

post

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
March 26, 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: Jim Anderson present.

CORRESPONDENCE:

- FROM: Dept. of Health RE: Small Water System Management Program. The District does not need to update its 2008 Water System Plan and may instead implement a Small Water System Management Program. DOH also informed the District that the May 9, 2011 Booster Pump Station approval letter incorrectly calculated the total amount of connections as 489 rather than 498 connections. The approved number of connections on the water facilities inventory will be updated to reflect the 498 approved connections.
- FROM: JoAnn Ray, HPMA Board Member RE: HPMA meeting minutes regarding water treatment project.
- FROM: Jeanette Pilgrim RE: Prepaid Connection Lot Relinquishment.

PRESENT AGENDA: The agenda for the March 26, 2015 regular meeting was presented. **Commissioner Nelson moved to adopt the agenda as presented. Commissioner Cary seconded. Hearing no objections, the agenda was adopted.**

MINUTES: The minutes for the March 12, 2015 regular meeting were presented. **Commissioner Cary moved to approve the minutes as presented. Commissioner Nelson seconded. Hearing no objections, the minutes were approved.**

REPORTS:

Commissioner Reports:

- Commissioner Cary:
 - Saw a report regarding a multi-million groundwater project in Spokane.
 - Port Angeles had a seven million gallon spill of partially treated sewage into the Strait of Juan de Fuca.
- Commissioner Ray:
 - MRSC blog post regarding changes in the Auditor's Office.
 - WASWD has three legislative reports.
 - WASWD sent an email regarding Commissioner Compensation. Compensation is required for each meeting day unless the commissioner has submitted a waiver in writing.

Financial/Administrative Report:

- **Golf Cart Purchase: Commissioner Nelson moved to purchase Martin Kinser's golf cart for \$2,000. Commissioner Cary seconded. Hearing no objections, the motion passed.** Commissioner Cary brought up the question of paying sales tax on the purchase. The AAS will research this question. The commissioners directed the GM to find an appropriate shelter for the golf cart.
- **Bills to Be Authorized: Voucher 2015-06, in the amount of \$6,464.46, was presented. Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.**

Meeting was recessed at 2:35 pm. Meeting reconvened at 3:00 pm.

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

BUSINESS:

HPMA General Manager, District Easement and Construction:

- **Marina Water Meter:** Mr. Birgh brought forth the question of what it would take to install a separate water meter for the Marina, how much that would cost, and could the bill be for water-only since there is no sewer hookup at the marina? The District GM estimated that the cost to install a separate meter would be \$700-800, and the District could charge them for water only.
- **Water Treatment Upgrade Construction and Easement:** Mr. Birgh presented proposed concepts for the space and a proposed additional room for the HPMA's use to replace their current storage which will be removed for the addition to the treatment building. Questions were raised concerning the ownership of the land under the proposed addition by the District. GM and AAS will contact Dept. of Health and Dept. of Commerce concerning whether the District can replace HPMA's storage displaced by the water treatment building addition. The GM and AAS will also contact the District's legal counsel regarding the questions raised concerning land ownership and easements.

RH2 General Services Contract: Presented. **Commissioner Cary moved to approve the District's contract with RH2 for General Services for 2015. Commissioner Nelson seconded. Hearing no objections, the contract was approved.**

WSRMP Auto Insurance: **Commissioner Nelson moved to cancel the District's Auto Insurance policy with Duncan and Associates because the District has coverage through the Water and Sewer Risk Management Pool. Commissioner Cary seconded. Hearing no objections, the motion passed.**

Draft Resolution 2015-01 Establishing Water and Sewer Connection Charges: Presented. **Commissioner Cary moved to approve Resolution 2015-01. Commissioner Nelson seconded. Hearing no objections, the resolution was adopted.**

Draft Resolution 2015-02 Establishing a District Fee Schedule: Presented. **Commissioner Cary moved to adopt Resolution 2015-02. Commissioner Nelson seconded. Hearing no objections, the resolution was adopted.**

Draft Resolution 2015-03 Establishing an Electronic Funds Transfer Account: Presented. The commissioners determined to take the advice of the Mason County Treasurer and only have the General Manager as a signer on the account due to the frequent change of the President and Secretary position.

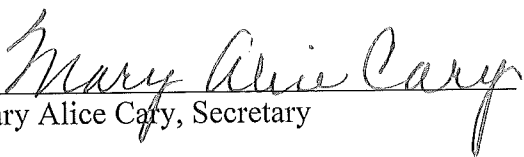
Commissioner Nelson moved to adopt Resolution 2015-03. Commissioner Cary seconded. Hearing no objections, the resolution was adopted.

459 Chesapeake Dr. Refund: GM confirmed that the 459 Chesapeake Dr. is a Prepaid Connection Lot with water and sewer connections. This property has been charged for full water and sewer connections since the District took over billing January 1, 2010. The overcharged amount totals \$3,146.00.

Commissioner Nelson moved to authorize the refund of \$3,146.00 to the owner of 459 Chesapeake Dr. Commissioner Cary seconded. Hearing no objections, the motion passed.

Meeting adjourned at 4:45 pm.

Respectfully Submitted By:


Mary Alice Cary, Secretary

Approved at the Regular Meeting of the Board on: April 9, 2015

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
March 26, 2015

Water

1. March 23, Pickering Landscape and Tractor brought in gravel for driveway restoration from leak repairs at 668 Portage, 382 PDE, 347 & 349 PDE.

Drinking Water Treatment Upgrade

1. Sean Kanda of RH2 is working with TMG Services of Tacoma on the hypochlorite residual analyzer and injection system design. We are currently waiting on an equipment recommendation and price quote.
2. Sean at RH2 and I discussed the scheduling of the Drinking Water Upgrade project to begin this September to avoid potential HPMA member inconveniences caused by construction activities around the clubhouse parking area.

Sewer Collection

1. Nothing to Report.

Waste Water Treatment

1. Rh2 Engineering is working on the preliminary design for the replacement of the bio-solids pumps.

Outfall Repair

1. I am waiting to hear back from Adam Miller at Gray and Osbourne about the outfall survey scheduling.

General District Business

1. Received and processed a water-sewer prepaid connection relinquishment request for 459 Chesapeake Dr.

Customer Service

1. I have been working with Debbie at West Sound Utility District to resolve billing issues of an over payment on an account and a past due account resulting from not having new owner contact information.

Submitted by Mont Jeffreys