

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
July 28, 2016
District Office 772 Chesapeake Dr., Shelton, WA 98584**

MINUTES

PRESENT: President M.A. Cary, Secretary A. Hospador, 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 1:10 pm.

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE: No correspondence.

PRESENT AGENDA: The agenda for the July 28, 2016 regular meeting was presented. Commissioner Hospador *moved to adopt the agenda as presented. Commissioner McNabb seconded. Hearing no objections, the agenda was adopted.*

MINUTES:

- The minutes of the June 14, 2016 regular meeting were presented. *Commissioner Hospador moved to accept the minutes. Commissioner McNabb seconded. Hearing no objections, the minutes were approved.*
- The minutes of the June 15, 2016 special meeting were presented. A minor revision was made. *Commissioner McNabb moved to approve the minutes as amended. Hearing no objections, the minutes were approved as amended.*

REPORTS:

Commissioner Reports: Commissioner Hospador will be out of town from August 3rd through August 16th. He will miss the August 11th regular meeting.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2016-22, in the amount of \$3,547.88, 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).

BUSINESS:

Water Treatment Project, Award Contract: RH2 Engineering submitted a Recommendation of Bid Award letter to the District. Based on RH2's review and favorable reference checks, the engineer concluded that 2KG Contractors has submitted the lowest responsive bid. RH2 recommends that the District award the contract for this project to 2KG contractors for the total contract amount of \$912,821.35. The AAS conducted a search of sam.gov and Dept. of Labor &

Industries' website to verify that the contractor and their sub-contractor are eligible to be awarded the contract. The Engineer's letter and documentation of the eligibility checks were forwarded to the District's loan contract manager, Jeff Hinkle for his approval. Mr. Hinkle authorized the District to proceed with the award. ***Commissioner McNabb moved to award the Water Treatment Project contract to 2KG Contractors, in the amount of \$912,821.35. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed. Commissioner McNabb moved to issue the Notice to Proceed to 2KG Contractors for the Water Treatment Project. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.***

Meeting recessed at 2:45 pm. Meeting reconvened at 3:00 pm.

Water Treatment Project Funding: GM has contacted Dept. of Health regarding increasing the District's loan amount. He is still awaiting a response. In the meantime, the AAS will investigate and pursue other funding options before the next meeting.

763 Promontory Sewer Repair: GM has only received one response to his solicitations for quotes for the sewer line repair at 763 Promontory. The quote is from FloHawk for \$9,222.50. The proposal is to pipe burst approximately 40 feet of 4" line. ***Commissioner McNabb moved to award the contract the FloHawk for \$9,222.50. Commissioner Hospador seconded. Hearing no objections, the motion passed.***

Well 1 Replacement Project:

- Budget: Engineer's estimate is \$55,000 for well drilling and testing. GM is still working with the engineer to establish an estimate for the well mechanical, electrical, and plumbing. ***President moved to table discussion of the Well 1 Replacement Project budget until the next meeting. Commissioner Hospador seconded. Hearing no objections, the motion passed.***

Well Drilling Quote Solicitation Approval: ***Commissioner Hospador moved to approve the quote solicitation for the Well 1 Replacement project drilling, mechanical, electrical, and plumbing. Commissioner McNabb seconded. Hearing no objections, the motion passed.***

Pressure Reducing Valve Project Quote Solicitation Approval: ***Commissioner Hospador moved to authorize quote solicitation for the Pressure Reducing Valve Project. Commissioner McNabb seconded. Hearing no objections, the motion passed.***

Upcoming Training Opportunities, Update:

- Environmental Finance Center Network (EFCN), Collaboration and Other Tools to Help Address Issues Facing Small Water Systems; Aug. 24: ***President Cary moved to authorize Commissioner McNabb and AAS to attend the EFCN training. Commissioner Hospador seconded. Hearing no objections, the motion passed.***
- Evergreen Rural Water of WA Fall Conference; Aug. 30 – Sept. 1: Commissioner Hospador and GM will attend, as authorized at the last meeting.
- FCS Consulting, Infrastructure Replacement Planning; Aug. 31: ***Commissioner Hospador moved to authorize Commissioner McNabb and AAS to attend the FCS***

Consulting training. President Cary seconded. Hearing no objections, the motion passed.

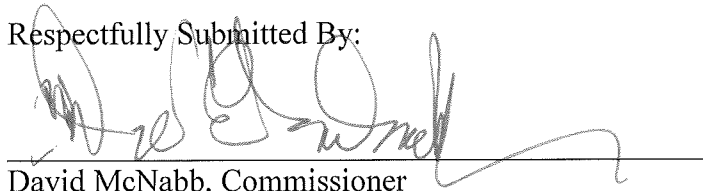
- *WA Assoc. of Sewer and Water Districts (WASWD), Disaster Management; Oct. 4 – 5: Commissioner McNabb moved to authorize Commissioner Hospador and President Cary to attend the WASWD Disaster Management Training. Commissioner Hospador seconded. Hearing no objections, the motion passed.*

Emergency Management Work Session: The Board scheduled a special meeting on October 20, 2016 at 10:00 am for the Emergency Management Work Session.

Purchasing Manual: The completed Draft Purchasing Manual was presented and discussed. Further discussion and adoption was tabled until the next meeting.

Meeting was adjourned at 4:10 pm.

Respectfully Submitted By:



David McNabb, Commissioner

Approved at the Regular Meeting of the Board on:

August 11, 2016

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
July 28, 2016

Water

1. July 21, repaired leak at 768 Lagoon. Discovered the leak was in the original water box that was not connected and the property was connected to the water service for the adjacent lot.
2. July 21, Regina Grimm the regional engineer for WSDOH was here to perform the five years Sanitary Survey of the water system.
3. July 24, report of yellow tinge in the water. Well 2 back wash timer had tripped out. Manually back wash filters put back online.
4. July 28, Well 2 back wash timer ripped out. Manually back wash filters put back online.

Drinking Water Treatment Upgrade

1. Six contractors submitted bids on the project. The low bid of \$912,821.35 was submitted by 2KG Contractors.
2. July 19, Pickering Landscape and Tractor removed two trees to facilitate the chemical feed addition for Well 1 Treatment.

Well 1 Replacement

1. July 18, Pickering Landscape and Tractor prepared the site for well drilling.
2. July 22, received Well 1 replacement specifications and scope of work from Steve Nelson at RH2 Engineers for bidding. Spoke with Edwin Halen of RH2 regarding specifications for electrical and piping to put the well online.

Sewer Collection

1. July 25, sewer backup at Patterson's 413 PDE. Roto Rooter ran a camera down the line and found a separation in concrete pipe joint in the same area repaired July 11, 2015.
2. July 28, 413 PDE sewer line was excavated, the separation in concrete pipe joint was at the connection to the wye connecting the line to the 6" main two feet beyond the area previously repaired.

Waste Water Treatment

1. Dave Dougherty regional engineer at the WSDOE will be doing a plant inspection July 29.
2. Cleaned the interior wall of the sludge pump room.
3. SBR basin 2 is returning to a healthy state.

Customer Service

1. Nothing to report.

General District Business

1. July 26, Visited the Mason County Auditor's office checking on information on recorded documents regarding utility easements in Division 10. Nothing was found at that time from Quadrant.
2. July 27, Checked Mason County Auditor online records for easements Division 10, no records were available.

Submitted by Mont Jeffreys