

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
November 9, 2017
District Office, 772 E Chesapeake Drive, 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 1:00 pm.

SUBSCRIBER REMARKS: Commissioner Elect Robert Scarola present.

CORRESPONDENCE: No correspondence.

PRESENT AGENDA: The agenda for the November 9, 2017 regular 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.*

MINUTES:

- The minutes of the October 26, 2017 regular meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*
- The minutes of the November 2, 2017 special meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. President Cary seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb: presented an article from AWWA's *Journal*, "Deferred Maintenance and Aging Infrastructure Threaten Water Sustainability, Reliability."
- Commissioner Cary: reported that she received a subscriber complement on the knowledge of David Carnahan, the District's Water/Sewer Technician, regarding the locations of the water and sewer assets and the work he is doing to map the system.

Emergency Preparedness Report: HPMMA Firesafe Committee is working on getting all of the fire hydrants in working order.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Early Voucher 2017-30, in the amount of \$15,483.99, was presented. *Commissioner Hospador moved to approve the voucher. President Cary seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher 2017-31, in the amount of \$14,213.56, was presented. *Commissioner Hospador moved to approve the voucher. President Cary seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

- Voucher CP 53, in the amount of \$9,500.00, was presented. *Commissioner Hospador moved to approve the voucher. President Cary seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Billing Report: The September/October 2017 billing report was presented and discussed. *Commissioner McNabb made a motion to approve the September/October Billing Report. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the Billing Report was approved.*

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

Meeting was recessed at 2:00 pm. Meeting was reconvened at 2:10 pm.

BUSINESS:

MRSC Rosters Contract: The contract agreement with Municipal Research Services Center for 2018 consultant and small works rosters, in the amount of \$120.00, was presented. *Commissioner Hospador made a motion to approve the MRSC Rosters contract. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the contract was approved.*

H2O Solutions Reservoir Cleaning and Inspection Contract: The contract with H2O Solutions for reservoir cleaning and inspection, in the amount of \$2,115.75, was presented. *Commissioner Hospador moved to approve the contract with H2O Solutions for reservoir cleaning and inspection. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the contract was approved.*

Review Wastewater Treatment Operations Contract: The contract MDG Water and Wastewater Services, as well as the contractor's performance, was discussed. The Board requested the wastewater treatment plant operators log how much time is spent on operations at the plant.

2018 Proposed Budget: Presented and discussed. The Board requested the AAS utilize an overall 8.7% rate increase in the proposed budget for the budget hearing presentation.

Budget Hearing Presentation: AAS presented the draft presentation for the Budget Hearing on November 11th. The Board made revision recommendations.

November 27, 2017 Meeting: Because the fourth Thursday of November is Thanksgiving, and the following day is also a state holiday, the state statute designates the next business day, Monday November 27th, as the reschedule date for the regular meeting. *Commissioner Hospador moved to cancel the November 27, 2017 regular meeting. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Meeting adjourned at 3:55 pm.

Respectfully Submitted By:



 Signature

Robert Scandola, Secretary Pro Tem

 Name and Title

Approved at the Regular Meeting of the Board on: 12/14/17

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

Water

1. The daily water production has decreased from 54,000 gallons per day to an average of 30,000 gallons per day with 4600 gallons for back washing with a low total production yesterday of 25,000 gallons.
2. The two water leaks discovered while meter reading have been repaired. Zephyr's INC. was onsite performing sewer line repairs and agreed to assist with the repair at 769 PDW. They excavated the site, helped expose the line and did the driveway restoration at a cost of \$570. The ¾ inch service line for 769 PDW was completely severed and accounted for the loss of approximately 25,000 gallons per day. The meter box leak at 642 Pitcairn was more substantial than we had originally thought and accounted for an additional 3-4,000 gallons per day.
3. David and I were reviewing the high meter readings and discovered that the spit bathroom had used 69,000 gallons during September and October which amounts to 1047 gallons per day. The loss was attributed to two faulty toilet tank flappers. We are still going over the high usage at several homes to identify and inform the owners of the problem.
4. I will be meeting with the local sales rep for PACE to check out the reservoir for a mixer quote tomorrow morning.
5. H2O Solutions has been scheduled to perform the reservoir cleaning and inspection for November 27th.

Drinking Water Treatment Upgrade

1. The new treatment facilities are operating well. After making some adjustments to chemical injection timing and control set points the system alarms have been all but eliminated.
2. 2KG Construction will be onsite Monday to install the exhaust intake louvers for the chemical rooms and the Well 2 Treatment facility. 2KG will also be doing some final minor cleanup to complete the project.

Well 1 Replacement

1. The RH2 95% construction documents have been submitted to the Regional Engineer at the DOH and have pending approval based on a review of the final construction specifications. The only DOH comment on the project was that we perform a small scale pilot study to insure contaminants removal prior to putting the new well on line and suggested that we designate the well as Well 4 to avoid possible confusion in the future.

Sewer Collection

1. Zephyr's INC. completed sewer line repairs at 189, 191, 201, 203 Cutty Sark and at the wye for 690 and 692 Portage. The blockage at 690 and 692 Portage was due to a 10' root mass that had grown into the line from one of the Districts buried cleanouts. The sewer line repairs and observed lines that are in good condition are being added to the assets map for future repair priority.
2. The DVR for the sewer line camera was faulty and was picked up by a rep from Owens equipment for warranty repair.

Waste Water Treatment

1. We purchased 55 lbs. of polymers to increase the settling efficiency of the bio-solids digester. The addition of the polymers will also result in condensing the bio-solids so we aren't paying to haul water.
2. Grundfos pumps will be performing the annual preventative maintenance of the plant and lift station pumps prior to the end of the year.

Customer Service

1. We delivered an empty 30 gallon hypochlorite barrel for emergency water storage to a member of the community.

General District Business

1. I have been working on the Districts Water System Emergency Response Plan which is about 50% completed.

Submitted by Mont Jeffreys