

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
October 8, 2015  
District Office 772 Chesapeake Dr., Shelton, WA 98584**

**MINUTES**

**PRESENT:** President R. Ray, Secretary M.A. Cary, Commissioner N. Nelson, Accounting and Administrative Services Manager (AAS) M. Carnahan, General Manager (GM) M. Jeffreys.

**CALL TO ORDER:** The meeting was called to order at 1:00 pm.

**SUBSCRIBER REMARKS:** David McNabb present. Mr. McNabb requested permission to use the District's Six-Year Capital Improvement Plan as an example in the second edition of his book, *Public Utilities*.

**CORRESPONDENCE:**

- FROM: Office of Catherine Wolf, CPA RE: New ownership, Olympic Tax & Business Consultants, LLC, requesting to meet with the District.

**PRESENT AGENDA:** The agenda for the October 8 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 September 24, 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: The sale of her home is progressing. She has not yet made a final determination on the date of her resignation.
- Commissioner Ray: WASWD will host a webinar, Small Districts Open Forum, on November 5<sup>th</sup> at 10:00 am. WASWD also sent Small District Survey Questions.
- Commissioner Cary: Saw a report regarding lead in the water supply from old pipes in a system in Michigan. She asked the GM about whether that could be a concern for the District. The GM reported that the District tests for lead and copper in the drinking water every five years and always have very favorable results.

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Early Voucher 2015-24, in the amount of \$658.51, was presented. *Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.*

- Voucher 2015-25, in the amount of \$7,070.06, was presented. *Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.*
- ACH Setup/Bank Update: Mason County Treasurer has advised the AAS to cease attempts to set up ACH payments through Bank of America (BOA). All of Mason County Treasurer's accounts, including the District's, will be moved to a new bank around the beginning of next year.

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

**BUSINESS:**

**413 E Pointes Drive East Sewer Repair Reimbursement:** GM contacted the owner requesting documentation of the repair and is awaiting a response. *Commissioner Cary moved to table the agenda item until the next meeting. Commissioner Nelson seconded. Hearing no objections, the agenda item was tabled.*

**Broadband Environmental Services Contract Amendment:** The contract amendment was presented. *Commissioner Cary moved to approve Contract Amendment No. 2 with Broadband Environmental Services, LLC. Commissioner Nelson seconded. Hearing no objections, the motion passed.*

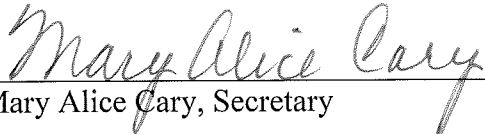
**Electronic Funds Transfer Account Policies and Procedures:** Presented, discussed, and amended. *Commissioner Nelson moved to adopt the Electronic Funds Transfer (EFT) Receipts and Payment Account Policies and Procedures. Commissioner Cary seconded. Hearing no objections, the motion passed.*

**Six-Year Capital Improvement Plan:** Discussed.

**New Commissioner Appointment Timeline:** The commissioners expressed a desire to have the official resignation at the October 22<sup>nd</sup> regular meeting, advertise for letters of interest from qualified applicants in the November/December Newsletter, review letters of interest during the December 10<sup>th</sup> regular meeting, interview applicants and appoint the new commissioner in a special meeting on December 17<sup>th</sup>.

*The meeting was adjourned at 4:55 pm.*

Respectfully Submitted By:

  
\_\_\_\_\_  
Mary Alice Cary, Secretary

Approved at the Regular Meeting of the Board on: \_\_\_\_\_

HARTSTENE POINTE WATER-SEWER DISTRICT  
General Manager's Report  
October 8, 2015

**Water**

1. Bainbridge Island Electric was able to diagnose and repair the problem at Well 1 preventing the well pump from running. The problem was with some of the connections and a tripped main overload at the pump control unit.

**Drinking Water Treatment Upgrade**

1. Still waiting for a response to project changes submitted to the DOH Regional Engineer at the end of August.

**Sewer Collection**

1. Nothing to report.

**Waste Water Treatment**

1. Emailed/sent hard copy of the Letter of Notice of Award of Contract and copies of the contract for signature to Gary Harper Construction for the sludge pump replacement project. We have received their certificate of insurance.
2. Flohawk hauled approximately 13,000 gallons of bio-solids from the plant September 28<sup>th</sup>.
3. I spoke with Sean at RH2 about engineering for DOE approval of the equipment for the alternative to the existing gaseous disinfection system. I explained the Districts approach to the upgrade and sent information on the proposed system. He will check with the DOE engineer on his design requirements and get back to me on a design and cost estimate.
4. The internet went down for the SCADA system after the recent round of issues with Centurylink service. George spent about three hours with tech support and was able to get the internet up again.

**Outfall Repair**

1. No updates.

**General District Business**

1. I completed and submitted the application for the renewal of the Waste Water Treatment Plant National Pollutant Discharge Elimination System to the Dept. of Ecology.

**Customer Service**

1. Nothing to report.

Submitted by Mont Jeffreys