

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
January 18, 2018  
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

**MINUTES**

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

**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 January 18, 2018 regular meeting was presented. *Commissioner Scarola moved to adopt the agenda as presented. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as presented.*

**MINUTES:** The minutes of the January 4, 2018 regular meeting were presented. Commissioner Scarola requested the following correction: Under Minutes, change “Commissioner Hospador seconded” to Commissioner Scarola seconded. *Commissioner McNabb moved to approve the minutes as corrected. Commissioner Scarola seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as corrected.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner Scarola:
  - Noted the MRSC Blog Post, “OPMA and PRA Training Requirements for Government Officials.” He asked whether the training requirements would be covered at the WASWD Commissioner Workshop on January 27th. The AAS indicated she could not be certain without knowing what information would be covered.
  - Shared information on a pump he purchased to use with the water storage barrels being provided by the District to customers.
- Commissioner McNabb: Shared an article from the American Water Works Association Pacific Northwest Subsection publication, *Water Matters*, “Continue to Look Below the Surface.”
- Commissioner Hospador: Due to personal reasons, Commissioner Hospador tendered his resignation as Board President. *Commissioner Scarola moved to accept the resignation as President. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.*

*Commissioner Hospador nominated Commissioner Scarola to serve as Board President. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, Commissioner Scarola was elected Board President.*

*President Scarola nominated Commissioner Hospador to serve as Board Secretary. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, Commissioner Hospador was elected Board Secretary.*

President Scarola appointed Commissioner McNabb to continue as Audit Commissioner.

**Emergency Preparedness Report:** Commissioner Scarola reported the HPMA Emergency Preparedness Committee met on January 9th. The committee has purchased a complete medical kit. One member of the committee is interested in establishing a de-salinization plant for the Pointe. Commissioner Scarola has reported to the committee on what the District is doing to prepare for emergencies, including developing the emergency response plan.

**Financial/Administrative Report:**

- Bills to Be Authorized: Voucher 2018-02, in the amount of \$14,732.83, was presented. *President Scarola moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Monthly Financial Report – December 2017: Presented and discussed. *Commissioner Hospador moved to approve the December 2017 financial report. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*
- Quarterly/Year-End Financial Report – Q4 2017: Presented and discussed.

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

- GM reported he and the WWTPPO are seeing inconsistencies in some of the lab sampling results. He plans to take three identical samples for drinking water and have the WWTPPO take three samples for the wastewater effluent and take them to three separate labs to investigate.
- The wastewater effluent composite sampler has failed and is non-repairable. Through preliminary investigation, the GM has received one quote of \$7,100, not including tax, for a new composite sampler. *Commissioner Hospador moved to approve purchase of a new composite sampler not to exceed \$7,200. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

*Meeting recessed at 2:15 pm. Meeting reconvened at 2:25 pm.*

**BUSINESS:**

**Emergency Plan:** The Draft Emergency Plan, presented at the December 28, 2017 regular meeting, was discussed. Commissioner Scarola provided written comments and questions. GM distributed an appendix for the Emergency Plan, “Water Supply after a Severe Earthquake,” detailing step-by-step instructions for how to access water directly from the reservoir and well. Discussion was tabled until the next meeting.

*Commissioner Hospador moved to adjourn the meeting. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the meeting was adjourned at 3:00 pm.*

Respectfully Submitted By:

  
\_\_\_\_\_  
Signature

*Andrew Hospador, Secretary*  
\_\_\_\_\_  
Name and Title

Approved at the Regular Meeting of the Board on: 2/1/18

**HARTSTENE POINTE WATER-SEWER DISTRICT**  
**General Manager's Report**  
**January 18, 2018**

**Water**

1. The daily water production has been running between 35,000 to 42,000 gallons per day.
2. The HPMA repaired the leaking toilets at the spit bathrooms that had gone up to close to 2,000 gallons per day. They also repaired a leak on the marina docks.
3. Customers that were contacted about high usage have been making repairs. We are finding that many of the repairs needed were toilets with bad flappers or hung up flapper chains.

**Drinking Water Treatment Upgrade**

1. Monday I received alarms from Well 2 for low chlorine and low PH levels, upon investigation I discovered that the sample tap on the water quality analyzer had broken off and there wasn't any water submersing the probes. I made temporary repairs with a stick for a plug until a replacement can be obtained.

**Well 1 Replacement**

1. RH2 has responded to the construction plan changes requested by the Regional Engineer at the DOH and is waiting for the final response for construction approval.

**Sewer Collection**

1. A circuit rider for Evergreen Rural Water was out the first week of January to assist with camera work to investigate Inflow and Infiltration. The sewer lines for Island Houses on PDE and PDW were inspected and several areas were identified that had ground water flow. We also found numerous manholes that have ground water coming in through the sides and bottoms that require repair. We have contacted Zephyr's to get quotes on repairs.

## **Waste Water Treatment**

1. We have been getting some questionable sample results back from Centric Labs since they were bought out by SPECTRA Laboratories. Jeff and I will be looking into going with a different lab.
2. After investigating the error message for the control unit on the effluent composite sampler we have determined that it is need of replacement. The replacement for the other sampler was \$5,264.80

## **Customer Service**

1. Shut off water at 296 PDE at owner's request.

## **General District Business**

1. I have been working on additional information for the Emergency Response Plan for water availability following an earth quake.

Submitted by Mont Jeffreys