

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
May 28, 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 noted an article regarding the President's proposed changes to the Clean Water Act. He asked if the District could be affected by this. GM noted that these proposed changes would expand the jurisdiction of the Clean Water Act, and would not necessarily directly affect the District. However, there may be other changes in the future to the wastewater treatment requirements which would affect the District.

CORRESPONDENCE:

- TO: WSUD RE: Notice of termination of Inter Local Agreement
- FROM: MRSC/WASWD RE: MRSC Rosters Legal Publication in next week's paper
- FROM: WASWD RE: Drought Preparedness Webinar

PRESENT AGENDA: The agenda for the May 28, 2015 regular meeting was presented. AAS requested the deletion of Voucher 2015-13 under Bills to Be Authorized. **Commissioner Cary moved to amend the agenda as requested. 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 amended agenda was adopted.**

MINUTES: The minutes for the May 14, 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 Nelson: Noted a newspaper article reporting that the Californian ranchers and farmers are joining forces with environmentalists to fight the Los Angeles Department of Power and Water's proposal to cut agricultural water.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Early Voucher 2015-12, in the amount of \$627.41, was presented. **Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.**
 - Early Voucher CP 34, in the amount of \$911.00, was presented. **Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.**

- **Billing Transition Update:** AAS provided an update on the billing transition. Since May 4th the office has received 64 billing/customer service calls.

Manager's Report: The GM presented his report for the May 14th meeting, which he was unable to attend. He also presented his report for the May 28th meeting (both reports attached).

BUSINESS:


2014 State Auditor's Office Annual Report: The AAS presented the 2014 Annual Report. **Commissioner Nelson moved to approve the Annual Report for the Year Ended December 31, 2014. Commissioner Cary seconded. Hearing no objections, the Annual Report was approved.**

Phone System Update: The District could purchase cell phone plans through Verizon for the GM and AAS with unlimited talk and text and 500 Mb of data to share for \$100 per month plus taxes. With 2-year contracts, the phones would be free. **Commissioner Nelson moved to approve entering into 2-year contracts for cell phone lines for the GM and AAS. Commissioner Cary seconded. Hearing no objections, the motion passed.**

Proposed Water/Sewer Bill for District: A representative of the District's billing software provider suggested that the District create billing accounts for its own facilities which have water/sewer service. The AAS researched this matter and presented her findings to the commissioners. The matter was discussed, and it was decided that the AAS should create billing accounts for the District's facilities and use meter data to analyze how the District should charge itself at a later date.

Meeting adjourned at 4:45 pm.

Respectfully Submitted By:


Mary Alice Cary, Secretary

Approved at the Regular Meeting of the Board on: 6-11-2015

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
May 14, 2015

Water

1. Daily well production currently at 53,000 gpd. Over the last weekend it increased to an average of approximately 70,000 most likely due to the warm weather.
2. April 30, water leak repaired at 705 & 707 one inch service line split.
3. May 4, water leak repaired at 415 PDE, cracked ball valve at the meter.
4. May 4, water leak repaired at 403 PDE, cracked female adapter at the meter replaced.
5. May 13, repair leak at 114 Liberty split in poly line stressed during meter installation.

Drinking Water Treatment Upgrade

1. The ATEC water treatment equipment has been delivered.
2. Spoke with Sean at RH2 about relocating the power and controls for Well 2 into the existing treatment building. Relocating the control panel would consolidate all controls and allow the district to eliminate the structure which is in need of major repairs. Sean will work with their electrical engineer on the request to relocate power and well control.

Sewer Collection

1. Nothing to Report.

Waste Water Treatment

1. After reviewing the engineering design for the sludge pump replacement George suggested the addition of two isolation valves to allow either pump to pump from each of the basins for pump maintenance. I had previously overestimated the additional cost at \$12,000 for four valves. The actual cost should be around \$1200 - \$1800.
2. May 4, repair SBR 1 decant line split, put back online.
3. May 12, George is draining SBR 1 down to inspect repair, suspect that the repair has failed.
4. May 13, SBR 1 drained down below repair. The decant line split above repair. Need to remove damaged section and reconnect.

Outfall Repair

1. Gray and Osbourne Engineering is going over the data from the outfall sonar survey done on April 2, 2015 to compare the location from the previous survey.

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

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
May 28, 2015

Water

1. Daily well production during the Memorial Day weekend averaged 80,000 gpd. There were no problems or callouts.
2. May 15, late Friday afternoon contractor developing 141 Barnacle reported that there was no water at the meter. I checked the meter and exposed the feed line to see if there was an additional shutoff valve. Did not find a valve and confirmed that the line was not charged, suspect that the line was smashed or completely broken.
3. May 18, excavate water service line at 141 Barnacle to locate break. Excavated 30' of ¾" line to the edge of driveway serving four lots to the west without locating the problem. The break maybe at the main under the driveway access going to the reservoir, call for utilities locate.
4. May 18, looking for water service shutoff at 777 Windjammer that was either eliminated during house construction or covered by the sidewalk. A plumber needs the water shutoff to make repairs to the household water shutoff. Have as-built showing location but cannot confirm property lines for measurement. .

Drinking Water Treatment Upgrade

1. The ATEC water treatment equipment was delivered and transferred to the wastewater plant for storage.
2. Spoke with Sean at RH2 about relocating the power and controls for Well 2 into the existing treatment building. Relocating the control panel would consolidate all controls and allow the district to eliminate the structure which is in need of major repairs. Sean will work with their electrical engineer on the request to relocate power and well control.

Sewer Collection

1. Nothing to Report.

Waste Water Treatment

1. Draining down SBR 1 for decant line repair.
2. May 20, send revised Annual Bio-solids report to DOE. We had to make changes to the final disposal information to signify that the District was not the final processor. The bio-solids are sent to an approved disposal site for final processing and land application. The NPDES permit renewal application will also have to be revised to reflect the final bio-solids processing.
3. Pat Bailey Regional DOE Compliance has requested that I submit a DMR Audit SOP.
4. George was cleaning the chlorine contact chambers and said that the drain valve was stuck shut and needs to be dislodged.

Outfall Repair

1. Nothing to report.

General District Business

1. May 19, attend Laboratory Skills for Water and Wastewater for Operators class in Shelton put on by Evergreen Rural Water of Washington.
2. May 27, attend DOH Rules and Regulation Review class in Sequim. The class was put on by Evergreen Rural Water of Washington.

Customer Service

1. Fielding phone calls for the billing change over and emailed auto pay receipts.
2. Nancy Hall called to report that they had smelly water from the hot water heater. Told her that we could investigate when she was here in a couple of weeks.