

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
August 13, 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 1:10 pm.

**SUBSCRIBER REMARKS:** David McNabb present.

**CORRESPONDENCE:**

- FROM: WA State Auditor's Office RE: Hourly billing rate change
- FROM: Danick Baron, SmartProcure RE: Public Records Request
- FROM: Mason County Treasurer RE: Personnel retirements and new hires, reminder of Treasurer Office processes

**PRESENT AGENDA:** The agenda for the August 13, 2015 regular meeting was presented. **Commissioner Cary moved to adopt the agenda as presented. Commissioner Nelson seconded. Hearing no objections, the agenda was adopted.**

**MINUTES:** The minutes for the July 23, 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 Nelson: Ogallala Aquifer, one of the largest underground sources of fresh water in the world, is almost completely dry due to increased irrigation for increased corn production as a result of the federal government's requirement that all gasoline must be blended with ethanol. The aquifer will take 6,000 years to refill naturally.

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Early Voucher 2015-18, in the amount of \$18,429.19, was presented. **Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.**
  - Voucher 2015-19, in the amount of \$9,548.84, was presented. **Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.**

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

**BUSINESS:**

**RH2 Water Treatment Project Contract Amendment #3:** Presented and discussed. **Commissioner Nelson moved to approve the Contract Amendment No. 3 with RH2 for the Water Treatment Plant Improvements Chemical Feed Systems Replacement Design in the amount of \$18,842.00. Commissioner Cary seconded. Hearing no objections, the contract amendment was approved.**

**Folding Machine:** AAS presented her folding machine recommendation to the Board. **Commissioner Nelson moved to authorize the purchase the Martin Yale 1611 for \$640.00 plus tax and the preventative maintenance package. Commissioner Cary seconded. Hearing no objections, the motion passed.**


**Verizon Wireless Agreement:** Presented and Discussed. **Commissioner Nelson moved to accept the two-year contract agreement with Verizon Wireless for two cellular phone lines. Commissioner Cary seconded. Hearing no objections, the agreement was approved.**

**Phone System:** AAS provided an update on the search for an enhanced voicemail system. She is working with Hood Canal Communications to see if their Pro Voicemail would meet the District's needs.

**Wastewater Treatment Plant Equipment Maintenance:** JMS employees have been doing a lot of the Wastewater Treatment Plant maintenance, however this work falls more under the scope of the District's contract with Broadband Environmental. GM proposes amending the District's contract with Broadband Environmental to add clarifying language that would add maintenance and simple repair work and require prevailing wage rates be paid to employees performing said work. **Commissioner Nelson moved to authorize Broadband Environmental to present the District with a contract amendment to include Wastewater Treatment Plant equipment maintenance. Commissioner Cary seconded. Hearing no objections, the motion passed.**

**Meeting was adjourned at 3:00 pm.**

Respectfully Submitted By:

  
Mary Alice Cary, Secretary

Approved at the Regular Meeting of the Board on: August 27, 2015

HARTSTENE POINTE WATER-SEWER DISTRICT  
General Manager's Report  
August 13, 2015

**Water**

1. July 26, monitoring the operation of Well 2 over the weekends. Well is operating correctly.
2. July 27, the 2" pvc water main for the Waste Water Plant had a joint failure under the concrete slab supporting the back flow assembly sometime late Sunday. Excavated and replaced the 2" elbow, let glued joint repair cure overnight. Turned on water Tuesday morning, repair holding alright.

**Drinking Water Treatment Upgrade**

1. Sean at RH2 sent the DOH project comment response for my review and approval for submittal to the DOH Regional Engineer.
2. Al Fredli from Evolution Controls has acquired net extenders on loan to test high speed data transfer options between Well 1 and Well 2.

**Sewer Collection**

1. Nothing to report.

**Waste Water Treatment**

1. The sludge pump replacement project bid documents advertisement has been submitted to the Builders Exchange of Washington, The Daily Journal of Commerce and The Shelton Mason County Journal for publication August 13, 2015. The bid submittal deadline and opening is scheduled for 2:00 pm September 3, 2015.

**Outfall Repair**

1. No updates.

## **General District Business**

1. August 5, Posted twelve delinquent accounts for water shutoff. We decided to extend the shutoff payment deadline until the 10<sup>th</sup> due to the weekend. August 10, locked out five delinquent accounts for nonpayment.

## **Customer Service**

1. Nothing to report.

Submitted by Mont Jeffreys