

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
District Office
772 E Chesapeake Drive, Shelton, WA 98584
September 6, 2018 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the August 16, 2018 Regular Meeting 2-4

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized: Voucher 2018-17
 - Billing Report 5-8
9. Manager's Report

BUSINESS:

10. Discuss Board Retreat Agenda
11. Select Attorney
12. Backup Generator \$850/ea. (Propane or Gas)
13. Extend RFQ Deadlines for Well #4
14. CL2 WWTP Treatment Room Upgrade
 - Terminate RH2 Contract
15. Approve Effluent CL2 pH Monitoring System 9
16. SCADA Reporting Upgrade 10-12
17. Approve Class for Jeff – working in confined spaces
18. Cancel Sept. 18 Meeting and Schedule "Special" Meeting
19. District Picnic
20. Discuss District Relation to HPMMA

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
August 16, 2018
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

MINUTES

PRESENT: President R. Scarola, Secretary A. Hospador, Commissioner D. McNabb, General Manager (GM) D. Carnahan, 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: No correspondence.

PRESENT AGENDA: The agenda for the August 16, 2018 regular meeting was presented. *Commissioner McNabb moved to accept the agenda as submitted. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted.*

MINUTES: The minutes of the August 2, 2018 regular meeting were presented. *Commissioner Hospador moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb presented a report on the progress he and the GM have made on the District's asset management plan and the work to be performed going forward.
- Commissioner Scarola reported he hopes to attend the Water Quality Program Applicant Training Workshop.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2018-16, in the amount of \$3,442.62, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
 - Payroll Voucher PR 2018-01, in the amount of \$8,818.18, was presented. *Commissioner Scarola moved to approve the voucher. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the payroll voucher was approved.*
- July Financial Report: Presented and reviewed. *Commissioner Hospador made a motion to approve the July Financial Report. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the report was approved.*

Manager's Report: The GM reported on the ongoing projects and operations of the District.

TMG Quote, WWTP Chlorination System Repair: A quote from TMG Services for repair of the wastewater treatment chlorination system was presented in the amount of \$3,078.94. *Commissioner Hospador moved to accept the quote from TMG Services for \$3,078.94. Commissioner McNabb seconded. Hearing 3 ayes and 0 nays, the motion passed.*

Evolution Controls Quote, SCADA Systems Preventative Maintenance: A quote from Evolution Controls for preventative maintenance on the SCADA system was presented. The scope of work includes battery backups for the Lift Stations, in addition to the preventative maintenance work proposed, which would include cleaning and inspection of the hardware and software and alarm testing, inspection, and correction. The total proposal amount is \$9,909.70, including tax. *The GM was directed to have Evolution Controls prepare two separate proposals, one for the preventative maintenance work and one for the one-time battery backup costs. The discussion was tabled, pending the separated quotes.*

WWTP Chlorine and pH Analyzer Quotes: The GM reported he has received initial quotes from two vendors for three different systems, however he is awaiting a final quote from one vendor. The discussion was tabled until the next meeting.

Staff Education/Travel Requests: The GM and AAS presented an overview of the staff training and certification testing requests, at an estimated total cost of \$2,581.86.

- Mont Jeffreys, Water Distribution Manager, requesting to attend the Cross-Connection Control Seminar and to take the Domestic Waste Water II Certification Test.
- Jeff Palmer, Wastewater Treatment Plant Operator, requesting to take the Water Distribution Manager II, Water Treatment Plant Operator I Certification, and Cross-Connection Control Specialist I Certification Tests.
- David Carnahan, General Manager, requesting to take the Domestic Waste Water I Certification Test, Water Distribution Manager II Certification Test, and to attend the Washington Association of Sewer and Water Districts (WASWD) Fall Conference.

Commissioner McNabb moved to approve the staff training and certification testing requests and expenses. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the training and expenses were approved.

AAS Out-of-Scope Work: There was discussion regarding the out-of-scope work the AAS has been performing and the proposal for additional compensation. *Commissioner Scarola moved to approve additional compensation to the AAS in the amount of \$800 per month for out-of-scope work, beginning in September 2018. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

2019 Budget Schedule: The proposed 2019 Budget Schedule was presented and discussed:

- Thursday, October 4, 2018 Regular Meeting: Discuss five year Capital Improvement Plan
- Thursday, October 18, 2018 Regular Meeting: GM and AAS present Preliminary 2019 Budget
- Thursday, October 25, 2018 Special Meeting, 10:00 am: Budget Work Session
- Thursday, November 1, 2018 Regular Meeting: Make final adjustments to Proposed 2019 Budget;

- Thursday, November 8, 2018 Special Meeting, 1:00 pm: Work Session to review presentation for Annual Meeting/2019 Budget Hearing
- Saturday, November 10, 2018 Special Meeting, 10:00 am at HPMA Clubhouse: Annual Meeting/2019 Budget Hearing
- Thursday, November 15 Regular Meeting, 1:00 pm: Review and respond to Annual Meeting Budget Hearing and Adopt Final 2019 Budget
- November 30: County's due date for submission of Final 2019 Budget

Commissioner McNabb moved to adopt the proposed 2019 Budget Schedule. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.

September/October Newsletter Topics: Potential newsletter topics were discussed.

Commissioner McNabb moved to adjourn the meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting was adjourned at 2:40 pm.

Respectfully Submitted By:

Signature

Name and Title

Approved at the Regular Meeting of the Board on: _____

Utilities Trial Balance

Hartstene Pointe Water-Sewer District

07/01/2018 through 08/31/2018

Utility		Beginning A/R Balance	Receipts	Billing	Ending A/R Balance
Water	Basic	3,698.42	54,944.99	55,145.73	3,899.16
	Other	481.06	330.00	430.00	581.06
	Late Fees	(1.35)	426.59	414.17	(13.77)
		<u>4,178.13</u>	<u>55,701.58</u>	<u>55,989.90</u>	<u>4,466.45</u>
Sewer	Basic	(31.40)	51,607.65	51,102.63	(536.42)
	Other	12.50	-	-	12.50
	Late Fees	1.35	254.17	242.68	(10.14)
		<u>(17.55)</u>	<u>51,861.82</u>	<u>51,345.31</u>	<u>(534.06)</u>
Totals		<u><u>4,160.58</u></u>	<u><u>107,563.40</u></u>	<u><u>107,335.21</u></u>	<u><u>3,932.39</u></u>

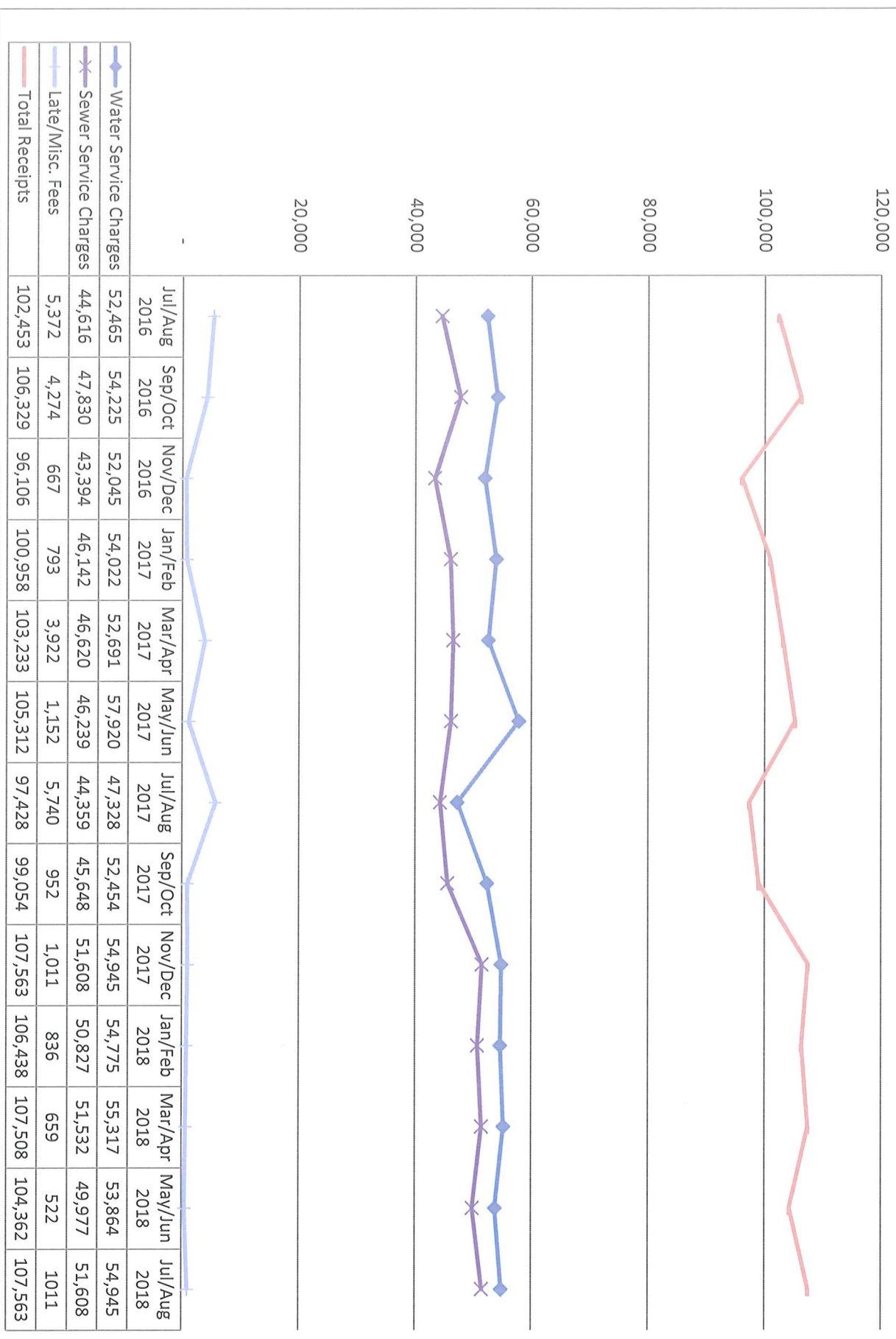
Notes: Total Past Due Accounts as of 8/31/2018: 30

1 Billing Cycle Past Due: 29 accounts, totaling \$5,821.77

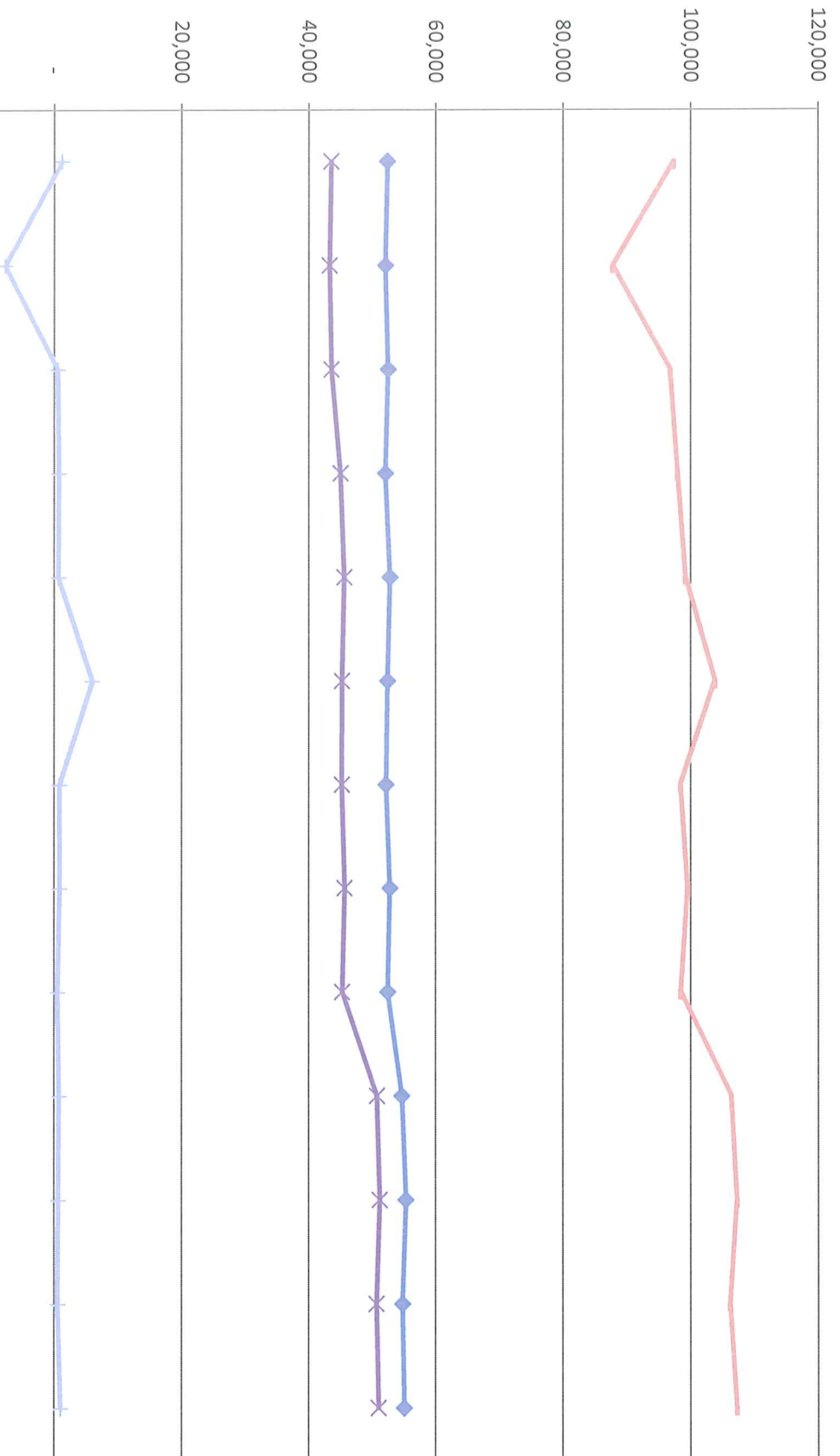
2 Billing Cycles Past Due: 0 accounts, totaling \$0.00

3 Billing Cycles Past Due: 1 account, totaling \$2,295.24 (on a payment plan)

Utility Receipts

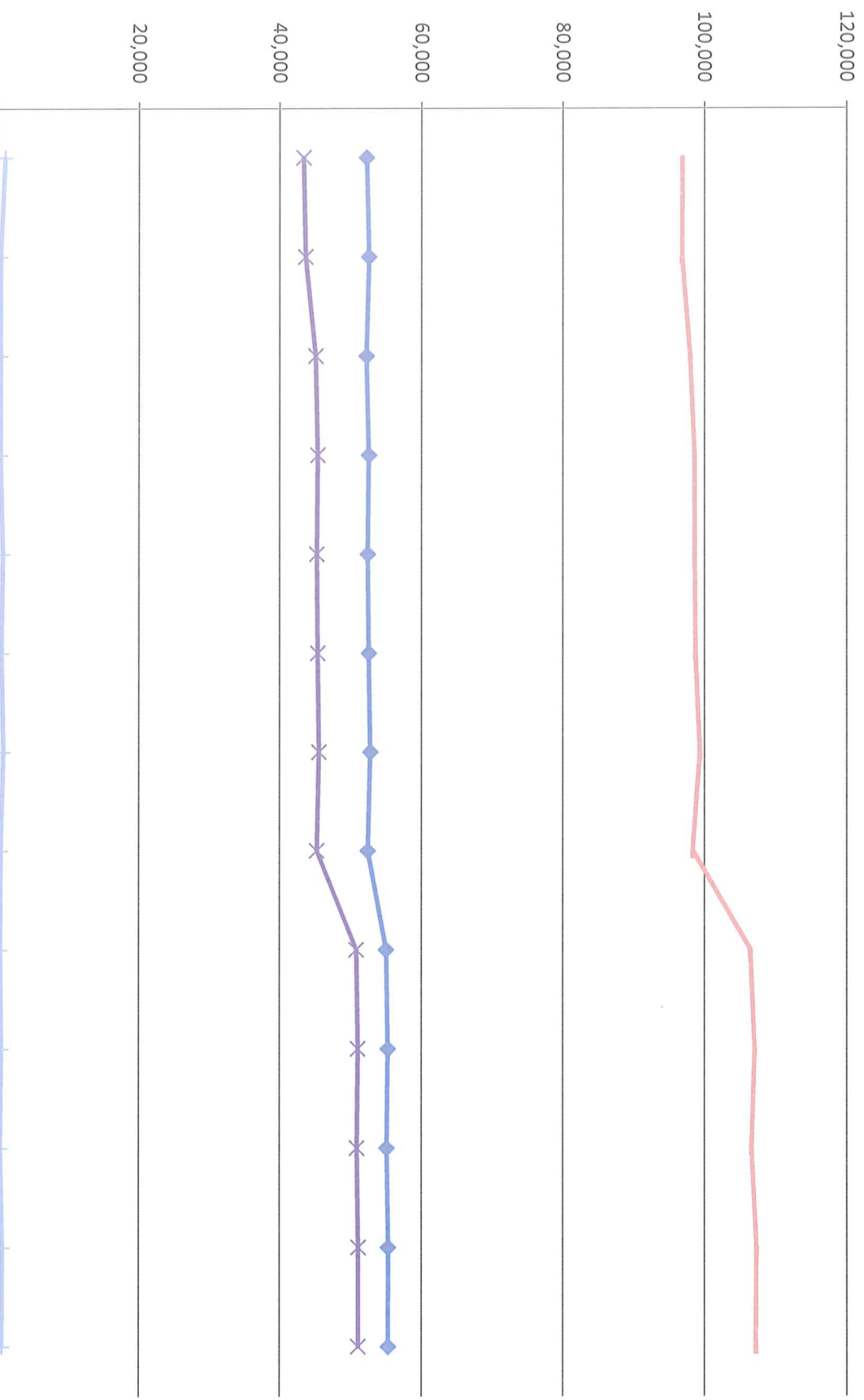


All Utility Billing Activity



Category	Jul/Aug 2016	Sept/Oct 2016	Nov/Dec 2016	Jan/Feb 2017	Mar/Apr 2017	May/Jun 2017	Jul/Aug 2017	Sep/Oct 2017	Nov/Dec 2017	Jan/Feb 2018	Mar/Apr 2018	May/Jun 2018	Jul/Aug 2018
Water Service	52,459	52,153	52,562	52,144	52,877	52,479	52,254	52,879	52,537	54,775	55,395	54,868	55,146
Sewer Service	43,608	43,350	43,648	45,069	45,670	45,297	45,292	45,740	45,346	50,827	51,262	50,761	51,103
Late/Misc. Fees	1,321	(7,673)	643	817	723	6,102	905	932	610	836	674	614	1,087
Total Charges	97,388	87,830	96,853	98,030	99,270	103,878	98,451	99,550	98,493	106,438	107,332	106,243	107,335

Regular Utility Billing



	Sep/Oct 2016	Nov/Dec 2016	Jan/Feb 2017	Mar/Apr 2017	May/Jun 2017	Jul/Aug 2017	Sep/Oct 2017	Nov/Dec 2017	Jan/Feb 2018	Mar/Apr 2018	May/Jun 2018	Jul/Aug 2018	Sep/Oct 2018
Water Service	52,317	52,647	52,303	52,640	52,481	52,636	52,857	52,498	55,099	55,335	55,175	55,390	55,372
Sewer Service	43,418	43,693	45,141	45,435	45,299	45,431	45,623	45,311	50,897	51,119	50,973	51,175	51,156
Late/Misc. Fees	1,194	551	584	561	905	729	956	604	513	677	542	837	759
Total Charges	96,929	96,891	98,028	98,636	98,686	98,796	99,436	98,413	106,509	107,132	106,689	107,402	107,287

Evolution Controls, LLC

Office: 425-359-5322
Mobile: 425-359-5322

CONTROL SYSTEM DESIGN, PROGRAMMING & TESTING

Snohomish WA
AI@EvolutionControls.net

August 15th 2018
Project #: 1101-1803

Hartstene Pointe Water & Sewer District

Attention: David

Subject: Reporting Software Updates for Sewer Data

As requested, Evolution Controls has prepared the following quote for updating the existing Dream Report software application. The reports will be updated to accommodate reporting for the available SCADA data associated with the WWTP and the 3 remote Lift Stations.

Please note that this scope is intended to provide the District with basic reporting capabilities of the data currently being logged by the existing SCADA application. Once reports are generated, it may become apparent that some data has not been accurately logged and additional effort may be required to resolve inaccurate data issues. This effort is not included in this scope.

SCOPE

TASK 1. PROJECT MANAGEMENT

- A. Evolution Controls will coordinate with District staff to accomplish the tasks listed below with minimal District Operations & Maintenance distractions.

TASK 2. SEWER REPORTING DEVELOPMENT & CONFIGURATION

- A. Configure the Microsoft SQL database at the WWTP SCADA computer to accommodate logged sewer data.
- B. Test and verify accuracy of logged data.
- C. Develop report files for Daily, Monthly, Annually and user defined time frame for the minimum, maximum and average of all logged instrumentation values, flow totals, equipment runtimes, and equipment start counts for the WWTP and 3 remote Lift Stations.
- D. Update the Dream Report application currently in use onsite with the newly developed report files.
- E. Provide onsite operator training for report generation and report file management.

COMPENSATION

Work performed will be charged on an hourly basis at the hourly rates shown on the attached spread sheet with the following maximum: **\$3,900**

See attached fee estimate for details

Thank you for the opportunity to propose on this project.

Sincerely,

Al Friedli
Evolution Controls, LLC

AUTHORIZATION

I accept the above proposal and authorize Evolution Controls to proceed with the work.

Company

Signature

Date _____

Printed Name

Title

Evolution Controls, LLC

Snohomish, WA 425-359-5322

AUTOMATION DESIGN, FABRICATION, CONSULTING, PROGRAMMING, TESTING, TRAINING, SUPPORT AND SERVICE

CLIENT: Hartstene Point Water & Sewer District

August 15, 2018

PROJECT: Sewer Reporting

1101-1803

Task	Multiplier	Description	Hours	Rate 1	Rate 2	Total Labor	Total
				\$100	\$110		
1		PROJECT MANAGEMENT, COORDINATION, PLANNING					
	1	Project Management	2.00	2.0		\$200	
		Task Total		2.0		\$200.00	\$200.00
2		Sewer Reporting Configuration					
	1	SQL Configuration	1.00	1.0		\$100	
	3	Dream Report Application Development	8.00	24.0		\$2,400	
	1	Report Data Testing & Verification	4.00	4.0		\$400	
	1	Onsite Application Implementation, training and travel	8.00	8.0		\$800	
		Task Total		37.0		\$3,700.00	\$3,700.00
				<u>Hours</u>		<u>Total Labor</u>	<u>Grand Total</u>
		Total:		39.0		\$3,900.00	\$3,900.00

12