

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
April 5, 2018  
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

**MINUTES**

**PRESENT:** President R. Scarola, 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 1:00 pm.

**SUBSCRIBER REMARKS:** No subscribers present.

**CORRESPONDENCE:**

- FROM: Department of Ecology RE: January 2018 Discharge Monitoring Report

**PRESENT AGENDA:** The agenda for the April 5, 2018 regular meeting was presented. *Commissioner McNabb moved to adopt the agenda as presented. Commissioner Hospador seconded. Hearing no 3 aye votes and 0 nay votes, the agenda was adopted.*

**MINUTES:**

- The minutes of the March 15, 2018 regular meeting were presented. *Commissioner Hospador moved to approve the minutes. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*
- The minutes of the March 22, 2018 special meeting were presented. *Commissioner Hospador moved to approve the minutes. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner McNabb: Presented Department of Health's, "Water System Planning Requirements," Rural Community Assistance Partnership's, "Emergency Response Planning Template for Public Drinking Water Systems," The National Academies Press, "Safe Water From Every Tap: Improving Water Service to Small Communities," and Department of Health's Waterworks Operator Certification webpage.
- Commissioner Hospador: April 11th at 7:00 pm, the Olympia Science Café meeting topic will be "Water, water everywhere, but is there enough? The paradox of water in Thurston County"
- Commissioner Scarola: attended MRSC's webinar, Strategic, Long-Term Budgeting and Planning.

**Emergency Preparedness Report:** Hartstene Pointe Maintenance Association Emergency Preparedness Committee has volunteered to make members available to receive training in how to close the reservoir in order to preserve the water if the water operators are unavailable during

an emergency situation. Commissioner McNabb expressed discomfort with granting access to individuals who are not District staff. It was proposed that the code to a lockbox with a key to the reservoir gate would only be accessible and/or known by District Board members and staff.

**Financial/Administrative Report:**

- Bills to Be Authorized: Voucher 2018-07, in the amount of \$25,093.91, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- New Utility Bill Format: Presented and discussed.
- Annual Report to State Auditor's Office: Presented and discussed. *Commissioner Hospador moved to approve the 2017 Annual Report to the State Auditor's Office. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

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

*Meeting recessed at 2:25 pm. Meeting reconvened at 2:35 pm.*

**BUSINESS:**

**Well 1 Treatment Building Roof Replacement – Review Quotes:** The District received three quotes. The lowest bid was from Andy Schwartz Construction for \$5,113.61 including tax. *Commissioner Hospador moved to award the contract to Andy Schwartz Construction. President Scarola seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

**Well 2 Rehabilitation – Review Quotes:** The District received no responses to the request for quotes. GM will call prospective bidders and try to have quotes by the next meeting.

**Well 4 Project – Review Quotes:**

- **Equipping:** The District received no responses to the request for quotes.
- **Mechanical:** The District only received one quote.
- **Electrical:** The District received four quotes, however with the other parts of the project un-awarded, the Board chose not to award the contract at this time.

*Commissioner Hospador moved to direct the GM to follow up with prospective bidders and attempt to gain more quotes. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

**Review March 22nd Special Meeting:** The Board discussed the March 22<sup>nd</sup> Special Meeting with Jim Kunz, Executive Director of the Washington Association of Sewer and Water Districts, and Reg Hearn, General Manager of Grays Harbor County Water District. President Scarola presented a proposed job description for an Executive Director position. The role and proposed job description were reviewed and discussed. *Commissioner Hospador moved to authorize the President to put together an attractive marketing piece with the proposed Executive Director job description for review at the next regular meeting. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

*The meeting was adjourned at 3:40 pm.*

Respectfully Submitted By:

*Andrew Hospador*  
Signature

Andrew Hospador, Secretary  
Name and Title

Approved at the Regular Meeting of the Board on: 4/19/2018

HARTSTENE POINTE WATER-SEWER DISTRICT  
General Manager's Report  
April 5, 2018

**Water**

1. David located a leak on the 1" service line for the Island houses 669 and 671. Both customer valves were also cracked and leaking. After the repair daily water production dropped to a low of 35,000 gallons per day. Due to an influx of people returning and spring break the daily production is averaging 42,000 gallons per day.
2. The monthly Routine Compliance Arsenic sample collected 2/26 at Well 2 was sent to Dragon Analytical for testing; Dragons results were .0026 ppm (2.6 ppb) well below the 10 ppb MCL.
3. We did not receive any Quotes for the rehabilitation and pump replacement for Well 2. I am following up with the well drillers to see why we didn't get any response.
4. Sare Electric and Dean from Correct Equipment were here for the installation of the reservoir mixer March 16th. The installation went smoothly and the mixer is online. After two weeks of operation the total chlorine residual and free chlorine residuals have stabilized and are more consistent.

**Drinking Water Treatment Upgrade**

1. I emailed Regina Grimm out Regional Engineer at the DOH the information that she requested regarding Well #2 WTP filter operational data and chemical dosing information for the months of December through March along with all the arsenic test results correlating to the chemical dosing for the sample dates.

**Well 1 Replacement**

1. I revised the Requests for Quotes (RFQ) breaking them down into three separate project categories; Well Drillers, Electrician and Mechanical Contractors. The RFQs were emailed out on March 12<sup>th</sup> and March 14<sup>th</sup>.

**Sewer Collection**

1. Nothing to report.

**Waste Water Treatment**

1. The dryer weather has resulted in normal flows and operation of the plant.
2. We were having issues with the gaseous chlorination system feed rates in the contact chambers. Jeff was having difficulties with the installation of a fresh tank leaking, he was able to resolve the problem but the residuals were still low. I was able to narrow the problem down to the vacuum actuated flow control valve on the tank. The residuals in the contact chambers have returned to normal and the fecal counts are now down to far below the permit requirements.
3. I am working with Sean at RH2 on providing plant chlorination treatment, flow rates, water quality information and compliance for the project report to support the change to a pellet disinfection system.

**Customer Service**

1. Assist with water turn on at 314 PDE.

**General District Business**

1. I have been working with RH2 on a revised proposed scope and fees for Well 4 Services During Construction Contract. The existing proposed contract cost is \$27,878.00.

Submitted by Mont Jeffreys