

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
May 3, 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. Also present: Stacy Rundle and Melanie Piccin from Department of Retirement Systems.

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

SUBSCRIBER REMARKS: No subscribers present.

PRESENT AGENDA: The agenda for the May 3, 2018 regular meeting was presented. President Scarola proposed amending the agenda to move the Department of Retirement Systems presentation to before Correspondence and Minutes on the agenda. *Commissioner Hospador moved to adopt the agenda as amended. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the amended agenda was adopted.*

PRESENTATION:

Department of Retirement Systems: Stacy Rundle and Melanie Piccin from Department of Retirement Systems presented information on the State's Deferred Compensation Program and Public Employees' Retirement System.

CORRESPONDENCE:

- FROM: Department of Ecology RE: February Discharge Monitoring Report

MINUTES:

- April 19, 2018 Regular Meeting: Presented. President Scarola requested the minutes note, under HPMA Clubhouse Bulletin Board, that HPMA may move the District's space to a different bulletin board space within the clubhouse. *Commissioner McNabb moved to approve the minutes as amended. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended.*
- April 26, 2018 Special Meeting: Presented. *President Scarola moved to approve the minutes as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb:
 - Presented a printout of City of Fife's webpage explaining its recent utility rate increase.

- Reported on his attendance at AWWA-PNWS Conference and discussion of automatic rate increases.
- Announced he plans to resign at the end of the year.
- Requested authorization to attend the AWWA Annual Conference. He offered to pay the travel and lodging costs, leaving only the \$695 registration fee to be paid by the District. *Commissioner Hospador moved to authorize payment of Commissioner McNabb's registration fee of \$695 for attendance of the ACE Conference. President Scarola seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.*
- Commissioner Scarola:
 - Discussed the possibility of an impending requirement to charge high water users.
 - The District's Water/Sewer Technician, David Carnahan, requested authorization to attend the Math for Operators/Fire Hydrant Maintenance/Valve Exercising Workshop in Port Townsend on May 23rd. *Commissioner McNabb moved to authorize the Water/Sewer Technician's attendance and the registration and travel costs. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*
 - Commissioner Hospador: Discussed the possibility of sending letters to high users to impress upon them the need to reduce water use. The Water/Sewer Tech has drafted such a high use letter. It was requested the GM finalize the letter and present it at the next meeting.

Emergency Preparedness Report: The HPMA Emergency Preparedness Committee has obtained the trailers and is in the process of getting them set up.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2018-09, in the amount of \$22,030.75, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

Manager's Report: A written report was presented (attached). *Commissioner McNabb moved to authorize the GM to hire a leak detection company to pinpoint the location of the leak in the water line through the RV parking from the reservoir. President Scarola seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

BUSINESS:

HPMA Permit Review Committee (PRC) Response to WWTP Tree Removal Request: PRC recommended approval of the District's request to remove trees that are inside the fence and wants the District submit a plan to provide alternate screening for the area. It was discussed that the visibility coming down and up the drive is already poor due to the vegetation and causes a hazard. Additional screening would increase the hazard. The PRC did not approve removal of the two trees outside the fence and would only approve trimming the branches hanging over the fence. The District needs the trees removed because the trees themselves are growing into the fence, damaging the fence. *President Scarola moved to provide a written response to the PRC stating that due to the driving visibility danger of additional screening, the District requests authorization to remove the trees and allow the slatted fence to act as the screening.*

Additionally, the letter should address the need to remove the trees outside the fence because they are growing into and damaging the fence. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.

Well 2 Rehabilitation Project, Award Contract: After numerous attempts to obtain quotes from well drillers for the Well 2 Rehabilitation project, Tacoma Pump & Drilling was the only contractor to provide a quote. The quote is \$17,739.75 for cleaning the well screen and \$10,307.50 for installation of a new pump and motor. *Commissioner Hospador moved to accept the two quotes from Tacoma Pump & Drilling for a total of \$28,047.25. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.* The GM reported Tacoma Pump indicated they are scheduled three to four weeks out. The Board asked the GM to express the emergent nature of the project and implore Tacoma Pump to perform the work sooner.

Well 4 Project: It was proposed the District put the whole project out to general contractors to see what response the District gets and if the project could be completed this summer. *President Scarola moved to authorize solicitation of bids for the Well 4 Project as a whole. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Well 4 Site Protection: The GM spoke with the HPMA General Manager regarding putting up a barrier surrounding Well 4; however he would not authorize closing off the drive next to Well 4 to through traffic. He said the District could put up a no parking sign. The GM reported that due to the nature of the well casing and the clay structure of the material surrounding the well, it is well protected. The GM presented the deed granting the District a 100 foot non-pollution protective radii surrounding the well site. The deed states the District, "...shall not suffer to be constructed or maintained within one hundred feet of...the well site...any potential sources of contamination, such as...roads,...vehicles, structures,...liquid or dry chemical storage,...hazardous waste, or garbage of any kind or description." *President Scarola moved to send a letter to HPMA expressing the District's obligation to protect the area surrounding the wells, and as such, the District will legally restrict access to the circular drive adjacent to the Well 4 site. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Meeting recessed at 4:12 pm. Meeting reconvened at 4:20 pm.

Executive Director Position Posting: The Executive Director position was posted on several free job posting sites on April 24th. Those postings have already produced five applicants. President Scarola called a special meeting for May 10th at 10:00 am to discuss the current applicants.

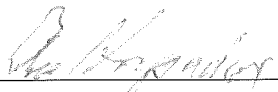
Water Treatment Plant Improvements Project, Issue Final Acceptance: The District's engineer has provided the Engineering Completion Report for the Water Treatment Plant Improvements project. The Department of Health regional engineer has provided verbal notice to the GM that she has approved the project as well. The GM recommended issuance of project final acceptance. *Commissioner Hospador moved to issue final acceptance of the Water*

Treatment Plant Improvements Project. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.

Proposed June Water Conservation Hearing/District Celebration: President Scarola proposed waiting until later in the summer, when schedules are less busy and the Well 2 project is completed, to host a District 10th anniversary celebration.

Commissioner Hospador moved to adjourn. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the meeting was adjourned at 4:30 pm.

Respectfully Submitted By:


Signature

Andrew Hospador, Secretary
Name and Title

Approved at the Regular Meeting of the Board on: May 17, 2018

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
May 3, 2018

Water

1. The daily water production has been running at 45,000 gallons per day, of which 4,950 is used for filter backwash and 1,250 is filter to waste on pump start leaving an actual amount going to system of 38,300 gallons.
2. David repaired leaks discovered during meter reading at 416 PDE and 215 Cuttysark. I checked on a reported leak today at 604 PDW at the meter box that could be substantial.
3. David discovered a major leak at 529 PDW after going over the meter reads for anomalies. The meter read showed that 150,000 gallons of water was lost in two months. After verification of the leak in the customer's line and reading the meter again the leak had increased to 4,000 gallons a day. I spoke with the owner today and he gave me permission to shut the water off at the meter.
4. A Water Circuit Rider from Evergreen Rural Water of Washington was out May 2nd to help locate the 8" main from the reservoir through the RV parking area to Nantucket and check for leaks. We were unable to pin point the leak location but were able to confirm that there is defiantly a leak. We will need to have a leak detection company with more sophisticated equipment come out to pin point the location of the leak.
5. I received two quotes for the rehabilitation of Well 2, one of the quotes however contained components only required for Well 4.

Drinking Water Treatment Upgrade

1. I received a verbal project completion approval from Regina Grimm our Regional Engineer at the DOH for the Water Treatment Upgrade Project. Written approval is on its way.

Well 1 Replacement

1. We did not receive the necessary number of quotes to award a contract for the well replacement. I sent the well-fitting portion of the project out again and have not received any quotes.

Sewer Collection

1. We have located two additional manholes that have been covered for years.

Waste Water Treatment

1. Sare Electric was out to look into a problem with one of the effluent pumps and to wire the jet pumps. They were unable to get power to the effluent pump or the jet pumps. I recalled that under generator power the motor controls in the main electrical panels are set to shed loads and only specific pumps will run. Brian from SARE will be out tomorrow to look into the problem.
2. The chlorine disinfection system issues have been resolved and the fecal counts are well below the permit requirements.

Customer Service

1. David assisted with locating a blockage in a drain line so the home owner didn't have to excavate his whole driveway.

General District Business

1. Looking into a request to relocate a water flushing pipe and water services that were originally installed inside the property. The property owner has demolished the original structure to build a larger structure and intends to use the entire property. The property was initially intended to have Island Houses when the electrical, water and sewers utilities were installed. The properties were later replotted for individual lots with utility easements. The utilities are presently inside the property boundaries.

Submitted by Mont Jeffreys