

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
March 1, 2018
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

MINUTES

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

CALL TO ORDER: The meeting was called to order at 1:00 pm.

SUBSCRIBER REMARKS: Jim Anderson present.

CORRESPONDENCE:

- FROM: Department of Ecology RE: November and December Discharge Monitoring Reports, Permit Violations
- FROM: MRSC RE: Strategic Long-Term Budgeting Webinar
- FROM: HPMa Permit Review Committee RE: 467 Chesapeake Drive Tree Limbing Application Request

PRESENT AGENDA: The agenda for the March 1, 2018 regular meeting was presented. Commissioner McNabb moved to adopt the agenda as presented. President Scarola seconded. *Hearing 2 aye votes and 0 nay votes, the agenda was adopted.*

MINUTES: The minutes of the February 15, 2018 regular meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. President Scarola seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb: Presented a geological study on the Puget Sound Area aquifer.
- Commissioner Scarola:
 - Thanked the AAS for the March/April newsletter.
 - March 22nd is World Water Day.
 - Reported some statistics on the number of people around the world who drink contaminated water.

Emergency Preparedness Report: HPMa Emergency Preparedness Committee has been having neighborhood meetings to discuss coordinating efforts in the different parts of the Pointe.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2018-05, in the amount of \$27,766.65, was presented. *President Scarola moved to approve the voucher. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
- AAS Status Update: AAS did not accept the job offer she informed the Board of at the last meeting. Jeffreys Management Services will continue to offer accounting and administrative services to the District for the time being.

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

BUSINESS:

District Project Priorities Discussion: It was discussed that the Well 4 project is presently the District's top priority. It was also discussed that the District needs to work on long-range planning and a succession plan.

Long Range and Succession Planning Discussion: It was proposed that the Board have a special work session to discuss long range planning, a succession plan, reorganization, as well as a review of the budget. It was also proposed the District request technical assistance from Rural Communities Assistance Corporation and Washington Association of Sewer and Water Districts (WASWD). Commissioner McNabb will contact WASWD to set up a meeting to receive preliminary assistance and input.

Marina Water Usage Review: GM reported the marina is currently using about 2,000 gallons per day. As part of the dock replacement project, HPMA is looking into replacing the water lines with very high quality material.


Well 4 Fitting Contract Award: The District received no quotes for the Well 4 Fitting project which were due February 28th. The GM and AAS will brainstorm ideas about how to proceed.

Minor Reservoir Repairs: The opening on the top of the reservoir needs to be sealed and peeling paint on the hatch cleaned up. *President Scarola moved to authorize Jeffreys Management Services to complete the work as minor repairs and maintenance. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.*

Marty Milander Tree Trimming Request: Marty Milander, owner of 467 Chesapeake, has put in an application to the HPMA Permit Review Committee to limb the trees adjacent to the District Office and the fence line at the WWTP. He has periodically trimmed the trees in the past, with the District's permission, to enhance his view. In discussions with the GM, Mr. Milander has indicated he would be willing to contribute \$1,000 towards the cost of completely removing the trees. The trees are a danger to the District's facilities. *President Scarola moved to authorize GM to put in an application to the HPMA Permit Review Committee to remove the 7 trees on the District's property at the WWTP. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.*

Commissioner McNabb moved to adjourn the meeting. President Scarola seconded. Hearing 2 aye votes and 0 nay votes, the meeting was adjourned at 3:30 pm.

Respectfully Submitted By:


Signature

Andrew Hospador, Secretary
Name and Title

Approved at the Regular Meeting of the Board on: 3/15/18

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
March 1, 2018

Water

1. The daily water production has been running around 62,000 gallons per day.
2. The 110 volt heater at Well 1 is no longer working.
3. Tuesday the 13th I collected three investigative samples for Arsenic at Well 2 to send to Centric, Dragon Analytical and Lab Management of Tacoma for a side by side comparison of the results. Lab Management did not test the sample because they use a different bottle with a preservative, Dragons results were .0065 ppm and the Spectra Lab results were .008 ppm.

Drinking Water Treatment Upgrade

1. Brian from SARE Electric was out February 16th to look into a couple of issues at the Well 1 treatment plant. We were able to resolve the issue with the well level transducer. Evolution Controls and SARE will be out with a replacement smoke detector.

Well 1 Replacement

1. I sent out seven Requests for Quotes to well drillers for the construction of Well 4 off of the Small Works Rosters Monday the 12th and did not receive any quotes back.

Sewer Collection

1. Nothing to report.

Waste Water Treatment

1. The dryer weather has resulted in normal flows and operation of the plant.
2. The Department of Ecology annual bio-solids reporting has been completed.

3. RH2 has resumed work on the conversion of the gaseous chlorine to the tablet feeder.

Customer Service

1. Assisted with water shut off and draining to prevent freezing at an Island House.

General District Business

1. I sent out nine Requests for Quotes for the roofing replacement at Well 1 that are due back on the 14th of March.
2. I submitted a public records request with the county for information on a utility easement for construction at 773 Windjammer Circle and found that there is an easement but there are water shut off valves and a flushing pipe that were installed by Quadrant that are within the property boundaries. The lots were originally intended to be Island Houses when the fixtures were installed. The PUD 3 also has a transformer on the property.

Submitted by Mont Jeffreys