

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
November 12, 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. Commissioner N. Nelson was granted an excused absence.

**CALL TO ORDER:** The meeting was called to order at 1:10 pm.

**SUBSCRIBER REMARKS:** Commissioner-elect David McNabb presented a water rate study report completed by the Rural Communities Assistance Corporation in 2014 for the City of Morton. Morton's water system, revenues, expenses, and debt service are very similar to the District's. Mr. McNabb proposed that the District contact the City of Morton to inquire as to how they proceeded and how their new rate structure is working for the City.

**CORRESPONDENCE:**

- FROM: Olympic Tax and Business Consulting RE: Annual Report Support
- FROM: Mason County Treasurer's Office RE: Bank

**PRESENT AGENDA:** The agenda for the November 12, 2015 regular meeting was presented. *Commissioner Cary moved to adopt the agenda as presented. President Ray seconded. Hearing no objections, the agenda was adopted.*

**MINUTES:**

- Minutes for the October 22, 2015 Regular Meeting were presented. *Commissioner Cary moved to approve the minutes as presented. President Ray seconded. Hearing no objections, the minutes were approved as presented.*
- Minutes for the October 27, 2015 Special Meeting, Budget Work Session were presented. *Commissioner Cary moved to approve the minutes as presented. President Ray seconded. Hearing no objections, the minutes were approved as presented.*
- Minutes for the November 5, 2015 Special Meeting, Budget Hearing Work Session were presented. *Commissioner Cary moved to approve the minutes as presented. President Ray seconded. Hearing no objections, the minutes were approved as presented.*
- Minutes for the November 7, 2015 Special Meeting, Budget Hearing were presented. *Commissioner Cary moved to approve the minutes as presented. President Ray seconded. Hearing no objections, the minutes were approved as presented.*
- Minutes for the November 10, 2015 Special Meeting, Budget Hearing Summary were presented. *Commissioner Cary moved to approve the minutes as presented. President Ray seconded. Hearing no objections, the minutes were approved as presented.*

## REPORTS:

**Commissioner Reports:** No reports were presented.

### **Financial/Administrative Report: Bills to Be Authorized:**

- Early Voucher 2015-27, in the amount of \$31,955.26, was presented. *Commissioner Cary moved to approve the voucher. President Ray seconded. Hearing no objections, the voucher was approved.*
- Voucher 2015-28, in the amount of \$29,684.47, was presented. *Commissioner Cary moved to approve the voucher. President Ray seconded. Hearing no objections, the voucher was approved.*

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

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

## BUSINESS:

**413 E Pointes Drive East Sewer Repair Reimbursement:** *Commissioner Cary moved to reimburse Vicki Patterson in the amount of \$2,245.79. President Ray seconded. The motion passed with two aye votes and zero nay votes.* Commissioners directed the manager to draft a letter to accompany payment.

**621 E Pointes Drive West Service Resumption and Payment Plan:** Commissioners will send a letter informing the owners that the District expects an acceptable payment plan proposal on the past due amount owing by December 1<sup>st</sup>.

**MRSC Rosters Annual Contract Renewal:** Presented. *Commissioner Cary moved to renew the District's contract with MRSC Rosters. President Ray seconded. Hearing no objections, the motion passed.*

**Commissioner Appointment Timeline and Letter of Interest:** November/December Newsletter announced the new commissioner appointment and set December 10<sup>th</sup> as the due date for letters of interest. Commissioners decided to extend the deadline for submission of letters of interest to January 4<sup>th</sup>. Letters will be reviewed at the regular meeting on January 7<sup>th</sup>; interviews will be conducted on January 14<sup>th</sup>. The District will publish a public notice in the Shelton Mason County Journal on November 19<sup>th</sup>.

**Rate Setting Resolution:** Presented. *Commissioner Cary moved to approve Resolution 2015-10, a resolution of the Hartstene Pointe Water-Sewer District Commissioner Adopting District Policy for Water/Sewer Accounts, Delinquencies, Shut-offs, Liens, Billing Disputes. President Ray seconded. Hearing no objections, the resolution was passed.*

*Meeting recessed at 4:15 pm. Meeting reconvened at 4:20 pm.*

**2016 Fee Schedule Resolution:** Presented. *Commissioner Cary moved to adopt Resolution 2015-11, a resolution of the Hartstene Pointe Water-Sewer District Commissioner Adopting a*

*District Fee Schedule for 2016. President Ray seconded. The motion passed with 2 aye votes and 0 nay votes.*

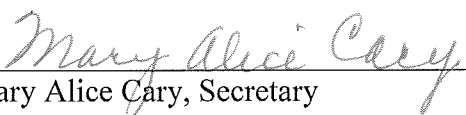
*Commissioner N. Nelson joined the meeting via telephone conference at 4:25 pm.*

**2016 Budget Adoption:**

- Resolution 2015-12: Presented. *Commissioner Nelson moved to adopt Resolution 2015-12, a resolution of the Hartstene Pointe Water-Sewer District Commissioners authorizing the 2016 Budget. Commissioner Cary seconded. The resolution passed with three aye votes and zero nay votes.*
- Mason County Financial Services Budget Form: Presented and signed.

*The meeting was adjourned at 4:45 pm.*

Respectfully Submitted By:

  
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Mary Alice Cary, Secretary

Approved at the Regular Meeting of the Board on: 12-10-2015

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

## **Water**

1. October 27, Bison Well Drilling and Septic pulled, inspected and replaced the pump for Well #1 at a cost of \$5,298.06. The well is producing sand at full pumping rate.
2. November 2, pulled and cleaned the source meter for Well #2.
3. November 2, checked the water level at Well #1 and Well #2. Well #2 has a normal static (not pumping) water level of 114 foot and a pumping draw down level of 150 feet. Reduced the flow rate of Well #2 from 90 gpm to 82 gpm to achieve a pumping water level of 140 feet to assure adequate water above the pump. Well #1 has a normal static water level of 112 feet and a pumping draw down rate of 135 feet. Reduced the flow rate of Well #1 from 50 gpm to 42 gpm to achieve a pumping water level of 130 feet.
4. November 2, took arsenic sample Well #2 and nitrate samples for both wells. We have to do a Complete Inorganic Chemical analysis for Well # 1 and Gross Alpha/Radium 228 analysis for Well #2 to complete the 2015 sampling requirements.
5. November 9, leak reported at 380 PDE. Appears to be at the connection at the main for 380 and 382 PDE. Called for an emergency locate for excavation.
6. November 11, repair leak at 380 PDE. Leak was a small split at the connection point for the 1 inch service line which was equipped with a shut off valve at the 4 inch main. The main line was at the edge of the pavement and 4 feet deep.

## **Drinking Water Treatment Upgrade**

1. Received project approval from our DOH Regional Engineer for the project. Included with the approval were additional water monitoring and reporting requirements required upon completion of the project.

## **Sewer Collection**

1. November 9, backup at 750 Promontory caused by roots at the customer cleanout. Further camera investigation showed root intrusion at other collection joints including an issue at the junction to the gravity main under the pavement.

## **Waste Water Treatment**

1. Gary Harper Construction has provided the mechanical parts submittal and the pump submittal for the Waste Activated Sludge pump replacement project. Both submittals have been reviewed for approval by RH2 and me. The start date of the project is dependent on the receipt of the pumps by the contractor.
2. October 31, put Sequential Batch Reactor basin #1 back online.
3. November 2, Repaired the rain shield for the chlorine room ventilation which was blown off by the recent wind storm.

## **Outfall Repair**

1. No updates.

## **General District Business**

1. Increased the JMS Bond for managing the petty cash and payment processing account from \$5000 to \$25,000 coverage.
2. Attended a Rate Study and Water Audit training course put on by Evergreen Rural Water of Washington.

## **Customer Service**

1. Assist with water shut off for customer at 731 Promontory.

Submitted by Mont Jeffreys