

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
February 12, 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 1:05 pm.

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE:

- FROM: Water & Sewer Risk Management Pool RE: Policy updates. District will consider amending its Capital Assets policy to encompass the WSRMP's policy changes. AAS will contact WSRMP to inquire if engineering costs should be considered part of an asset's cost for their purposes.
- FROM: State Auditor's Office RE: New Financial Intelligence Tool Released
- FROM: Dept. of Ecology RE: Wastewater Treatment Plant Inspection Report. The District received a favorable report. Ecology wants the District to continue to address the Inflow and Infiltration issue. They also noted that the sludge pump needs to be replaced, a project which is beginning this year, and the SCADA system needs to be tied into the lift stations, an improvement which is also scheduled for this year.
- FROM: Department of Health, Shellfish RE: Reliability Evaluation of Hartstene Pointe WWTP - DRAFT. The District received a favorable report, noting the significant improvements at the plant since 2010.
- TO: Ferguson Waterworks RE: Annual Software Support. Reiterated that the District does not want annual support from Ferguson for its meter reading software.
- FROM: Department of Ecology RE: Notice that the November 2014 Discharge Monitoring Report indicates that the influent reached 85% of the flow design criteria.

2. **PRESENT AGENDA:** The agenda for the February 12, 2015 Regular Meeting was presented. Additions to the Agenda:

- USDA Annual Report under Financial/Administrative Report
- Department of Health Water Treatment Project Review Letter under Business, RH2 Water Treatment Plant Upgrade Contract Amendment
- Payment Processing Updated Contracts under Business
- Newsletter Topics under Business

Commissioner Cary moved to amend the agenda to include the above additions. Commissioner Nelson seconded. Hearing no objections, the agenda was amended. Commissioner Cary moved to adopt the agenda as amended. Commissioner Nelson seconded. Hearing no objections, the agenda was adopted.

MINUTES: The minutes for the January 22, 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: No reports.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2015-03, in the amount of 27,620.49 was presented. **Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was authorized.** The commissioners emphasized that FloHawks should submit a receipt of proper disposal of the biosolids hauled and invoiced on this voucher.
 - Voucher CP 32, in the amount of \$2,754.14, was presented. **Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.**
- USDA Annual Report: AAS prepared the USDA Annual Report for 2014. The Audit Commissioner audited the report. **Commissioner Cary moved to approve the report as presented. Commissioner Nelson seconded. Hearing no objections, the report was approved.** The AAS will submit the report to Debbie Harper at the USDA Rural Development.

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

BUSINESS:

RH2 Water Treatment Plant Upgrade Contract Amendment: An Amendment to the original Water Treatment Plant Upgrade Contract with RH2 Engineering was presented. The amendment makes additions to the Scope of Work and increases the authorization amount by \$10,000 for a total authorization of \$136,501. **Commissioner Cary moved to approve the amendment to the contract. Commissioner Nelson seconded. Hearing no objections, the amendment was approved.**

Department of Health Project Review Letter: RH2 has drafted a response letter, which was presented and discussed.

Meeting recessed at 3:15 pm. Meeting reconvened at 3:45 pm.

Payment Processing Updated Contracts: The renegotiated contracts with Retail Lockbox for payment processing were presented. The changes to the contracts were to shorten the term lengths from three years to one year and to extend the payment due date from the 10th to the 15th of the month. All other details are the same as in the original contracts. **Commissioner Cary moved to approve the contract agreements with Retail Lockbox for Lockbox and Payment Processing Services and Merchant Services. Commissioner Nelson seconded. Hearing no objections, the motion passed.**

Managers' Vacation: The AAS and GM will be on vacation from February 16th through February 26th. Brian Gibson, Certified Water and Wastewater Operator, will be operating the water system. The commissioners will monitor correspondence coming into the District Office and respond when necessary.

Commissioner Cary made a motion to cancel the February 26, 2015 Regular Meeting. Commissioner Nelson seconded. Hearing no objections, the meeting was cancelled.

Accounts Payable Procedures: Tabled until next meeting.

Capital Facilities Charges: Discussion continued. Tabled until a later meeting.

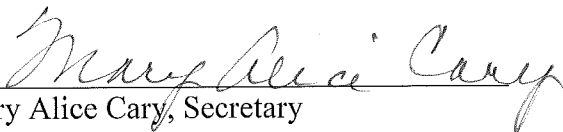
2015 WASWD Commissioners Workshop Recap: Tabled until next meeting.

Personal Email/Computer Use Policy: Tabled until next meeting.

Newsletter Topics: Because of the managers' vacation leading up to the next billing, there was discussion regarding whether or not there should be a March/April newsletter. **Commissioner Nelson made a motion to forego the March/April newsletter and include a note in the billing. Commissioner Cary seconded. Hearing no objections, the motion passed.**

Meeting adjourned at 5:35 pm.

Respectfully Submitted By:


Mary Alice Cary, Secretary

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

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
February 12, 2015

Water

1. February 8, received report of and began excavation of a water service line leak at 480 PDE. The line was over 3' deep and covered with roots. Need a utility locate and arrange excavation with a backhoe.
2. February 10, continued excavation of a water service line leak at 480 PDE after calling in an emergency utility locate. The ¾" service line had a 2.5" split in it possibly caused by tree root intrusion. Replaced 15 feet of service line.
3. Pull the meter at Well 2 for cleaning, the meter is working correctly
4. Water production is still high after the leak repair at 480 PDE, approximately 110,000 gallons per day.

Drinking Water Treatment Upgrade

1. January 26, Received emailed copy of plan review comments from Regina Grimm DOH Regional Engineer.
2. January 27, go over plan review comments from Regina Grimm DOH Regional Engineer with Sean Kanda of RH2 to discuss any changes to design and response to comments.
3. January 28, met with Stefan Birgh HPMA General Manager to go over chemical room additions construction. Stefan expressed the need to have the addition at the Well 2 treatment site to blend in with the existing structure and that we will need to submit a permit application to the PRC.

Sewer Collection

1. February 6, met with Stefan Birgh HPMA General Manager to discuss sewer line location and status for future bathroom/shelter project at North Beach.

Waste Water Treatment

1. January 28, Dave Dougherty DOE and Mark Toy DOH Shell Fish were here to meet with George and I. They also did an inspection of the Waste Water Treatment Plant. We discussed the ongoing outfall repair and the status of the work on the I&I.

Outfall Repair

1. January 26-29, Ballard Diving and Salvage here for the replacement of anchor block ferrules and hardware on the outfall from the shore to the flanged connection. Harry Sellers of Gray & Osborne here to monitor progress of repairs.
2. January 28, Ballard Diving and Salvage here to excavate and inspect the buried inshore outfall connection flange. Harry Sellers of Gray & Osborne here to inspect flange hardware. The hardware used was SS304 and was removed and replaced with the proper SS316.
3. Ballard Diving will be responsible for the side sonar scan survey of the outfall to verify the location in the DNR right of way.

General District Business

1. January 28, processed water sewer connection application for Hosen at 141 Barnacle. This will be the 439th connection to the system.

Customer Service

1. Give Carol Lee Ragus an \$800 estimate on the installation of a 1.5” for the marina dock fire suppression and wash supply.

Submitted by Mont Jeffreys