

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
June 7, 2018
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

MINUTES

PRESENT: President R. Scarola, Secretary A. Hospador, Commissioner D. McNabb, 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: Office of Financial Management RE: Notice of Water Sewer District Board Member Dollar Threshold Adjustment from \$114.00 to \$128.00
- FROM: Dept. of Ecology RE: March 2018 Discharge Monitoring Report, fecal coliform violation

PRESENT AGENDA: The agenda for the June 7, 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 as presented.*

MINUTES:

- The minutes of the May 17, 2018 Regular Meeting were presented. *Commissioner McNabb moved to adopt the minutes as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*
- The minutes of the May 24, 2018 Special Meeting were presented. *Commissioner McNabb moved to adopt 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 an article from Department of Health, “Asset Management for Small Water Systems.”
 - Presented an example of summary statistics for small water systems for asset management. He will work with David Carnahan to begin the District’s asset management program.
- Commissioner Scarola:
 - Discussed upcoming changes with the District’s new General Manager, David Carnahan, coming on board. The Board may need to hold some special meetings this summer to discuss planning, budget, asset management, etc.
 - Noted that he would ask the General Manager to send a letter to Tacoma Pump & Drilling, thanking them for prioritizing the District’s Well #2 Rehabilitation project.

Emergency Preparedness Report: The GM has installed a lockbox at the reservoir gate for emergency access. Commissioner Scarola has been working to set up HPMA’s emergency radio antennae.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2018-11, in the amount of \$26,848.03, 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: The GM was absent. His written report was presented and reviewed by the Board (attached).

BUSINESS:

Drinking Water State Revolving Fund Loan Contract Amendment – Project Completion: The project completion amendment to the District's loan contract with the Department of Commerce was presented. *Commissioner Hospador moved to approve the Drinking Water State Revolving Fund Loan Contract Amendment – Project Completion. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed and the contract amendment was signed.*

Resolution 2018-01 Establishing a Schedule of Paid Holidays and a Policy Governing Unpaid Religious Holidays: Presented and discussed. *Commissioner McNabb moved to adopt Resolution 2018-01 Establishing a Schedule of Paid Holidays and a Policy Governing Unpaid Religious Holidays. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the Resolution was adopted.*


Resolution 2018-02 Requesting Review By the Health Care Authority to Participate in the Washington State Insurance Plans: Presented. *Commissioner McNabb moved to adopt Resolution 2018-02 Requesting Review By the Health Care Authority to Participate in the Washington State Insurance Plans. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the resolution was adopted.*

Resolution 2018-03 Authorizing the District's Participation in the Washington State Deferred Compensation Program: Presented. *Commissioner McNabb moved to adopt Resolution 2018-03 Authorizing the District's Participation in the Washington State Deferred Compensation Program. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the resolution was adopted.*

Resolution 2018-04 Updating the District Fee Schedule: Presented and discussed. The purpose of the updated fee schedule is to update the District's Lien Fee to account for the increase in charges to the District to record liens and lien satisfactions. *Commissioner McNabb moved to adopt Resolution 2018-04 Updating the District Fee Schedule. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the resolution was adopted.*

Commissioner Hospador moved to adjourn the meeting. President Scarola seconded. Hearing 3 aye votes and 0 nay votes, the meeting was adjourned at 2:15 pm.

Respectfully Submitted By:



Signature



Name and Title

Approved at the Regular Meeting of the Board on: 6/21/18

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
June 7, 2018

Water

1. The daily water production has been running at 45,000 a day to 62,000 gallons per day on the weekends.
2. David repaired a very small leak at 128 Barnacle; the meter was moving intermittently indicating a possible toilet issue. I notified the customer and he is going to check the toilets.
3. During the Well 2 rehab Well 1 was able to keep up with demand thanks to the conservation efforts of the community. We were able to increase the production to 26 gallons a minute while maintaining adequate water over the pump for cooling.
4. During the Well 2 rehab Tacoma Pump noted that during the surging of the screened area that they were drawing quite a bit of sand though the screened interval, they believe that with additional days of surging that we could increase the production of the well. When the well was videoed you could see larger aggregate in the surged areas behind the screen. The well and screen appear to be in good condition.
5. Tacoma Pump noted some inconsistencies with the well log and measurements taken in the field in regard to the screen depth. They also discovered that the pump intake was in the screened interval at about 150 feet to allow for additional pumping capacity beyond the original test pumping performed when the well was drilled. Tacoma Pump used the cleaned up original pump to test pump after the acid bath and surging and achieved 77 gallons per minute with a drawdown of 144.3 feet.
6. The 3" down pipe for Well 2 had iron sediment buildup reducing it to 1.5", we decided to replace the old pipe, and check valve along with the new pump/motor. The pump intake was also raised to 145' to get it out of the screened area.
7. May 22nd, the Well 2 pump replacement was completed; the bacteriological sample came back good and the well was put online.

8. I have been monitoring the Well 2 production and well draw down to maximize production. The production level has been slowly increasing while maintaining a 140' draw down to keep 5' of water over the intake. I am monitoring the draw down regularly to see if this trend continues.

Drinking Water Treatment Upgrade

1. RH2 is finalizing the project as-builds.

Well 1 Replacement

1. Nothing to report.

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. Notified Black Diamond Construction the new lowest bidder for the Well 1 treatment building reroofing project that they were being awarded the project. Black Diamond will be getting back to me on scheduling the job.
2. We are waiting on the PRC response to the appeal of the removal of the trees outside the fence.

Submitted by Mont Jeffreys