

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
September 28, 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: No correspondence.

PRESENT AGENDA: The agenda for the September 28, 2017 regular meeting was presented. *Commissioner McNabb moved to approve the agenda as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was approved as presented.*

MINUTES: The minutes of the September 14, 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 Hospador:
 - September is emergency preparedness month. The Mason County Chamber of Commerce sent out useful emergency preparedness checklists for difference scenarios, geared toward businesses. He will forward on the information.
 - McNeil Island prisoners are complaining about the water quality, claiming that the water is making them sick. The facility's water system has a history of issues.

Emergency Preparedness Report: Robert Scarola attended the webinar, Resilience: Planning on Disaster and Preparing for Disruption. It had a lot of great information and reinforced the District's need to be prepared for emergencies, specifically the need for backup power.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2017-26, in the amount of \$13,118.35, 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 52, in the amount of \$140,784.63, was presented. *Commissioner Hospador moved to approve the voucher. President Cary seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

- August 2017 Financial Report: Presented, reviewed, and discussed. *Commissioner Hospador moved to approve the August Financial Report. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the August Financial Report was approved.*

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

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

BUSINESS:

Department of Health Visit: Three personnel from the Department of Health Office of Drinking Water visited on September 22nd to help the GM increase the effectiveness of the new filtration systems, calibrate the equipment, and optimize chemical dosing. It was a very positive experience and very helpful. GM feels confident we are moving in the right direction with the water.

Smoke Testing/I&I Report: A written report was presented. The smoke testing did not identify any major breaks or the main sources of Inflow & Infiltration (I&I), however some major clogs and minor issues were found. The soil composition and lack of sewer plugs made the smoke testing only marginally successful. Once the rainy season begins, the GM and Water/Sewer Tech will use the District's sewer line camera to try to identify more sources of I&I.

Reservoir Cleaning and Inspection Quotes and Award: The quotes received were presented and discussed. The Board requested the GM inquire with the lowest bidder's references and report at the next meeting.

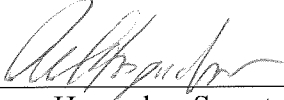
Lockbox Services Proposals: In response to the AAS' request, Retail Lockbox submitted a proposed amendment to its agreement with the District for lockbox services. The proposal would reduce the lockbox fees by about half, saving the District an estimated \$3,700 per year. The proposal also extends the agreement term for three years. AAS also spoke with Xpress Bill Pay, the District's online payment services vendor about lockbox services. They charge 48 cents per check processed, plus an annual PO Box fee. At the District's current check payment volumes, switching to Xpress would save the District an estimated \$8,344 per year. The District's current agreement with Retail Lockbox expires on June 1, 2018. The Board directed the AAS to respond to Retail Lockbox, informing them that the District does not intend to amend the current agreement. The Board will consider changing lockbox service providers during budget preparation.

Xpress Bill Pay Interactive Voice Response (IVR) Services and Pricing: Xpress Bill Pay offers IVR services for accepting District phone payments. The District would have a dedicated toll free phone number for customers to call directly or to be directed to via the District's current phone system. Customers can make payments over the phone 24/7. If they call during Xpress Bill Pay's office hours they can speak with a live operator to make a payment at no additional cost. The cost to the District for IVR/live operator payments is 95 cents per transaction. The additional payment option would provide greater customer service at minimal cost. *Commissioner Hospador moved to add Xpress Bill Pay's Interactive Voice Response Service to*

the District's payment options. Commissioner McNabb seconded. Hearing no objections, the motion passed.

Meeting adjourned at 3:00 pm.

Respectfully Submitted By:



Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: October 12, 2017

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
September 28, 2017

Water

1. The daily water production is approximately 62,000 gallons per day.
2. Leak repair done at 655 PDE; caused by crimping the line during a previous repair.

Drinking Water Treatment Upgrade

1. We are still having some radio and communication issues between the reservoir and the wells. Evolution Control made some radio adjustments and the problem was resolved until yesterday.
2. Well 1 and 2 treatment facility: The investigative Arsenic sample results taken after an increase in the hypochlorite dosing levels on August 8th, came back at .008 parts per billion at both sources which is .002 parts per billion below the maximum contaminate level.
3. David and I have been doing in house testing of the raw and finished water chemical composition and treatment chemical dosing at the Well 2 treatment facility to identify ways to optimize Arsenic removal.

Well 1 Replacement

1. I have received a copy of the Project Approval Application for the new well that was delivered to the Department of Health (DOH) for construction approval. The Regional Engineer at the DOH has a 30 day review time but is aware that we urgently need to get the new well online.

Sewer Collection

1. Cleared a sewer line at 613 PDW Sunday the 24th. David and I went back to the site and ran the camera in the line to determine the problem. The sewer line was in good condition all the way to the main in the roadway. We did observe several large clumps of fat and grease in the line that we broke up and flushed.

Waste Water Treatment

1. Nothing to report.

Customer Service

1. Nothing to report.

General District Business

1. Nothing to report.

Submitted by Mont Jeffreys