

**HARTSTONE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
February 15, 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 was granted and excused absence.

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

**SUBSCRIBER REMARKS:** No subscribers present.

**CORRESPONDENCE:**

- FROM: Connie Rivera, Department of Commerce RE: DWSRF loan proceeds. She will release the remaining amount requested, foregoing the 10% retainage.
- FROM: AWWA-PNWS RE: Waterworks 101 in University Place on March 29<sup>th</sup>
- FROM: WASWD RE: HB 2407 did not pass out of committee before the deadline for the 2018 legislative session
- FROM: WASWD RE: Action Alert: Proposed bill requiring changes to customer monthly billing statements

**PRESENT AGENDA:** The agenda for the February 15, 2018 regular meeting was presented. President Scarola requested addition of the Firesafe Consul Hydrant Report Discussion to the agenda under business. AAS requested the addition of Voucher CP 55 under Financial/Administrative Report. *Commissioner McNabb moved to adopt the agenda as amended. President Scarola seconded. Hearing 2 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:** The minutes of the February 1, 2018 regular meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. President Scarola seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

**REPORTS:**

**Commissioner Reports:** President Scarola presented a blog post from MRSC regarding Executive Sessions.

**Emergency Preparedness Report:** HPMa Emergency Preparedness Committee is continuing its discussion regarding the location of emergency supplies storage and communication center.

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2018-04, in the amount of \$15,057.05, was presented. *Commissioner McNabb moved to authorize payment of Voucher 2018-04. President Scarola seconded. Hearing 2 aye votes and 0 nay votes, payment of the voucher was authorized.*

- Voucher CP 55, in the amount of \$11,200, was presented. *Commissioner McNabb moved to authorize payment of Voucher CP 55. President Scarola seconded. Hearing 2 aye votes and 0 nay votes, the voucher was authorized.*
- January 2018 Financial Report: presented and discussed. Commissioner McNabb moved to approve the January 2018 Financial Report. President Scarola seconded. Hearing 2 aye votes and 0 nay votes, the report was approved.
- Drinking Water State Revolving Fund Loan Status Update: A portion of the District's requested reimbursement under the loan has been disbursed. The remaining amount was withheld under the loan contract's 10% retainage requirement. The loan contract manager, Connie Rivera, called AAS and offered to waive the retainage requirement and disburse the remaining amount requested given the difficulty the District underwent with the loan suspension. The remaining amount should be disbursed within one to two weeks.
- AAS Position: AAS informed the Board that she has been offered a position with another organization, pending reference checks and compensation negotiation. *President Scarola moved to authorize the AAS to initiate a search for a replacement AAS. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.*

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

**BUSINESS:**

**Lockbox Service Provider:** As discussed at the Board's September 28, 2017 regular meeting, Xpress Bill Pay, the District's online payment services vendor provides lockbox services at a much lower cost than the District's current vendor, Retail Lockbox. The AAS estimates the District would save \$8,344 per year given the District's current check payment processing volume. The District's agreement its current vendor expires June 1, 2018. *President Scarola moved to provide written notice to Retail Lockbox of District's intent to not renew contract and to enter into an agreement with Xpress Bill Pay for lockbox services. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.*

**Reservoir Electrical Contract Award:** The District received two quotes for electrical installation for the reservoir mixer. The low bid was from Sare Electric for \$3,500 plus sales tax of \$297.50. *President Scarola moved to accept the quote and award the contract for electrical installation for the reservoir mixer to Sare Electric in the amount of \$3,797.50. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.*

**House Bill 2407 Discussion:** The bill would impact reporting requirements regarding the usage and transport of materials from out of state on public works projects. HB 2407 did not pass out of committee.

**District Project Priorities Discussion:** The recap of President Scarola's meeting with GM and AAS on priority setting for the District was presented and discussed. *President Scarola made a motion to approve the development of a project timeline plan for the District. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.*


**March/April Newsletter Topics:** Topics for the March/April newsletter were discussed.

**Firesafe Consul Hydrant Report Discussion:** Fire Safety Committee has requested the District connect the water supply line to the repaired fire hydrant on Lagoon Drive. GM indicated that he would

get the hydrant connected. Fire Safety Committee has requested the District forward to HPMa the cost of replacing the fire hydrant at Pointes Drive West north. GM indicated he would send that information to the HPMa GM.

*Commissioner McNabb moved to adjourn. President Scarola seconded. Hearing 2 aye votes and 0 nay votes, the meeting was adjourned at 3:50 pm.*

Respectfully Submitted By:

  
Signature

Robert Scarola, President  
Name and Title

Approved at the Regular Meeting of the Board on: 3/1/18

HARTSTENE POINTE WATER-SEWER DISTRICT  
General Manager's Report  
February 15, 2018

**Water**

1. The daily water production has been running between 38,000 to 50,000 gallons per day. This last week we had a low of 34,000 gallons. I attribute the higher production days maybe partly due to the marina running water on the docks to prevent water line freezing.
2. I had sent out nine requests for quotes for the electrical work for the installation of the reservoir water mixer installation and received two quotes back.
3. Tuesday the 13<sup>th</sup> I collected three 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.

**Drinking Water Treatment Upgrade**

1. The operation and maintenance manuals have been delivered and RH2 is going over the project checklist for the project close out. I have supplied RH2 with the last several months of the Well 2 Arsenic results to seek final project approval from the Department of Health for project completion. Due to the low water production level at Well 1 I have left it offline for the time being.
2. Brian from SARE Electric will be out tomorrow to look into a couple of issues at the Well 1 treatment plant with the smoke detector and well level transducer.

**Well 1 Replacement**

1. We received the Well 4 source approval from the Department of Health to proceed with construction today.
2. I sent out seven Requests for Quotes to well drillers for the construction of Well 4 off of the Small Works Rosters Monday the 12<sup>th</sup> that are due back on 28<sup>th</sup> for contractor selection at the next meeting.

**Sewer Collection**

1. The generator battery has been replaced along with a new alternator, block heater, cooling system hoses, thermostat and the addition of a fuel filter/ water separating unit. We are presently running a cooling system cleaner through the block and radiator prior to filling with new antifreeze. The generator is running better than ever and at a cooler running temperature.

**Waste Water Treatment**

1. The dryer weather has resulted in normal flows and operation of the plant.
2. The Department of Ecology annual operation and maintenance and I & I reporting has been completed and submitted, Jeff is presently completing the annual bio-solids reporting for submission.
3. The new composite sampler was delivered and was installed by Jeff and David this week.
4. The District has received hard copies of the new Waste Water Operating Permit from the Department of Ecology. Jeff noticed some discrepancies between the permit reporting requirements and the Dailey Monitoring Reporting (DMR) requirements that have been resolved with Ecology Water Quality Monitoring. The reporting requirement discrepancies turned out to be errors on Ecology's part and have been corrected.
5. Two sample results for the December DMR effluent fecal coliform levels were elevated and Jeff has been corresponding with the technical support lead at Ecology for resolution. We are still trying to determine if it could be a lab or operation issue.

**Customer Service**

1. We are still distributing barrels for water storage.

**General District Business**

1. Nothing to Report.

Submitted by Mont Jeffreys