

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
October 22, 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 1:10 pm.

SUBSCRIBER REMARKS: David McNabb and Jim Anderson present.

CORRESPONDENCE:

- FROM: Olympic Tax and Business Consulting RE: Annual Report Support

PRESENT AGENDA: The agenda for the October 22, 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 October 8, 2015 regular meeting were presented. Two minor corrections were noted and made. *Commissioner Cary moved to approve the minutes as amended. Commissioner Nelson seconded. Hearing no objections, the minutes were approved as amended.*

REPORTS:

Commissioner Reports:

- Commissioner Nelson: Commissioner Nelson submitted her resignation to the Board of Commissioners effective November 20, 2015. *Commissioner Cary moved to accept Commissioner Nelson's resignation. President Ray seconded. Hearing no objections, the motion passed.*

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2015-26, in the amount of \$17,387.12, was presented. *Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.*
- Quarterly Financial Report: presented and discussed.

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

BUSINESS:

413 E Pointes Drive East Sewer Repair Reimbursement: The property owner has still not responded the GM's requests for documentation of the repair and costs. *Commissioner Nelson*

moved to table until next meeting. Commissioner Cary seconded. Hearing no objections, the item was tabled.

WAS Pump Station Contract: *Commissioner Cary moved to approve the contract agreement for the WAS Pump Station Improvement Project with Gary Harper Construction. Commissioner Nelson seconded. The motion passed with three aye votes and zero nay votes.*

Empire Office Black and White Copies Maintenance Contract: AAS had asked Empire Office Equipment to lower the number of copies on the District's Black and White Copies Maintenance Contract from 15,000 copies for the year to 10,000 copies. Empire Office responded saying that 15,000 copies was the lowest contract amount they would grant.

Well 1 Pump Replacement Project Contract Award: The District sent a request for proposals to six different contractors and received two proposals in response. The low bidder was Bison Well Drilling & Septic, LLC with a bid of \$5,765.90. *Commissioner Cary moved to award the contract for the Well 1 Pump Replacement to Bison Well Drilling & Septic, LLC in the amount of \$5,765.69. Commissioner Nelson seconded. The motion passed with three ayes and zero nays.*

Tools and Equipment Purchase Approval: GM requested authorization to purchase the following: three chemical transfer pumps for the drinking water system for \$1,335, a hydrant meter for \$1,129.95, a hydrant meter lock \$107.69, a box of 25 semi-disposable coveralls for \$115.95, an arsenic test kit, \$230 for 50 tests, and approximately \$400 for large hand tools, for a total approximate cost of \$3,650 including shipping. *Commissioner Nelson moved to authorize the General Manager to purchase the requested tools at a maximum total cost of \$5,000. Commissioner Cary seconded. The motion passed with three ayes and zero nays.*

The meeting was recessed at 3:10 pm. The meeting was reconvened at 3:20 pm.

Annual Contractor Review:

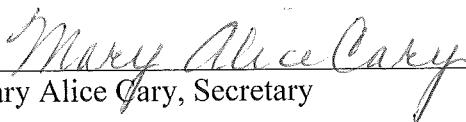
- **Jeffreys Management Services:** One commissioner requested that projects be completed in a timelier manner and that the meter reading would begin. The same commissioner expressed appreciation for the General Manager and his willingness to come out after hours when necessary.
- **Broadband Environmental Services:** There are still issues with getting the Daily Monitoring Reports to the GM for audit and signature in a timely fashion. However, the operation of the plant is excellent.
- **BIAS Software:** AAS has been pleased with the BIAS billing software. It is not very intuitive, but the training and support availability is excellent and the price is much lower than any other system of which the District is aware. BIAS has submitted the 2016 Annual Support and Hosting renewal order for the District's consideration. *Commissioner Nelson moved to approve the BIAS annual contract renewal in the amount of \$2,632.50. Commissioner Cary seconded. Hearing no objections, the motion passed.*
- **Retail Lockbox:** Now that implementation is complete the services are running very smoothly and customer support is very available and helpful.

- Northwest Cascade (FloHawk): Doing excellent work for the District.
- Evolution Controls: Very available and support is timely.

Present Preliminary 2016 Budget: The preliminary budget for 2016 was presented. Commissioners will review for the Budget Work Session on October 27, 2015.

Meeting was adjourned at 4:35 pm.

Respectfully Submitted By:



Mary Alice Cary, Secretary

Approved at the Regular Meeting of the Board on: November 12, 2015

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

Water

1. October 9, Friday. Checked wells, Well 1 not running, reset overloads and started pump, the main starter relay tripped out. The well pump failed to run and continued to trip the start relay.
2. October 12, Bainbridge Island Electric came out to check problem with Well 1. Ran diagnostics on the motor field windings which indicated that the windings were shorted out. The well pump and motor need to be pulled to determine the nature of the problem. The well pump and motor will most likely need to be replaced.
3. October 14, sent out three requests for quotes for Well 1 pump inspection/replacement to vendors selected from the small works roster. Received one quote from Gresham Well Drilling but they were scheduled up for three weeks.
4. October 15, sent out three additional requests for quotes for Well 1 pump inspection/replacement to vendors selected from the small works roster.
5. October 15, NW Cascade hot tapped the 6" asbestos main on Barnacle and installed water service line for new construction at 141 Barnacle.
6. October 19, received quote from Bison Well Drilling and Septic in the amount of \$5,314.00 they will be able to do the work Tuesday October 26, upon acceptance of the District.

Drinking Water Treatment Upgrade

1. Received response to project changes submitted to the DOH Regional Engineer. Sean from RH2 and I have responded to questions regarding the changes and the DOH project approval is pending.

Sewer Collection

1. Nothing to report.

Waste Water Treatment

1. Gary Harper Construction is waiting on the submittal from the pump provider for the sludge pump replacement project. Once the submittals have been reviewed by RH2 the pump can be ordered. The start date of the project is dependent on the receipt of the pumps by the contractor.
2. October 20, the decant hose for basin one has been installed and we will be putting the basin back online.

Outfall Repair

1. No updates.

General District Business

1. Working with the Administrative Manager on the 2016 preliminary budget.

Customer Service

1. Turn water off for customer at 602 PDW.

Submitted by Mont Jeffreys