

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
District Office
772 E Chesapeake Drive, Shelton, WA 98584
May 3, 2018 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
 - FROM: Department of Ecology RE: February Discharge Monitoring Report (pg. 2)
5. Present Agenda
6. Minutes
 - April 19, 2018 Regular Meeting (pgs. 3-5)
 - April 26, 2018 Special Meeting (pg. 6)

REPORTS:

7. Melanie L. Piccin, Employer Support Services, Department of Retirement Systems
8. Commissioner Reports
9. Emergency Preparedness Report
10. Financial/Administrative Report:
 - Bills to Be Authorized: Voucher 2018-09
11. Manager's Report

BUSINESS:

12. HPMa Permit Review Committee Response to WWTP Tree Removal Request (pg. 7)
13. Well 2 Rehabilitation Project, Award Contract (pgs. 8-9)
14. Well 4 Project
15. Well 4 Site Protection
16. Executive Director Position Posting (pg. 10)
17. Water Treatment Plant Improvements Project, Issue Final Acceptance (pg. 11)
18. Proposed June Water Conservation Hearing/District Celebration



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

PO Box 47775 • Olympia, Washington 98504-7775 • (360) 407-6300

April 18, 2018

Mr. Marty Grabill
Wastewater Treatment Plant Manager
Hartstene Pointe Water-Sewer District
772 Chesapeake Drive
Shelton, WA 98584

Re: National Pollutant Discharge Elimination System (NPDES) Permit No. WA0038377, Hartstene Pointe Wastewater Treatment Plant

Dear Mr. Grabill:

Your February 2018 Discharge Monitoring Report (DMR) indicates that your discharge did not comply with your permit requirements.

<u>Monitoring Parameter</u>	<u>Sample Measurement</u>	<u>Permit Requirement</u>
Fecal Coliform (GEM)	580.9475 #/100 mL	400 #/100 mL

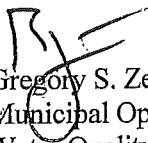
Failures to meet permit limits are violations of your NPDES permit. You should be aware that violations are subject to enforcement action including administrative orders to correct the problem and/or civil penalties, in accordance with Chapter 173-220-230 of the Washington Administrative Code (WAC).

If your violations are chronic, you should contact us and tell us what steps you are taking to bring your facility back into compliance. Noncompliance reporting is a condition of your permit.

If you have any questions regarding this matter (or if our information is incorrect), please contact your facility manager, David Dougherty, at 360-407-6278 or david.dougherty@ecy.wa.gov, or you can call me at 360-407-6368, or e-mail me at greg.zentner@ecy.wa.gov.

If you need technical assistance, please contact your facility manager or call our technical assistance specialist Carl Jones at 360-407-6431 or by e-mail at carl.jones@ecy.wa.gov.

Sincerely,


Gregory S. Zentner, P.E., Supervisor
Municipal Operations Unit
Water Quality Program
Southwest Regional Office

GZ:CC(hartstene pt)

cc: Mont Jeffreys, Hartstene Pointe Water-Sewer District
Dave Dougherty, Ecology
Permit Compliance File



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**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
April 19, 2018
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

MINUTES

PRESENT: President R. Scarola, Secretary A. Hospador, Commissioner D. McNabb, 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: Washington State Archives RE: Free Records Management Training in Gig Harbor. David Carnahan, the District's Water/Sewer Technician, would like to attend. *Commissioner McNabb moved to authorize the training and travel expenses for David Carnahan to attend the May 3rd training. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

PRESENT AGENDA: The agenda for the April 19, 2018 regular meeting was presented. *Commissioner McNabb moved to adopt the agenda as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted.*

MINUTES: The April 5, 2018 regular meeting minutes were presented. *Commissioner McNabb moved to approve the minutes as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb: Presented the outline and first page of Solar Energy Desalination Technology, Chapter 1: "General Problems in Seawater Desalination" by Hong Fa Zheng.
- Commissioner Hospador: Presented the article, "PUD 1 to purchase 32 local water systems," from Shelton-Mason County Journal. At least one system on Harstine Island is owned by PUD 1.
- Commissioner Scarola: Commented that the District office would benefit from better lighting, and desk lamps could be purchased inexpensively. *Commissioner Scarola moved to authorize the staff to investigate lighting options and present a proposal to the Board for approval. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Emergency Preparedness Report: No report.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2018-08, in the amount of \$6,830.32, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- March Financial Report: Presented. *Commissioner Hospador moved to approve the March Financial Report. President Scarola seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*
- 2018 1st Quarter Financial Report: Presented and discussed.

Manager's Report: A written report was presented (attached). There was discussion regarding scheduling a special meeting for the following week if the District receives quotes for the Well 2 rehab project. There was discussion regarding holding a public hearing in June to discuss water and sewer rates and water conservation, with the intent to increase awareness of the need to conserve water.

Meeting recessed at 2:13 pm. Meeting reconvened at 2:30 pm.

BUSINESS:

Tree Removal Request – HPMA Permit Review Committee Response: The District has not received formal notification, but a member of the HPMA Board informed President Scarola that the HPMA Permit Review Committee approved the removal of the trees in front of the District Office, however they only approved limbing of the two trees along the outside of the fence on the water side of the wastewater treatment plant. The PRC also wants the District to plant screening along the plant fence.

HPMA Clubhouse Bulletin Board: The HPMA GM has asked if the District would be willing to return to HPMA the bulletin board space in the HPMA clubhouse currently occupied by the District. President Scarola spoke with Pam at HPMA, and it was agreed, given the District's need for visibility in a common space, the District would maintain its use of the board.

Well 2 Rehabilitation Project Procurement Update: The GM has contacted several well drillers and has received confirmation from two drillers that they would provide a quote, and a few others are interested. Quotes may not be available for another three weeks.

Well 4 Project:

- Fitting Phase Procurement Update: The GM has sent out another request for quotes. Depending on the response the District receives, the GM proposed the District consider putting the whole project out to bid to general contractors. Given that contractors are entering their busy season, and working on a project at the well site during the busy summer months is not ideal, the Board took no action and will re-address the project later in the year.
- Mechanical Phase Procurement Update: The GM has not solicited additional quotes for the mechanical portion of the project.
- Evolution Controls Well 4 SCADA and Telemetry Proposal: Presented and discussed. Because the project is being delayed, the Board took no action.

- Other: It was noted that a truck was observed driving and backing up very close to Well 4. The request was made to the GM to install some sort of protection or barrier around the well head. It was also noted that there should not be any vehicles driving through the area because if fuel or oil is spilled in the vicinity it could pollute the well. The GM will speak with the HPMA GM.

Executive Director Position:

- Job Description: Presented and discussed. President Scarola received feedback from Jim Kunz and Reg Hearn, who both believe the District should include a salary range to garner more interest. There was discussion regarding what the advertised range should be. *Commissioner Hospador moved to adopt an advertised salary range for the Executive Director position of \$55,000 to \$85,000 and to advertise the job description and position opening. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.* AAS will also put together a one page summary posting.
- Benefits Administration:
 - Public Employees Benefits Board (PEBB) – Insurance: AAS presented a summary of the District’s options through PEBB, which were subsequently discussed.
 - Public Employees’ Retirement System: AAS presented a summary of the District’s options through the Department of Retirement Systems (DRS), including an email from DRS summarizing a Deferred Compensation Plan option, which were subsequently discussed.
 - The AAS will contact PEBB and DRS to request a representative come to discuss benefits options with the Board.

May/June Newsletter Topics: Discussed.

Commissioner McNabb moved to adjourn the meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting was adjourned at 3:45 pm.

Respectfully Submitted By:

Signature

Name and Title

Approved at the Regular Meeting of the Board on: _____

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
April 26, 2018
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

MINUTES

PRESENT: President R. Scarola, Secretary A. Hospador, Commissioner D. McNabb, General Manager (GM) M. Jeffreys, and Accounting and Administrative Services Manager (AAS) M. Carnahan. Commissioner D. McNabb absent.

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

BUSINESS:

Review status of quotes for Well #2 rehabilitation and possible selection of contractor: GM presented a report summarizing the efforts made to obtain quotes for the Well 2 rehabilitation and pump and motor replacement. On April 25th the District received one quote for the rehabilitation, but the quote did not include a new pump and motor. Another contractor indicated they would like to provide a quote, but cannot until next week at the earliest. The Board directed the GM to follow up with interested contractors. It was agreed that a special meeting would be called as soon as the District has received a full quote.

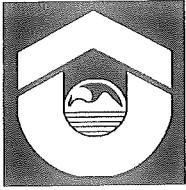
Commissioner Hospador moved to adjourn. President Scarola seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 1:45 pm.

Respectfully Submitted By:

Signature

Name and Title

Approved at the Regular Meeting of the Board on: _____



HARTSTENE POINTE MAINTENANCE ASSOCIATION

A Community on Harstine Island

202 E POINTES DRIVE E
SHELTON, WA 98584

TEL: 360-426-2300
FAX: 360-427-6208

WEB: hpma.org

April 24, 2018

Hartstene Pointe Water Sewer District
c/o Mont Jeffreys
772 E Chesapeake Dr.
Shelton, WA 98584

RE: 772 Chesapeake_Tree Removal

Dear Mont,

The 10-day posting period for your Tree Removal Trimming Permit Application has expired. PRC recommends approval of request to remove trees that are inside the fence. PRC recommends that HPWSD also submit plan to provide alternate screening for this area (inside or outside the fence) using native vegetation. PRC recommends against removal of two trees outside fence as they provide screening. PRC recommends instead that the branches hanging over the fence be trimmed, 6 feet up from the lowest branch. The HPMA Board of Directors approved your application as recommended on April 13, 2018. Permit #T1814 is in the office for pick up.

Please post the green permit in a prominent location during the project. Owners who will do their own cutting MUST meet with the General Manager PRIOR TO CUTTING.

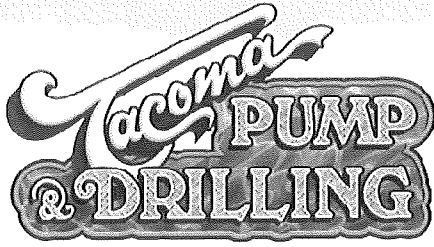
When you have scheduled your cutting, please call Pam at 360-426-2300 and for any questions you may have.

Sincerely,
Hartstene Pointe Maintenance Association

Stefan Birgh
General Manager

SB/pl
Cc: 772

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30316 Mountain Hwy
Graham WA 98338

Phone: (253) 847-9352
Fax: (253) 847-9623
www.tacomadrilling.com
WA Lic. #: TACOMAPD203PF

QUOTE

from: Eric Hansen
eric@tacomadrilling.com

to: Mont Jefferys
Harstene Island

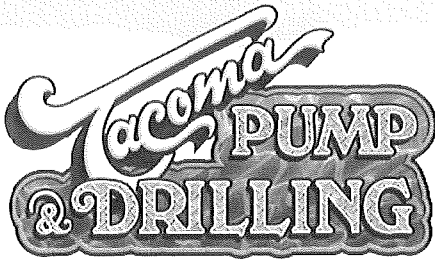
date: 4/24/2018

scope of work: Re-Develop Well no.2

location:
Harstene Island

Item	Qty	Description	Unit	Extended
1	1 ls	Mobilization, Cable Tool Set Up	3,500.00	\$ 3,500.00
2	1 ls	Video/Camera-Before and After	1,450.00	\$ 1,450.00
3	40 hr	Operational Hourly, Includes but not limited to: Test Pump, Pull and re-install Pump, Brush, Surge and Bail. Inject Aqua-Clear	275.00	\$ 11,000.00
4	5 gal	Aqua-Clear PFD (if needed)	80.00	\$ 400.00
Sub Total				\$ 16,350.00
tax			0.085	\$ 1,389.75
Total				\$ 17,739.75

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30316 Mountain
Hwy
Graham WA 98338
Phone: (253) 847-9352
Fax: (253) 847-9623
www.tacomadrilling.com

QUOTE

from: Eric Hansen
eric@tacomadrilling.com

to: Mont Jefferys
Harstene Island

date: 4/24/2018

scope of work: New Pump and Motor

location: Harstene
Island

Item	Qty	Description	Unit	Extended
		6" Goulds, Model 95L07 Stainless w/Franklin Motor 3		
1	1 ls	Phase, 230 Volt, 7.5 HP	4,000.00	\$ 4,000.00
2	1 ls	Misc Fittings	500.00	\$ 500.00
3	1 ls	Force Account	5,000.00	\$ 5,000.00
			Sub Total	\$ 9,500.00
			tax	0.085 \$ 807.50
			Total	\$ 10,307.50

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MEMORANDUM

TO: BOARD OF COMMISSIONERS
FROM: MICEAL CARNAHAN, ACCOUNTING AND ADMINISTRATIVE SERVICES MANAGER
SUBJECT: EXECUTIVE DIRECTOR POSITION POSTING OPTIONS
DATE: APRIL 30, 2018
CC: MONT JEFFREYS, GENERAL MANAGER

As I informed the Board in my email dated April 24th, the Executive Director position has been posted on the District's website, WASWD's job openings webpage, ERWOW's help wanted webpage, and in the BIAS community (for registered users). WASWD also emailed the posting to all of its members.

Since then, I have also posted the position on Indeed.com, using their free service. Indeed also has a sponsored job post option, which boosts the job advertisement on their website. The District can set a daily budget, and the District is charged per viewing of the job posting.

I have also applied for a Washington WorkSource employer account, which will allow the District to post jobs on their site for free.

Additionally, here are a few other paid posting options:

- American Water Works Association's national page: \$249 for one 45-day job posting
- AWWA - Pacific Northwest Subsection page: \$90 for one 90-day job posting
- US.jobs: \$25 for one 30-day job posting
- Glassdoor.com: \$199/month after a 7-day free trial
- LinkedIn.com: the District can set a daily budget, and the District is charged per viewing of the job posting.
- ZipRecruiter.com: \$250/month after a 7-day free trial



CONSTRUCTION COMPLETION REPORT FORM

In accordance with WAC 246-290-120 (5), a *Construction Completion Report* is required for all approved construction projects. Operators **must** submit a Construction Completion Report to us within sixty (60) days of completion and before use of any water system facility. This includes any source, water quality treatment, storage tanks, booster pump facilities, and distribution projects.

Please type or print legibly in ink:

Hartstene Pointe Water-Sewer District
 Name of Water System
Mont Jeffreys, General Manager
 Name of Purveyor (Owner or System Contact)
772 E Chesapeake Drive
 Mailing Address
Shelton, WA 98584
 City State Zip

DOH System ID No.: 31569
 DOH Project No.: 14-1107
 (if applicable)
 Date Construction Documents Approved by DOH: 10/30/2015
 (If applicable)

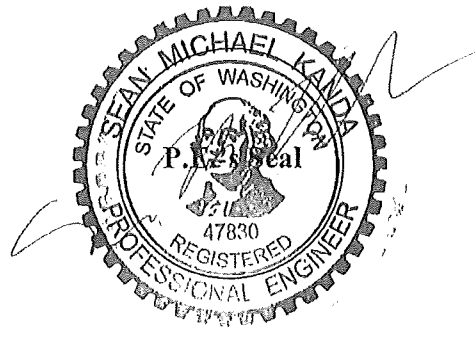
PROJECT NAME AND DESCRIPTIVE TITLE: WTP Improvements Project - all work at both Well 1 and Well 2 facilities (WTPs) completed
CHECK ONE: Entire Project Completed. Description of Portions Completed.

PROFESSIONAL ENGINEER'S ACKNOWLEDGMENT *(Complete items below--Attach additional sheets as needed)*

The undersigned professional engineer (PE), or their authorized agent, has inspected the above-described project which, as to layout, size and type of pipe, valves and materials, reservoir and other designed physical facilities, has been constructed and is substantially completed in accordance with construction documents reviewed by the purveyor's engineer or approved by the Department of Health. In the opinion of the undersigned engineer, the installation, physical testing procedures, water quality tests, and disinfection practices were carried out in accordance with state regulations and principles of standard engineering practice.

I have reviewed the disinfection procedures , pressure test results , and results of the bacteriological test(s) for this project and certify that they comply with the requirements of the construction standards/specifications approved by the Department of Health. (Check all boxes that apply that are consistent with the nature of the project.)

This project changes the physical capacity of the system to serve consumers. The system is now able to serve _____ equivalent residential units (ERUs.) Not applicable



9/14/2017
 Date Signed
R#Z Engineering, Inc.
 Name of Engineering Firm
Sean Michael Kanda
 Name of PE Acknowledging Construction
4164 Meridian St.
 Mailing Address
Bellingham, WA 98226
 City State Zip
Sm. Kanda
 Engineer's Signature
 State/Federal Funding Type (if any) DWSRF

Please return completed form to your regional office checked below.

- | | | |
|---|---|---|
| <input type="checkbox"/> NWRO Drinking Water
Department of Health
20425 72 nd Ave. S, Ste 310
Kent, WA 98032-2388
253-395-6750 | <input checked="" type="checkbox"/> SWRO Drinking Water
Department of Health
PO Box 47823
Olympia, WA 98504-7823
360-236-3030 | <input type="checkbox"/> ERO Drinking Water
Department of Health
16201 E. Indiana Ave, Suite 1500
Spokane Valley, WA 99216
509-329-2100 |
|---|---|---|

For people with disabilities, this document is available on request in other formats. To submit a request, please call 1-800-525-0127 (TDD/TTY call 711).

The operator must attach a completed Water Facilities Inventory (WFI) form in accordance with WAC 246-290-120(6), if applicable. Contact your regional office for WFI forms or additional Construction Completion Report forms.

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