

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
July 23, 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: David McNabb present. Mr. McNabb noted an article he read about generating electricity using methane gas produced by a wastewater treatment plant.

CORRESPONDENCE:

- FROM: Dept. of Ecology and Dept. of Health RE: Drought relief money available.
- FROM: WASWD RE: Dept. of Ecology reclaimed water rulemaking public hearing.

PRESENT AGENDA: The agenda for the July 23, 2015 regular meeting was presented. **Commissioner Cary moved to approve the agenda as presented. Commissioner Nelson seconded. Hearing no objections, the agenda was adopted.**

MINUTES: The minutes for the July 9, 2015 regular meeting were presented. A minor revision was made prior to the meeting. **Commissioner Cary moved to approve the minutes as presented. Commissioner Nelson seconded. Hearing no objections, the minutes were approved.**

REPORTS:

Commissioner Reports: None presented.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Early Voucher 2015-16, in the amount of \$3,927.13, was presented. **Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.**
 - Voucher 2015-17, in the amount of \$4,740.10, 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.
- Folding Machine: Jim Cary did a lot of research regarding folding machines for the District. AAS is continuing to hone in on what would best meet the District's needs.
- EFT Account: Bank of America charged the District \$599.85 in bank fees for the month of June. AAS has been attempting to get a fee schedule from the County Treasurer since before the account was set up in April but has still not received any information about bank fees. The county treasurer had a meeting with Bank of America and determined that the high fees were due to the EFT Account's low account balances. She made the decision to bring the account under the County's umbrella in order to lower the fees. The AAS is still waiting to receive more information about this change and the fee schedule from the treasurer.

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

BUSINESS:

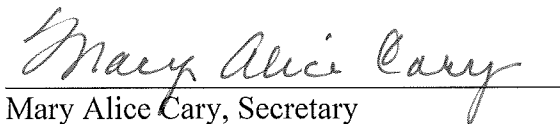
HPMA Emergency Communication Network Agreement: The agreement was presented for the Commissioners' review. **Commissioner Nelson moved to approve and sign the agreement with Hartstene Pointe Maintenance Association for use of the District's Emergency Communications Network account. Commissioner Nelson seconded. Hearing no objections, the motion passed.**

Sludge Pump Project: Sludge Pump Replacement Project is ready to go out for bid. **Commissioner Cary moved to proceed with the Sludge Pump Project and publish a request for bids. Commissioner Nelson seconded. Hearing no objections, the motion passed.**

Cellular Phones: The District was presented with the option for two cellular phone lines with unlimited talk and text and 4 GB of data shared for \$119.60 per month plus tax. The District will receive a \$400 bill credit after the first bill period. **Commissioner Nelson moved to enter into a 2 year contract with Verizon Wireless Business for two cellular lines for \$119.60 per month plus tax. Commissioner Cary seconded. Hearing no objections, the motion passed.**

The meeting was adjourned at 4:00 pm.

Respectfully Submitted By:


Mary Alice Cary, Secretary

Approved at the Regular Meeting of the Board on: August 13, 2015

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
July 23, 2015

Water

1. July 10, Bainbridge Island Electric came out to check on the problem with Well 2 not consistently starting when called. The well control systems had been modified over the years and there is not any good documentation on the electrical control systems for diagnostic work. There were not any issues with the electrical equipment and we believe the problem is due to erratic control calls from the old RUDGID system or a call timing issue.
2. July 11, monitoring the operation of Well 2 over the weekend. I have had to operate the well manually on several occasions.
3. After making adjustments to the call delay in the RUDGID software and start relay timing at Well 2 the well has been operating properly.
4. July 21, report of a water leak at vacant lot 660 Portage. Began excavation for repair.
5. July 22, repair water leak at 660 Portage. The ¾" poly service line was four feet deep and had a 2" split. The soil in the area was sandy gravel with the hardpan at 4 feet so the leak was going on for some time before surfacing.
6. Daily well production had been averaging 180,000 gallons per day this Month. I logged the well production information at 3 PM after the leak repair and checked the production level at 10 AM today. After the leak repair there was an estimated well production of 39,000 gallons, 60% of this was in off peak hours. Well 1 is the lead well and was able to keep up with demand without Well 2 being called. Normally this month by 10 AM Well 2 would have run for 3 hours.

Drinking Water Treatment Upgrade

1. Finalized the chemical injection and analyzer systems selection. Sean at RH2 will update project engineering specifications and respond to comments necessary for submittal to the DOH for final approval.

2. When Bainbridge Island Electric was here we were able to determine that the control communications between Well 1 and 2 consist of multiple wires run in conduit between the two sights rather than Century Link data phone lines.
3. Al Fredli from Evolution Controls will be here in a couple of weeks to investigate the control options connection for Well 2 now that we have determined that they are not Century Link phone data lines.

Sewer Collection

1. I inspected the replacement of two customer sewer lines that failed over the July 4th weekend. Both replacements were done with the proper material and the cleanouts were installed.

Waste Water Treatment

1. George the Districts waste water operator reported that excessive sewer collection inflow of cleaning products the July 4th weekend caused a die off of many process bacteria in the sequential batch reactor. George had to transfer approximately 13,000 gallons of bio-solids to the anaerobic digester for hauling. George had initially anticipated that it would take two weeks for the plant to recover from the bacteria die off but the plant was back to normal in five days.
2. July 14, FloHawk hauled bio-solids for disposal as a result of the bacteria die off. We had previously hauled four years' accumulation of bio-solids in January at a cost of \$5,600 and had not anticipated having to haul again this year. The bill for the additional haul will be in the area of \$ 5,000 which is 25% of the normal repair and maintenance budget for the treatment plant.
3. The sludge pump replacement project is ready to go to bid. The DOE Engineer has been notified of the project and said that since it is a replacement that it does not need formal approval but thanked us for keeping him informed of the project. I checked with Al Friedli of Evolution Controls and the sludge pumps are already set up in the SCADA system for the treatment plant.

Outfall Repair

1. No updates.

General District Business

1. Working on the application for waste water treatment plant National Pollution Discharge Elimination System Permit renewal application.

Customer Service

1. Assist with water turn on at 689 PDW, the customer's valve covered with dirt.

Submitted by Mont Jeffreys