

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
January 26, 2017  
District Office, 772 Chesapeake Dr., 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 1:05 pm.

**SUBSCRIBER REMARKS:** Nancy and Robert Scarola, and former commissioner, Roger Ray, were present. Nancy attended the Annual Meeting and would like to discuss Emergency Planning, an agenda item under business. The Scarolas recently moved to Hartstene Pointe from a community in California which faces issues similar to those we have here at the Pointe.

**CORRESPONDENCE:**

- FROM: Water and Sewer Risk Management Pool RE: Pre-termination legal counsel Employment

**PRESENT AGENDA:** The agenda for the January 26, 2017 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 as presented.*

**MINUTES:** The minutes of the January 12, 2017 regular meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. Commissioner Hospador seconded. Hearing no objections, the minutes were approved.*

**REPORTS:**

**Commissioner Reports:** no reports presented.

**Financial/Administrative Report:**

- Bills to Be Authorized: Voucher 2017-02, in the amount of \$16,966.14, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Financial Report: Presented, reviewed, and discussed.

*Meeting recessed at 1:40 pm. Reconvened at 1:50 pm.*

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

**BUSINESS:**

**Evolution Controls WWT SCADA/Telemetry Proposal:** Presented and discussed. The GM addressed questions regarding the exclusions listed in the proposal. *Commissioner Hospador*

*moved to accept Evolution Control's WWT SCADA/Telemetry Proposal in an amount not to exceed \$37,733. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the proposal was accepted.*

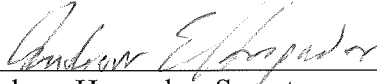
**Authorize Reimbursement for 111 Liberty Sewer Line Clear and Investigation:** Presented and reviewed. *Commissioner Hospador moved to authorize payment of the reimbursement to Richard Hayward for clearing and investigating the blockage in the sewer line to 111 Liberty Rd. Commissioner McNabb seconded. Hearing 3 ayes and 0 nays, the motion passed.*

**Emergency Planning:** GM presented draft post-earthquake procedures for the water system which was prepared by Jim States. The GM would need to make revisions to the procedures, but it could be used as a starting point for the District's emergency plan. Nancy and Robert Scarola informed the District regarding what the CERT committee is working on right now for emergency planning for the community. There was discussion regarding emergency planning needs for the water and sewer systems. Commissioner Hospador will work with CERT to integrate the District into what they are working on.

**Billing Delinquencies Procedures Review:** AAS provided an overview of the District's current billing delinquency policies and procedures, as well as feedback received from customers regarding some of these policies and procedures. It was proposed that an additional notice could be sent to customers who have not paid by the due date before the more formal late notice is mailed. Changes to the wording and form of the late notice letter were also proposed and discussed. The Board decided not to change or add to the established procedures but directed the GM and AAS to present a revised late notice letter at the next meeting.

*Meeting adjourned at 3:15 pm.*

Respectfully Submitted By:

  
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Andrew Hospador, Secretary

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

HARTSTENE POINTE WATER-SEWER DISTRICT  
General Manager's Report  
January 26, 2017

**Water**

1. January 18, received a call at 5:30 AM that the water pressure was extremely low on Promontory, I checked the reservoir level which was at 33 feet indicating a major line break. I received a call at the same time from Larry Wendt that he had been out looking for the problem and heard water rushing down at the marina. I then went to the shutoff for the marina water supply and the meter was running fast. I shutoff the water supply and investigated. The 4" water supply line going to the marina has two locations where it is exposed going down the hill that I had previously seen. After sunrise I checked further and discovered that an exposed 45 degree joint had blown out. I estimate d that 100,000 gallons of water had washed down the hill. I put the booster pump online to supplement the water pressure while the reservoir was refilling. The reservoir level was back to normal in 24 hours. The District would like to thank Larry for his assistance in that it allowed me to be able to shut it down before completely draining the reservoir.
2. Assisted the HPMA maintenance staff with parts procurement and advice on repairing the 4" water line to the marina. I had previously assumed that the 4" line also provided water to the picnic shelter and bathrooms but they were not affected indicating that there is an unknown service line for those facilities that is not documented and needs to be located.
3. The daily water production dropped from to around 48,000 per day from 65,000 per day after shutting off the service to the marina for repair.

**Drinking Water Treatment Upgrade**

1. 2KG Construction began work on the new structure foundations January 23rd. Mason County lifted the road weight restriction on County roads at 8 AM the 23<sup>rd</sup>. The foundation forms and rebar have been completed and the concrete pour is scheduled for today.

**Well 1 Replacement**

1. We are still waiting on the final water quality test results for the new well in order to submit the information to the Department of Health and The Department of Ecology for approval to put the well online.

**Sewer Collection**

1. The Sewer line replacement contract at 111 Liberty was awarded to Raptor Construction for the low bid amount of \$5642.00. The replacement of 140' of line was completed January 17th.

**Waste Water Treatment**

1. The annual reporting for biosolids , I&I and waste loading have been completed and submitted to the Dept of Ecology.