

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
June 11, 2015
District Office 772 Chesapeake Dr., Shelton, WA 98584**

MINUTES

PRESENT: President R. Ray, Secretary M.A. Cary, Commissioner N. Nelson, 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: Dave McNabb present.

CORRESPONDENCE:

- FROM: WSUD RE: Receipt of Interlocal Agreement termination letter

PRESENT AGENDA: The agenda for the June 11, 2015 regular meeting was presented. **Commissioner Cary moved to approve the agenda as presented. Commissioner Nelson seconded. Hearing no objections, the agenda was approved.**

MINUTES: The minutes for the May 28, 2015 regular meeting were presented. **Commissioner Cary moved to approve the minutes as presented. Commissioner Nelson seconded. Hearing no objections, the minutes were approved as presented.**

REPORTS:

Commissioner Reports:

- Commissioner Cary:
 - A proposed bill in the State House regarding billing errors resulting in back-billed amounts.
 - Proposed an article for the next newsletter regarding the work done by the District staff in the billing transition.
- Commissioner Nelson:
 - Lift station pump failure in Fife resulted in a sewage spill in crawlspace of a home. Commissioners and GM discussed the District's risk of a similar failure and the potential effect for customers. Each of the District's three lift stations has two pumps for built-in redundancy and Phase 3 of the WWT telemetry upgrade will improve lift station alarms. The District has added lift station generators to its projects list.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2015-13, in the amount of \$21,326.01, was presented. **Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.**
- Billing Transition Update
 - ACH Autopay; District Company ID: The May billing ACH Autopay was run by West Sound Utility District on behalf of the District because Bank of America was unable to

complete the setup for the District in time. In order to be set up to run the ACH file, the District will need its own Company ID, either under the umbrella of Mason County or independently. The benefit of having it under the County is that the County Treasurer could assist the District in case of emergency and provide additional oversight. Either way, in order for the new Company ID to be established, the District will need to provide Bank of America, via the County Treasurer, three years of audited financial statements. **Commissioner Nelson moved to authorize Bank of America to create a new company ID under Mason County for the District to accept ACH payments. Commissioner Cary seconded. Hearing no objections, the motion passed.**

- Late Payment Policies, Resolution 2010-01: AAS will work with District's billing software provider to make sure programming complies with resolution. AAS will work with West Sound Utility District to try to identify customers who may have been overcharged late fees.
- Autopay Customers: Under West Sound, Autopay customers were not being charged late fees in the event that their payment was declined. Also, it appears that Autopay customers were not being charged the full amount of their billing if it exceeded \$190.00, despite their agreement stating that they will be charged the amount on the bill. Beginning July 1st, Autopay customers with an overdue balance of \$100 or more will be charged late fees, and the full amount on their billing statement will be charged to their card or bank account. AAS will send letter to Autopay customers informing them of this update.

Meeting recessed at 3:00 pm. Meeting reconvened at 3:15 pm.

- NSF Fee, Resolution 2010-06: District does, in fact, have an adopted resolution addressing returned check fees.

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

BUSINESS:

Daily Deposit Exception Update: Commissioner Nelson moved to update its request to the Mason County Treasurer for an exception for daily deposits. Commissioner Cary seconded. Hearing no objections, the motion passed.

Reserved vs. Unreserved Funds: Upon closer examination of the BARS Manual it was determined that the monies in the District's Water/Sewer Reserve Fund do not meet the definition of reserved funds. AAS will contact the auditor's office to inquire if past reports need to be amended. District will rename the Water/Sewer Reserve Fund with the County to be Water/Sewer Committed Fund. Internal "reserve" funds will be called merely "funds."

Review Resolutions 2010-01 and 2010-06, Billing of Liened Properties: Reviewed and discussed. AAS will draft new resolutions to repeal and replace Resolutions 2010-01 and 2010-06.

Meeting adjourned at 5:40 pm.


Respectfully Submitted By:

Mary Alice Cary
Mary Alice Cary, Secretary

Approved at the Regular Meeting of the Board on: June 25, 2015

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
June 11, 2015

Water

1. Daily well production during averaging 80,000 gpd during the warm weather.
2. May 29, began locating buried main line isolation and fire hydrant valves. Free up valve covers, paint tops for easy location and exercise valves in preparation for system flushing.
3. May 29, preliminary inspection of marina water system. The feed lines to the docks go underground at the shoreline and are exposed under the water to the docks. The lines feeding the wash down hose bibs run along the outer edge of the docks at the water line. Primary construction appears to be poly pipe with barbed adapters and SS hose clamps. **High potential for undetectable leaks and cross contamination of the potable water supply.** The two inch isolation valve for the fire suppression line is a quarter turn ball valve. **The operation of this type of valve has a high potential if shut off to quickly to cause significant water hammer resulting in a rupture of the 2" pvc supply line and possible bodily damage to the operator.** PRV?

4. June 4, continue excavation of the water service line at 141 Barnacle after the utilities locate. There are three marked phone services, electrical, 1.5 inch water service line and a 6 inch reservoir feed line in the access road perpendicular to the excavation route for the service line. Hit an unmarked active phone service line and stopped excavation due to the high potential for damage to other utilities. I will be meeting June 12th with a representative from Flohawk N.W. Cascade on site to discuss excavation with a water jet vector truck.
5. June 8, PUD3 locating electrical fault for the power supply to the bathroom at the tennis court. I have been trying to locate the main water supply line for the bathroom, picnic shelter, tennis court and wash down for the lagoon boat launch which I suspect is in the same area of the electrical supply. The electrical, water and sewer run through a utility easement from the Chesapeake cul-de-sac.

6. June 9, owner at 449 PDE reported having water pressure of 90 psi. Checked at the waste water treatment plant and had 95psi. Shut down booster pump to reduce pressure until I could inspect the pressure reducing station valves.
7. June 10, Inspected the pressure reducing valves (PRV) stations on PDE and PDW. The PDE PRV station had an upstream pressure gauge that was functioning but no downstream gauge to verify proper operation of the valve. Shut off the PRV downstream isolation valve to determine if the valve was faulty. The PDW PRV station had an upstream pressure gauge that was not functional but the downstream gauge was and verified that the PRV valve on PDE had failed. Pressure has been reduced to 73psi at 449 PDE and 78psi at the plant. Scheduling with GC Systems to rebuild and adjust both valves.

Drinking Water Treatment Upgrade

1. Sean at RH2 and I are having ongoing discussions finalizing the chemical analyzers and chemical injection systems.

Sewer Collection

1. Sunday June 7, report of sewer backup at 463 Chesapeake Dr. by new owner who said that they were leaving that day and could I look into it on Monday.
2. June 8, After discussion with owner representative at 463 Chesapeake Dr. had Flohawk N.W. Cascade camera and clear obstruction at the transition from the property sewer line to the districts sewer line. The transition point had root intrusion and a belly in the line causing the backup.

Waste Water Treatment

1. RH2 emailed the 90% engineering documents for the sludge pump upgrade that included the additional valve placement we requested.
2. The monthly DMR reporting is changing over to mandatory online reporting. George, Roger and I will be setting up the online reporting authorization.

Outfall Repair

1. Adam Miller of Gray and Osborne emailed a copy of the new outfall survey. The new survey overlaid on the previous survey shows the outfall outside the existing DNR easement. The DNR surveyor is going over the survey to consider an adjustment to the districts easement.

General District Business

1. The owner of 112 Liberty has requested a letter of Water Adequacy for new construction. The property has a pre-paid connection for water and sewer.

Customer Service

1. Check on low hot water pressure at 110 Liberty, cold water pressure is normal. No explanation and there is not a household leak.
2. Check on low water pressure at 452 PDE. After conversation with owner found that it was isolated to a shower head. Recommended disassembly of the shower head for cleanin.

Submitted by Mont Jeffreys