

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
September 24, 2015
District Office 772 Chesapeake Dr., Shelton, WA 98584**

MINUTES

PRESENT: President R. Ray, Secretary M.A. Cary, Commissioner N. Nelson, Accounting and Administrative Services Manager (AAS) M. Carnahan, General Manager (GM) M. Jeffreys.

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

SUBSCRIBER REMARKS: David McNabb present.

CORRESPONDENCE:

- Internal Revenue Service RE: 2014 Quarter 3 Form 941

PRESENT AGENDA: The agenda for the September 24 regular meeting was presented. *Commissioner Cary moved to adopt the agenda as presented. Commissioner Nelson seconded. Hearing no objections, the agenda was adopted.*

MINUTES: The minutes for the September 10, 2015 regular meeting were presented. *Commissioner Cary moved to approve the minutes. Commissioner Nelson seconded. Hearing no objections, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Nelson: Has accepted a purchase offer on her house and will resign from the board in November. The Board of Commissioners will need to appoint a qualified individual to serve in the position until the next commissioner election in 2017.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2015-23, in the amount of \$1,798.77, was presented. *Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.*
- Phone System Update/Call Log: The new voicemail system is live and working very well. The majority of the calls to the office are questions about billing. More customers are using the online payment option rather than calling to make a payment.
- New Billing Office Hours: AAS has established regular office hours for answering billing/customer service calls: Mondays from 9:00 am to 2:00 pm; Tuesdays and Thursdays from 9:00 am to 12:00 pm. The new hours will be posted on the board at the clubhouse, on the website, and in the November/December newsletter.
- Late Fees Update: The AAS had previously reported that it was possible that West Sound Utility District had been applying late fees incorrectly. Upon further research

and review the AAS determined that this assertion was incorrect and that late fees were, and are, applied correctly.

- **ACH Setup Update:** AAS is continuing to have difficulty obtaining the necessary information from Bank of America and the County Treasurer's Office to implement the new ACH payment system. She hopes to have this information and time to test the system before the September 30th ACH auto pay run, however this is unlikely.
- **Delinquent Accounts Update:** The District currently has liens placed on three properties. Currently there are four properties delinquent \$100.00 or more and scheduled to receive shut-off notices if not paid by September 30th.

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

BUSINESS:

Sewer Line Repair Reimbursement at 413 E Pointes Drive East: The customer replaced the sewer line on their property and a portion of the district's line just outside of the property line. The customer is asking that the District pay one third of the total amount she was billed for the line repair, \$10,608.87. The GM will request a detailed, itemized bill for the work that was performed and the matter will be brought up again at the next meeting.

NW Cascade Proposal and Contract: NW Cascade sent the District a proposal to connect the water service to the main at 141 Barnacle. The GM responded requesting that the proposal be modified to include prevailing wage language and to correct the address listed on the proposal. NW Cascade has not yet responded.

Broadband Environmental Contract Amendment: *Commissioner Cary moved to table until the next meeting. Commissioner Nelson seconded. Hearing no objections, the motion passed.*

October 29th Rate Setting Training by Evergreen Rural Water of WA: The training will take place in Shelton. The training is free for the GM and \$65.00 for the AAS. *Commissioner Nelson moved to authorize the GM and AAS to attend the training, the cost of the training, and the AAS' time cost. Commissioner Cary seconded. Hearing no objections, the motion passed.*

Review Budget Timeline/Meeting Schedule: *Commissioner Nelson moved to change the date of the Budget Work Session to October 27, 2015. Commissioner Cary seconded. Hearing no objections, the motion passed.*

Water Treatment Project Update: There is no additional information. The District is still waiting for a response from the Department of Health.

Commissioner Cary moved to adjourn. Commissioner Nelson seconded. Hearing no objections, the meeting was adjourned at 3:35 pm.

Respectfully Submitted By:

Mary Alice Cary
Mary Alice Cary, Secretary

Approved at the Regular Meeting of the Board on: October 8, 2015

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
September 24, 2015

Water

1. September 11, Friday 8:30 PM, system water cloudy with air intrusion. Checked Well 1, found it was getting a mix of air with the water, shutdown the well until I could investigate further.
2. September 12, Saturday, Well 2 operating and back washing fine. Ferric injection pump tube ruptured, replace tube and add ferric solution.
3. September 14, Checked static water level Well 1, normal at 112 feet from surface. Start well measured drawdown to 140 feet at pump intake. Throttle valve on filters to reduce pump flow to maintain 136 feet of draw down (4 feet above pump intake) at a flow rate of 50gpm. Well water level was fine the valve adjusting the flow rate had worked opened a bit. Checked the pumping water level again at the end of the day holding at 135 feet.
4. September 14, repair leak at the upstream side of meter at 411 PDE. Replaced cracked pvc fitting and added a short section of poly pipe to compensate for settling.
5. September 19, Saturday checked Well 2, operating and back washing fine. Well 1 being called chemical injection pumps operating but well pump was not pumping. Put well offline.
6. September 21, run preliminary electrical diagnosis for Well 1, have power through starter and well controller to well pump. Contacted Tacoma Pump and Well Drilling for assistance, was told they don't do diagnostics just replacement and drilling.

Drinking Water Treatment Upgrade

1. September 17, Al Fredli of Evolution Control and I met with the data line technician for Centurylink to determine if the communication for the reservoir and wells were hard wired or circuited. Found that all the data transmission lines go through Centurylink circuits and will probably not be of any use for the new telemetry system. We found

that there are two ground bury wire runs between Well 1 and Well 2 that we may be able to utilize for data transmission.

2. We have not received a response to project changes submitted to the DOH Regional Engineer at the end of August.

Sewer Collection

1. September 21, sewer backup at Island Houses 201 and 203 Cutty Sark caused by blockage where the house plumbing meets the district collection system. Roto Rooter cleared the blockage.

Waste Water Treatment

1. I have drafted a Letter of Notice of Award of Contract to Gary Harper Construction for the sludge pump replacement project.
2. I spoke with a representative from Arden Industries who are the direct suppliers of the equipment for the alternative to the existing gaseous disinfection system for the plants effluent disinfection. I explained the Districts approach to the upgrade and sent pictures of the existing system. He will get back to me on a design and cost estimate.

Outfall Repair

1. No updates.

General District Business

1. I am in the process of getting quotes from vendors for a new drinking water chemical supplier.

Customer Service

1. Nothing to report.

Submitted by Mont Jeffreys