

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
District Office  
772 E Chesapeake Drive, Shelton, WA 98584  
April 4, 2019 1:00 P.M.**

**AGENDA**

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the March 21, 2019 Regular Meeting (2-4)

**REPORTS:**

7. Commissioner Reports
8. Financial/Administrative Report:
  - Bills to Be Authorized: Voucher 2019-08
9. General Manager's Report (7-8)

**BUSINESS:**

10. Discuss/Approve Annual Maintenance Agreement (9)

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
March 21, 2019  
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, District Clerk (Clerk) J. Sartori.

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

**SUBSCRIBER REMARKS:** No subscribers present.

**CORRESPONDENCE:**

- Clerk noted 13 late notice letters were sent last week
- Commissioner Scarola presented notice for Webinar: Developing the Water Work Force
- GM noted a conversation with a customer about our accountability to regulatory demands with Department of Health, Department of Ecology and Environmental Protection Agency

**PRESENT AGENDA:**

- Clerk requested addition to agenda: #15 Approval of Additional Consulting Hours for Miceal Carnahan
- GM requested addition to agenda: #16 Approval of Travel Expenses for David and Jeff to Attend Ecology Training “Nutrient Removal Workshop” in Port Orchard

*Commissioner McNabb moved to adopt agenda as amended. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:** The minutes of the March 7, 2019 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 Scarola noted Clerk attended Cross Connection Control class through Evergreen Rural Water of Washington
- Commissioner Hospador presented an article re: “Allyn plans rate increase”
- Commissioners expressed appreciation to Clerk for his work upgrading the security infrastructure for facilities and saving thousands of dollars in the process, without compromising grade of security.

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2019-07, in the amount of \$21,914.18, was presented. *Commissioner Hospador moved to approve voucher 2019-07 in the amount of \$21,914.18. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- District Clerk presented internal Monthly Financial Report for February 2019.

**General Manager's Report**

- David Carnahan presented his general manager's report on present state of the district.

*Commissioner Scarola called for a recess at 2:15 pm. Meeting reconvened at 2:25 pm.*

**BUSINESS:**

**Memorandum of Understanding (MoU) Follow Up:** Commissioner Scarola reviewed his presentation to the board of HPMA about MoU. HPMA board will review and send back any requested changes.

**Project Timeline Update:** GM presented his quarterly update of the 2019 Project Timeline.

**Heavy Equipment Purchase Review:** Commissioner McNabb noted he is seeking more information and research before equipment approved in the 2019 budget is purchased. GM suggested that the board discuss/review the Capital Improvement Plan in a future meeting.

**Review of Open Public Meetings Act:** Commissioners will review Open Public Meetings Act and supporting literature and discuss at next meeting.

**Employee Performance Review:** Item moved to end of meeting, following additions to agenda.

**Approval of Additional Consulting Hours for Miceal Carnahan:** Clerk requested additional hours for Miceal to assist in annual financial reporting to the State Auditor's Office and to assist in administrative duties while clerk is absent in April. *Commissioner Hospador moved to approve 16 additional consulting hours in April for Miceal to assist in annual financial report filing and covering administrative duties while Clerk is on scheduled absence. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the additional hours are approved.*

**Approval of Travel Expenses for David and Jeff to Attend Ecology Training "Nutrient Removal Workshop" in Port Orchard:** *Commissioner McNabb moved to approve travel expenses for David Carnahan and Jeff Palmer to attend Ecology Training. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the expenses are approved.*

*Commissioner Hospador moved to adjourn the meeting. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:25 pm.*

**Employee Performance Review:**

*Commissioner Scarola called for an executive session at 3:30 pm for the purpose of evaluating the performance of an employee, per RCW 42.30.110 section 1(g). Meeting is expected to reconvene in 20 minutes, at 3:55 pm. No business will be transacted.*

*Regular session reconvened at 3:55 pm.*

*Commissioner Scarola extended executive session at 3:55. Meeting is expected to reconvene in 15 minutes, at 4:10 pm.*

*Regular session reconvened at 4:10 pm.*

*Commissioner McNabb moved to adjourn meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:10 pm.*

Respectfully Submitted By:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name and Title*

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

# HARTSTENE POINTE WATER-SEWER DISTRICT

## General Manager's Report

April 4, 2019

### Human Resources

The entire staff is working very hard cleaning up all of our facilities in addition to performing their regular duties.

Joe is leaving for vacation on Monday and will not be returning until the following Wednesday. Miceal will be available to come in and help with some odds and ends while he is away.

### Asset Management

I'm continuing to work on entering asset ID's and other information into our Asset Management spreadsheets. I'm only able to devote about an hour a day to this right now, but still hope to have this info completely uploaded and in use by 2020/21.

### Water

Usage is holding steady at around 40 and 60,000 gallons/day. However, we do expect to see an increase as we move towards the month of June.

### Well 2

I have nothing new to report at this time.

### Well 3

I have nothing new to report at this time.

### Well 4

We finished run one and two and only exceeded the MCL for Arsenic on one of the samples that we collected. Sean from RH2 thought that it would be a good idea at this point to perform a third run so that we can get a firm idea of our removal rate. Mont will be wrapping up the third run by April 4<sup>th</sup>.

### Emergency Preparedness

I have nothing new to report at this time.

## Waste Water Management

Right now we're averaging between 30 and 60,000 gal/day. We expect to see this decrease even more as we approach the summer months.

During the month of June, when flows are low enough, we are going to drain basin number one so that we can have a closer look at the jet pump assembly and thoroughly clean the reactor. This will aid in the overall health of the SBR in addition to allowing us to complete some much needed maintenance.

We ordered a spare actuator motor for the lift gates at the headworks and Jeff and I replaced the motor on Blower number three which was offline as a result of this motor failing.

## Customer Service

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I have nothing new to report at this time.

## General District Business

On November 14<sup>th</sup>, 2018 The Department of Ecology received a petition from Northwest Environmental Advocates. The petition asked Ecology to use rulemaking to establish tertiary treatment for municipal wastewater treatment plants in the Puget Sound. The main focus of this would be to prevent the increase of nutrient loading, set achievable influent limits, and require municipalities to begin the planning process that will lead to the implementation of nutrient removal technologies.

Reducing excess nutrients in the Puget Sound is a priority of the Department of Ecology (DOE). D.O.E understands that this could be a significant financial burden to small communities like Hartstene Pointe, but hopes that given sufficient time communities like ours will be able to develop sustainable long-term plans.

I'll have more information on this subject as the year progresses.

*Submitted by David Carnahan, General Manager*



Prepared for:  
 Harstine Point Sewer District  
 202 E Geist Point Rd, Shelton, WA 98584

3/20/2019

Harstine Point Sewer District

Site:	Manufacturer:	Model:	Serial:	kW:	Annual Service	Load Banks	Annual Investment
202 E Point Rd	Cummins			80	\$749.00	\$1,990.00	\$2,739.00
202 E Point Rd	Generac			30	\$649.00	N/A	\$649.00
202 E Point Rd	Portable			30	\$649.00	N/A	\$649.00
<b>Labor Rates / Hours</b>							
Monday-Friday: 8:00am to 5:00pm					\$140.00/Hr.		
Monday-Friday: 5:01pm to 7:59am					\$210.00/Hr.		
Saturdays & Sundays					\$210.00/Hr.		
Mon-Sun: All hours worked in excess of 12 hours in any workday.					\$280.00/Hr.		
Department of Industrial Relations# 1000007326						Mileage Rate : \$2.25 / mile	
						1 Year	
						\$4,037.00	