

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
September 6, 2018
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

MINUTES

PRESENT: President R. Scarola, Secretary A. Hospador, Commissioner D. McNabb, General Manager (GM) D. Carnahan, Accounting and Administrative Services Manager (AAS) M. Carnahan, District Clerk J. Sartori.

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

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE: No correspondence.

PRESENT AGENDA: The agenda for the September 6, 2018 regular meeting was presented. President Scarola noted a correction. Item number 18 should read, "Cancel September 20, 2018 Meeting and Schedule Special Meeting." *Commissioner McNabb moved to accept the agenda as amended. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted.*

MINUTES: The minutes of the August 16, 2018 regular meeting 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 as presented.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb presented the Seattle Public Utility's projected rates for the upcoming six years, with the annual increases averaging 5.2%.
- Commissioner Scarola:
 - Commended Commissioner Hospador and the District Staff on an excellent newsletter. He also commended the GM on making safety training a priority for the District staff and expressed his excitement over the strides the District is making.
 - Noted an upcoming MRSC webinar, "Building Blocks for Successful Grant Funding."
 - Reported on his work with the Hartstene Pointe Maintenance Association (HPMA) Emergency Preparedness Committee's CB radios. It would be worth looking into getting a CB radio for the District service truck.
 - Reported he has been working with the District's CodeRed emergency communication system. There are some issues, but it is a workable, very useful, affordable system. He is working to get the system ready to work as it should and to be able to send text messages and emails, as well as make phone calls.

Financial/Administrative Report:

- Bills to Be Authorized:

- Voucher 2018-17, in the amount of \$17,223.31, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Billing Report: The billing report for the July/August 2018 billing cycle was presented and discussed.

Manager's Report: The GM reported on the ongoing projects and operations of the District.

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

Board Retreat Agenda: The preliminary agenda for the September 12th board retreat was presented and discussed.

Selection of Attorney: The GM, upon the recommendation of Thurston PUD 1, met with Joe Rehberger, who has offered to provide services to the District at a reduced hourly rate of \$285. President Scarola noted he has conducted further research on local attorneys, and has not found any comparable attorneys. It was proposed the Board meet with Mr. Rehberger to consider him for the District's attorney. The GM will check on his availability to meet with the Board.

Backup Generator: President Scarola reported the HPMA Emergency Preparedness Committee has purchased a \$850 portable 7500 watt propane/gas generator. The same model could be purchased by the District to provide emergency backup power to each of the District's three lift stations. The GM will conduct further research to verify it would be a good fit for the District.

Extend RFQ Deadlines for Well 4: GM awaiting responses from multiple contractors and cannot fulfill obligation to obtain at least five bids until responses are received. *Commissioner McNabb moved to extend the RFQ deadline as needed to obtain at least five bids. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

CL2 WWTP Treatment Room Upgrade: District does not have sufficient funds or data due to the lack of adequate data-collection software to come to an informed decision in regard to pump sizing. *Commissioner McNabb moved to terminate the District's contract with RH2 for the project. Commissioner Hospador seconded. Hearing 3 aye votes and hearing 0 nay votes, the motion passed.*

Approve Effluent CL2 pH Monitoring System: Installing an effluent CL2 and pH monitoring system would make it possible for the Wastewater Treatment Plant Operator not to be required to come to the plant daily. The GM presented quotes on three different options and recommended the District select the Kuntze Krypton Multi system, quoted by Correct Equipment for a total cost of \$9,493.75. His recommendation was due to the price, low maintenance requirements, and the ability to provide standalone, cloud-based, remote monitoring without requiring additional SCADA programming, which would cost an additional \$2,500 to Evolution Controls. *President Scarola moved to approve the purchase of the system from Correct Equipment. Commissioner Hospador seconded. There was discussion regarding the potential benefits and drawbacks of not having the monitoring tied in with the District's current SCADA system. Hearing 3 aye votes and 0 nay votes, the motion passed.*

SCADA Reporting Upgrade: Evolution Controls has prepared a quote for updating the existing wastewater SCADA software application to accommodate data collection and reporting. There was discussion regarding including the upgrade in the 2019 budget.

Approve Training for WWTPO: The District’s wastewater treatment plant operator has requested approval to attend the Water & Wastewater Utility Confined Space Entry class on September 27th in Lacey. The cost for the class is \$210.00, plus the travel cost. *Commissioner McNabb moved to approve Jeff Palmer’s attendance of the Water & Wastewater Utility Confined Space Entry class on September 27th in Lacey. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Cancel September 20, 2018 Meeting and Schedule “Special” Meeting: As the GM will be out of town attending the WASWD conference in Spokane, he would not be able to attend the regular meeting on 9/20/2018. He proposed a special meeting be scheduled September 18 to conduct regular business. *President Scarola moved to cancel the regular meeting on September 20th and schedule a special meeting on September 18th. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

District Picnic: The GM proposed holding a potluck picnic for District staff, commissioners, and their families on October 19th at 1:00 pm.

Discuss District Relation to HPMA: President Scarola proposed drafting a letter to the HPMA Board regarding consideration of the inter-agency cooperation between HPMA and the District. The issue was tabled until after the Board Retreat.

Commissioner McNabb moved to adjourn the meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting was adjourned at 3:40 pm.

Respectfully Submitted By:



Signature

Robert Scarola, President

Name and Title

Approved at the Regular Meeting of the Board on: 09-27-2018