

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
April 9, 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: No subscribers present.

CORRESPONDENCE:

- TO: Ferguson Water Works RE: Third Notice of Software Support Cancellation
- TO: Karen Klocke, Dept. of Health and Connie Rivera, Dept. of Commerce RE: Replacement of HPMA storage facility under Water Treatment Project. GM received a response instructing him to submit a Scope of Work change request form for DOH approval.
- TO: Rob Johnson RE: Question about easements and billing delinquent accounts
- FROM: Dept. of Ecology RE: Application for NPDES Permit Renewal

PRESENT AGENDA: The agenda for the April 9, 2015 regular meeting was presented. **Commissioner Nelson moved to amend the agenda to add Billing Transition Update and delete Voucher CP 34 under Bills to Be Authorized. Commissioner Cary seconded. Hearing no objections, the agenda was amended. Commissioner Cary moved to adopt the agenda as amended. Commissioner Nelson seconded. Hearing no objections, the amended agenda was adopted.**

MINUTES: The minutes for the March 26, 2015 regular meeting were presented. A minor correction was noted and made to the minutes. **Commissioner Cary moved to approve the minutes as corrected. Commissioner Nelson seconded. Hearing no objections, the minutes were approved as corrected.**

REPORTS:

Commissioner Reports: No reports.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2015-07, in the amount of \$29,188.91, was presented. **Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.**

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

- Service Truck Decals: GM took the truck to Black Star Printing for a consultation on putting decals on the sides. Commissioners and Managers viewed and discussed the mock-up prepared by Black Star. The Commissioners gave input to take back to Black Star.

BUSINESS:

Renew CenturyLink 3-Year Contract for Office Phone and Internet: Commissioner Nelson moved to renew the CenturyLink Contract for the Office phone and internet service for another 3-year term. Commissioner Cary seconded. Hearing no objections, the motion passed.

April 30th Work Session: Scheduling conflicts have necessitated that the work session be rescheduled for the following Thursday, May 7th. **Commissioner Nelson moved to reschedule the work session for May 7th from 10:00 am to 3:00 pm. Commissioner Cary seconded. Hearing no objections, the motion passed.**


SAO Financial Intelligence Tool (FIT): Presented and discussed.

Golf Cart Parking: Commissioners and managers discussed options for protected parking for the golf cart. A retractable awning was suggested. The GM will look into that option.

Billing Transition Update: The District's EFT bank account is set up. County Treasurer is working with Bank of America and Retail Lockbox to get Check 21 and ACH debit setup. AAS will order new magnets with the updated contact information for the District. The GM and AAS will send a letter informing all of the customers of the billing transition, the new billing phone number, and the new billing address.

Meeting adjourned at 4:05 pm.

Respectfully Submitted By:


Mary Alice Cary, Secretary

Approved at the Regular Meeting of the Board on: April 23, 2015

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
April 9, 2015

Water

1. April 7, leak repair at 607 Barbary near meter box, corroded galvanized fitting.

Drinking Water Treatment Upgrade

1. Sean Kanda of RH2 Engineering, Al Fredli of Evolution Controls and I had a conference call to discuss the water treatment chemical residual analyzers/injection systems design and integration into the telemetry/SCADA control systems.
2. Received an email from Connie Rivera at the Washington State Department of Commerce (WSDC) regarding the change in scope for the addition of chemical storage buildings and replacement of the HPMA storage. She stated that the (WSDC) and the DOH would approve the changes and to submit an updated project scope of work including the changes to the original scope of work.

Sewer Collection

1. Nothing to Report.

Waste Water Treatment

1. We have begun spring cleaning of the Waste Water Treatment Plant. The roofs and gutters have been cleaned and moss killer applied. Started pressure washing the basins and equipment. Preparing the excavated area above SBR 1 for the planting of grass to prevent erosion.

Outfall Repair

1. Adam Miller at Gray and Osbourne emailed stating that Northwest Underwater has hired Northwest Hydraulics to survey the outfall and that Phillips Marine has provided G & O with the video of the additional anchors that were placed on the outfall.

General District Business

1. The District had six delinquent accounts as of March 19th, of the six accounts one has been brought current, two have made payment arrangements, and the District has liens on three. Of the three with liens one property is in the process of selling and will be satisfied. The two remaining account for \$17,516.30 of funds yet to be collected by the District.

Customer Service

1. Spoke with a stakeholder regarding whether the problem with the laundry still creating foam after two rinse cycles might be a result of the water supply. I suggested that we do have moderately hard water and to try reducing the amount of detergent used and let me know if it continues to be a problem.