

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
December 28, 2017
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

MINUTES

PRESENT: Commissioner D. McNabb, Commissioner R. Scarola, Commissioner A. Hospador, 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: No subscribers present.

CORRESPONDENCE: No correspondence.

PRESENT AGENDA: The agenda for the December 28, 2017 regular meeting was presented. *Commissioner Hospador moved to adopt the agenda as presented. Commissioner Scarola seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as presented.*

MINUTES: The minutes of the December 14, 2017 regular meeting was presented. *Commissioner Scarola moved to approve the minutes as presented. There was discussion regarding the minutes. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Hospador: commented on the ongoing issues with the City of Shelton three-member Board of Commissioners and the Open Public Meetings Act, and the challenges faced by a three-member board.

Emergency Preparedness Report: The HPMa Emergency Preparedness Committee has divided into four sub-committees: Neighborhoods, Communication, Medical, and Water/Sewer. The committee has suggested the District have a CB radio, perhaps in the service truck, to facilitate communication in the event of an emergency. The committee has one which can be mounted on the truck, currently held by Commissioner Hospador. Once the radio is set up, Commissioner Scarola proposed testing and coordination with HPMa on a communications plan.

Financial/Administrative Report:

- Bills to Be Authorized: Early Voucher 2017-35 in the amount of \$8,412.07, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner Scarola seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- County Financial Services Authorization form: The updated form was presented. The form was approved and signed by the members of the Board.

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

BUSINESS:

Accountability Audit Exit Conference: Carol Ehlinger, Audit Manager for the State Auditor's Port Orchard Field Office was present to go through the Audit Exit Conference. The Audit Lead, April Taylor, noted in the

Audit Highlights: "It was a pleasure to work with the District. Miceal [AAS] was friendly and always available to answer questions. The District has made great progress since it was formed. Strong internal controls have been established. Policies are being adopted. A good understanding has been obtained of the laws governing local governments and water-sewer districts."

The Audit Report stated, "In the areas we audited, District operations complied with applicable requirements and provided adequate safeguarding of public resources. The District also complied with state laws and regulations and its own policies and procedures in the areas we examined."

The meeting was recessed at 1:50 pm and reconvened at 2:00 pm.

Resolution 2017-06 Establishing the Place and Times for Meetings of the Board of Commissioners: Presented and discussed. *Commissioner Scarola moved to approve Resolution 2017-06 Establishing the place and times for meetings of the Board of Commissioners. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the resolution was adopted.* GM noted that he will be unavailable for the January 4, 2018 meeting.

Washington Association of Sewer and Water Districts 2018 Commissioners Workshop: Commissioner Scarola requested Board authorization to attend and one overnight stay the night before. Commissioner Hospador would like to attend, but will travel to and from the workshop the same day. Commissioner McNabb would also like to attend and will also travel the same day. *Commissioner Hospador moved to authorize attendance of the three members of the Board at the WASWD 2018 Commissioners Workshop, travel costs, and one night hotel stay the night before for Commissioner Scarola. Commissioner Scarola seconded. Hearing 3 aye votes and 0 nay votes, the travel/training and costs were authorized.*

Accounts Payable Procedures Adoption: The accounts payable procedures draft was presented and discussed. *Commissioner Scarola moved to approve and adopt the Accounts Payable Procedures. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the Accounts Payable Procedures were adopted.*

Emergency Preparedness Plan: The GM presented a draft Water Emergency Response Plan for review and Board comments at the January 18, 2018 meeting.

2018 Project Schedule: Presented and discussed. Board directed the GM to put out a Request for Proposals to engineering firms for options to protect the WWTP from flooding due to rising sea levels.

The meeting was adjourned at 3:00 pm.

Respectfully Submitted By:



Signature

Robert Scarola, Secretary

Name and Title

Approved at the Regular Meeting of the Board on: January 4, 2018

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
December 28, 2017

Water

1. The daily water production has been holding steady at 35,000 gallons per day.
2. Meter reading for November – December has been completed and we are in the process of contacting customers that have unusually high usage which has been well received.
3. We completed the water system flushing on the 22nd; the water mains cleared up fairly quickly with more sediment and discoloration found in the northern sections of the system. We have received favorable comments on the water quality improvement.
4. The PAX reservoir mixer has been delivered and will be installed by the end of January.

Drinking Water Treatment Upgrade

1. We have not had any communication issues between the sites following Evolution Controls visit to work on the radios and software. .

Well 1 Replacement

1. The Regional Engineer at the DOH has reviewed and made final comments on the construction specifications. There were a few minor additions required such as well head vent screening specifications to be added to the construction specifications and a pilot study to be done for arsenic removal for the new source.

Sewer Collection

1. A circuit rider for Evergreen Rural Water will be out the first week of January to assist with camera work to investigate Inflow and Infiltration.

Waste Water Treatment

1. The basins are in good condition and are settling well providing for a good quality effluent. The influent flow exceeded 500 gallons per minutes December 19th following 2" of rainfall in 24 hours.
2. Jeff is investigating an error message for the control unit on the effluent composite sampler. The sampler operates normally in manual operation but returns an inhibit error when attempting to put it in timed mode for 24 hour composite samples. We had a similar issue with the other old composite sampler that we replaced.

Customer Service

1. We have been delivering empty 30 gallon hypochlorite barrels for emergency water storage to members of the community.

General District Business

1. I have been working on the completion of the Districts Water System Emergency Response Plan.

Submitted by Mont Jeffreys