

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
April 13, 2017
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

MINUTES

PRESENT: President M.A. Cary, Secretary A. Hospador, Commissioner D. McNabb, General Manager (GM) M. Jeffreys, Accounting and Administrative Services Manager (AAS) M. Carnahan.

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

SUBSCRIBER REMARKS: Jim Anderson commented that, because Robert Scarola is planning to run for District commissioner position, he does not plan to run. Jim also asked questions about the progress of the Water Treatment Improvements Project.

CORRESPONDENCE: No correspondence.

PRESENT AGENDA: The agenda for the April 13, 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.*

MINUTES: The minutes of the March 23, 2017 regular meeting were presented. *Commissioner McNabb moved to approve the minutes. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb: Commissioner McNabb mentioned the article in the Seattle Times about Harstine Island.

Emergency Preparedness Report: Commissioner Hospador attended the HPMa CERT meeting. They discussed purchasing a small handheld CB radio system. Commissioner Hospador recommended that, after HPMa has CB radios and has tested them, the District purchase a radio as well.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Early Voucher 2017-09, in the amount of \$28,934.56, 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 2017-10, in the amount of \$2,481.49, 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 CP 46, in the amount of \$308,143.91, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay vote, the voucher was approved.*
- 2017 1st Quarter Financial Report: presented and discussed.

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

The meeting was recessed at 2:10 pm.

BUSINESS:

DWSRF Loan Contract Amendment: Amendment C to the District's Drinking Water State Revolving Fund loan contract with the Washington State Department of Commerce was presented. The amendment extends the project completion date to October 31, 2017. *Commissioner Hospador moved to adopt Amendment C to the District's contract for Drinking Water State Revolving Fund Loan Number DM12-952-126. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Sewer Line Camera Proposals and Recommendation: The proposals and the Field Technician's recommendation were presented and reviewed. *Commissioner Hospador moved to authorize purchase of the vCam5, locator wand, and skids from Owen Equipment for \$10,460.10, including tax, shipping, training, and support. Commissioner McNabb seconded. Hearing no 3 aye votes and 0 nay votes, the motion passed.*

President Cary moved to transfer \$10,460 from the I&I Repair Fund to the Operating Fund for the purchase of the sewer line inspection camera. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.

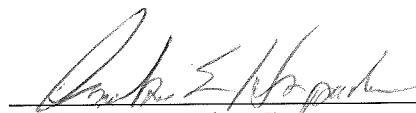
Proposal to Rent HPMa Security House for Office Space: It was reported that HPMa is open to negotiating a rental fee for the HPMa security house for the District to use as its office. The GM and AAS will arrange to look at the house.

Lab Renovation: The District's insurance is paying for the necessary repairs to the sheetrock, new cabinets, and new flooring. Possible additional rearrangements were discussed, including replacing the toilet and sink in the lab bathroom.

Newsletter Topics: Article topics for the May/June 2017 newsletter were discussed.

Meeting adjourned at 3:10 pm.

Respectfully Submitted By:



Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: 4/27/17

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
April 13, 2017

Water

1. The 4" line feeding the marina docks has been repaired and is holding.
2. The daily water production is running at approximately 52,000 per day with the increased usage due to the population increase during spring break.

Drinking Water Treatment Upgrade

1. The new filtration equipment has been installed at the Well 2 site. The connection piping is under construction and should be available for installation next week. We will be installing filter media, begin disinfection, pressure testing, media back washing and water quality sampling prior to system startup.
2. The new electrical connection has been energized from the transformer to the new meter base at the Well 2 building. The main power panels have been put online, the well control panel is online, and the majority of the interior electrical conduit has been installed.
3. The chemical buildings interiors have been completed and the chemical injection equipment has been installed.

Well 1 Replacement

1. Dan Malhum at RH2 provided a scope of work proposal for the Well 1 replacement project for the engineering amount of \$27,116 that does not include services during construction.

Sewer Collection

1. The sewer line backup at 690 Portage was investigated with a camera from the crawl space at 692 Portage. The 4" concrete line from the property line at 692 the tee for 690 and an additional 20' of 4" concrete line had joint separations and serious root intrusion out to the transition to the 6" concrete line. The 6" line was in good condition. This area is suspected to be a considerable source of I & I.
2. Ron Griffey of Zephyr Excavation and Hauling will be doing sewer line repair at 189, 191, 201, 203 Cuttysark, 690 and 692 Portage.

Waste Water Treatment

1. The recent rain events have been challenging for Marty requiring increased monitoring and remote operation. We exceeded the permit limit for influent flow for the month of March.

Customer Service

1. Turn on water at 666 Portage at owner's request.

General District Business

1. The DWSRF Loan construction time extension has been approved .

Submitted by Mont Jeffreys