

**HARTSTONE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
June 25, 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:** No subscribers present.

**CORRESPONDENCE:**

- **FROM:** Public Works Board RE: Potential government shutdown. If a budget is not passed by June 30, 2015, the District's loan contract would be suspended until a budget is passed.
- **FROM:** Dept. of Ecology RE: New reclaimed water rules. Does not appear to affect the District currently.

**PRESENT AGENDA:** The agenda for the June 25, 2015 regular meeting was presented. Commissioner Cary moved to amend the agenda to delete Voucher CP 35. Commissioner Nelson seconded. Hearing no objections, the agenda was amended. Commissioner Nelson moved to adopt the agenda as amended. Commissioner Cary seconded. Hearing no objections, the agenda was adopted as amended.

**MINUTES:** The minutes for the June 11, 2015 regular meeting were presented. Commissioner Nelson moved to approve the minutes as presented. Commissioner Cary seconded. Hearing no objections, the minutes were approved.

**REPORTS:**

**Commissioner Reports:**

- Commissioner Nelson:
  - Gig Harbor is limiting citywide water use to avoid a water shortage due to landscape watering.
  - University of Puget Sound received a grant to gauge marijuana use testing waste water.
- Commissioner Ray:
  - He and the GM attended the June 25, 2015 Fire Wise meeting.
  - HPMA Strategic Planning Committee has asked for a list of improvements made to the water and sewer systems since 2012. Commissioner Ray will utilize the list that Commissioner Cary recently created.
- Commissioner Cary: Cascade Natural Gas has been cited for their penalties charges.

**Financial/Administrative Report:**

- Bills to Be Authorized: Voucher 2015-14, in the amount of \$4,787.60, was presented. Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.

- Billing Transition Update

- ACH Autopay; District Company ID: Mason County Treasurer and Bank of America are working on getting the District's company ID set up for ACH debits.
- Bill Mailing Proposal from The Shopper: Received for more than the AAS' in-house cost estimate to print and mail.
- July Billing: BIAS will walk through first bill preparation with AAS on July 1 and AAS will print and mail bills on July 2.

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

**Meeting was recessed at 2:50 pm. Meeting reconvened at 3:00 pm.**

**BUSINESS:**

**Draft Resolution 2015-05 Adopting a District Fee Schedule:** Commissioner Cary moved to adopt Resolution 2015-05. Commissioner Nelson seconded. Hearing no objections, the resolution passed.

**Draft Resolution 2015-06 Adopting a District Policy for Water/Sewer Accounts, Delinquencies, Shut-offs, and Liens:** Commissioner Nelson moved to adopt Resolution 2015-06. Commissioner Cary seconded. Hearing no objections, the resolution passed. Commissioner Nelson moved to change the billing due date from the 30<sup>th</sup>/31<sup>st</sup> of the second month of the billing cycle to the 20<sup>th</sup> of the second month of the billing cycle and late fees will be assessed if payment is not received by the first day of the next billing cycle. Commissioner Cary seconded. Hearing no objections, the motion passed.

**Draft Resolution 2015-07 Renaming the Hartstene Pointe Water/Sewer Reserve Fund:** Commissioner Cary moved to adopt Resolution 2015-07. Commissioner Nelson seconded. Hearing no objections, the resolution passed.

**Review Resolution 2013-04:** The resolution was reviewed and discussed. AAS will draft a new resolution to replace Resolution 2013-04.

**July/August Newsletter Topics:**

- Customer Service/Billing Transition, including a thanks to the staff from the commissioners
- Tenant Policy, provide tenant's contact information, inform the District if immunocompromised or on dialysis in case of shut-offs
- Billing Due Date Change
- Note about the water treatment equipment
- Importance of Reserves
- Success of headworks installation
- Summer water availability, pushing the limits of our pumping capabilities

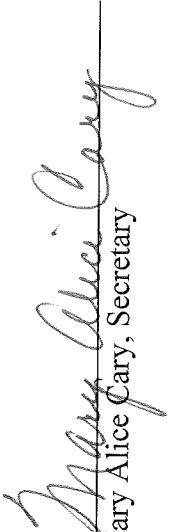
**Empire Office Color Copies Maintenance Contract:** Printing the newsletters in the office will cause the District to go over its color copies allotment on its current maintenance contract with Empire Office Equipment. After the July bills and newsletters are printed, Empire will prepare a new contract to increase the District's color copies.

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**Meeting adjourned at 4:35 pm.**

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Respectfully Submitted By:

  
Mary Alice Cary, Secretary

Approved at the Regular Meeting of the Board on: July 9, 2015

# HARTSTONE POINTE WATER-SEWER DISTRICT

General Manager's Report

June 25, 2015

## Water

1. Daily well production during averaging 100,000 gpd with the increase in population and the warm weather.
2. June 16, Contacted GC Systems about inspection and servicing of the two main line pressure reducing valves. Found out that the valves in service are Bailey Valves and the company went out of business and parts are not available. I will be taking measurements of the existing valves to see if a similar Clay Valve is available for replacement. The costs for similar valves for a 4" application are \$1700 each.
3. June 17, started water main flushing. Flushed from the reservoir to Nantucket and along PDE to Promontory. The flushed water had the color of tea but cleared up within 20 minutes.
4. June 19, Work with Flohawk N.W. Cascade on the excavation of the water service line at 141 Barnacle with a water jet vactor truck to avoid damage to the numerous utilities in the roadway. We located the connection of the service line to the 1.5 inch main line. There was not any damage to the service line or the connection. After further investigation we discovered that the small main did not have any water and had been abandoned when the 6 inch main to the reservoir had been installed. The four other properties that were previously served by the small main had been connected to the larger main but they did not connect 141. The 6 inch main is asbestos cement and will require specialized tools and precautions to make a new connection. I took measurements of the location of the main line and other utilities and filled in the trench after placing a replacement service line up to the main.

## Drinking Water Treatment Upgrade

1. Nothing to report; Sean at RH2 is on paternity leave until the end of June. Once the selection of the chemical analyzers and chemical injection systems is completed the final plans will be sent to the regional engineer at DOH for approval.

## **Sewer Collection**

1. Nothing to report.

## **Waste Water Treatment**

1. Reviewed RH2 90% engineering documents and bid documents for the sludge pump replacement project. Scheduling phone conference to finalize review to go to bid.
2. The Shelton facility that does the final processing and dispersion of the plants bio-solids will not take the sand and grit from the SBRs. We will be having a soil analysis done on the material to facilitate locating a site that will accept it for disposal.

## **Outfall Repair**

1. The DNR surveyor is going over the survey to consider an adjustment to the districts easement.

## **General District Business**

1. June 25, Attended the HPMA Fire Wise Committee meeting. District 5 Fire Chief Tim McKern was in attendance. Provided the group and Tim with a map of the community fire hydrants and fire flow rates of the hydrants.

## **Customer Service**

1. Flushed water at the service meter to clean water supply line at 161 Nantucket, 321 and 323 PDE. The flushing of the line feeding 321 and 323 also cleared the main line feeding 319, 325 and 327.

Submitted by Mont Jeffreys