

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
July 13, 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, Water/Sewer Technician, D. Carnahan

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

SUBSCRIBER REMARKS: Robert Scarola present.

CORRESPONDENCE:

- FROM: Dept. of Ecology RE: April Discharge Monitoring Report reported pH level
- FROM: Department of Commerce RE: District's DWSRF Loan is funded through the State Capital Expenditures Budget. That budget has not yet been passed. If there is no budget by July 20th, payments will be suspended until the new budget has been passed. AAS contacted the contractor for the water treatment improvements project to encourage them to get pay requests in for May and June so they can be processed for payment under the loan.

PRESENT AGENDA: The agenda for the July 13, 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 for the June 22, 2017 regular meeting were presented and discussed. *Commissioner Hospador moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing 3 ayes and 0 nays, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb presented an article from Opflow regarding water storage tank cleaning and water quality.
- President Cary: Requested an excused absence for the July 27, 2017 regular meeting, which was granted.

Emergency Preparedness Report: The HPA Emergency Preparedness Committee had a successful test on radios with individuals positioned throughout the community. The committee is working to establish a chain of command, communications, and coordination in case of an emergency.

Financial/Administrative Report:

- Bills to Be Authorized:

- Early Voucher 2017-18, in the amount of \$29,987.67, 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 2017-19, in the amount of \$9,925.33, was presented. *Commissioner Hospador moved to approve the voucher. President Cary seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- CP Voucher 49, in the amount of \$1,694.21, was presented. *Commissioner Hospador moved to approve the voucher. President Cary seconded. Hearing 3 aye votes, the voucher was approved.*
- Monthly Financial Report, May 2017: Presented, reviewed and discussed. *Commissioner Hospador moved to approve the monthly financial report. President Cary seconded. Hearing the 3 aye votes, the monthly financial report for May 2017 was approved.*
- Billing Report, May/June 2017: Presented, reviewed, and discussed. *Commissioner Hospador moved to approve the billing report as presented. President McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

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

BUSINESS:

Dept. of Ecology Wastewater Treatment Plant Visit: Dave Dougherty, the Department of Ecology (DOE) Southwest Regional Engineer, came to tour the wastewater treatment plant and discuss the District's I&I issue and pH levels. GM will contact Carl Jones at DOE for technical assistance with the pH levels at the plant.

I&I/Sewer Inspection Report: David Carnahan and GM reported on the July 12 smoke testing and the sewer line inspections and clearing they have been conducting.

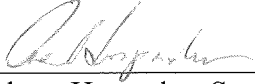
Water Shortage Plan: Reviewed, discussed, and revised. *Commissioner McNabb moved to adopt Resolution 2017-03, Establishing a Water Shortage Response Plan, as revised. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the resolution was adopted.*

HPMA Security House, GM Meeting with HPMA GM: GM met with the Hartstene Pointe Maintenance Association (HPMA) General Manager, Stefan Birgh, to discuss the District renting or buying the Security House to use as the District Office. The Mr. Birgh indicated that HPMA is very interested in having the District rent the property but would not be willing to sell it. He will discuss the matter further with the HPMA Board at their meeting on July 15th.

Wastewater Treatment Plant Operator Contract: The Wastewater Treatment Plant Operator contract and the contractor performance was reviewed and discussed. The GM reported he has been very pleased with the contractor's performance and having Jeff Palmer perform the day-to-day operations with Marty Grabill available for consultation and backup is beneficial to the District.

Commissioner McNabb made to motion to adjourn the meeting. Commissioner Hospador seconded. Hearing no objections, the meeting was adjourned at 3:40 pm.

Respectfully Submitted By:



Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: 7/27/17