

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
May 2, 2024 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the April 19, 2024 Special Meeting (2-3)
7. Minutes of the April 25, 2024 Special Meeting (4)
8. Minutes of the April 27, 2024 Special Meeting (5-8)

REPORTS:

9. Water Board Bible: Review Chapter Two (2)
10. Commissioner Reports
11. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2024-18
 - Bills to Be Reviewed:
 - Voucher 2024-17
12. General Manager's Report

BUSINESS:

13. Authorize Expenses for Estimate from Beko's Trees, LLC (9)
14. Discuss Placement of Alarm Panels for Grinder Pumps
15. Perform General Manager Evaluation

OLD BUSINESS

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
April 19, 2024
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: President E. J. Anderson, Secretary S. Swart, Audit Commissioner Carl Anderson, General Manager (GM) J. Palmer

CALL TO ORDER: The meeting was called to order at 1:00 pm

SUBSCRIBER REMARKS: None present

CORRESPONDENCE:

- Commissioner Swart reported a 4/8/24 conversation with a ratepayer regarding flushing and the plan to install grinder pumps as part of the Wastewater Infrastructure Rehabilitation Project (WIRP) and reported a ratepayer conversation shared on 4/17/24 conveying misunderstanding of the WIRP, to which she responded

PRESENT AGENDA: *Commissioner Swart moved to adopt the agenda. Commissioner C. Anderson seconded.* GM requested to amend the agenda to include approving Voucher 2024-16. Commissioners decided to add “Discuss GM Evaluation” as a business item. Commissioners decided to move item #7, “Trip to Spit Grinder Pump” to the end of business items. *Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES:

The minutes of the April 4, 2024 regular meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner E.J. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Update from Matt M. with Century West Engineering: Commissioners discussed and asked questions regarding the letters to be mailed to select Pointes Drive East residents. Commissioners held a discussion updating cost estimates and project risks.

Water Board Bible: Review of Chapter Two (2) tabled

Commissioner Reports:

- Commissioner Swart reviewed MRSC “best practice” tips for public meetings
- Commissioner Swart reviewed resources from an RCAC *Public Notice* training

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2024-15 in the amount of \$483,702.04 was presented. *Commissioner Swart moved to approve voucher 2024-15 in the amount of \$483,702.04. Commissioner C. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

- Voucher 2024-16 in the amount of \$2,835.62 was presented. *Commissioner Swart moved to approve voucher 2024-16 in the amount of \$2,835.62. Commissioner E.J. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Monthly Financial Report: The monthly financial report for March 2024 was presented

General Manager’s Report: GM presented his report on the current state of the District

BUSINESS:

Set Agenda for April 27, 2024 Special Meeting: Commissioners established a tentative agenda for the special meeting, which will focus on the WIRP impact on select East Pointes Drive East residents and plan to provide an update on project costs.

Estimate Ratepayer Cost for WIRP: Commissioners discussed an estimated range of possibly \$90-160 added monthly sewer rate per connection.

Discussion of GM Evaluation: Commissioners discussed an outlined procedure for upcoming annual review of GM. Forms will be provided by Commissioner Swart to the board.

Trip to Spit Grinder Pump: Commissioners postponed.

Commissioner E.J. Anderson moved to adjourn the meeting. Commissioner C. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:40 pm.

Respectfully Submitted By:

<i>Signature</i>	<u>Stacy Swart, Secretary, Commissioner #3</u> <i>Name and Title</i>
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Approved at the Regular Meeting of the Board on: 5-2-2024

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
April 25, 2024
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: President E. J. Anderson, Secretary S. Swart, Audit Commissioner Carl Anderson, General Manager (GM) J. Palmer

CALL TO ORDER: The meeting was called to order at 10:00 am

PRESENT AGENDA: *Commissioner Swart moved to adopt the agenda. Commissioner E.J. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as presented.*

BUSINESS:

Set Agenda for April 27, 2024 Special Meeting: Commissioners outlined a tentative agenda for the special meeting.

Discuss Meeting Format & Structure: Commissioners discussed desired meeting format and structure.

Review Anticipated Questions: Commissioners discussed questions that might arise at the upcoming special meeting.

Commissioner C. Anderson moved to adjourn the meeting. Commissioner E.J. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 10:55 am.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3

Name and Title

Approved at the Regular Meeting of the Board on: 5-2-2024

HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
April 27, 2024
HPMA CLUBHOUSE 202 E POINTES DR E SHELTON WA 98584

MINUTES

PRESENT: President E. J. Anderson, Secretary S. Swart, Audit Commissioner Carl Anderson, General Manager (GM) J. Palmer, Project & Accounts Manager J. Sartori (PM), Matt M. & Ron W. from Century West Engineering

CALL TO ORDER: The meeting was called to order at 10:00 am

PRESENT AGENDA: *Commissioner Swart moved to adopt the agenda. Commissioner C. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as presented.*

SUBSCRIBERS: An estimated 48 subscribers were present

BUSINESS:

Introductory Comments by District Personnel: Commissioners shared opening remarks regarding the upcoming sewer project

Presentation by Century West Engineering Regarding Wastewater Infrastructure Rehabilitation Project: Matt M. and Ron W. from Century West Engineering shared project updates and provided detailed plans and maps for the project.

A subscriber asked about the life expectancy of the CIPP portion of the project. Ron informed that the life expectancy is 50-75 years or more.

A subscriber asked if grinder pumps will be shared by multiple residences or if each will have its own. Matt replied that each home in the specified area will have its own pump.

A subscriber asked who will be responsible for maintaining the grinder pumps. Matt replied that the District will be responsible for all of the pumps' operation and maintenance.

A subscriber asked if the pumps will be located on private property or common are. Matt replied that the plan is for each pump to be installed in common area.

A subscriber asked about specific numbers on the presented maps. Matt replied that the numbers help contractors identify markings on the maps.

A subscriber asked what could potentially happen if a homeowner is away for an extended period of time. Matt replied that if a homeowner is away, the grinder pump is likely not being used at that time, but if there was a malfunction or problem, District staff would be aware of the issue and respond accordingly.

A subscriber asked if a home's personal backup generator could be used to power grinder pumps in the event of a power outage. Matt replied that it might be possible, but that the plan is that a District-owned generator would be used.

A subscriber asked if the engineering firm was aware of the presence of a roughly 300-foot long French drain installed around which some grinder pumps may be installed. Matt replied that they are aware and that contractors would also become aware.

A subscriber asked how many homes will need the new grinder pumps. Matt replied that around 30 units will be installed.

A subscriber asked if the existing Pointes Drive East sewer main infrastructure has the capacity to handle the additional sewage from the additional connections. Matt replied that this was researched during engineering planning and that the existing infrastructure is amply sized to handle the additional connections.

A subscriber asked if the new sewer laterals from the grinder pumps will need to be routed through homes toward the sewer main. Matt replied that the laterals will be routed around the sides of homes and not through.

A subscriber asked if grinder pumps and/or control panels will be connected to homes' power supplies. Matt replied that electricity will be provided through District-owned power meters.

A subscriber asked how deep the grinder pumps will be installed. Matt replied that it depends on the depth of each property's sewer lateral and whether the property has a basement or not. A typical unit is ten-feet tall, but varies based on individual circumstances.

A subscriber asked how far up from the ground will the pumps extend. Matt showed a photo of an installed unit with the lid assembly as the only ground-level component.

A subscriber asked what would happen if there is a pump failure. Matt described how each unit's alarm state would make any pump failure known and how the District would respond to alarms.

A subscriber asked if the grinder pumps will be installed in accordance with the HOA's CC&Rs. Matt indicated that this has not yet been determined.

A subscriber asked why a 21,000 gallon tank is not being considered to handle excess wastewater during peak flows. Matt replied that would not help with the *Inflow & Infiltration* (I&I) and that the WIRP will permanently address the I&I problems.

A subscriber asked if this will be permitted through either a county or state agency. Matt replied that for projects like these, there are no permits similar to a county building permit that are required, but that the project is approved by the WA State Department of Ecology.

A subscriber asked who could potentially fine the District for permit violations. Matt replied that Ecology could issue fines, but prefers to see District working toward solutions to addressing problems, such as the WIRP. He also replied that private entities can sue under the Federal Clean Water Act and that such an entity already issued an intent to sue that was settled, in part due to the planned projects.

A subscriber asked how a property owner would know if there is a clean-out at their home. Matt described what a typical clean-out looks like and potential locations at which they may be found.

A subscriber asked if the grinder pump at their property would be grouped with others. Matt replied that where possible, grinder pumps may be located next to each other and might share a lateral to the sewer main, but reiterated that each home in the designated area will have its own individual pump.

A subscriber asked if any pipes or utility damages would be repaired if caused by any excavation. Matt replied that any damages would be repaired.

A subscriber asked what sized and style of pipe will be used between grinder pumps and sewer main. Matt replied that 1.5 to 2 inch polyethylene pipe will be installed.

A subscriber asked how much information was wanted from each property owner regarding letters sent by Century West Engineering. Matt replied with examples of information that could be useful.

A subscriber asked if full restorations of roads will be made for any excavation on Nantucket Rd. Matt replied that part of the road may be excavated and that appropriate restoration would be made for any such sections.

A subscriber asked if the bluff portion of the project will be the first priority of the project. Matt replied that other portions of the project will likely have to be completed first, but that the timeline will be determined based on scheduling with contractors and other factors.

A subscriber asked how this will be paid for. Matt replied that this will be addressed later in the meeting.

A subscriber asked what happens if the CIPP lining fails in fifty or more years. Ron replied that CIPP lining is thin and durable and that additional CIPP lining could be applied to any lining failures.

A subscriber asked if CIPP lining is flexible after it is cured. Ron replied that once cured, CIPP lining is very rigid.

A subscriber asked if tree roots can penetrate CIPP lining. Ron replied that roots should not break through lining.

A subscriber asked how long a property would be without sewer service when grinder pumps are being installed. Matt replied that there should be no or very minimal interruption to sewer service.

A subscriber asked if laterals will be worked on before, during or after the Pointes Drive East sewer main rehabilitation. Matt replied that the timeline will depend on scheduling with contractors when the time comes.

A subscriber asked what will happen to the abandoned bluff sewer main. Commissioner Swart and GM indicated that this is not yet determined, but outlined possibilities.

A subscriber asked if the depth of the depth of the infrastructure to be abandoned was known. Matt replied that the depths are known.

A subscriber asked for clarification regarding the income surveys and if median—not mean or average—figures are considered. Matt replied that Ecology uses median figures when determining funding.

A subscriber asked how much in reserve funds was set aside for this project. Commissioners replied that there is an I&I fund for certain expenses, but that there were not specific reserves for this project.

A subscriber asked what protections are in place to guard against contractor cost overruns. Matt replied that contracted work would be closely monitored so that only documented and legitimate cost overruns would be incurred.

A subscriber asked if there would be significant savings in operational costs once the I&I problems are solved. Matt replied that there could be savings in operational costs, since much less wastewater will be treated, resulting in less equipment-run time and electricity.

A subscriber asked how so much rainwater gets into the sewer mains. Matt replied that saturated rainwater in the ground enters sewer laterals and mains through cracks and disconnected joints. He showed photos and a chart that shows the correlation between days of high rainfall and days of peak influent flows.

A subscriber asked if there are any known gutter downspouts that are connected to the sewer infrastructure. GM replied that there was smoke testing performed in 2018 and that no such connections were found.

Matt and GM discussed new developments regarding line replacements needed on Nantucket Rd. and the impacts to the WIRP.

Matt and GM shared disruptions to boat storage due to line replacement and that advanced notice will be provided to those affected.

Commissioner C. Anderson provided cost estimates and Matt shared potential hardship considerations that Ecology might look at in determining any forgivable loan amounts.

A representative from Correct Equipment described in detail how the E-One grinder pumps function, described their reliability and provided number of units installed per county across the state.

GM offered to meet anyone interested at the HPMA spit restrooms to show how the grinder pump installed there works. No one responded to his offer.

Commissioner C. Anderson moved to adjourn the meeting. Commissioner E.J. Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 11:52 am.

Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Regular Meeting of the Board on: 5-2-2024

Beko's Trees, LLC

PO Box 3001

Shelton WA 98584

Estimate

Date	Estimate #
4/23/2024	1408

Name / Address
Harstene Pointe Water Sewer District Jeff Palmer, General Manager 772 E Chesapeake Dr Shelton WA 98584

Project

Description	Qty	Rate	Total
We will do some limbing and cut two small trees. With clean up included and haul everything away.		3,000.00	3,000.00T
SALES TAX (SHIP TO: MASON CO-2300)		8.50%	255.00
<p>BEKO'S TREES, LLC IS NOT RESPONSIBLE FOR PROPERTY LINES, SEPTIC SYSTEM OR UNDERGROUND LINES DAMAGE THAT WERE NOT DISCLOSED PRIOR TO THE JOB START</p>			
We look forward to working with you!		Total	\$3,255.00