environmental Wastewater Certification: The GM informed the commissioners that the District’s wastewater treatment operator, George Campbell, is appealing a decision by the Department of Ecology to suspend his wastewater certification for five years. He remains certified throughout the appeals process.

Meeting adjourned at 4:30 pm.

Respectfully Submitted By:


Signature


Printed Name and Title

Approved at the Regular Meeting of the Board on: 1-28-2016

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
January 14, 2016

Water

1. Well production averaging 50,000 gallons per day.
2. The results for the Complete Inorganic Chemical analysis for Well # 1 and Gross Alpha/Radium 228 analysis for Well #2 came back favorable. The Gross Alpha/Radium 228 analysis results came back as having no detectable levels and the Complete Inorganic Chemical analysis results were all well below the Maximum Contaminate Level.

Drinking Water Treatment Upgrade

1. We have received permission from the DOH after consultation with the Department of Archaeology and Historic Preservation (DHAP) and the tribes regarding the Section 106 Process of the National Historic Preservation Act to proceed with construction. However the cultural review process is not complete until the DOH has approved and distributed the Monitoring Report to all consulting parties. The District is required to have an archaeologist on site during earth work and submit eight copies of the Monitoring Report to the DOH for distribution to all consulting parties.

Sewer Collection

1. December 18, completed driveway restoration at 750 Promontory after sewer collection line replacement.

Waste Water Treatment

1. We are in the process of replacing SBR air injection pump number 2 with a spare rebuilt pump. Backup pump number 3 is online until replacement is complete. Pump number 2 will be sent in for rebuild and held as a spare.
2. December 11, repaired the effluent pump starter switch that was causing cycling issues and pump trip out problems

3. WAS Pump Project. The biosolid pump anticipated delivery date is early to mid-February.

Outfall Repair

1. We have received the draft DNR letter for review of the revised outfall easement.

General District Business

1. Consulted with Attorney Rob Johnson regarding the Districts obligation for sewer collection repairs on the forty five lots that were originally intended to be Island Houses and have utility easements through the property. Rob said that his initial opinion is that the District is responsible for maintaining the collection system in the easements but he will investigate further.

Customer Service

1. Nothing to report.

Submitted by Mont Jeffreys