

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
May 17, 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: Jeff Dixon-Ross of the Washington State Health Care Authority.

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

SUBSCRIBER REMARKS:

- A subscriber expressed concern over the sequence of events and notifications made leading up to the water being shut off at the marina. She was concerned that there is not enough water for fire suppression and that the harbormaster was not informed of the water being shut off. President Scarola addressed the stated concerns, informing the subscriber that the water was shut off at the marina because of known leaks, and because Well 2 was offline for emergency repairs, it was necessary to conserve water to maintain the supply in the reservoir. It was also noted that the Fire District brings their tenders already full of water for fire suppression. The GM confirmed that the water was shut off at the marina because the leaks there were causing a loss of almost half of the available water production with Well 2 offline for repairs. He also reported that the harbormaster and the Hartstene Pointe Maintenance Association (HPMA) General Manager were informed of the water shut-off ahead of time, and when there was demand for water at the marina, the harbormaster was instructed on how to turn the water on and off.
- A subscriber proposed the District work to coordinate with HPMA on emergency communications.

PRESENT AGENDA: The agenda for the May 17, 2018 regular meeting was presented. Commissioner Hospador noted some unresolved items from prior meetings, and asked whether they should be included on the agenda. President Scarola commented that many of those items would be addressed in the Manager's Report. *Commissioner Hospador moved to adopt the agenda as presented. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as presented.*

PRESENTATION:

Department of Retirement Systems: Jeff Dixon-Ross from the Washington State Healthcare Authority gave a presentation and answered questions on the insurance benefits offered through the Public Employees Benefits Board.

Meeting Recessed at 2:10. Meeting reconvened at 2:18 pm.

CORRESPONDENCE:

- FROM: Mason County Auditor RE: Recording Fees Increase on June 7, 2018.

- FROM: Washington State Public Works Board RE: Assignment of DWSRF Loan to Department of Health

MINUTES:

- The May 3, 2018 Regular Meeting minutes were presented. Commissioner McNabb moved to approve the minutes as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.
- The May 10, 2018 Special Meeting minutes were presented. Commissioner Hospador moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.

REPORTS:

Commissioner Reports:

- Commissioner Scarola: Reported he will be unable to attend webinar, “Encouraging Customers to Conserve – Pricing and Non-Pricing Approaches,” as originally planned. He encouraged the other commissioners to attend.

Emergency Preparedness Report: Emergency Preparedness Committee has asked that the District reserve barrels for emergency water storage to be held with emergency supplies. Their goal is to have 8-10 barrels.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2018-10, in the amount of \$21,743.81, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- April Financial Report: Presented. *Commissioner Hospador moved to approve the April Financial Report. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the April Financial Report was approved.*
- March/April Billing Report: Presented and discussed.

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

BUSINESS:

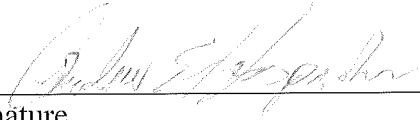
Tacoma Pump & Drilling Contract for Well 2 Rehabilitation, Pump and Motor Replacement: Presented. *Commissioner Hospador moved to approve the contract with Tacoma Pump & Drilling for Well 2 Rehabilitation and Well Pump and Motor Replacement. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the contract was approved and signed.*

Well 1 Re-Roof Project Award: Andy Schwartz Construction, the contractor awarded the contract for the Well 1 Re-Roof project, does not currently have the required insurance coverage specified in the District’s Request for Quotes and Small Works Contract. The additional cost the contractor would charge the District for additional insurance puts the total quote amount above the second lowest bidder, Black Diamond Roofing, Inc. *Commissioner McNabb moved to award the contract for Well 1 Treatment Building Re-roofing to Black Diamond Roofing, Inc. President Scarola seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Review General Manager Employment Contract Proposal: President Scarola presented a proposed draft employment contract with David Carnahan for the General Manager position. President Scarola called a special meeting on Thursday, May 24th at 1:00 pm at the District Office to discuss the proposed contract, employee policies, and employee benefits.

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

Respectfully Submitted By:



Signature

Andrew Hospador, Secretary

Name and Title

Approved at the Regular Meeting of the Board on: June 7, 2018

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
May 17, 2018

Water

1. The daily water production had increased from 45,000 to 52,000 gallons per day.
2. David repaired a leak at 604 PDW and shutoff the water at the customer's request at 529 PDW that was a 4,000 gallon per day leak.
3. American Leak Detection was out May 9th to locate a leak in the 8" main from the reservoir through the RV parking area to Nantucket. The technician was unable identify a leak in the line so we isolated the line to monitor the pressure drop. The water pressure held at 32 psi indicating that there was not a leak. We determined that the valve configuration on Nantucket was backwards from what it should have been and that we hadn't just isolated the reservoir line but also Nantucket and Cuttysark. The good news is that we now know that there are not any leaks on that section of Nantucket or Cuttysark.
4. May 8th David and I put Well 1 on line in preparation of taking Well 2 offline. I changed the well call options to put Well 1 into the well rotation to monitor operations and fine-tune all the treatment and control parameters.
5. May 11th we forced a reservoir overflow to determine the actual reservoir level vs the SCADA indicated reservoir level. The SCADA system was showing 81.5 feet of water at overflow when the actual overflow level is 79.5 feet. The well stop call was set at 80 feet which was the top of the programmed range. We had Evolution Control make adjustments to the programming to allow for the use of the additional 2 feet of the reservoir which gave us an additional 4,500 gallons of storage.
6. May 14th I put the wells in hand start mode to completely fill the reservoir. Tacoma Pump and Drilling pulled the pump from Well 2 to begin the rehabilitation. With the additional water in the reservoir we were able to maintain a reasonable reservoir level and recover some reservoir level during the night.

7. May 15th we were unable to keep up with water use demand and started checking the water use at the bathrooms and marina. I found that the marina was leaking water at a rate of 10 gallons per minute and received permission to shut the docks off. A leak was reported at 678 Portage that was at least 10 gallons per minute that was quickly repaired. The spit bathroom had a toilet that was leaking that David shutoff. We adjusted the output of Well 1 up from 20 gallons a minute to 27 and started to gain on the usage.

8. .

Drinking Water Treatment Upgrade

1. We have received approval from the Department of Health and the Public Works Board to close out the project.

Well 1 Replacement

1. We will be going out for quotes by general contractors for the project.

Sewer Collection

1. Nothing to report.

Waste Water Treatment

1. Brian from Sare Electric was out to look into the problem a lack of power to one of the effluent pumps and to the jet pumps. Brian was unable to determine the problem with the under generator power load shedding mechanism and was going to seek additional help.

Customer Service

1. Nothing to report.

General District Business

1. Nothing to report.

Submitted by Mont Jeffreys