

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
February 9, 2017
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 was excused.

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

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE:

- FROM: Department of Ecology RE: November Discharge Monitoring Report exceeds 85% flow design.
- FROM: WASWD RE: Legislative Update
- FROM: Rita Gedney RE: Questions regarding the occasional pink hue to the water and meter reading. Commissioner Hospador, after consulting the GM/Water Operator, responded explaining the use of potassium permanganate in the water treatment.

PRESENT AGENDA: The agenda for the February 9, 2017 meeting was presented. *Commissioner McNabb moved to adopt the agenda as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as presented.*

MINUTES: The minutes of the January 12, 2017 regular meeting were presented. *Commissioner Hospador moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Hospador: HPMA's December newsletter indicates there is an emergency phone for calls to 911 on the outside of the clubhouse.
- Commissioner McNabb:
 - Presented an article from Peninsula Daily News regarding a water main break in Port Angeles which flooded an apartment complex.
 - Presented information regarding the AWWA Pacific Northwest Subsection conference, May 3-5, 2017 in Kennewick, WA.

Emergency Planning Report: It was suggested that the District should adopt and implement its emergency plan piece-by-piece, rather than all at once. At the next meeting, the Board will look to develop a priority list.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Early Voucher 2017-03, in the amount of \$35,533.25, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher 2017-04, in the amount of \$5,839.20, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

Manager's Report: A written report was presented (attached). Because the GM was absent, the AAS presented the report, prepared by the GM.

BUSINESS:

WASWD Commissioners Workshop Recap: Commissioners Hospador and Cary gave a report on the workshop sessions.

Late Notice Letter Updates: AAS presented a draft of a new late notice letter for review and discussion. There were some minor changes suggested. The Board directed the AAS to adopt the new late notice letter with the suggested revisions.

Newsletter Topics:

- Commissioners' Corner: Commissioner McNabb
- Meter Reading; usage on Jan/Feb bills
- Projects progress report
 - Water Treatment Plant Improvements
 - Well 1 Replacement

Meeting adjourned at 2:30 pm.

Respectfully Submitted By:

for *Mary Alice Cary*
 Andrew Hospador, Secretary
Mary Alice Cary, President

Approved at the Regular Meeting of the Board on: *February 23, 2017*

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
February 9, 2017

Water

1. The HPMA maintenance staff repaired the 4" water line to the marina.
2. The daily water production is running at approximately 48,000 per day. We are operating with Well 1 as the primary source and operating Well 2 manually to supplement daily demand.

Drinking Water Treatment Upgrade

1. 2KG Construction has completed the new structure foundations for both sites and has completed the preliminary construction of the structures.
2. 2KG Construction has submitted a change order for the interior water proof liner backing installation in the amount of \$8,548.08. The original contract called for new insulation and the liner but not for backing where a solid surface doesn't exist. The liner is thin and is intended to be applied with adhesive to a solid surface. Sean at RH2 and I are investigating/discussing the proposal with 2KG.
3. Chris Roberts Electrical Engineer for RH2 and I will be in attendance at Evolution Controls shop for the testing of the new treatment control system and the new SCADA software today.

Well 1 Replacement

1. We have received all the water quality test results and Steve Nelson Hydrologist for RH2 Engineering is finishing up the drilling and testing report for Well 1R.

Sewer Collection

1. David has been locating previously unidentified manholes and adding them to the GPS asset map. We will be checking flows at the manholes to identify areas in need of further investigation for potential I & I sources.

Waste Water Treatment

1. Influent flows have increased due to the recent rain events requiring additional monitoring and management of the treatment processes.

Customer Service

1. Nothing to report.

General District Business

1. Nothing to report.

Submitted by Mont Jeffreys