

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
May 12, 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 and Roger Ray present. Andrew Hospador asked if the District has flow meters. GM said the District does not. The GM has looked into purchasing some for measuring flows in sewer manholes, however they are very expensive.

CORRESPONDENCE:

- Mason County Auditor's Office, Elections Department RE: Commissioner 3 Appointment and Term in Office. The Commissioner 3 appointee will serve through the 2017 general election. A newly-elected commissioner will be elected in the 2017 general election and take office immediately following the general election certification to fill the remainder of the Commissioner 3 unexpired term, ending December 31, 2019.
- FROM: HPMa RE: Board Meeting and Newsletter

PRESENT AGENDA: The agenda for the May 12, 2016 regular meeting was presented. AAS requested the addition of CP Voucher 40 under "Bills to be Authorized," and Pressure Reducing Valve Replacement Project under "Business." *Commissioner McNabb moved to amend the agenda as requested. Commissioner Cary seconded. Hearing no objections, the agenda was amended. 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 April 28, 2016 regular meeting were presented. *Commissioner McNabb moved to approve the minutes. Commissioner Cary seconded. Hearing no objections, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb reported on his attendance at the Pacific Northwest American Water Works Association Conference.
- Commissioner Cary reported on a newspaper article she read about a system in West Virginia which includes a surcharge on each bill for infrastructure replacement.

Financial/Administrative Report:

- Bills to Be Authorized:

- Early Voucher 2016-13, in the amount of \$5,948.91 was presented. *Commissioner McNabb moved to approve Voucher 2016-13. Commissioner Cary seconded. Hearing no objections, the voucher was approved.*
- Voucher 2016-14, in the amount of \$31,821.70, was presented. *Commissioner Cary moved to approve Voucher 2016-14. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*
- Voucher CP 40, in the amount of \$3,422.39, was presented. *Commissioner Cary moved to approve Voucher CP 40. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*
- New Phone System: AAS reported that the new phone system implemented last fall has been a success. The new voicemail system allows callers to choose to be directed the GM and AAS cell phones respectively or to leave a voicemail in the main voice mailbox. Those voicemail files are emailed to both the GM and AAS for faster response.
- Bank Transition: The County Treasurer's transition of accounts from Bank of America to Columbia Bank went very smoothly for the District. Columbia Bank's customer service to the District has been much more helpful than Bank of America's in setting up ACH payments.
- Delinquent Accounts: The list of delinquent accounts was reviewed.

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

BUSINESS:

2015 Annual Report: Presented and discussed. The 2015 Annual Report to the State Auditor's Office was reviewed by Heather Frederickson of Mason County Fire District 4, based on the recommendation from the State Auditor's Office that the District have someone knowledgeable in BARS and independent of the preparation of the report. *Commissioner McNabb moved to approve the independently reviewed 2015 Annual Report as presented. Commissioner Cary seconded. Hearing no objections, the motion passed.*

South Shore Excavation Sewer Line Repair Proposal: Presented, in the amount of \$2,712.50. *Commissioner McNabb moved to accept the proposal. Commissioner Cary seconded. Hearing no objections, the motion passed.*

Public Works Contracting Resolution: The AAS proposed the District update its public works contracting policies. Policies were discussed. AAS will present a draft public works purchasing and bidding resolution for the next meeting.

Pressure Reducing Valve Replacement Project: RH2 proposed performing the engineering for the Pressure Reducing Valve Replacement under the District's General Services Contract with RH2, not to exceed \$6,000. *Commissioner McNabb moved to approve the engineering for the Pressure Reducing Valve Station Project proposal, not to exceed \$6,000. Commissioner Cary seconded. Hearing no objections, the motion passed.*

Current Projects Review: GM updated the Board on the status of the current District projects. *Commissioner Cary moved to authorize the GM to negotiate a contract not to exceed \$6,000*

for asphalt repair on Pointes Drive East. Commissioner McNabb seconded. Hearing no objections, the motion passed.

Meeting adjourned at 4:05 pm.

Respectfully Submitted By:



Mary Alice Cary, Board Secretary

Approved at the Regular Meeting of the Board on: May 26, 2016

HARTSTONE POINTE WATER-SEWER DISTRICT
General Manager's Report
May 12, 2016

Water

1. Steve Nelson at RH2 suggested a location adjacent to the drive way at the mail room to the north of the existing Well 1. The Washington State Department of Health and Mason County Department of Health will have to approve the sanitary set back of the new well location prior to project start.
2. Bison Well Drilling submitted an estimate for drilling a 6" by 180' deep well of \$14,090.85 for Well 1 replacement.
3. Discovered a leak at the water box at 448 PDE.
4. The owners of 773 Wind Jammer had an issue with their shutoff located in the meter box not shutting all the way. They thought the water was off and had a leak develop at the toilet fixture causing damage to the floor. I relocated the box to allow complete movement of the shutoff valve.
5. Received an engineering cost estimate of the replacement of the two Pressure Reducing Stations of a not to exceed amount of \$6000 for design specifications in order to go out for a small works roster bid for construction.

Drinking Water Treatment Upgrade

1. I have received and am reviewing the 95% completed bid documents and technical specifications for the project. The engineer's preliminary project construction estimate is \$800,000. The final technical specifications will be completed after Evolution Controls submits its final SCADA and control systems estimate. Sean will be setting a timeline for going to bid based on Evolutions submittal and my project review.
2. Jeff Hinckle at the Dept. of Commerce has completed his review of the project document language. I have forwarded his comments and recommendations to RH2 for revision of the bid documents.

Sewer Collection

1. Received a quote of \$2712.50 from South Shore Excavation for replacement of the 4" lateral in the common area to the 6" main at 141 Barnacle.
2. Checked on an intermittent sewage odor complaint at 203 Cutty Sark. There was a slight odor dependent on wind direction that smelled like a decomposing animal carcass.

Waste Water Treatment

1. A technician from TMG Services came out to inspect the existing gaseous cl2 disinfection system for recommendation of new piping for the onsite chlorine generation tablet system for the effluent disinfection.

Customer Service

1. Checked on a water leak at 102 Liberty that was a split in the customers connection to an in ground water spigot.

General District Business

1. I spoke with Mr. Olson about the under billed account for 150 Barnacle.

Submitted by Mont Jeffreys