

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
March 15, 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: WA Association of Sewer & Water Districts (WASWD) RE: Crown West Realty vs. Dept. of Ecology potential Amicus Brief. *Commissioner Hospador moved to reply to WASWD's correspondence indicating the District is in general support of protecting its municipal water rights, however the District needs more information before committing to playing an active role in further legal action. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*
- FROM: Pacific Northwest Subsection – American Water Works Association RE: Conference in Tacoma April 25 – 27
- FROM: Hartstene Pointe Maintenance Association (HPMA) RE: Tree Cutting Permit Application. District has been granted conditional approval.

PRESENT AGENDA: The agenda for the March 15, 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 motion passed.*

MINUTES:

- March 1, 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.*
- March 8, 2018 Special 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 article, “Why is your sewer bill more than your water bill?”

Emergency Preparedness Report: HPMA Emergency Preparedness Committee has compiled a large amount of equipment and supplies for emergency use. The Committee's tentative plan is to

purchase two trailers: one for storage of the supplies and another to serve as an incident command and communication center.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2018-06, in the amount of \$4,947.96, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- February Financial Report: Presented. *Commissioner Hospador moved to approve the February Financial Report. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the Financial Report was approved.*
- January/February Utility Billing Report: Presented. *Commissioner Hospador moved to approve the January/February Utility Billing Report. President Scarola seconded. Hearing 3 aye votes and 0 nay votes, the Utility Billing Report was approved.*

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

BUSINESS:

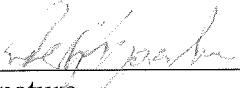
Well 1 Treatment Building Roof Replacement – Award Contract: GM reported he sent out a request for quotes to roofers on the Small Works Roster. It appears many of the emailed requests went to spam folders. Additionally, there was additional necessary information not included in the original request. The District received one bid from Madsen Roofing for, \$10,647, over twice the amount budgeted. The GM recommended the District reject the one bid received and re-issue the request for quotes. *Commissioner Hospador moved to reject the one bid received and re-issue the request for quotes for roofing the Well 1 Treatment Building. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

RH2 Engineering Proposal – Well 4 Services During Construction: Presented. GM pointed out RH2 Engineering included in the proposal \$3,456 for additional design and permitting assistance for work not requested or authorized by the District without additional consideration. Also, RH2 has not yet provided deliverables included under the previous contract which is again included in this proposal without additional consideration. The GM is also of the opinion the project does not require multiple site visits by the Engineer or extensive submittal review, both of which are included in the proposal. The GM recommended the Board reject RH2's proposal and authorize further negotiation with RH2 for services during construction. *Commissioner Hospador moved to reject RH2 Engineering's proposal for Groundwater Replacement Well 4 Additional Design and Permitting, Services During Construction, and Pilot Study Assistance and to authorize the GM to negotiate with RH2 for services during construction to meet the needs of the District and the project. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Plans for Special Meeting With Consultants: President Scarola has spoken with Jim Kunz, Executive Director of WASWD, about meeting with the Board, along with Reg Hearn, General Manager of Grays Harbor Water District. President Scarola called a special meeting on March 22, 2018 at 1:00 pm at 588 E Pointes Drive West to meet with Jim Kunz and Reg Hearn and to discuss the District's organizational structure, future staffing, and succession planning.

Commissioner Hospador moved to adjourn. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, meeting was adjourned at 3:05 pm.

Respectfully Submitted By:


Signature

Andrew Hospador, Secretary
Name and Title

Approved at the Regular Meeting of the Board on: April 5, 2018

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
March 15, 2018

Water

1. David located a leak on a vacant lot at 459 Chesapeake caused by tree root intrusion. Due to the amount of roots from a nearby cedar tree and the depth of the leak we had the excavation done by a contractor. The ¾" service line was four to five feet deep and placed under an inactive power line originally installed at the time of development. Daily water production has dropped from 74,000 to 37,000 gallons per day.
2. The monthly Routine Compliance Arsenic sample collected 2/26 at Well 2 was sent to Dragon Analytical for testing; Dragons results were .0026 ppm (2.6 ppb) well below the 10 ppb MCL.
3. The Requests for Quotes for the rehabilitation and pump replacement for Well 2 was sent out to the full Well Drillers Small Works Roster Monday the 12th, the due date for quotes is April 4th.
4. Sare Electric and Dean from Correct Equipment will be here tomorrow to take care of the electrical work at the reservoir and the installation of the tank mixer.

Drinking Water Treatment Upgrade

1. I have heard back from Regina Grimm out Regional Engineer at the DOH regarding the final approval of the Well 2 and Well 1 Water Treatment Plant Improvement Project. She's not ready to issue final approval yet. She did not specify the number of months, but she'd like to see more compliance results below the MCL. Because of the 0.011 mg/L result from 10/24/17 and the 0.01 mg/L result from 12/19/17, she feels the results to-date are too variable. She wants to see continued consistency below the MCL month after month. Regina would like the following Well #2 WTP filter operational data from the District.
 - Filter run time
 - Raw water arsenic, iron, and manganese (if any available)
 - Dosage rates for each of the 3 chemicals
 - Well #2 flow rate

the tablet feeder project. The information was provided in 2015 before the project stalled due to their involvement with the Drinking Water Upgrade project.

Customer Service

1. Nothing to report.

General District Business

1. I have been reviewing the proposed scope and fees for the RH2 Well 4 Services During Construction Contract. The proposed contract cost is \$27,878.00.

Submitted by Mont Jeffreys