

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
April 19, 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.

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

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE:

- **FROM:** Washington State Archives RE: Free Records Management Training in Gig Harbor. David Carnahan, the District's Water/Sewer Technician, would like to attend. *Commissioner McNabb moved to authorize the training and travel expenses for David Carnahan to attend the May 3rd training. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

PRESENT AGENDA: The agenda for the April 19, 2018 regular meeting was presented. *Commissioner McNabb moved to adopt the agenda as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted.*

MINUTES: The April 5, 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 as presented.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb: Presented the outline and first page of Solar Energy Desalination Technology, Chapter 1: "General Problems in Seawater Desalination" by Hong Fa Zheng.
- Commissioner Hospador: Presented the article, "PUD 1 to purchase 32 local water systems," from Shelton-Mason County Journal. At least one system on Harstine Island is owned by PUD 1.
- Commissioner Scarola: Commented that the District office would benefit from better lighting, and desk lamps could be purchased inexpensively. *Commissioner Scarola moved to authorize the staff to investigate lighting options and present a proposal to the Board for approval. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Emergency Preparedness Report: No report.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2018-08, in the amount of \$6,830.32, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- March Financial Report: Presented. *Commissioner Hospador moved to approve the March Financial Report. President Scarola seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*
- 2018 1st Quarter Financial Report: Presented and discussed.

Manager's Report: A written report was presented (attached). There was discussion regarding scheduling a special meeting for the following week if the District receives quotes for the Well 2 rehab project. There was discussion regarding holding a public hearing in June to discuss water and sewer rates and water conservation, with the intent to increase awareness of the need to conserve water.

Meeting recessed at 2:13 pm. Meeting reconvened at 2:30 pm.

BUSINESS:

Tree Removal Request – HPMA Permit Review Committee Response: The District has not received formal notification, but a member of the HPMA Board informed President Scarola that the HPMA Permit Review Committee approved the removal of the trees in front of the District Office, however they only approved limbing of the two trees along the outside of the fence on the water side of the wastewater treatment plant. The PRC also wants the District to plant screening along the plant fence.

HPMA Clubhouse Bulletin Board: The HPMA GM has asked if the District would be willing to return to HPMA the bulletin board space in the HPMA clubhouse currently occupied by the District. President Scarola spoke with Pam at HPMA, and it was agreed, given the District's need for visibility in a common space, the District would maintain its use of the board or move the District's space to a different bulletin board space within the clubhouse.

Well 2 Rehabilitation Project Procurement Update: The GM has contacted several well drillers and has received confirmation from two drillers that they would provide a quote, and a few others are interested. Quotes may not be available for another three weeks.

Well 4 Project:

- Fitting Phase Procurement Update: The GM has sent out another request for quotes. Depending on the response the District receives, the GM proposed the District consider putting the whole project out to bid to general contractors. Given that contractors are entering their busy season, and working on a project at the well site during the busy summer months is not ideal, the Board took no action and will re-address the project later in the year.
- Mechanical Phase Procurement Update: The GM has not solicited additional quotes for the mechanical portion of the project.
- Evolution Controls Well 4 SCADA and Telemetry Proposal: Presented and discussed. Because the project is being delayed, the Board took no action.

- Other: It was noted that a truck was observed driving and backing up very close to Well 4. The request was made to the GM to install some sort of protection or barrier around the well head. It was also noted that there should not be any vehicles driving through the area because if fuel or oil is spilled in the vicinity it could pollute the well. The GM will speak with the HPMA GM.

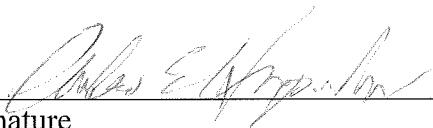
Executive Director Position:

- Job Description: Presented and discussed. President Scarola received feedback from Jim Kunz and Reg Hearn, who both believe the District should include a salary range to garner more interest. There was discussion regarding what the advertised range should be. *Commissioner Hospador moved to adopt an advertised salary range for the Executive Director position of \$55,000 to \$85,000 and to advertise the job description and position opening. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.* AAS will also put together a one page summary posting.
- Benefits Administration:
 - Public Employees Benefits Board (PEBB) – Insurance: AAS presented a summary of the District’s options through PEBB, which were subsequently discussed.
 - Public Employees’ Retirement System: AAS presented a summary of the District’s options through the Department of Retirement Systems (DRS), including an email from DRS summarizing a Deferred Compensation Plan option, which were subsequently discussed.
 - The AAS will contact PEBB and DRS to request a representative come to discuss benefits options with the Board.

May/June Newsletter Topics: Discussed.

Commissioner McNabb moved to adjourn the meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting was adjourned at 3:45 pm.

Respectfully Submitted By:



 Signature

Andrew Hospador, Secretary

 Name and Title

Approved at the Regular Meeting of the Board on: 5/3/18

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
April 19, 2018

Water

1. The daily water production has been running at 50,000 per day, David commented that he noticed while reading meters that there are quite a few people here already.
2. David has finished the meter reading and located a leak at an Island House. He also found a potential leak that will be confirmed with the dryer weather.
3. The Well 2 monthly Routine Compliance Arsenic sample collected 3/26 at Well 2 was sent to Dragon Analytical for testing; Dragons results were .0014 ppm (1.4 ppb) well below the 10 ppb MCL. An investigative Arsenic sample taken 4/4 was .002 ppm (2 ppb).
4. I have gone out for quotes for the Well 2 rehabilitation and pump replacement again. The initial follow up calls have generated two will quote, one will not quote, one will look at but will probably not quote and three will look over the project.

Drinking Water Treatment Upgrade

1. I emailed Regina Grimm our Regional Engineer at the DOH the Arsenic sample data for Well 2 along with a raw water sample data for Iron and Arsenic. Regina responded that she would like me to collect the raw water analysis for Arsenic for the next several months for comparison of removal.

Well 1 Replacement

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

Sewer Collection

1. David located a couple of manholes in the driveway areas for the Island Houses on PDE. One of the manholes had been buried for years and had not been located during the I&I study done in 2008. The other manhole showed a large volume of inflow from the line from a single set of Island Houses. We have also identified an inflow source on collection lines for Island Houses located on PDW.

Waste Water Treatment

1. The rain event on Friday and Saturday of two inches in 24hrs resulted in influent flows in excess of 450 gallons per minute. I was checking on the water system status online and decided to check the treatment plant and noticed that both basins were high and Well 2 filtration had gone into back wash at a rate of 200 gpm. I came down to the plant at 8pm and shut down the well and backwash cycle. Jeff was remotely monitoring the plant and I opened up the effluent pump valve to increase the flow rate until the plant caught up at 8:45. Jeff continued to monitor the plant throughout the night. At 4:30am Sunday the flows had decreased and I put the well back online. One of the effluent pumps failed to run due to moisture in the electrical disconnect. Sare Electric will be here Friday to look into the problem.
2. The self-contained breathing apparatus required for maintenance of the gaseous chlorine system ran out of oxygen during work being done on the system. Jeff contacted a local dive shop and was told that the tank was too old to refill. David took the tank to a dive shop to see about purchasing a new tank but the tank configuration was different than a normal scuba tank. The existing tank was in excellent condition so the dive shop agreed to refill it for us a no charge.

Customer Service

1. Assist with water turn on at 175 Nantucket.

General District Business

1. Respond to water sewer inquiries for new lot purchases.

Submitted by Mont Jeffreys