

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
April 23, 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 1:05 pm.

SUBSCRIBER REMARKS: David McNabb present. Commented that when the county was managing the system they often reported that the arsenic levels exceeded the allowable levels, but he has not seen any such notices recently. Mr. McNabb asked about the current arsenic levels of the water. The GM commented that the District tests monthly for arsenic levels and have been under the maximum acceptable level for the past year. The new water treatment system, when installed, will allow the District to reach even lower levels of arsenic in the future.

CORRESPONDENCE:

- TO: HPMa RE: Water Treatment Project, Storage Addition

PRESENT AGENDA: The agenda for the April 23, 2015 regular meeting was presented. AAS requested the addition of Voucher 2015-09 under Financial/Administrative Report, Bills to Be Authorized. **Commissioner Cary moved to amend the agenda to add Voucher 2015-09 to Bills to Be Authorized under Financial/Administrative Report. Commissioner Nelson seconded. Hearing no objections, the agenda was amended. Commissioner Cary moved to adopt the agenda as amended. Commissioner Nelson seconded. Hearing no objections, the agenda was adopted.**

MINUTES: The minutes for the April 9, 2015 regular meeting were presented. **Commissioner Nelson moved to approve the minutes as presented. Commissioner Cary seconded. Hearing no objections, the minutes were approved.**

REPORTS:

Commissioner Reports:

- Commissioner Ray noted that the District's Discharge Monitoring Reports (DMRs) have been very favorable.
- Commissioner Cary reported that she and Commissioner Ray attended the HPMa meeting on Saturday and also attended the Mason County Auditor's candidate's filing week training.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2015-08, in the amount of \$4,264.68, was presented. **Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.**
 - Voucher 2015-09, in the amount of \$868.00, was presented. This voucher is to reissue payment to Dragon Analytical Laboratory for a previous warrant that was lost in the mail.

Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.

- 2015 1st Quarter Financial Report
- Billing Transition Update: The new billing software is scheduled to go live directly after the May billing is sent out. The lockbox most likely will not be ready to go live until mid to late May, however West Sound has agreed to continue to process the receivables until the lockbox is ready. The credit card/ACH/online payment should be ready to go live by May 4th, the billing date. JMS will provide an amendment to the contract between the District and Jeffreys Management Services to add billing to the Accounting and Administrative Services Manager duties. AAS will draft a written notice of the District's intent to end its inter-local agreement with West Sound Utility District.

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

BUSINESS:

2014 Consumer Confidence Report: Will be posted on the website, referenced in the newsletter, and the bill and newsletter will provide a direct URL to the 2014 CCR online, according to EPA requirements.

WAS Pump Station 60% Design and Engineer's Estimate: RH2 Engineering's 60% Design Report and Estimate for the Sludge Pump replacement were presented. The Engineer's estimate is \$64,000, plus the \$31,000 estimated for engineering, which brings the total project estimate to \$95,000, \$55,000 less than the GM's initial estimate.

May/June Newsletter Topics: The topics to be covered in the May/June Newsletter are:


- Candidate Filing Week
- Billing Transition
- Consumer Confidence Report

May 7th Work Session Agenda: Items for the Work Session on May 7th at 10:00 am will be:

- Budget Timeline and Special Meeting Schedule
- Capital Improvement Plan
- 2015 Projects
- Emergency Response Plan

Meeting adjourned at 5:00 pm.

Respectfully Submitted By:


Mary Alice Cary, Secretary

Approved at the Regular Meeting of the Board on: _____

May 7, 2015

HARTSTENE POINTE WATER-SEWER DISTRICT

General Manager's Report

April 23, 2015

Water

1. Daily well production has been steadily increasing from 50,000 gpd to approximately 100,000 gpd over the last two weeks.
2. April 16, water leak discovered at the wastewater treatment plant. The leak appears to be from the water line serving the yard hydrant and hose bib to the south of the settling basins. The service line is very deep and will be replaced from the shutoff valve to the associated hydrants. I also plan on removing and replacing the existing shutoff valves for the hydrant and water feed to the lab at the same time.
3. April 18, report of a cracked ball valve downstream of the meter at 415 PDE. Water is presently off until repair can be made.
4. April 20, major water leak on 1" service line serving 709 and 711 PDW. Call for emergency utilities locate for leak repair.
April 22, excavate for leak repair, electrical power line was installed over and alongside water line, both were on top of sewer service line.
5. April 22, replace cracked ball valve downstream of meter at 429 PDE.
6. April 22, investigate possible leak at meter box at 437 PDE, damp but no obvious leak. Will excavate to check on fitting leak.

Drinking Water Treatment Upgrade

1. Sean Kanda of RH2 Engineering and I had a conversation about the additional engineering for the water treatment chemical residual analyzers/injection systems, electrical upgrades at the reservoir, and inclusion of well water level transducers that were not in the original scope of the engineering budget. I suggested that RH2 submit an amendment to the original contract for the additional work. Sean said the estimate for the additional engineering was \$12,000.
2. Submitted an online request for a change of scope of work to the Washington State Department of Commerce (WSDC) for the addition of chemical storage buildings to include replacement of the HPMA storage, replacement of existing filtration systems, the telemetry control upgrade and electrical upgrades for the reservoir.
3. Received the approved DWSRF loan DM12-952-126, scope of work change amendment documents for signing; signed and returned April 15th. The Department of Health approved the scope change on April 14, 2015.

Sewer Collection

1. Nothing to Report.

Waste Water Treatment

1. RH2 Engineering submitted the 60% completed bio-solids pump replacement design, pump selection recommendations and the engineers construction cost estimate. The construction cost estimate was \$64,000 for the replacement of two pumps associated electrical and piping/valve replacement.

I forwarded the bio-solids pump replacement design information on to George for review. George suggested the addition of four valves to allow either pump to pump from each of the basins for pump maintenance at an estimated additional cost of \$12,000.

Outfall Repair

1. Gray and Osbourne mailed four video disks of the work Phillips Marine performed adding additional anchors on the outfall.

General District Business

1. Nothing to report.

Customer Service

1. Assisted Mike Gedney with locating the sewer service stub out and the relocation of the water service at 391 PDE for new construction.

Submitted by Mont Jeffreys