

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
August 24, 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 said he was very impressed with the new water treatment facilities following the tour given at the last Board meeting.

CORRESPONDENCE: No correspondence.

PRESENT AGENDA: The agenda for the August 24, 2017 regular meeting was presented. *Commissioner McNabb moved to adopt the agenda as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted.*

MINUTES: The minutes of the August 10, 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.*

The minutes of the August 17, 2017 special 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:
 - The AWWA Pacific Northwest Subsection Conference will be in Tacoma in the spring of 2018.
 - Commissioner McNabb donated to the District's library a copy of his new book, *Water Resource Management: Sustainability in an Era of Climate Change*.
- Commissioner Hospador: AWWA Waterworks Workshop will be held on September 26th in Oak Harbor.

Emergency Preparedness Report: Commissioner Hospador attended the CERT training offered on the island over the preceding two weekends. It was requested that the GM set a date for training of commissioners and/or approved community volunteers to be able to keep the system safe and secure in the event of an emergency and the GM and water/sewer technician's absence.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2017-23, in the amount of \$2,203.38, 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 CP 51, in the amount of \$1,119.81, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- July Financial Report: Presented. *Commissioner Hospador moved to approve the monthly financial report for July 2017.*
- BIAS Utility Billing Deep Dive: The District's utility billing software provider will be providing a free one-day training at their headquarters in Spokane on best practices for billing, adjustments, work orders, monthly reporting, and other aspects of utility billing. AAS requested authorization for herself and the District's meter reader to attend. *Commissioner McNabb moved to authorize the AAS and Meter Reader to attend the BIAS Utility Billing Deep Dive on October 10th, including travel costs. Commissioner Hospador 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 1:55 pm. Meeting was reconvened at 2:10 pm.

BUSINESS:

2018 Budget Meeting Schedule: AAS presented a proposed schedule for preparation and adoption of the 2018 Budget:

- Thursday, October 12, 2017 Regular Meeting:
 - Discuss 2017 3rd quarter financial report;
 - Discuss five year Capital Improvement Plan and Asset Replacement Plan
- Thursday, October 26, 2017 Regular Meeting: GM and AAS present Preliminary 2018 Budget
- Thursday, November 2, 2017 Special Meeting, 10:00 am: Budget Work Session to prepare Proposed 2018 Budget
- Thursday, November 9, 2017 Regular Meeting:
 - Make final adjustments to Proposed 2017 Budget;
 - Plan Annual Meeting/2018 Budget Hearing
- Saturday, November 11, 2017 Special Meeting, 10:00 am at HPMA Clubhouse: Annual Meeting/2018 Budget Hearing
- Monday, November 20 Special Meeting, 1:00 pm:
 - Review and prepare response to comments/questions received at the Annual Meeting/Budget Hearing;
 - Adopt Final 2017 Budget
- November 30: County's due date for submission of Final 2018 Budget

Commissioner Hospador moved to approve the 2018 Budget Schedule. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.


WASWD Conference, September 27-29 in Wenatchee: WASWD conference will be September 26-29 in Wenatchee. Due to the high cost, Commissioner McNabb does not intend to request approval to attend.

Reservoir Cleaning: GM will send a request for quotes to several vendors on the MRSC Roster. Those quotes will be ready for the next meeting. GM will also get quotes for a reservoir mixer.

Labor Day Open House: AAS reported that she and the District's Water/Sewer Tech are planning and making preparations for the open house on Monday, September 4th from 10:00 am to 2:00 pm.

Meeting adjourned at 2:18 pm.

Respectfully Submitted By:



Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: 9/14/17

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
August 24, 2017

Water

1. The daily water production has been running at approximately 70,000 gallons per day with a high of 82,000 gallons per day last weekend.
2. David is preparing to do another round of meter reading; he has been replacing bad meters after each read and working on rectifying accounts that do not show up on the meter read route.
3. Leak repair at meter box for 633 Pitcairn, cracked ball valve.

Drinking Water Treatment Upgrade

1. The Well 1 treatment facility has been put online and I have been working with Evolution Control to work out alarms and control system functions. We have been having some issues with the aquifer level sensor not reading correctly and the communications between Well 1 and the master Supervisory Control and Data Acquisition system (SCADA) that we are working on.
2. August 23rd, 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. I also tested for Arsenic, Iron and Manganese removal to verify system removal operation.
3. Well 2 treatment facility: I collected an Arsenic sample June 29th but the lab did not send me the results until August 1st after I had taken the July sample. The June sample results were .014 parts per billion (ppb), the maximum contaminate level (MCL) is .010 ppb. The July Arsenic sample results were .018 ppb. The startup Arsenic sample results were .005 ppb. Upon the initial startup the raw water Iron levels were higher than previous test results so we dialed down the Ferric Chloride injection rates necessary for the Arsenic to bond to for removal. The raw water Iron level dropped resulting in less than optimum Arsenic removal. I increased the Ferric Chloride injection rate after receiving the June and July sample results. I checked the pretreatment water Iron level which resulted in a 1.70 parts per million (ppm), the recommended pretreatment dosage is 1.65 ppm. I tested the finished water Iron levels and the results were 0.00 ppm which is a good indicator of Arsenic removal. I should have the results back by early next week.
4. We still have some minor work and cleanup to be completed prior to project closeout and project completion acceptance.

Well 1 Replacement

1. I checked for documentation of any recorded restrictive covenants related to the sanitary control area for the existing Well 1; we have a recorded document that we received with the quit claim deed from the County that establish the construction restrictions applied to 100 foot radius of both wells. We will be talking to our Regional Engineer with the Department of Health to see if the existing document is sufficient for their approval.
2. I have submitted two letters of compliance to the Water Resources Section of the Department of Ecology of our existing water rights to include Well 1R as an additional source under our exiting water rights for approval to use the new source.

3. RH2 has submitted the 60% well design drawings and a draft letter to the Regional Engineer at the Department of Health for the Well 1R Source Approval Project for my review. We do not have a project cost estimate at this time.

Sewer Collection

1. Nothing to report.

Waste Water Treatment

1. We have an updated contract for bio-solids hauling with Flohawk NW Cascade and they hauled 12,500 gallons today.

Customer Service

1. Nothing to report.

General District Business

1. Nothing to report.

Submitted by Mont Jeffreys