

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
April 28, 2016
District Office 772 Chesapeake Dr., Shelton, WA 98584**

MINUTES

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

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

SUBSCRIBER REMARKS: Andrew Hospador, Ann McDonald, and Jim Anderson present.

CORRESPONDENCE:

- FROM: Department of Ecology RE: Draft NPDES Permit
- FROM: WA State Auditor's Office RE: Reduced travel rate credit.
- FROM: Faker/Laughlin RE: Payment Plan Agreement
- FROM: Department of Ecology RE: Compliance Notice, Influent. It was suggested that the GM correspond with DOE, letting them know the source of the high Total Suspended Solids and that the new Water Treatment System will remedy the frequent backwashing.

PRESENT AGENDA: The agenda for the April 28, 2016 regular meeting was presented. GM requested the addition of Pressure Reducing Valve Project under business. *Commissioner Cary moved to amend the agenda to make the requested addition. Commissioner McNabb seconded. Hearing no objections, the agenda was amended. Commissioner Cary moved to adopt the agenda as amended. Commissioner McNabb seconded. Hearing no objections, the agenda was adopted as amended.*

MINUTES: The minutes for the April 14, 2016 regular meeting were presented. *Commissioner McNabb moved that the minutes be approved as presented. Commissioner Cary seconded. Hearing no objections, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb:
 - Presented "Water Supply Systems and Evaluation Methods, Volume 1: Water Supply System Concepts" published by FEMA as a handbook for the District to keep on file. It was suggested that portions be provided to HPMa CERT Team.
 - Presented a report about water main breaks.
 - Presented an article from the Seattle Times about lead in water.

Financial/Administrative Report:

- Bills to Be Authorized:

- Voucher 2016-12, in the amount of \$62,665.93, was presented. *Commissioner Cary moved to approve the voucher. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*
- Voucher CP 39, in the amount of \$11,943.92, was presented. *Commissioner Cary moved to approve the voucher. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*
- Quarterly Financial Report: The 2016 first quarter financial report was presented.

Manager's Report: A written report was presented (attached).

BUSINESS:

Annual Report Review Proposal: The proposal for the District's Annual Report Review from Olympic Tax and Consulting, in the amount of \$750.00, was presented. There was no motion to accept the proposal. The Board directed the AAS to contact Heather Fredrickson of Mason County Fire District 6 and ask if she would again review the District's annual report, as she has done the last two years.

Grundfos Lift Station Pump Proposal: Presented. *Commissioner Cary moved to accept the Grundfos Lift Station Pump and Float Replacement Proposal in the amount of \$10,958.50. Commissioner McNabb seconded. The motion passed with 3 aye votes and 0 nay votes.*

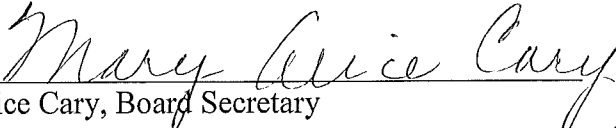
Schedule for Commissioner 3 Appointment: A Proposed Commissioner 3 Appointment Timeline and Procedure was presented. *Commissioner McNabb moved to adopt the Timeline and Procedure. Commissioner Cary seconded. Hearing no objections, the motion passed. Commissioner Cary moved to publish a legal notice of the Commissioner Vacancy in the Shelton-Mason County Journal. Commissioner McNabb seconded. Hearing no objections, the motion passed.*

May/June 2016 Newsletter: Presented and discussed.

Pressure Reducing Valve Project: The GM recommends the District have RH2 Engineering develop specifications for replacing the pressure reducing valves to go out to for quotes. GM is estimating the project will cost approximately \$15,000 plus engineering costs. The Board directed the GM to proceed.

The meeting was adjourned at 2:50 pm.

Respectfully Submitted By:



 Mary Alice Cary, Board Secretary

Approved at the Regular Meeting of the Board on: May 12, 2016

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
April 28, 2016

Water

1. Contacted Steve Nelson at RH2 about moving ahead with the replacement of Well 1. Steve is reviewing the site to recommend a location for the new well. The DOH and Ecology will have to be notified of the replacement but the only permits required are for the Well Drilling Permit. The DOH regional engineer will have to approve the sanitary set back of the new well location prior to project start.
2. Contacted Bison Well Drilling and Top Dog Drilling for a preliminary estimate for drilling a 6" by 180' deep well.
3. Spoke with Nick Ernst at Top Dog Drilling regarding future repair work for the District. Nick is a certified operator, electrician and primarily does water system repairs.

Drinking Water Treatment Upgrade

1. While researching FCC radio frequencies in the area for application for a license the radio equipment supplier discovered that there is an existing frequency for HPMA that expired in 1993. He is attempting to contact the named contact for the frequency to check the status to see if the frequency can be assumed by the District.
2. I contacted Jeff Hinckle at the Dept. of Commerce who said that we could submit the project bid documents as completed for his review and approval of the mandatory document language.

Sewer Collection

1. Pro-Vac ran a camera from the manhole at the end of Barnacle up the 6" sewer lateral to locate the 4" lateral at 141 Barnacle. The 4" lateral was on the west side of the water line instead of the east side shown on the plans. There is a jog and separation where the 4" joins the 6" main allowing ground water to enter the collection system.
2. Requested a quote from South Shore Excavation for replacement of the 4" lateral in the common area to the 6" main at 141 Barnacle.

Waste Water Treatment

1. Went to TMG Services to meet the Arden Industry Reps and witness a demonstration of the onsite chlorine generation tablet system for the effluent disinfection.

Outfall Repair

1. The District has received the final copy of the Aquatics Lands Easement Amendment from the DNR for the Treated Waste Water Outfall.

General District Business

1. Reviewed the draft Waste Water Treatment Plant National Pollutant Elimination Systems Permit Application issued by Ecology. The application will be released for a 15 day public comment period prior to being finalized.

Submitted by Mont Jeffreys