

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
February 1, 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:

- FROM: Department of Ecology RE: District's final National Pollutant Discharge Elimination System Permit granted

PRESENT AGENDA: The agenda for the February 1, 2018 regular meeting was presented. President Scarola requested the addition of Emergency Backup Generator under Business. *President Scarola moved to approve the agenda as amended. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the agenda was approved as amended.*

MINUTES: The minutes of the January 18, 2018 regular meeting were presented. A minor correction was noted. *Commissioner McNabb moved to approve the minutes as corrected. President Scarola seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as corrected.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb reported the American Water Works Association ACE Conference will be held in Las Vegas, NV in June.

Emergency Preparedness Report: HPMa Emergency Preparedness Communications Sub-Committee will be upgrading the HPMa maintenance truck, the HPMa GM's truck, and the HPMa patrol truck to have CB radios. The cost is minimal. The HPMa maintenance building will have a CB and ham radio base station to facilitate communication in the event of an emergency.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2018-03, in the amount of \$9,434.29, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Drinking Water State Revolving Fund Loan Status Update: The State Capital Budget has been passed and the District's DWSRF loan suspension has been lifted. Department of Commerce has some administrative work they need to complete before releasing funds. The District does not yet have a timeline for when those funds will be released.

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

BUSINESS:

WASWD Commissioner Workshop Recap: The Board discussed the information presented and what they gained from the workshop, including the information on compliance with the Open Public Meetings Act and the Public Records Act.

Meeting was recessed at 2:05 pm. Meeting was reconvened at 2:15 pm.

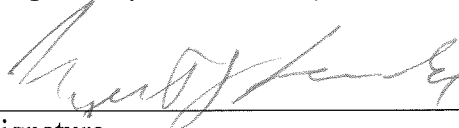
CB Radio Purchase for Service Truck: It was proposed the District purchase a CB radio for the service truck. The cost for the unit is \$102 plus tax. There would be an additional cost to mount and wire the unit into the truck. The Board agreed. *Commissioner McNabb moved to authorize the purchase and installation of a CB radio in the service truck. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Emergency Plan: Discussion on the Emergency Plan draft was continued from the last meeting. President Scarola and GM will meet further to refine the plan and create a tiered response plan which will be more user-friendly for a lay-person in the event both of the water operators are not available. No action taken. *President Scarola moved to table the discussion. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*


Emergency Backup Generator: President Scarola located a propane generator which would be of a sufficient size to run Well #1 and each of the lift stations. The cost before tax and installation is \$5,189. *President Scarola moved to direct the GM to begin investigating the purchase and installation of backup generators for the well site and the lift stations. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Meeting was adjourned at 3:05 pm.

Respectfully Submitted By:



Signature



Name and Title

Approved at the Regular Meeting of the Board on: 2/15/18

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

Water

1. The daily water production has been running between 35,000 to 42,000 gallons per day. This last week we had a low of 34,000 gallons. I attribute the higher production days are partly due to the fact that the spiral influent screen at the waste water plant utilizes a high pressure spray to clean biodegradable material from the waste as part of the process. The screens operation is initiated by the level of flow coming into the plant which increases due the high ground water flows.
2. I have sent out nine requests for quotes for the electrical work for the installation of the reservoir water mixer installation.

Drinking Water Treatment Upgrade

1. The operations of the Well 2 facility have been going well with just some in house modifications necessary to the programming of the chlorine injection system for optimizing disinfection levels. Due to the low water production level at Well 1 I have left it offline for the time being.

Well 1 Replacement

1. We received an electronic file with the final specifications and design for the construction of Well 4 so we can go out to bid on the project.

Sewer Collection

1. The extended power outage Sunday the 28th along with the heavy inflow of ground water created a high level problem at the lift station at the end of Promontory. I took the generator to the sewer collection lift station to operate the pumps but it failed to start. Fortunately the power came back on before the lift station over flowed. The generator is routinely operated to insure that it will run and we are presently performing servicing to insure proper operation in the future.

Waste Water Treatment

1. The heavy rains and power outages have made normal operations of the plant a challenge for the Districts treatment facility operator. All night monitoring and manual operations of the plant have been required to maintain a good quality effluent discharge.
2. The flushing of feminine hygiene products and advertised “flushable” cleaning wipes continues to be a problem with the clogging of the headworks influent screen. The flushing of these products causes increased labor to remove and also shortens the life of expensive pumps and equipment.
3. The replacement for the failing effluent composite sampler has been ordered and shipped.
4. The District has been informed by the Department of Ecology that the new Waste Water Operating Permit has been approved.

Customer Service

1. I investigated and assisted with two customer water issues that occurred Saturday the 20th, both turned out to be plumbing issues at the residences.

General District Business

1. I have been working with the Fire Wise Committee to resolve an issue with the malfunctioning hydrant at the north end of Pointes Drive West. They had a hydrant repair technician check the hydrant and were told that it would not be cost effective to repair the hydrant. The rough estimate for replacement was \$8000. I checked with the water works vendor that we purchase from and received an estimate of \$2416 for a new hydrant without installation.

Submitted by Mont Jeffreys