

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
July 27, 2017
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

MINUTES

PRESENT: 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 1:04 pm.

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE:

- FROM: Dept. of Ecology RE: June 29, 2017 WWTP Inspection Report

PRESENT AGENDA: The agenda for the July 27, 2017 regular meeting was presented. *Commissioner Hospador moved to adopt the agenda as presented. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the agenda was adopted.*

MINUTES: The minutes of the July 13, 2017 regular meeting were presented. *Commissioner Hospador moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Hospador presented an article regarding the failing sewer lines in Carbonado, WA.
- Commissioner McNabb presented an article regarding West Pointe Treatment Plant in Seattle.

Emergency Preparedness Report: Commissioner Hospador has registered for an upcoming 20 hour Community Emergency Response Team (CERT) training, spanning two weekends in August.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2017-20, in the amount of \$5,087.66, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher CP 50, in the amount of \$141,092.21, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*

- Monthly Financial Report, June 2017: Presented and reviewed. *Commissioner Hospador moved to approve the monthly financial report for June 2017. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.*
- Quarterly Financial Report, 2017 2nd Quarter: Presented and reviewed. *Commissioner Hospador moved to approve the quarterly financial report. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.*

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

BUSINESS:

Declare Assets as Surplus: The following capital assets are non-working and need to be disposed of/recycled. GM requested the Board declare the following assets as surplus:

- Asset #20XX-01, Sample Incubator
- Asset #20XX-02, Sample Refrigerator
- Asset #20XX-03, Composite Sampler

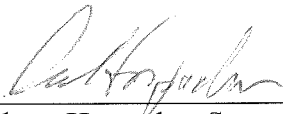
Commissioner Hospador moved to declare the requested assets as surplus. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.

Water Treatment Plant Improvements Project Funding Status: The Washington State Legislature failed to pass a 2017-2019 capital budget before their third special session was adjourned on July 20th. The District's Drinking Water State Revolving Fund (DWSRF) loan is funded through the capital budget. The DWSRF loan is paying for the Water Treatment Plant Improvements project, and the Department of Commerce cannot process loan reimbursement requests until a capital budget is passed, which may be as late as 2018. The District has not yet received official word or instructions from the Department of Commerce on how to proceed. AAS presented a breakdown of the remaining project costs and the District's available funds should the District need to fund the project in the interim.

HPMA Security House, District Office: AAS presented potential cost scenarios. Commissioner Hospador presented a rough layout he prepared of the Security House.

Commissioner McNabb moved to adjourn the meeting. Commissioner Hospador seconded. Hearing no objections, the meeting was adjourned at 2:20 pm.

Respectfully Submitted By:



Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: August 10, 2017

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
July 27, 2017

Water

1. The daily water production hit a high of 95,000 last weekend with a well run time of 23.5 hours. Well 1 has been set up to supplement Well 2 to provide additional production.
2. Repaired a leak at 152 Barnacle.
3. While posting smoke test notices David observed two instances on Promontory where sprinklers were set out watering the common area.

Drinking Water Treatment Upgrade

1. The Well 1 treatment facility valve activation has been completed to facilitate back washing the new filter media. Due to increased population and water usage I had been unable to do any back washing of the media until yesterday. With Well 1 setup to supplement Well 2 I am now able to backwash.
2. The preliminary cleanup of the facilities has been completed and the paving was done at Well 2.
3. The startup of the Well 1 facility has been scheduled for July 31st.

Well 1 Replacement

1. Two engineers from RH2 were onsite Friday the 21st to get measurements for the electrical, plumbing and telemetry for the new well. RH2 has communicated to me that we will need county recorded covenants and restrictive covenants for the 100 foot sanitary well protection zone for DOH approval.

Sewer Collection

1. I purchased a 4200 psi pressure washer to improve the root clearing of the sewer laterals; delivery has been scheduled for the 31st.

Waste Water Treatment

1. Purchased a new PH meter for the lab, in a side by side test the old meter was reading 6.57 and the new meter read 7.32 which would account for the violation we received in February.

Customer Service

1. Double checked the water pressure for a potential property purchase at 649 Portage. The property inspector tested it at 30 psi when I knew that it should be 40 psi or more. When checked using two pressure gauges it was between 45 and 50 psi.

Submitted by Mont Jeffreys