

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
September 14, 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 congratulated the District on a wonderful grand opening of the Water Treatment Facilities.

**CORRESPONDENCE:**

- FROM: Dept. of Ecology RE: June 2017 Discharge Monitoring Report
- FROM: Dept. of Ecology RE: Showing of Compliance to add Well 1R under existing water right

**PRESENT AGENDA:** The agenda for the September 14, 2017 regular meeting was presented. AAS requested addition of DWSRF Loan Fund under Financial Report and deletion of Smoke Testing Report under Business. *Commissioner McNabb moved to adopt the agenda as amended. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:** The minutes of the August 24, 2017 regular meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

**REPORTS:**

**Commissioner Reports:** Commissioner McNabb noted that the American Waterworks Association Pacific Northwest Subsection is hosting the 2017 Basic Waterworks Workshop in Oak Harbor on September 26th. The registration fee is \$78. Commissioner McNabb requested approval to attend. There will be no associated travel fees as he will stay with his daughter. *Commissioner Hospador moved to approve Commissioner McNabb's attendance and the registration fee. President Cary seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.*

**Emergency Preparedness Report:** CERT plans to propose to the HPMA Board that there be an emergency command center established, preferably at the maintenance yard. They are looking into having a metal building as the command center, generator, and other equipment. There was discussion regarding the establishment of the District's emergency plan. *Commissioner McNabb moved to direct GM begin to draft an emergency plan, with a goal to have it within two*

*months. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Early Voucher 2017-24, in the amount of \$9,361.37, was presented. *Commissioner Hospador moved to pay the voucher. President Cary seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
  - Voucher 2017-25, in the amount of \$110,491.54, was presented. *Commissioner Hospador moved to pay the voucher. President Cary seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- July/August 2017 Billing Report: Presented and discussed. *Commissioner Hospador moved to approve the billing report. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the billing report was approved.*
- Finance Essentials Workshop: The Municipal Research Services Corporation is presenting a Finance Essentials Workshop in Dupont on November 1<sup>st</sup>. The registration fee is \$95. AAS requested authorization to attend. *Commissioner Hospador moved to authorize the AAS to attend the Finance Essentials Workshop as well as the associated travel costs and registration fee. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*
- Liquidate Investment and Transfer From DWSRF Loan Reserve Fund: The District's first annual Drinking Water State Revolving Fund (DWSRF) loan payment is due October 1<sup>st</sup>. The District, in accordance with the loan contract requirements, has established the DWSRF Loan Reserve Fund to accumulate annual loan payments. *Commissioner Hospador moved to liquidate the DWSRF Loan Reserve Fund invested amount and transfer the fund balance to the Operating Account for payment of the annual loan payment invoice. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

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

*Meeting was recessed at 2:20 pm. Meeting was reconvened at 2:30 pm.*

**BUSINESS:**

**Review Water Treatment Grand Opening/Open House:** There was a really good turnout for the ribbon cutting and grand opening, estimated to be about seventy people in total. The feedback from the subscribers in attendance was very positive. The Board concluded it was very successful and would like to see the District do more events like this one in the future.

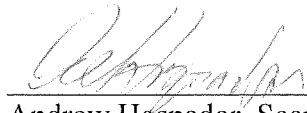
**Reservoir Cleaning Quotes and Contract Award:** GM sent out a request for quotes to four businesses on the small works roster, but received no responses. He will resend out the request in an effort to have quotes for review at the next meeting.

**Blower Pump Quote:** District's spare blower pump was damaged in the WWTP flood. Beckwith & Kuffel inspected the pump and advised that it would not be economic to rebuild the pump and provided a quote for a new unit of \$3,417.04. The cost will be reimbursed by the

District's insurance. *Commissioner McNabb moved to authorize purchase of the new pump. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

*Commissioner McNabb moved to adjourn the meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting was adjourned at 3:00 pm.*

Respectfully Submitted By:



Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: September 28, 2017

# HARTSTENE POINTE WATER-SEWER DISTRICT

## General Manager's Report

September 14, 2017

### Water

1. The daily water production has dropped to approximately 56,000 gallons per day after the holiday and leak repairs.
2. Leak repairs were done at 470 Chesapeake, 558 PDW, 348 PDE, 338 PDE, 657 PDE and 633 Pitcairn.

### Drinking Water Treatment Upgrade

1. We are having some radio and communication issues between the reservoir and the wells that Evolution Control is looking into, they will be making a site visit in the very near future to resolve this and some program changes in the master SCADA system.
2. August 23<sup>rd</sup>, took Volatile Organic Contaminate samples at the Well 1 facility to verify that interior pipe and filter vessel coating are not leaching into the finished water. The test results came back as all non-detect except for Chloroform which is a byproduct of disinfection that was expected and within the allowable limits.
3. Well 2 treatment facility: The Arsenic sample results for August exceeded the Maximum Contaminate Level (MCL) of .010 at 016 parts per billion. We tested the raw water dosing of iron and manganese and found them to be correct, the only raw water dosing level that was low was the sodium hypochlorite at 1.5 mg/l, and the recommended dosing is 3.0 mg/l. I increased the hypochlorite dosage and collected an investigative sample to see if removal is within the required MCL, the results have not come back yet. The Department of Health will be on site the 22<sup>nd</sup> of September to assist with optimization of the treatment facilities.
4. 2KG is waiting for the ventilation intake baffles and louvers for the filter rooms and chemical rooms to complete the project.

### Well 1 Replacement

1. I have sent the documentation of the recorded restrictive covenants and the Department of Ecology Showing of Compliance to Add a Well under the existing water rights to RH2 for the new well approval package to be submitted to the Department of Health for construction approval.

### Sewer Collection

1. The final round of smoke testing was done on August 12<sup>th</sup>; there were no significant findings.
2. We ran the sewer line camera from the manhole at the intersection of Barbary and PDE to investigate the dead end line that was suspect of the cause of the sinkhole in the roadway adjacent to 361 PDE. The manhole and the dead end line had debris in it but the material wasn't caused by a defect in the dead end line and originated somewhere further up the line.

### Waste Water Treatment

Nothing to report.

### Customer Service

1. Investigated the source of smoke intrusion during smoke testing at an Island House on PDW.

### General District Business

1. Nothing to report.

Submitted by Mont Jeffreys