

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
March 9, 2017
HPMA Clubhouse, 202 E Pointes Drive West, 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: No subscribers present.

CORRESPONDENCE:

- FROM: Jeff Hinckle, Department of Commerce RE: DWSRF Loan Contract Extension.
- FROM: Nancy Scarola RE: CERT Meeting with Water-Sewer Technician

PRESENT AGENDA: The agenda for the March 9, 2017 regular meeting was presented. AAS requested the addition of Federal Grant Requirements and Management class under Financial/Administrative Reports. *Commissioner McNabb moved to approve agenda as amended. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was approved as amended.*

MINUTES: The minutes for the February 23, 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 Cary: presented an article from the Seattle Times regarding the West Point wastewater-treatment plant repairs for damage caused by February 9th flooding at the plant.
- Commissioner Hospador: Informed the Board that he plans to attend the HPMA Emergency Planning on March 14th.
- Commissioner McNabb: presented an article from the Tacoma News Tribune regarding a water rights bill passed by the Washington State Senate.

Emergency Planning Report: No report.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Early Voucher 2017-06, in the amount of \$19,674.69, 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 2017-07, in the amount of \$2,034.81, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- 690 E Portage Sewer Line Clearing/Camera Reimbursement Request: The homeowner of 690 E Portage Rd has requested reimbursement for plumbing bills for a sewer blockage on the District's side. *Commissioner Hospador moved to authorize the reimbursement in the amount of \$2,433.61. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*
- Federal Grants Requirements and Management Class: The Washington Finance Officers Association, in partnership with the Washington State Auditor's Office, is hosting a Federal Grants Requirements and Management Class on Thursday, March 16, from 9:00 am to 4:00 pm in Everett. The AAS requested approval to attend the class, which would be very beneficial, especially in light of the District's current Water Treatment Project which is being funded with federal dollars. *Commissioner Hospador moved to authorize AAS attendance, registration fee of \$125, and travel costs for the Federal Grants Requirements and Management Class. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes.*

Manager's Report: a written report was presented (attached). The Board directed the GM to formally address HPMa regarding running water through hoses at the marina during cold weather, which is straining the District's water production capabilities.

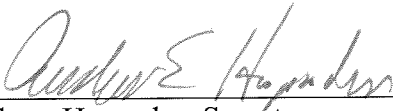
BUSINESS:

Wastewater Treatment Plant Spill, Control and Alarming Fixes: The WWTPo was unable to attend the meeting to address the Board. *Commissioner Hospador moved to schedule a special meeting on Tuesday, March 14, 2017 at 9:00 am to discuss the wastewater treatment plant spill. Commissioner McNabb seconded. Hearing 3 aye and 0 nay votes, the motion passed.*

Review Resolution 2013-07, Establishing a Policy for Reimbursement of Expenses Incurred When Traveling: The Board directed AAS to draft an amended resolution which authorizes commissioner per diem for days spent traveling for four hours or more to and from District business.

Meeting adjourned at 2:45 pm.

Respectfully Submitted By:



Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: March 23, 2017

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
March 9, 2017

Water

1. The 4" line feeding the marina docks broke again above the previous repair. The HPMA maintenance staff is repairing the water line to the marina.
2. The daily water production is running at approximately 45,000 per day. We are operating with Well 1 as the primary source and supplementing via the bypass line from Well 2 to the Well 1 treatment facility manually to supplement daily demand.

Drinking Water Treatment Upgrade

1. 2KG Construction has completed the new chemical building's exterior and roofing for both sites.
2. The Well 2 bypass water line has been established at Well 1 and is working well. Under normal conditions we only have to operate Well 2 to supplement supply 2 hours per day.
3. 2KG Construction has completed the removal of the existing filtration, piping and electrical at Well 2.
4. 2KG Construction has installed the insulation and plywood sheathing at Well 2. The fiber reinforced plastic interior wall covering is being installed.
5. Sare Electric is planning on running the new electric service from the transformers to the new meter base for Well 2 and should be able to start the installation of the electrical conduit and control panels next week.

Well 1 Replacement

1. Nothing to report.

Sewer Collection

1. Sewer line problem at 189 and 191 Cuttysark Island houses. There are low spots in the 6" line serving the properties. Requests for quotes have gone out to replace approximately 80' of line.
2. Sewer line backup at 690 Portage, the problem has yet to be identified, suspect that it is at or downstream of the tee connecting the 4" line to the 6" line shared with 692 Promontory.
3. David has arranged a demonstration of sewer line camera equipment for March 10th.

Waste Water Treatment

1. The recent rain events have been spaced out enough that we currently haven't had any issues at the plant.

General District Business

1. Service Master Restore has dried out the office and will be out on March 14th to begin work on the laboratory and to check the moisture levels in the office to see if we can move back into the office.

Submitted by Mont Jeffreys