

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
January 12, 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 1:00 pm.

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE:

- **FROM:** Department of Ecology RE: October 2016 Discharge Monitoring Report (DMR). The letter noted two permit violations on the DMR:
 - The influent pH was 5.86 and the permit requirement is 6.0 The GM explained that this was due to the temperature of the sample when it was tested, as well as the high concentration of storm runoff due to high rains. The District's wastewater treatment plant operator (WWTPO) is monitoring the pH and ensuring that the sample is allowed to warm (per the permit) before the sample is tested. He is also monitoring to determine whether any further actions need to be taken to correct the pH level.
 - The results of one of the bi-weekly required samples was not reported. The letter noted that the WWTPO had contacted Ecology to notify them that the lab which performs our testing forgot to run one of the submitted samples, which is why the results could not be reported. The WWTPO spoke with the lab to ensure this will not happen again.

PRESENT AGENDA: The agenda for the January 12, 2017 meeting was presented. *Commissioner McNabb moved to adopt the agenda as presented. Commissioner Hospador seconded. Hearing no objections, the agenda was adopted as presented.*

MINUTES: The minutes of the December 22, 2016 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:

- Commissioner McNabb: Presented an academic paper regarding polycentric systems governance.
- Commissioner Hospador:
 - Presented an article regarding Belfair Sewer expansion, rates, and connection fee increase.

- Presented an article regarding a water affordability study stating that water rates across the country have increased by 41% since 2010.

Financial/Administrative Report:

- Bills to Be Authorized: Early Voucher 2017-01, in the amount of \$41,707.58, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Billing Report: Presented and discussed.

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

BUSINESS:

2017 Officers and Audit Commissioner: *Commissioner McNabb moved to elect Mary Alice Cary as Board President. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, Mary Alice Cary was elected Board President. President Cary moved to appoint David McNabb as Audit Commissioner. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, David McNabb was appointed Audit Commissioner. Commissioner McNabb moved to elect Andrew Hospador as Board Secretary. President Cary seconded. Hearing 3 aye votes and 0 nay votes, Andrew Hospador was elected as Board Secretary.*

2017 Meeting Schedule: The Board will continue to meet on the second and fourth Thursdays of each month at 1:00 pm at the District Office. *Commissioner McNabb moved to schedule the Annual Meeting/Budget Hearing for 10:00 am on November 11, 2017 at the HPMA Clubhouse, 202 E Pointes Drive West, Shelton, WA 98584. Commissioner Hospador seconded. Hearing no objections, the motion passed.*

111 Liberty Sewer Line Replacement Project:

- Review Quotes Received: The bid tabulation was presented. The three lowest responsible bidders are:
 1. Raptor Excavating; \$5,642.00
 2. Brumfield Construction; \$6,444.90
 3. Diggin' It!; \$7,117.60
- Award Contract: *Commissioner Hospador moved to award the contract for 111 Liberty Sewer Line Replacement to the lowest bidder, Raptor Excavating and Contracting, LLC, in the amount of \$5,642.00, including tax. If the contract cannot be executed by the lowest bidder the contract will be awarded to the second lowest bidder, Brumfield Construction, Inc., and, if the second lowest bidder cannot execute the contract, to award the contract to the third lowest bidder, Diggin' It. Commissioner McNabb seconded. Hearing no objections, the contract was awarded. Commissioner McNabb moved to authorize the General Manager to authorize any change orders up to \$1,500 without prior approval from the Board. Commissioner Hospador seconded. Hearing 3 ayes and 0 nays, the motion passed.*

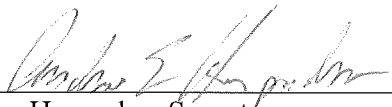
Emergency Planning: Board discussed the current limited availability of the Board and General Manager for emergency planning. There was also discussion surrounding a timeline/schedule for creating an emergency plan. Commissioner Hospador will prepare a draft agenda for a special

meeting for emergency planning to present to the Board at the next regular meeting. GM will work on putting together materials for the meeting.

Evergreen Rural Water of Washington Annual Conference, February 14-16, Yakima Convention Center: There was discussion regarding whether any of the Board members would attend. It was decided that the Pacific Northwest AWWA Conference would possibly be a more worthwhile conference.

Meeting was adjourned at 3:15 pm.

Respectfully Submitted By:



Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: 1/26/17