

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
December 10, 2015
District Office 772 Chesapeake Dr., Shelton, WA 98584**

MINUTES

PRESENT: President R. Ray, Secretary M.A. Cary, 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: Commissioner-Elect David McNabb and Jim Anderson present. Commissioner-Elect McNabb presented an article on uranium water contamination.

CORRESPONDENCE:

- FROM: Jeri Robinson RE: Commissioner Appointment Letter of Interest and Resume
- FROM: WASWD RE: 2016 Commissioner Workshop venue change. Commissioners directed the AAS to register three commissioners for the workshop and make room reservations for three commissioners.
- FROM: Gray & Osborne RE: Statement of Qualifications
- FROM: RH2 Engineering RE: Statement of Qualifications

PRESENT AGENDA: AAS requested the addition of Newsletter Topics under Business. *Commissioner Cary moved to adopt the agenda with the requested addition. President Ray seconded. Hearing no objections, the agenda was adopted as amended.*

MINUTES: The minutes for the November 12, 2015 regular meeting were presented. *Commissioner Cary moved to approve the minutes as presented. President Ray seconded. Hearing no objections, the minutes were approved.*

REPORTS:

Commissioner Reports: No reports were presented.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Early Voucher 2015-29, in the amount of \$26,734.78, was presented. *President Ray moved to approve the voucher. Commissioner Cary seconded. Hearing no objections the voucher was approved.*
 - Voucher 2015-30, in the amount of \$1,613.26, was presented. *President Ray moved to approve the voucher. Commissioner Cary seconded. Hearing no objections, the voucher was approved.*
- Accountability Audit: The auditor will be here beginning December 14th. The entrance conference has been scheduled for December 16th at 12:00 pm. Both Commissioners Cary and Ray will attend, requiring a special meeting to be called to comply with the

Open Public Meetings Act. *Commissioner Cary moved to have a special meeting on Wednesday, December 16, 2015 at 12:00 pm at the District Office for the Accountability Audit Conference. President Ray seconded. Hearing no objections, the motion passed.*

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

Meeting was recessed at 2:45 pm. Meeting reconvened at 2:55 pm.

BUSINESS:

Sewer Repair at 748/750 Promontory: Root intrusion caused backups in the sewer line within the easement on 750 E Promontory Rd. The homeowners paid for the repair work, including approximately two feet within their garage. They are requesting reimbursement since the line is within the District easement. There is further root intrusion in portions of the line which have not been replaced and still lie within the easement and beyond, which the District will need to address. Commissioners directed the manager to restore the site of the repairs to usable condition as soon as possible. Homeowners will ask the contractor for a breakout of the cost of the repair work within the easement versus the repair work within their garage. Commissioners directed the GM to consult with the District's attorney to determine the District's rights and responsibilities regarding its easements.

Letter to Owners of 413 E Pointes Drive East Re: Sewer Repair Reimbursement: Presented. *Commissioner Cary moved to approve the letter. President Ray seconded. Hearing no objections, the letter was approved.*

Letter to Owners of 621 E Pointes Drive West Re: Payment Plan: The original letter was returned by the post office after the original payment plan proposal deadline. The commissioners directed the AAS to resend the letter extending the proposal deadline to January 7, 2016. Commissioners will accept or counter proposal at the January 14, 2016 regular meeting.

Final Bill, Refunds, and New Account Setup Procedures: *Commissioner Cary moved to table until the next regular meeting. President Ray seconded. Hearing no objections, the item was tabled.*

Jeffreys Management Services Contract Amendment: Presented. *Commissioner Cary moved to approve the Jeffreys Management Services Contract Amendment No. 3. President Ray seconded. Hearing no objections the contract amendment was approved.*

Broadband Environmental Service Contract Amendment: Presented. *Commissioner Cary moved to approve the Broadband Environmental Service Contract Amendment No. 3. President Ray seconded. Hearing no objections the contract amendment was approved.*

Rate Increase Postcard: The Shopper submitted to the District a design proof and proposal for printing and mailing of the rate increase postcards. *Commissioner Cary moved to accept The Shopper's proposal of \$232.14 for the rate increase postcard at the Standard Postage Rate. President Ray seconded. Hearing no objections, the proposal was accepted.*

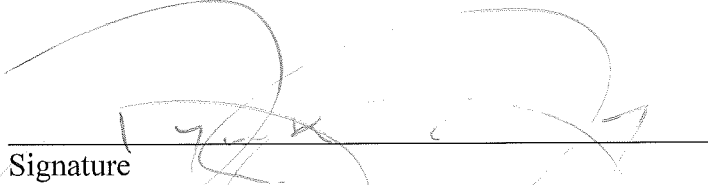
Olympic Tax & Business Consulting Proposal: Commissioner Cary moved to table until the next regular meeting. President Ray seconded. Hearing no objections, the item was tabled.

Newsletter Topics:

- Rate Increase
- 2016 Budget Approved
- David McNabb Elected Commissioner 2; Commissioner Mary Alice Cary term ended

Meeting adjourned at 4:15 pm.

Respectfully Submitted By:



Signature

Roger Ray, President
Printed Name and Title

Approved at the Regular Meeting of the Board on: 1/14/16

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
December 10, 2015

Water

1. November 18, flushed Well 1 backup generator radiator, installed new heat recirculating pump, added new radiator coolant and fuel treatment. Exercise generator.
2. November 24, repair 1" service line leak at 326 and 328 PDE.
3. Well production down to around 40,000 gallons per day after leak repair.
4. December 9, took samples for a Complete Inorganic Chemical analysis for Well # 1 and Gross Alpha/Radium 228 analysis for Well #2.

Drinking Water Treatment Upgrade

1. RH2 is finalizing the SCADA upgrade portion of the project. They are also preparing an amendment to their project scope of work to include the additional chemical injection and combining Well 2 electrical in the existing treatment facility.

Sewer Collection

1. Meet with the owners of 748 and 750 Promontory regarding issues with a shared sewer collection line that needs replacement.

Waste Water Treatment

1. November 13, Due to a power blip the SCADA computer shut down. Determined that the computer power backup supply unit battery had failed. Purchased and replaced unit battery.
2. November 24, George took SBR air injection pump number 2 offline for repairs. Put backup pump number 3 online until repairs can be made. Discovered that there were some automated control issues on pump assignment.

3. December 1, Evolution Controls updated the SCADA program automated control system for the air injection pumps to allow the ability to configure which pump supplied each basin.
4. December 7, the plant is experiencing high inflows due to the major rain events. Effluent pump 1(the older pump of the two) has tripped out a couple of times but has not caused any treatment issues.

Outfall Repair

1. Received notification from Gray and Osbourne Engineering that the DNR had approved the repair and survey of the outfall. The DNR will be sending the final paper work for signature.

General District Business

1. November 17, Attended an Asbestos Handling training course put on by Evergreen Rural Water of Washington.
2. Complete and submit the 2015 Application for Coverage Under the General Permit for Biosolids Management to the Department of Ecology. Received confirmation from the Regional Biosolids Manager that the application had been reviewed but the District has to submit a Determination letter from the County SEPA Lead Official signifying that the Environmental Review is still accurate and applicable.

Customer Service

1. Assist with water shut off for customer at 314 PDE.

Submitted by Mont Jeffreys