

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
October 12, 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: Robert Scarola present.

CORRESPONDENCE:

- FROM: Department of Ecology RE: July 2017 Discharge Monitoring Report
- FROM: Mason County Auditor's Office Recording Manager RE: Lien recording fees change
- FROM: Retail Lockbox RE: Proposed Amended Agreement, Term
- FROM: Mason County Financial Services RE: 2018 Budget Documents and Accounts Payable Schedule
- FROM: State Auditor's Office RE: 2017 Accountability Audit Schedule

PRESENT AGENDA: The agenda for the October 12, 2017 regular meeting was presented. *Commissioner McNabb moved to accept the agenda. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted.*

MINUTES: The minutes of the September 28, 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 as presented.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb:
 - Presented an article about using manhole inserts to prevent storm water inflow into the sewer system. The GM reported the District has inserts in the necessary manholes, however some are old and brittle and need to be replaced.
 - AWWA is hosting the Sustainable Water Management Conference in Seattle, March 25-28, 2018. Commissioner McNabb would like to attend for two days. The two-day registration fee would be \$310.

Emergency Preparedness Report: HPMAC Community Emergency Response Team had a meeting on October 10th. They are trying to determine whether their first investment should be in a building to serve as a command center or a trailer for storage of emergency supplies. It was reiterated that there is a need to have a core group of people trained to assist the District in an emergency situation. The GM is working on an Emergency Plan for the water, sewer, and wastewater systems, with a goal of having the first draft ready by December.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Early Voucher 2017-27, in the amount of \$17,274.66, 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 2017-28, in the amount of \$9,901.84, was presented. *Commissioner Hospador moved to approve the voucher. President Cary seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- September 2017 Financial Report: Presented, reviewed. *President Cary moved to approve the September 2017 Financial Report. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*
- 2017 3rd Quarter Financial Report: Presented and reviewed.

Meeting was recessed at 2:10 pm. Meeting was reconvened at 2:20 pm.

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

BUSINESS:

Capital Improvement Plan 2018 – 2022: Preliminary CIP was presented, reviewed, and discussed. Changes discussed will be incorporated into the 2018 preliminary budget.

Reservoir Cleaning & Inspection Contract Award: The GM called the references provided by the low bidder, H2O Solutions. All of the responses received by the GM were very positive and indicated that the contractor does very good work, has excellent equipment, and is easy to work with. *Commissioner Hospador moved to award the contract for Reservoir Cleaning & Inspection to H2O Solutions in the amount of \$2,115.75 including sales tax. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes.*

773 Windjammer Circle House Demolition, Water/Sewer Billing During Construction: The home at 773 Windjammer Circle is scheduled to be demolished at the end of the month. Immediately following demolition, the owners will be building a new residence on the lot. Because the District does not have a billing policy specifically for such a situation, the GM and AAS agreed the Board should provide direction on how the lot should be billed for water and sewer. *Commissioner Hospador moved to treat 773 Windjammer Circle as a Connected Lot beginning November 1, 2017 and charge the lot the Connected Lot rate every bi-monthly billing, beginning with the November/December 2017 billing until the new residence is issued Occupancy status, at which point the connection will again be charged the Residential rate. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Annual Contractor Review:

- Jeffreys Management Services:
 - General Management/Water Operations/Sewer Collection: The board discussed performance and compensation. The Board directed the GM and AAS to include a 5% increase for consideration in the 2018 Proposed Budget.

- Accounting/Administrative Services: The Board discussed the proposal to amend the District's agreement with Jeffreys Management Services, changing the payment structure for accounting and administrative services from \$30 per hour to a uniform \$3,500 per month. The Board directed the General Manager to include the proposal in the 2018 Proposed Budget for accounting and administrative services.
- MDG Water & Wastewater Services, Wastewater Operations: The Board expressed disappointment that the District's wastewater treatment plant permit violations persist. The Board directed the GM to actively manage the Wastewater Treatment Operator and to ensure the lab samples are being taken and received in a timely manner.
- Retail Lockbox, Lockbox Services: Retail Lockbox has provided a proposed amendment to the District's agreement which would reduce their charges by roughly half. Xpress Bill Pay, the District's online payment system provider, has also submitted a proposal for lockbox services which, given the District's current volume of checks process, would save the District approximately 90% over Retail Lockbox's proposal. The Board agreed that the District should change to Xpress Bill Pay for lockbox services upon the expiration of the District's current agreement with Retail Lockbox in June 2018.
- Xpress Bill Pay, Online Payment System: The AAS reported that Xpress Bill Pay has been great to work with, the system works well, and the customer support is very responsive.
- Evolution Controls, SCADA/Telemetry System: GM expressed that he has been very pleased with their response time when the District is having an issue. The GM needs to get the Wastewater Treatment Plant Operator coordinated with the SCADA contractor to determine how he would like the alarming programmed.

Newsletter Topics: topics for the upcoming November/December 2017 newsletter were discussed.

- Prepare for Winter Storms/Emergency Preparedness
- Budget Hearing, 2018 Proposed Budget: State of Water/Wastewater Industry, Sustainability
- Commissioner's Corner, Commissioner McNabb
- IVR Payments
- What does not belong in the sewer system

Meeting adjourned at 4:15 pm.

Respectfully Submitted By:



 Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: 10/26/17

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
October 12, 2017

Water

1. The daily water production is approximately 50,000 gallons per day, of which 4600 gallons are accounted for in back washing.
2. A customer who had been having chronic hot water odor problems reported that after the treatment upgrades and the flushing of her hot water system that the odor is no longer present.

Drinking Water Treatment Upgrade

1. The radio communication issues between the reservoir and the wells have been resolved.
2. Well 1 and 2 treatment facility: The most recent Arsenic samples taken after optimization of the chemical injection dosing, came back at .005 parts per billion at Well 2 which is half of the Maximum Contaminate Level (MCL). The results at Well 1 were .010 parts per billion which is right at the MCL. Iron and Manganese removal at both sites were well below the maximum contaminate level.

Well 1 Replacement

1. Nothing to report, approval documents are being reviewed by the DOH.

Sewer Collection

1. Nothing to report.

Waste Water Treatment

After bio-solids hauling and contact chamber cleaning the finished effluent quality has been improved and fecal chloroform is well within the permits limits.

Customer Service

1. Nothing to report.

General District Business

1. Nothing to report.

Submitted by Mont Jeffreys