

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
January 22, 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:

- FROM: Dept. of Ecology RE: Reminder to submit Notice of Intent by February 21, 2015.

PRESENT AGENDA: The agenda for the January 22, 2015 regular meeting was presented. The AAS requested the following additions to the agenda: RH2 Engineering Waste Activated Sludge Pump Station Improvements Scope of Work and Professional Services Agreement; BIAS Utility Billing Subscription Order forms and Agreement; under Financial/Administrative Report, Voucher CP 31. **Commissioner Nelson moved to adopt the agenda as amended. Commissioner Cary seconded. Hearing no objections, the agenda was adopted as amended.**

MINUTES: The minutes for the January 8, 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 Nelson: shared two newspaper articles regarding pharmaceuticals' and personal hygiene products' effect on water quality and an individual who flushed nails at several restaurants.
- Commissioner Cary:
 - Received a positive subscriber comment regarding the recent leak repair restoration preformed on Chesapeake Drive.
 - Noted the numerous compliance issues the State Auditor's Office recently has had with local government agencies.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2015-02, in the amount of \$19,917.59, was presented. **Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.**
 - Voucher CP 31, in the amount of \$1,530.98, was presented. **Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.**

- 2014 Financial Report: Presented, reviewed, and discussed.
- State Auditor's February 4th Training: There is a free training in Olympia at the State Auditor's Office on February 4th from 9:00 am to 12:00 pm. The AAS requested permission to attend and to charge for time and mileage. **Commissioner Nelson moved to authorize the AAS to attend the training and the cost for time and travel. Commissioner Cary seconded. Hearing no objections, the motion passed.**

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

- By the next meeting, the manager will submit the required letter to the Department of Health, informing the department that the District will be moving to a Small System Plan.

Meeting recessed at 3:25 pm. Meeting reconvened at 3:40 pm.

BUSINESS:

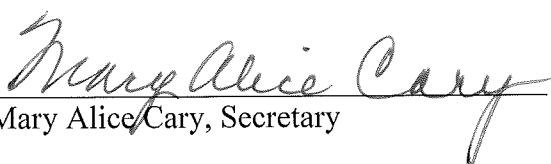
Capital Facilities Charges: The AAS presented a proposed new rate structure for the District's capital facilities charges. The proposed new rates were reviewed and discussed. **Commissioner Cary moved to table until the next meeting. Commissioner Nelson seconded. Hearing no objections, the agenda item was tabled.**

RH2 Engineering Waste Activated Sludge Pump Station Improvements Scope of Work and Professional Services Agreement: Presented, not to exceed \$31,303. **Commissioner Nelson moved to approve the agreement. Commissioner Cary seconded. Hearing no objections, the agreement was approved and signed.**

BIAS Utility Billing Subscription Order Forms and Agreement: Presented, in the amount of \$2,200 for February-December 2015, and \$1,500 for initial setup and training. **Commissioner Cary moved to approve the agreement and order forms. Commissioner Nelson seconded. Hearing no objections, the agreement was approved.**

Meeting adjourned at 5:15 pm.

Respectfully Submitted By:


Mary Alice Cary, Secretary

Approved at the Regular Meeting of the Board on: _____

Point

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
January 22, 2015

Water

1. January 20, received service request regarding foul odor from hot water at 344 PDE. The property is one of five in the cluster and all are vacation properties that are rarely used. Spoke with the owner who said that it did clear up after running the water a while. I explained that because of the long water service line from the main and the lack of use that flushing would generally be necessary.

Drinking Water Treatment Upgrade

1. January 9, Review final revised back wash plans for approval to send to Regina Grimm DOH Regional Engineer for review.
2. January 12, final revisions for the filtration upgrades sent electronically to Regina Grimm DOH Regional Engineer for review. Regina said that she should have comments back to RH2 by the week of January 19th. Comments have not been received to date.

Sewer Collection

1. Nothing to report.

Waste Water Treatment

1. January 16, Grudfos delivered the Jet Pumps. Excavated area above basin 1 to facilitate pump placement
2. January 16, Flohawk here at 7:50 AM to haul bio solids. Finished at 11:50 AM. Took three trucks and two trailers. Approximately 2000 gallons remaining. They recommended that we have a vactor truck come in to remove tree debris and clean out digester basin.

3. Dave Dougherty from the DOE emailed on the status of the outfall inspection that was due in November per the operating permit. I responded that the repairs and final inspection were still in progress; sent him all of the previous inspection reports and engineers recommendations for the repair work
4. January 21, received Professional Services Agreement for the sludge pump upgrade/replacement from RH2 Engineering for review.

Outfall Repair

1. Ballard Diving and Salvage here at 7AM to inspect site for the repair and inspection of the inshore portion of the outfall. They are presently scheduling mobilization for the repair work for January 26th. They anticipate that the repairs will be done in 3 days.

General District Business

1. January 19th, received a request for a prepaid connection relinquishment for 459 Chesapeake Dr. I inspected the property and there are not any physical connections. Spoke with the owner and mailed the forms to her.

Customer Service

1. .

Submitted by Mont Jeffreys