

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
March 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 1:00 pm.

SUBSCRIBER REMARKS: Roy Ferguson present and seeking an update on the Water Treatment Plant Upgrade Project.

CORRESPONDENCE:

- **FROM:** Stefan Birgh, HPM General Manager RE: Construction and related easements. In response to the first point of the letter, GM sent Stefan copies of the documents regarding the District's easements and property. **Commissioner Nelson moved to direct the GM to respond to the HPM General Manager regarding the District's Water Treatment Plant Upgrade Project. Commissioner Cary seconded. Hearing no objections, the motion was approved.**
- **FROM:** Jeanette Pilgrim, 459 E Chesapeake Dr. RE: Vacant lot. In January Ms. Pilgrim spoke with the GM asking to relinquish her prepaid connection. The GM sent her the relinquishment paperwork, however she never sent it back. Ms. Pilgrim called again today because she was billed again, however she never submitted the relinquishment paperwork. Further investigation showed that she has been paying the full rate, despite not having a connection. The GM and the AAS are looking into how to proceed. Once the billing transition takes place the District will complete an audit of the account list versus the physical properties.

PRESENT AGENDA: The agenda for the March 12, 2015 regular meeting was presented. **Commissioner Cary moved to approve the agenda as presented. Commissioner Nelson seconded. Hearing no objections, the agenda was approved.**

MINUTES: The minutes for the February 12, 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:

- Commissioner Cary: Saw a news report on a young man who developed a kit to test arsenic levels in water. Saw another news report regarding issues with the plastic beads in some toothpastes passing through wastewater treatment plants and being eaten by wildlife.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Early Voucher 2015-04, in the amount of \$9,634.99, was presented. **Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.**

- Voucher 2015-05, in the amount of \$9,179.27, was presented. **Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.**
- Voucher CP 33, in the amount of \$895.85, was presented. **Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.**
- Billing Conversion Update: AAS provided an update on the billing conversion progress. The District should be able to take over before the May 1st billing.

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

Meeting recessed at 2:40 pm. Meeting reconvened at 3:00 pm.

BUSINESS:

ERWOW System Management Training: Evergreen Rural Water of Washington is offering a free training at their Shelton office on March 18th from 8:00 am to 3:30 pm. **Commissioner Cary moved to authorize the GM and AAS to attend the Evergreen Rural Water of Washington Small Water & Wastewater Operation & Sustainable Management training. Commissioner Nelson seconded. Hearing no objections, the motion passed.**

EFT Bank Account: AAS spoke with the Mason County Treasurer regarding opening an account to receive EFT payments and pay certain vendors electronically. The Treasurer's office will open the account at Bank of America on the District's behalf. Commissioners decided that the account will not have a debit card or checks. The General Manager, Board President, and Secretary will authorize transfers. The AAS has a phone meeting scheduled with the Treasurer to discuss the details further.

Customer Service/Payment Processing Implementation:

- Convenience Fee: Discussed. Commissioners decided to absorb the credit card/ACH fees for the time being and reexamine at a later date.
- Payment Website Statement: Discussed and finalized.
- Credit Card Refund Policy: Discussed. **Commissioner Cary moved to establish a Credit Card Refund Policy that states, "Credit Card refund requests will be handled within 30 days on a case by case basis with manager approval." Commissioner Nelson seconded. Hearing no objections, the motion passed.**
- Billing Office Hours: Discussed. Determined that there would not be any specific billing office hours, however all billing questions will be returned within 24 hours.

Accounts Payable Procedures: **Commissioner Nelson moved to table the Accounts Payable Procedures discussion until a later meeting. Commissioner Cary seconded. Hearing no objections, the motion passed.**

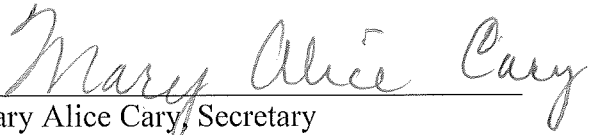
Capital Facilities Charges: AAS presented new proposed fees and charges. GM and AAS will work together to draft a new connection fee and capital facilities charge resolution.

2015 WASWD Commissioners Workshop Recap: Discussed.

Personal Email/Computer Use Policy: Discussed. GM will look into purchasing laptops for the commissioners to use for District business.

Meeting adjourned at 5:20 pm.

Respectfully Submitted By:



Mary Alice Cary, Secretary

Approved at the Regular Meeting of the Board on: March 26, 2015

HARTSTENE POINTE WATER-SEWER DISTRICT

General Manager's Report

March 12, 2015

Water

1. February 12, repaired substantial leak at 128 Barnacle meter box.
2. February 16, report of a water service line leak in the driveway for 347 & 349 PDE.
3. February 17, Larry Dearman began excavation of a water service line leak at 347 & 349 PDE. Water service line is too deep to hand excavate. Called for emergency locate.
4. February 18, Larry Dearman and Pickering Landscape and Tractor continued excavation of a water service line leak at 347 & 349 PDE after utility locate. The 1" service line tee was broken and there was split in the ¾" service line.
5. February 26, report of a water service line leak for 668 Portage. Brian Gibson called for emergency locate.
6. February 27, check on status of leak at 668 Portage. Leak is definitely a water supply leak. Schedule Pickering Landscape and Tractor for repair for Monday.
7. February 28, check on reported leak at 356 PDE. Leak on customer side. The meter box is up against PUD 3 Transformer.
8. March 2, Pickering Landscape and Tractor here to excavate leak at 668 Portage. Leak in ¾" service line. Leak was 3' deep under a 4" common area French drain pipe. Had to remove a 6' section of the drain line to access water service line for repair. Replaced section of drain line after leak repaired.
9. Water production is down to an average of 53,000 gal per day down from a high of 110,000 per day after leak repairs done in February.

Drinking Water Treatment Upgrade

1. Sean Kanda of RH2 is working on the hypochlorite residual analyzer and injection system design for the treatment systems in response to design changes brought about by the DOH Regional Engineers comments on project design.
2. Received correspondence from Stefan Birgh HPMA General Manager regarding the chemical room additions and the Districts construction on common property.

Sewer Collection

1. Nothing to Report.

Waste Water Treatment

1. Sequential Batch Reactor number 1 has been drained down to make repairs to the decant line.

Outfall Repair

1. Nothing to report.

General District Business

1. Miceal and I met with the customer service representatives at West Sound Utility District for an online data collection and transfer for the Districts new billing software. We also discussed the current billing procedures and policies.

Customer Service

1. Nothing to report.

Submitted by Mont Jeffreys