

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
May 11, 2017  
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

**MINUTES**

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

**CALL TO ORDER:** The meeting was called to order at 1:05 pm.

**SUBSCRIBER REMARKS:** No subscribers present

**CORRESPONDENCE:**

- FROM: Department of Ecology RE: February Discharge Monitoring Report. The district exceeded 85% of the flow design and the effluent pH was 5.7, lower than the required 6.0.
- FROM: Retail Lockbox RE: Deposit Error. The AAS contacted the District's lockbox provider after two customers contacted the district about checks which had not cleared as of three weeks after they were mailed. Retail Lockbox investigated and discovered that the checks received on 4/10 had not been deposited due to a technical error.
- FROM: Connie Rivera, Department of Commerce RE: DWSRF Loan Reimbursement. As the Department of Commerce nears the end of their biennial budget period, loan reimbursement vouchers will not be paid until after July 1st, unless the District can demonstrate a hardship.

**PRESENT AGENDA:** The agenda for the May 11, 2017 regular meeting was presented. *Commissioner McNabb moved to approve the agenda as presented. Commissioner Hospador seconded. Hearing no objections, the agenda was approved.*

**MINUTES:** The minutes of the April 27, 2017 regular meeting were presented. *Commissioner McNabb moved to approve the minutes. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner McNabb: requested an excused absence for the May 25, 2017 regular meeting, which was granted. President Cary will audit the voucher in Commissioner McNabb's absence.
- Commissioner Hospador:
  - Received correspondence from the CERT committee regarding their work for the community's emergency preparedness.
  - Received information about the upcoming Citizen Corps Expo on September 23rd at Renton Technical College. He is considering attending.

### **Emergency Preparedness Report:**

- HPMA CERT Team has purchased eight CB radios, which Commissioner Hospador has had the opportunity to test. Robert Scarola and Jim States have been testing their range and effectiveness at the Pointe, and HPMA will be testing them and possibly purchasing some as well. The radios cost approximately \$80 each.
- CERT Team plans to meet the second Tuesday of every month.

### **Financial/Administrative Report:**

- Bills to Be Authorized:
  - Early Voucher 2017-12, in the amount of \$31,583.86, was presented. *Commissioner Hospador moved to approve the voucher. President Cary seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
  - Voucher 2017-13, in the amount of \$20,222.75, was presented. *Commissioner Hospador moved to approve the voucher. President Cary seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
  - Voucher CP 47, in the amount of \$160,833.52, was presented. *Commissioner Hospador moved to approve the voucher. President Cary seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- *President Cary moved to direct the AAS to respond to the correspondence from Connie Rivera to indicate a hardship and request reimbursement of \$160,833.52 under the District's DWSRF loan. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion was approved.*
- Billing Report: Presented and reviewed.

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

### **BUSINESS:**


**2016 Annual Report External Review:** With the District's last financial statements audit, the State Auditor's Office recommended the District have its annual report and notes reviewed by someone knowledgeable of BARS and not involved in its preparation. In years past, the finance director of a local fire district has provided this review for the District, however they are unavailable this year. BIAS provided a quote of \$750 to perform this service. The District had previously received a quote from a local CPA firm that started at \$750. *Commissioner McNabb moved to contract with BIAS, in the amount of \$750, to perform a review of the District's 2016 Annual Report. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

**Sewer Camera Report and Video:** GM presented a video taken with the District's new sewer line inspection camera.

**Community Outreach/HPMA 4th of July:** Discussed. The Board would like to have activities for kids and possibly to take part in the parade.

*Meeting adjourned at 2:45 pm.*

Respectfully Submitted By:



Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: May 25, 2017

**HARTSTENE POINTE WATER-SEWER DISTRICT**  
**General Manager's Report**  
**May 11, 2017**

**Water**

1. The daily water production is running at approximately 55,000 per day. I will be continuing to manually supplement Well 1 from Well 2 on a daily basis until the Well 2 facility is online.
2. David has completed the meter reading for this billing period and has been correcting meter information anomalies in the billing software. He found 3 meters that were installed backwards and giving negative meter reads. We were also able to correct several anomalies where residences were not showing up on the route do to duplicate register numbers.

**Drinking Water Treatment Upgrade**

1. April 26, Posted water shutoff notifications effecting eight units on PDW between Promontory and Portage for the installation of the treated water to system valve for Well 2 treatment. If installation goes well this should be about two hours.
2. We have completed the fill and soak of the Well 2 filter vessels with chlorinated water and pressure testing of ATEC filter system
3. The new SCADA computer has been installed with the addition of the drinking water control monitoring.
4. The filter media for the replacement of the damaged media for Well 1 was delivered yesterday.

**Well 1 Replacement**

1. Nothing to report.

**Sewer Collection**

1. The new sewer line camera has been delivered and we have been investigating known problem areas for appropriate repairs.
2. The sewer line pressure washer jetting conversion kit was delivered and works well for cleaning lines but has problems with removing large root masses. We have found a cleaning head for around \$500 that will work with are system that looks promising for the removal of root mass.

**Waste Water Treatment**

1. The waste water SCADA computer was locking up and not alarming or allowing remote login. Evolution Control expedited the installation of the new computer.

**Customer Service**

1. Checked on a leak at 370 PDE that turned out to be in the customers line.

**General District Business**

1. Nothing to report.

Submitted by Mont Jeffreys