

POST

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
February 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, Water/Sewer Technician, D. Carnahan. Secretary A. Hospador arrived to the meeting at 1:35 pm.

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

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE:

- TO: Department of Ecology RE: February 16th Spill
- FROM: Greg Fellman, 740 E Promontory Rd RE: County Account Credit for Connection Fees on Vacant Lot. Mr. Fellman could not provide documentation of the credit on account. GM will follow up with the Mason County Utility Department.
- FROM: Department of Ecology RE: December 2016 Discharge

PRESENT AGENDA: The agenda for the February 23, 2017 meeting was presented. AAS requested the addition of USDA Annual Report under Financial/Administrative Report and DWSRF Loan Contract Amendment under Business. GM requested the addition of 189 Cutty Sark Sewer Line Replacement under Business. *Commissioner McNabb moved to adopt the agenda as amended. President Cary seconded. Hearing 2 aye votes and 0 nay votes, the amended agenda was adopted.*

MINUTES: The minutes for the February 9, 2017 regular meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. President Cary seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb presented the cover for his book being published.
- President Cary presented an article from the Shelton-Mason Journal regarding Mason County's audit and the financial issues faced by Rustlewood water and sewer system.

Emergency Planning Report: No report.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2017-05, in the amount of \$10,947.58, was presented. *President Cary moved to approve the voucher. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*

Commissioner Hospador arrived to the meeting at 1:35 pm.

- *USDA Annual Report: presented and reviewed. Commissioner McNabb moved to approve the USDA Annual Report. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the USDA Annual Report was approved.*

Manager's Report: The GM reported on the Water Treatment Project progress.

BUSINESS:

DWSRF Loan Contract Amendment: An amendment to the District's Drinking Water State Revolving Fund Loan Contract was presented. The amendment extends the project deadline to August 30, 2017. *President Cary moved to approve the Drinking Water State Revolving Fund Loan Contract Amendment to extend the project completion date to August 30, 2017. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the contract amendment was approved and signed.*

Wastewater Treatment Plant Spill:

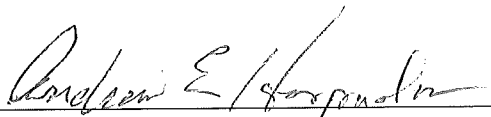
- The GM reported on the February 16th wastewater spill and plant flooding, the progress of the cleanup and repairs, and what needs to be done to avoid an issue like this in the future, primarily changes to control system programming and alarming. Additionally, the WWTPO has been experiencing issues accessing the control system remotely, including on the day of the spill, potentially as a result of internet connectivity issues and/or the online system. The GM is looking at potential solutions to these issues. The GM is working with the District's Risk Management Pool and insurance adjuster to get the plant cleaned up, buildings and equipment sanitized, evaluate the condition of the buildings and make necessary repairs.
- **Temporary Office Space:** The District has a temporary office set up at the AAS's home. *Commissioner Hospador moved to reimburse the AAS \$1 per square foot, per month, for 250 square feet of temporary office space. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*
- **Resolution 2017-01 Declaring an Emergency, Waiving Competitive Bidding Requirements, and Ordering Certain Work:** Presented. *Commissioner Hospador moved to approve the resolution. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, Resolution 2017-01 passed.*
- The WWTPO was unable to attend the meeting to provide a report to the Board. The Board requested that, if he is available, the WWTPO attend the next meeting to provide his report on the issue.

I&I Investigation, Evergreen Rural Water of Washington (ERWOW): David Carnahan gave a report and presentation regarding his mapping of the sewer system, investigation that he has done, with the assistance of ERWOW, into sources of I&I, and how he would like to proceed with addressing I&I, including purchasing a sewer line camera for the District's use, which ERWOW has offered to train District staff on its use. The estimated cost of a sewer line camera is between \$8,000 and \$10,000. The Board directed the staff to seek out quotes for sewer line cameras for consideration.

189 Cutty Sark Sewer Line Replacement: Approximately 70 feet of sewer line serving two island houses has settled, causing low spots in the line, resulting in a minor backup, necessitating replacing. *Commissioner Hospador moved to authorize solicitations of proposals for replacing the sewer line at 189 Cutty Sark. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Meeting adjourned at 3:30 pm.

Respectfully Submitted By:



Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: March 9, 2017