

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
March 23, 2017  
HPMA Clubhouse, 202 E Pointes Drive West, Shelton, WA 98584**

**MINUTES**

**PRESENT:** President M.A. Cary, Commissioner D. McNabb, General Manager (GM) M. Jeffreys, Accounting and Administrative Services Manager (AAS) M. Carnahan. Secretary A. Hospador arrived at 1:10 pm.

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

**SUBSCRIBER REMARKS:** Nancy Scarola from the Hartstene Pointe Emergency Preparedness Committee shared what the committee is doing, including training and educating the community about emergency preparedness and collaborating at the community level. She expressed the committee's desire to collaborate with and support the District in its emergency planning efforts and in the event of an emergency.

*Commissioner Hospador arrived at 1:10 pm.*

**CORRESPONDENCE:** No correspondence.

**PRESENT AGENDA:** The agenda for the March 23, 2017 regular meeting was presented. AAS requested the addition of Billing Report under Financial/Administrative Reports and the removal of Sewer Line Camera under Business. *Commissioner McNabb moved to adopt the agenda as amended. Commissioner Hospador seconded. Hearing no objections, the agenda was adopted as amended.*

**MINUTES:**

- The minutes of the March 9, 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 as presented.*
- The minutes of the March 14, 2017 special 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 McNabb:
  - Brought to the attention of Commissioner Hospador the Partners in Emergency Preparedness Conference is April 18 - 20 at the Tacoma Convention Center.
  - HPMA will be renting out the Security House for \$1,000 per month. He proposed that the District consider renting the facility for use as the District Office.

**Emergency Planning Report:** No report.

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2017-08, in the amount of \$20,258.97, was presented. *Commissioner Hospador moved to authorize payment of the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
  - Voucher CP 45, in the amount of \$84,502.32, was presented. *Commissioner Hospador moved to authorize Voucher CP 45. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Federal Grants Requirements and Management Class Report: provided a brief report on the federal grants class she attended on March 17<sup>th</sup>.
- Billing Report: presented and discussed.

**Manager's Report:** a written report was presented (attached). *Commissioner McNabb moved to authorize the GM to proceed with repair of the sewer line at 690 Portage, not to exceed \$5,000. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

**BUSINESS:**

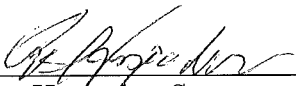
**District Funds Policy:** AAS presented a memo regarding proposed revisions to the District Funds Policy, as well as a proposed draft revised Funds Policy. *Commissioner McNabb moved to adopt the revised District Funds Policy. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

**Resolution 2017-02 Establishing a Policy for Reimbursement of Expenses Incurred When Traveling for the Purposes of District Business:** Presented. *Commissioner Hospador moved to adopt Resolution 2017-02. President Cary seconded. Hearing 3 aye votes and 0 nay votes, the Resolution was adopted.*

**189 Cutty Sark Sewer Line Replacement Bid Review:** The bid tabulation for the project was presented and the bids discussed. The AAS confirmed that the lowest bidder was a responsible bidder. *Commissioner McNabb moved to accept the bid from Zephyr's Inc., in the amount of \$3,906.00, for the 189 Cutty Sark Sewer Line Replacement. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

*Meeting adjourned at 2:30 pm.*

Respectfully Submitted By:

  
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Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: April 13, 2017

HARTSTENE POINTE WATER-SEWER DISTRICT  
General Manager's Report  
March 23, 2017

**Water**

1. The 4" line feeding the marina docks was repaired but when the line was charged there was still a small crack that has to be repaired. The HPMA maintenance staff is repairing the water line to the marina.
2. The daily water production is running at approximately 48,000 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. The insulation and fiber reinforced paneling has been installed in all the buildings.
2. SARE Electric has run the main high voltage line from the transformer to the new meter base at the Well 2 building. The main power panels and well control panels have been installed along with the new lighting system.
3. 2KG Construction has begun installation of the new chemical building's epoxy flooring system. The cement floor moisture tests came back high necessitating the installation of a vapor barrier coating prior to applying the epoxy. The additional cost to apply the vapor barrier to all the building was going to be \$3600. I decided to have the chemical rooms done with the barrier and to have the existing buildings floors stripped and painted with a high quality floor paint to save money. The change will not increase the cost to the District.
4. 2KG will be painting the floor in the Well 2 facility today and plans on beginning the installation of the filtration equipment Monday.

**Well 1 Replacement**

1. Dan Malhum at RH2 is working up a scope of work proposal for design and DOH approval for Well 1R.

**Sewer Collection**

1. Sewer line repair at 189 and 191 Cutty Sark Island houses quotes came back. There were seven contractors that came out for site visits.
2. 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.
3. I had Ron Griffey of Zephyr Excavation and Hauling out to provide a quote for repairs to the lines at 690 Portage, 692 Portage 203 Cutty Sark and 115 Liberty.

**Waste Water Treatment**

1. The recent rain events have been challenging for Marty requiring increased monitoring and remote operation. We have recently had a few breaks in the weather and we have not had any serious issues at the plant.

**Customer Service**

1. Shut off water at 601 PDE for plumbing work at owner's request.

**General District Business**

1. Service Master Restore has brought back the buildings contents and David has been getting the office set up to move back in. The initial demolition has been done on the Lab; the flooring was removed, dried out, disinfection completed and is ready for repair work to begin. The floor cabinets were beyond salvaging and will be replaced with new cabinets.

Submitted by Mont Jeffreys