

**HARTSTENE POINTE WATER-SEWER DISTRICT  
SPECIAL MEETING  
District Office  
772 E Chesapeake Drive, Shelton, WA 98584  
September 27, 2018 1:00 P.M.**

**AGENDA**

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence:
  - FROM: American Water Works Association RE: Legislative Advisory on water resources and infrastructure legislation (pgs. 2-3)
5. Present Agenda
6. Minutes of the September 6, 2018 Regular Meeting (pgs. 4-6)
7. Minutes of the September 12, 2018 Special Retreat Meeting (pgs 7-8)

**REPORTS:**

8. Commissioner Reports
9. Financial/Administrative Report:
  - Bills to Be Authorized: Voucher 2018-18
  - August Financial Report (pgs. 9-11)
10. Manager's Report (pgs. 12-16)

**BUSINESS:**

11. Review of September 12, 2018 Board Retreat
12. Award Contract for Well #4 Equipping Project (pg. 17)
13. Award Contract for Well Generator Installation Project (pg. 18)
14. Resolution 2018-11, Updating the Employee Paid Holiday Policy (pg. 19)
15. Resolution 2018-12, Establishing an Employee Recognition Program (pgs. 20-21)
16. Approval of USA Bluebook Order (pgs. 22-24)

## Legislative Advisory

**Who: AWWA utility members**

**What: Water resources and infrastructure legislation**

**When: Currently**

On Monday night, negotiators from the U.S. House of Representatives and U.S. Senate released legislation addressing water resource development and water infrastructure that will likely move quickly in the coming days or week. It combines a drinking water bill, H.R. 3387, approved by the House Committee on Energy and Commerce last year, with a water resources development act, S. 2800, moving through the Senate this year.

Overall, this new legislation, S. 3021, contains a number of provisions that AWWA and other water organizations have sought and a few that have not. Reauthorization of the state revolving loan fund (SRF) program and the Water Infrastructure Finance and Innovation (WIFIA) program were key “wins” for AWWA. Reauthorizations are only for two years, but water resource bills are typically two-year authorizations. Authorization for the drinking water SRF expired in 2003.

In addition, AWWA had a strong hand in the drafting of the security and resiliency provisions and in the requirements that downstream utilities be notified when a contaminant spill occurs.

AWWA, the Water Environment Federation, the Association of Metropolitan Water Agencies and others had strongly opposed a Senate proposal to create a separate WIFIA program for state SRF agencies, based on economic and policy issues. Negotiator drastically reduced that program in scope in S. 3021. AWWA will be vigilant for future attempts to boost that program in future legislation, such as in appropriations bills.

Here is a quick summary:

### **Successes for AWWA and the drinking water community**

- Reauthorization of the drinking water SRF program at higher authorized levels (\$1.174 billion in FY2019, \$1.3 billion in FY2020, \$1.95 billion in FY2021);
- Reauthorization of WIFIA for two years at \$50 million annually;
- Stronger requirements for notification of downstream water utilities when a contaminant spill occurs;
- New security and resiliency provisions that align with AWWA’s J100-10 (R13) Risk and Resilience Management of Water and Wastewater Systems;
- Codification that Consumer Confidence Reports (CCRs) can be provided electronically;
- Formal authorization of the voluntary WaterSense conservation program;

- Increased funding for the Public Water System Supervision grants for state primacy agencies;
- Encouragement of the use of asset management planning;
- A study of best practices for administering the SRF program with an eye toward streamlining the program;
- EPA revisions to CCR requirements to increase readability, clarity and understandability, in consultation with stakeholders;
- A reduction in scope of the SRF-WIN proposal;
- No funding for SRF-WIN in a fiscal year unless WIFIA gets \$50 million and the SRFs get 105 percent of the previous year's funding.

### **Other key features**

- A requirement that CCRs be provided twice a year instead of once a year (contaminant exceedances or violations that occurred during the monitoring period covered by the CCR must be reported, but language is vague on other data that must be reported);
- Inclusion of corrosion control efforts in CCRs;
- A study of how the Corps of Engineers carries out its statutory missions and responsibilities and effects of transferring the Corps out of the Department of Defense to another federal agency;
- A small grant program to assist the water sector with workforce development;
- States with primacy, or the EPA in states without primacy, may require owners or operators of water systems with repeated violations, or who are unable or unwilling to correct such problems, to assess options for consolidation or transfer of ownership;
- Technical assistance and grants to help schools and child care providers identify sources of lead contamination;
- Grants to help with drinking water fountain replacement in schools;
- Longer SRF loan repayment times for disadvantaged communities;
- Grants to accelerate development and deployment of innovative water technologies;
- A small, two-year grant program to help utilities increase resilience to natural hazards;
- A strategic plan by EPA to improve the accuracy and availability of monitoring data collected for compliance purposes;
- A study of small “intractable water systems” with significant Safe Drinking Water Act violations and the barriers to them providing safe water;
- Establishment of a stormwater infrastructure funding task force to develop recommendations to improve sources of funding for stormwater infrastructure;
- Extends American Iron and Steel requirements for water infrastructure projects for five years.

Questions can be directed to Tommy Holmes, AWWA legislative director.

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
September 6, 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, District Clerk J. Sartori.

**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 September 6, 2018 regular meeting was presented. President Scarola noted a correction. Item number 18 should read, "Cancel September 20, 2018 Meeting and Schedule Special Meeting." *Commissioner McNabb moved to accept the agenda as amended. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted.*

**MINUTES:** The minutes of the August 16, 2018 regular meeting 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 Seattle Public Utility's projected rates for the upcoming six years, with the annual increases averaging 5.2%.
- Commissioner Scarola:
  - Commended Commissioner Hospador and the District Staff on an excellent newsletter. He also commended the GM on making safety training a priority for the District staff and expressed his excitement over the strides the District is making through and the future.
  - Noted an upcoming MRSC webinar, "Building Blocks for Successful Grant Funding."
  - Reported on his work with the Hartstene Pointe Maintenance Association (HPMA) Emergency Preparedness Committee's CB radios. It would be worth looking into getting a CB radio for the District service truck.
  - Reported he has been working with the District's CodeRed emergency communication system. There are some issues, but it is a workable, very useful, affordable system. He is working to get the system ready to work as it should and to be able to send text messages and emails, as well as make phone calls.

**Financial/Administrative Report:**

- Bills to Be Authorized:

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- Voucher 2018-17, in the amount of \$17,223.31, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Billing Report: The billing report for the July/August 2018 billing cycle was presented and discussed.

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

*Meeting recessed at 2:05 pm. Meeting reconvened at 2:15 pm.*

**Board Retreat Agenda:** The preliminary agenda for the September 12th board retreat was presented and discussed.

**Selection of Attorney:** The GM, upon the recommendation of Thurston PUD 1, met with Joe Rehberger, who has offered to provide services to the District at a reduced hourly rate of \$285. President Scarola noted he has conducted further research on local attorneys, and has not found any comparable attorneys. It was proposed the Board meet with Mr. Rehberger to consider him for the District's attorney. The GM will check on his availability to meet with the Board.

**Backup Generator:** President Scarola reported the HPMA Emergency Preparedness Committee has purchased a \$850 portable 7500 watt propane/gas generator. The same model could be purchased by the District to provide emergency backup power to each of the District's three lift stations. The GM will conduct further research to verify it would be a good fit for the District.

**Extend RFQ Deadlines for Well 4:** GM awaiting responses from multiple contractors and cannot fulfill obligation to obtain at least five bids until responses are received. *Commissioner McNabb moved to extend the RFQ deadline as needed to obtain at least five bids. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

**CL2 WWTP Treatment Room Upgrade:** District does not have sufficient funds or data due to the lack of adequate data-collection software to come to an informed decision in regard to pump sizing. *Commissioner McNabb moved to terminate the District's contract with RH2 for the project. Commissioner Hospador seconded. Hearing 3 aye votes and hearing 0 nay votes, the motion passed.*

**Approve Effluent CL2 pH Monitoring System:** Installing an effluent CL2 and pH monitoring system would make it possible for the Wastewater Treatment Plant Operator not to be required to come to the plant daily. The GM presented quotes on three different options and recommended the District select the Kuntze Krypton Multi system, quoted by Correct Equipment for a total cost of \$9,493.75. His recommendation was due to the price, low maintenance requirements, and the ability to provide standalone, cloud-based, remote monitoring without requiring additional SCADA programming, which would cost an additional \$2,500 to Evolution Controls. *President Scarola moved to approve the purchase of the system from Correct Equipment. Commissioner Hospador seconded. There was discussion regarding the potential benefits and drawbacks of not having the monitoring tied in with the District's current SCADA system. Hearing 3 aye votes and 0 nay votes, the motion passed.*

**SCADA Reporting Upgrade:** Evolution Controls has prepared a quote for updating the existing wastewater SCADA software application to accommodate data collection and reporting. There was discussion regarding including the upgrade in the 2019 budget.

**Approve Training for WWTP:** The District’s wastewater treatment plant operator has requested approval to attend the Water & Wastewater Utility Confined Space Entry class on September 27th in Lacey. The cost for the class is \$210.00, plus the travel cost. *Commissioner McNabb moved to approve Jeff Palmer’s attendance of the Water & Wastewater Utility Confined Space Entry class on September 27th in Lacey. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

**Cancel September 20, 2018 Meeting and Schedule “Special” Meeting:** As the GM will be out of town attending the WASWD conference in Spokane, he would not be able to attend the regular meeting on 9/20/2018. He proposed a special meeting be scheduled September 18 to conduct regular business. *President Scarola moved to cancel the regular meeting on September 20th and schedule a special meeting on September 18th. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

**District Picnic:** The GM proposed holding a potluck picnic for District staff, commissioners, and their families on October 19th at 1:00 pm.

**Discuss District Relation to HPMA:** President Scarola proposed drafting a letter to the HPMA Board regarding consideration of the inter-agency cooperation between HPMA and the District. The issue was tabled until after the Board Retreat.

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

Respectfully Submitted By:

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Name and Title*

Approved at the Regular Meeting of the Board on: \_\_\_\_\_

**HARTSTENE POINTE WATER-SEWER DISTRICT  
RETREAT MEETING of the BOARD OF COMMISSIONERS  
September 12, 2018  
Mason County Public Utility District No. 3, Johns Prairie Room  
2621 E Johns Prairie Road, Shelton, WA 98584**

**MINUTES**

**PRESENT:** President R. Scarola, Secretary A. Hospador, Commissioner D. McNabb, General Manager (GM) D. Carnahan, District Clerk J. Sartori.

**CALL TO ORDER:** The meeting was called to order at 9:47 am.

**SUBSCRIBER REMARKS:** No subscribers present.

**CORRESPONDENCE:** No correspondence.

**PRESENT AGENDA:** The agenda for the September 12, 2018 “Retreat 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.*

**Our History:** General Manager presented a history of the utility and development of the Pointe.

*Meeting recessed at 10:50 am. Meeting reconvened at 11:00 am.*

**State of the District:** General Manager and commissioners discussed the state of the district and the improvements that have been made.

*Meeting recessed at 12:00 noon. Meeting reconvened at 12:40 pm. Guest Ernie Klimek and one subscriber joined the meeting.*

**Asset Management:** Guest Ernie Klimek of Evergreen Rural Water presented an overview of Asset Management programs and discussed the benefits that developing such a program would bring to the district.

*Meeting recessed at 2:00. Meeting reconvened at 2:15. Commissioner McNabb excused himself from the remainder of the meeting.*

**Future Goals and Long-Term Plan:** General Manager and commissioners discussed the prioritized needs of the district and long-term vision moving forward.

*Commissioner Scarola moved to adjourn the meeting. Commissioner Hospador seconded. Hearing 2 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  
 Monthly Financial Report - Fund Activity

August 2018

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
<b>Reserve Funds</b>					
030 - Ecology Reserve	38,997.96	-	62.38	39,060.34	62.38
050 - DWSRF Loan Reserve	68,866.49	-	6,957.04	75,823.53	6,957.04
060 - Bond Fund	0.00	-	19,665.00	19,665.00	19,665.00
070 - USDA Revenue Bond Reserve	23,255.73	-	364.68	23,620.41	364.68
Total Reserve Funds	131,120.18	-	27,049.10	158,169.28	27,049.10
<b>Unreserved Funds</b>					
EFT Account - Columbia Bank	31,360.76	(25,688.29)	27,035.27	32,707.74	1,346.98
Petty Cash Account	1,814.55	(1,207.45)	584.45	1,191.55	(623.00)
Xpress Deposit Account	13,961.33	(32,196.68)	36,118.36	17,883.01	3,921.68
010 - Operating Fund	80,000.00	-	-	80,000.00	-
<i>Operating Investment Fund</i>					
010 - Operating Fund - Other	61,587.56	(58,836.02)	49,598.44	52,349.98	(9,237.58)
Total 010 - Operating Fund	141,587.56	(58,836.02)	49,598.44	132,349.98	(9,237.58)
065 - Capital Project Account	68,755.05	-	-	68,755.05	-
Total Unreserved Funds	257,479.25	(117,928.44)	113,336.52	252,887.33	(4,591.92)
<b>Committed Funds</b>					
020 - Water/Sewer Committed Fund	21,540.00	-	-	21,540.00	-
Asset Replacement Fund					
Capital Improvement Fund	49,540.00	-	-	49,540.00	-
<i>I&amp;I Repair</i>					
<i>Reservoir Repair</i>	150,000.00	-	-	150,000.00	-
Total Capital Improvement Fund	199,540.00	-	-	199,540.00	-
Risk Management Fund	108,290.61	-	551.55	108,842.16	551.55
Total 020 - Water/Sewer Committed Fund	329,370.61	-	551.55	329,922.16	551.55
Total Committed Funds	329,370.61	-	551.55	329,922.16	551.55
Total Funds	717,970.04	(117,928.44)	140,937.17	740,978.77	23,008.73

*[Signature]* 9/18/18

Acct. & Admin. Services Mgr. Date Audit Commissioner Date

I hereby certify that the above statement is true.

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Hartstene Pointe Water Sewer District  
Profit & Loss  
August 2018

	<u>Aug 18</u>
Ordinary Income/Expense	
Income	
Non-Operating Revenue	883.65
Operating Revenue	<u>54,291.18</u>
Total Income	55,174.83
Expense	
534 · Water Expenditures	13,590.84
535 · WW Treatment Expenditures	7,450.69
538 · Combined W/S Expenditures	<u>12,069.88</u>
Total Expense	<u>33,111.41</u>
Net Ordinary Income	<u>22,063.42</u>
Net Income	<u><u>22,063.42</u></u>

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## Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual January through August 2018

	Jan - Aug 18 (66.67% of Year)	Total 2018 Budget	\$ Over (Under) Total Budget	% of Total Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Non-Operating Revenue	175,319.58	177,471.00	-2,151.42	98.79%
Operating Revenue	424,278.09	642,762.00	-218,483.91	66.01%
<b>Total Income</b>	<b>599,597.67</b>	<b>820,233.00</b>	<b>-220,635.33</b>	<b>73.1%</b>
<b>Expense</b>				
534 · Water Expenditures	142,127.87	469,197.91	-327,070.04	30.29%
535 · WW Treatment Expenditures	93,835.38	210,291.40	-116,456.02	44.62%
538 · Combined W/S Expenditures	102,975.73	142,493.00	-39,517.27	72.27%
<b>Total Expense</b>	<b>338,938.98</b>	<b>821,982.31</b>	<b>-483,043.33</b>	<b>41.23%</b>
<b>Net Ordinary Income</b>	<b>260,658.69</b>	<b>-1,749.31</b>		
<b>Net Income</b>	<b>260,658.69</b>	<b>-1,749.31</b>		

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**HARTSTENE POINTE WATER-SEWER DISTRICT**  
**General Manager's Report**  
**September 27, 2018**

**Human Resources**

I'm very pleased with our new direction. Both Jeff and Mont are doing a wonderful job keeping things running smoothly and Joe is learning incredibly fast.

We've submitted applications to DOH and DOE for certification testing. Once these are approved we can schedule test dates. Hopefully this will all take place before the end of the year, schedule and time permitting.

**Water**

Water usage has come down considerably. Over the summer we were regularly peaking at 100,000 gallons/day. Now that a lot of the traffic has moved on we are down closer to 50,000 gallons/day.

Mont and Jeff also fixed two water leaks which was a huge help in bringing our production down.

**Well 4 Project**

After several extensions I finally received a fifth quote for the Well 4 project. We can now move forward with selecting a general contractor to begin construction. We are on target to complete this project before the end of the year.

**Emergency Preparedness**

We have three quotes for the generator installation at Well #1/#4 which means that we can move forward with the project. This will reinforce our infrastructure considerably. I can now focus on gathering info for the installation of generators at the Lift Stations.

Over the next few weeks I will be looking at trees that I believe to be a potential hazard to our facilities.

**Sewer Collection**

No major issues to report. However, I&I season is just around the corner, and this does stress the need to come up with a feasible plan to begin to repair our leaky laterals.

## Waste Water Treatment

We are continuing to work on a landscaping and beautification plan for the wastewater treatment plant. Last week I ordered a dumpster so that we could dispose of the old media that has been a blight on our plant for several years. We also rented a tractor and were able to move much of the material that washed down the hill back up to the top.

We were also able to clear a space for the installation of a small storage shed on the far side of the Plant generator. There is a lot more work that needs to be done around the Wastewater treatment plant, but we've made some great strides so far, and I'm very pleased with the results.

## Customer Service

We've had a few complaints about a strong chlorine smell from a few different folks in the Pointe. We talked about likely causes and they were very appreciative. I generated a work order to flush the line at the meter.

Late last week a customer reported a loud noise coming from the lift station on promontory. Jeff and Mont responded quickly and the issue is being investigated. They did discover that the heater inside the panel went bad. We are considering possible replacements. Jeff believes a small space heater will be a suitable replacement.

## General District Business

### Review of the WASWD Fall Conference

Overall, I was very glad that I attended the Washington Association of Sewer and Water District's Fall Conference.

The biggest take away for me was that networking with other Districts and entities like ours is very important. I was invited to come visit several other Districts so that I can get a firsthand glimpse into how they've addressed and overcome similar issues that we've faced at HPSWD. My plan going forward is to try to connect with one other district/entity each quarter to continue to network and build strong working relationships.

The various classes that I attended were helpful, though not *new* information. Though I did receive several confirmations that the way to save money is to do the vast majority of our construction and repair work ourselves.

I've also attached an article on the dangers of PFAS and PFOS, which was mentioned by Randy Black, General Manager of Lakewood Water District. Randy pointed out that these have become a serious risk to wells near facilities that have been using these chemicals for fire suppression for years.

*Submitted by David Carnahan*

# Basic Information on PFAS

## What are PFAS?

Per- and polyfluoroalkyl substances (PFAS) are a group of man-made chemicals that includes PFOA, PFOS, GenX, and many other chemicals. PFAS have been manufactured and used in a variety of industries around the globe, including in the United States since the 1940s. PFOA and PFOS have been the most extensively produced and studied of these chemicals. Both chemicals are very persistent in the environment and in the human body – meaning they don't break down and they can accumulate over time. There is evidence that exposure to PFAS can lead to adverse human health effects.

PFAS can be found in:

- **Food** packaged in PFAS-containing materials, processed with equipment that used PFAS, or grown in PFAS-contaminated soil or water.
- **Commercial household products**, including stain- and water-repellent fabrics, nonstick products (e.g., Teflon), polishes, waxes, paints, cleaning products, and fire-fighting foams (a major source of groundwater contamination at airports and military bases where firefighting training occurs).
- **Workplace**, including production facilities or industries (e.g., chrome plating, electronics manufacturing or oil recovery) that use PFAS.
- **Drinking water**, typically localized and associated with a specific facility (e.g., manufacturer, landfill, wastewater treatment plant, firefighter training facility).
- **Living organisms**, including fish, animals and humans, where PFAS have the ability to build up and persist over time.

Certain PFAS chemicals are no longer manufactured in the United States as a result of phase outs including the PFOA Stewardship Program in which eight major chemical manufacturers agreed to eliminate the use of PFOA and PFOA-related chemicals in their products and as emissions from their facilities. Although PFOA and PFOS are no longer manufactured in the United States, they are still produced internationally and can be imported into the United States in consumer goods such as carpet, leather and apparel, textiles, paper and packaging, coatings, rubber and plastics.

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## Why are PFAS important?

PFAS are found in a wide range of consumer products that people use daily such as cookware, pizza boxes and stain repellants. Most people have been exposed to PFAS. Certain PFAS can accumulate and stay in the human body for long periods of time. There is evidence that exposure to PFAS can lead to adverse health outcomes in humans. The most-studied PFAS chemicals are PFOA and PFOS. Studies indicate that PFOA and PFOS can cause reproductive and

developmental, liver and kidney, and immunological effects in laboratory animals. Both chemicals have caused tumors in animals. The most consistent findings are increased cholesterol levels among exposed populations, with more limited findings related to:

- low infant birth weights,
- effects on the immune system,
- cancer (for PFOA), and
- thyroid hormone disruption (for PFOS).

## What is the difference between PFOA, PFOS and GenX and other replacement PFAS?

PFOA and PFOS are made up of “chains” of eight carbon atoms that are attached to fluorine and other atoms. Replacement chemicals, like GenX, tend to have fewer carbon atoms in the chain, but have many similar physical and chemical properties as their predecessors (e.g. they both repel oil and water). Industries in the United States have phased out production of PFOA and PFOS because of concerns about health risks to humans and have been using replacement PFAS, such as GenX. There is a substantial body of knowledge for managing risk from PFOS and PFOA, but much less knowledge about the replacement PFAS.

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## How are people exposed to PFAS?

There are a variety of ways that people can be exposed to these chemicals and at different levels of exposure. For example, people can be exposed to low levels of PFAS through *food*, which can become contaminated through:

- Contaminated soil and water used to grow the food,
- Food packaging containing PFAS, and
- Equipment that used PFAS during food processing.

People can also be exposed to PFAS chemicals if they are released during normal *use, biodegradation, or disposal of consumer products* that contain PFAS. People may be exposed to PFAS used in commercially-treated products to make them stain- and water-repellent or nonstick. These goods include carpets, leather and apparel, textiles, paper and packaging materials, and non-stick cookware.

People who *work* at PFAS production facilities, or facilities that manufacture goods made with PFAS, may be exposed in certain occupational settings or through contaminated air.

*Drinking water* can be a source of exposure in communities where these chemicals have contaminated water supplies. Such contamination is typically localized and associated with a specific facility, for example,

- an industrial facility where PFAS were produced or used to manufacture other products, or
- an oil refinery, airfield or other location at which PFAS were used for firefighting.

PFOA, PFOS, and GenX have been found in a number of drinking water systems due to localized contamination. You can view more information about exposures to PFAS through drinking water on our [Drinking Water Health Advisories for PFOA and PFOS page](#).

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## **Are there health effects from PFAS?**

There is evidence that exposure to PFAS can lead to adverse health outcomes in humans. If humans, or animals, ingest PFAS (by eating or drinking food or water that contain PFAS), the PFAS are absorbed, and can accumulate in the body. PFAS stay in the human body for long periods of time. As a result, as people get exposed to PFAS from different sources over time, the level of PFAS in their bodies may increase to the point where they suffer from adverse health effects.

Studies indicate that PFOA and PFOS can cause reproductive and developmental, liver and kidney, and immunological effects in laboratory animals. Both chemicals have caused tumors in animal studies. The most consistent findings from human epidemiology studies are increased cholesterol levels among exposed populations, with more limited findings related to:

- infant birth weights,
- effects on the immune system,
- cancer (for PFOA), and
- thyroid hormone disruption (for PFOS).



Hartstene Pointe Water-Sewer District  
 Well #4 Equipping Project  
 Bid Tab  
 Bids Due 9/21/2018

Schedule of Prices

Budget		Average Bid	
Unit Price	Total Price	Unit Price	Total Price
	\$ 108,800.00		\$ 93,378.20

Item	Description	Units	Quantity	Contractor No. 1		Contractor No. 2		Contractor No. 3		Contractor No. 4		Contractor No. 5	
				AMNW Construction	Total Price	RC Walsh & Company LLC	Unit Price	Total Price	Gary Harper Construction, INC	Unit Price	Total Price	2KG Contractors, INC	Unit Price
1	Lump Sum Total	LS	1	80,315.64	80,315.64	87,172.94	87,172.94	90,700.00	90,700.00	108,000.00	108,000.00	109,819.00	109,819.00
	Subtotal Bid			80,315.64	80,315.64	87,172.94	87,172.94	90,700.00	90,700.00	108,000.00	108,000.00	109,819.00	109,819.00
	Tax 8.5%			6,826.83	6,826.83	7,409.70	7,409.70	7,709.50	7,709.50	9,180.00	9,180.00	9,334.62	9,334.62
	Total Bid			\$ 87,142.47	\$ 87,142.47	\$ 94,582.64	\$ 94,582.64	\$ 98,409.50	\$ 98,409.50	\$ 117,180.00	\$ 117,180.00	\$ 119,153.62	\$ 119,153.62

Comparison to Budget (% of and Difference):

80%	(21,657.53)	87%	(14,217.36)	90%	(10,390.50)	134%	30,037.53	137%	32,011.15
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HARTSTENE POINTE WATER-SEWER DISTRICT  
MASON COUNTY, WASHINGTON

RESOLUTION 2018-11

A RESOLUTION OF THE  
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS  
UPDATING THE DISTRICT EMPLOYEE PAID HOLIDAY POLICY

**WHEREAS**, the Hartstene Pointe Water-Sewer District has set forth certain policies, practices, and procedures which relate to employment matters in the Hartstene Pointe Water-Sewer District Employee Handbook; and

**WHEREAS**, the Hartstene Pointe Water-Sewer District Board of Commissioners recognizes that at times it may become necessary to amend the District Employee Handbook to comply with established and new laws and regulations;

**NOW, THEREFORE**, the Board of Commissioners hereby resolves to update the District's paid holiday policy as follows and to incorporate these updates into the District's Employee Handbook:

Add the following language to "Holidays" section of the Employee Handbook:  
*"Employees will receive holiday pay for holidays occurring during the term of their employment. Full-time employees receive eight hours of holiday pay at their established regular wage. Part-time employees receive five hours of holiday pay at their established regular wage."*

**ADOPTED** by the District Board of Commissioners at its scheduled meeting on this 27th day of September, 2018.

Hartstene Pointe Water-Sewer District  
Mason County, Washington

\_\_\_\_\_  
Robert Scarola, President

\_\_\_\_\_  
David McNabb, Commissioner

\_\_\_\_\_  
Andrew Hospador, Secretary

**HARTSTENE POINTE WATER-SEWER DISTRICT  
MASON COUNTY, WASHINGTON**

**RESOLUTION 2018-12**

**A RESOLUTION OF THE  
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS  
ESTABLISHING AN EMPLOYEE RECOGNITION PROGRAM**

**WHEREAS**, the Hartstene Pointe Water-Sewer District desires to promote good will, foster a sense of pride in affiliation with the District, promote safety, productivity, reliability, efficiency, dedication and/or cost savings for the District among District employees; and

**WHEREAS**, the Hartstene Pointe Water-Sewer District Board of Commissioners seeks to establish procedures and guidelines under which District funds can be utilized for the purpose of employee recognition;

**NOW, THEREFORE**, the Board of Commissioners hereby resolves to adopt the following Employee Recognition Program:

1. Definition

Employee Recognition: For purposes of this policy, employee recognition means any award, token of appreciation, prize, meal, entertainment or event that is intended specifically to promote good will, foster a sense of pride in affiliation with the District, promote safety, productivity, reliability, efficiency, dedication, and/or cost savings for the District among employees.

2. Policy

- a. The District may, subject to budgetary authority, expend funds for the purpose of employee recognition.
- b. The expenditure of funds for a token of appreciation, prize plaque, award or similar item is limited to no more than \$125 total per employee per year. Beginning in 2019, this amount will be adjusted annually using the IRS COLA rate.
- c. The expenditure of funds for meals related to an employee recognition event or monthly district-wide safety meeting must be authorized by the General Manager in advance and may not exceed \$15 per employee per meal. Beginning in 2019, this amount will be adjusted annually using the IRS COLA rate.
- d. The General Manager must approve the expenditure of funds for use of facilities, entertainment or similar costs for the purpose of employee recognition in advance.
- e. Employee recognition contests or award programs are subject to the following requirements:
  - i. The award program or contest must be preceded by written criteria which clearly delineate 1) the rules, procedures or basis for eligibility for the program or contest; and 2) the procedure to be used in determining the winner of the award or prize;
  - ii. A written description of the type of award or prize which will be given must be available to all eligible employees in advance; and

- iii. The award program or contest must, within reason and consistent with the purpose of the program, be designed to include as many employees as possible.

**ADOPTED** by the District Board of Commissioners at its scheduled meeting on this 27th day of September, 2018.

Hartstene Pointe Water-Sewer District  
Mason County, Washington

\_\_\_\_\_  
Robert Scarola, President

\_\_\_\_\_  
David McNabb, Commissioner

\_\_\_\_\_  
Andrew Hospador, Secretary

(21)



**Hartstene Pointe Water-Sewer District**  
**772 Chesapeake Drive Shelton, WA 98584**  
**(360) 427-2413 • info@hpwatersewer.com**

September 27, 2018

Memo: Purchase of safety equipment.

We needed to purchase various items for the safety and wellbeing of our staff. This purchase included items such as: a tripod for confined space entry; two hardhats; safety glasses; two eye wash stations for the well treatment rooms; two gas masks for CL2 and chemical safety; and, lastly, a set of chest waders for both operators.

While no individual item exceeded the GM's authorized purchase limit, the total of all of the items combined into one order did exceed the \$3,000 spending limit by \$711.12. I will need official authorization from the Board of Commissioners for this purchase.

Sincerely,

David Carnahan  
General Manager  
Hartstene Pointe Water-Sewer District

INVOICE NO.	PAGE NO.
684514	1 of 2
CUSTOMER NO.	DATE
998366	09/17/18

Remit To:  
P.O. Box 9004  
Gurnee, IL 60031-9004

TEL: (847) 689-3000  
FAX: (847) 689-3001  
TOLL FREE: 1-800-493-9876  
F.E.I.N.: 52-2418852

View online at: <http://usabluebook.billtrust.com>  
Web Enrollment Token: **MGV PZQ QHB**

BILL TO: 998366  
2596 1 MB 0.424 E0021X I0025 D4039908394 S2 P5722378 0001:0002

SHIP TO: 3



HARTSTENE POINTE WATER SEWER  
DISTRICT  
772 E CHESAPEAKE DR  
SHELTON WA 98584-7015

HARTSTENE POINTE WATER SEWER  
DISTRICT  
772 E CHESAPEAKE DR  
SHELTON WA 98584-7015  
USA

Ordered by: 0007 JEFF PALMER

Attention: 0007 JEFF PALMER

CUSTOMER P.O. NO.	SHIP DATE	SLP	TERMS	TAX CODE	SALES ORDER NO.	W/H	FREIGHT	SHIP VIA		
VERBAL JEFF	09/17/18	TLB	NET 30	WA	271652	01	PREPAID	UPS		
USA STOCK NO.	DESCRIPTION			ORDERED	SHIPPED	BACKORDER	U/M	PRICE	PER	EXTENSION
71518	7' Tripod Carrying Bag			1	0	1	EA	195.95	EA	0.00
42535	Eyewash Station 1-32oz Bottle SDS VISIT WWW.USABLUEBOOK.COM			2	2	0	EA	32.35	EA	64.70
49316	Harness Triple D with Belt Buckle & Leg Straps			1	1	0	EA	157.95	EA	157.95
41591	Nemesis Safety Glasses Camo Frame Smoke Anti-Fog Lens			4	4	0	EA	10.55	EA	42.20
71704	MSA Advantage 3200 Full Face Respirator Large			2	2	0	EA	192.95	EA	385.90
89414	3M Hard Hat w/ Uvicator Sensor White			2	0	2	EA	19.09	EA	0.00
79727	ZXT Insulator III Waders Size 13			1	0	1	PR	211.95	PR	0.00
79723	ZXT Insulator III Waders Size 9			1	0	1	PR	211.95	PR	0.00
71706	MSA Advantage GME Cartridge 1 Pair			2	2	0	PR	20.49	PR	40.98
CA	CR Released			1	1	0	EA	0.00	EA	0.00

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INVOICE NO.	PAGE NO.
684514	2 of 2
CUSTOMER NO.	DATE
998366	09/17/18

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Web Enrollment Token: **MGV PZQ QHB**

**BILL TO:** 998366  
2596 1 MB 0.424 E0021X I0026 D4039908394 S2 P5722378 0002:0002

**SHIP TO:** 3



HARTSTENE POINTE WATER SEWER  
DISTRICT  
772 E CHESAPEAKE DR  
SHELTON WA 98584-7015

HARTSTENE POINTE WATER SEWER  
DISTRICT  
772 E CHESAPEAKE DR  
SHELTON WA 98584-7015  
USA

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Attention: 0007 JEFF PALMER

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VERBAL JEFF	09/17/18	TLB	NET 30	WA	271652	01	PREPAID	UPS		
USA STOCK NO.	DESCRIPTION			ORDERED	SHIPPED	BACKORDER	U/M	PRICE	PER	EXTENSION
73753	Miller ManHandler Hoist/Winch w/65' Galv Cable			1	1	0	EA	1,561.95	EA	1,561.95
71510	7' Tripod w/2 Forged Steel Eyebolts			1	1	0	EA	897.95	EA	897.95

THANK YOU for your business!  
1.5% MONTHLY FINANCE CHARGE  
ON AMOUNTS 30 DAYS PAST DUE  
Discounts Apply to Merchandise Only

MERCHANDISE	MISCELLANEOUS	DISCOUNT	TAX	FREIGHT	TOTAL
3,151.63	0.00	0.00	290.73	268.76	3,711.12

Should it become necessary to refer your unpaid balance to a collection agency, a collection fee, not to exceed 25% of the balance referred; plus reasonable attorney's fees; and court costs when necessary, will be added to the balance due.

Please Detach and Return Bottom Portion to Insure Proper Credit to Your Account

\*\*\*\*IMPORTANT\*\*\*\*

Please include this customer #  
on the face of your remittance check.

INVOICE NO.	CUSTOMER NO.	DATE	TOTAL
684514	998366	09/17/18	3,711.12

HARTSTENE POINTE WATER SEWER  
DISTRICT  
772 E CHESAPEAKE DR  
SHELTON WA 98584-7015

REMITTANCE ADDRESS

USABlueBook  
P.O. Box 9004  
Gurnee, IL 60031-9004

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