

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
July 9, 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 Commerce RE: No interruption to DWSRF loan contract
- FROM: Christine Sheridan RE: Prepaid connection relinquishment form

PRESENT AGENDA: The agenda for the July 9, 2015 regular meeting was presented. **Commissioner Nelson moved to correct the date on the Agenda to July 9, 2015. Commissioner Cary seconded. Hearing no objections, the agenda was corrected. Commissioner Nelson moved to approve the agenda as corrected. Commissioner Cary seconded. Hearing no objections, the corrected agenda was approved.**

MINUTES: The minutes for the June 25, 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:
 - Found an HPMA newsletter from the spring of 2010 with an article from the District regarding what not to flush.
 - Tacoma is running out of biosolids for the production of Tagro compost.
- Commissioner Ray:
 - Provided HPMA Strategic Planning Committee with the requested list of District accomplishments.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2015-15, in the amount of \$16,563.84, was presented. **Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.**
 - Voucher CP 35, in the amount of \$1,636.43, was presented. **Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.**
- Billing Update: July/August bills were generated and printed on July 1 with the assistance of BIAS. The bills went out in the mail on July 3. Late notices were mailed on July 2. AAS

attended a teleconference group training for BIAS on July 8. AAS will create a form for GM to approve adjustments and Commissioners will review adjustments monthly.

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

Meeting was recessed at 3:25 pm. Meeting reconvened at 3:45 pm.

BUSINESS:

HPMA Use of District's Emergency Communications Network: District GM and HPMA GM discussed allowing HPMA to utilize the District's emergency communication system in case of emergencies. HPMA would maintain the customer contact information in the system for the District in exchange. **Commissioner Cary moved to share the District's emergency communication system with the Hartstene Pointe Maintenance Association at no cost to HPMA, and that HPMA will maintain the customer contact information in the system. Commissioner Nelson seconded. Hearing no objections, the motion passed.**

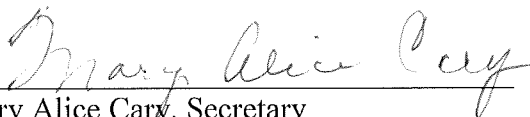
Retail Lockbox Online Payment Change Request: Commissioner Cary moved to approve the change request and the \$360.00 fee. Commissioner Nelson seconded. Hearing no objections, the motion passed.

Resolution 2015-08 Revising Rates and Repealing Resolution 2013-04: Commissioner Cary moved to adopt Resolution 2015-08. Commissioner Nelson seconded. Hearing no objections, the resolution was adopted.

Empire Office Color Copies Maintenance Contract: Commissioner Nelson moved to approve the new color copies contract with Empire Office. Commissioner Cary seconded. Hearing no objections, the motion passed.

Meeting was adjourned at 4:30 pm.

Respectfully Submitted By:



Mary Alice Cary, Secretary

Approved at the Regular Meeting of the Board on:

July 23, 2015

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
July 09, 2015

Water

1. Daily well production is averaging 180,000 gallons per day with the increase in population and the warm weather. This averages out to 125 gallons per minute over 24 hours. Total well available output is 140 gallons per minute.
2. July 2, received a call from Jan Avery reporting that the pool attendant noticed a slight pink hue to the water in the pool bathroom. I checked the water at well 2 and it did have some color so I adjusted the dosage of the potassium permanganate injection. Thanks to HPMA we did not have colored water for the Holiday.

Drinking Water Treatment Upgrade

1. I have been finalizing the chemical injection systems selection and information necessary for submittal to the DOH for final approval.
2. I will be meeting with Al Fredli from Evolution Controls and Bill Wahl from Bainbridge Island Electric next week to investigate the control connection for Well 2.

Sewer Collection

1. There were two sewage backup issues over the July 4th weekends that were not reported to me until Monday. I arranged for them to be cleared and inspected. Both backup problems were the result of subpar construction materials and workmanship done by the contractors of the houses.

Waste Water Treatment

1. Nothing to report.

Outfall Repair

1. No updates.

General District Business

1. Had an inquiry from a portable latrine business about disposal of waste to the districts facility. I suggested that he contact the Belfair waste water facility or Flohawk for disposal.

Customer Service

1. We have received a volume of calls with billing questions with the July August billing. I have a greater respect now for the customer service provided by West Sound Utility District over the last five years.

Submitted by Mont Jeffreys