

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
December 8, 2016
District Office, 772 Chesapeake Dr., Shelton, WA 98584**

MINUTES

PRESENT: President M.A. Cary, Secretary A. Hospador, Commissioner D. McNabb, Accounting and Administrative Services Manager (AAS) M. Carnahan, General Manager (GM) M. Jeffreys, Technician D. 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 December 8, 2016 meeting was presented. *Commissioner McNabb moved to adopt the agenda as presented. Commissioner Hospador seconded. Hearing no objections, the agenda was adopted as presented.*

MINUTES:

- The minutes of the November 10, 2016 regular meeting were presented. *Commissioner Hospador moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing no objections, the minutes were approved.*
- The minutes of the November 12, 2016 special meeting, 2017 Budget Hearing, were presented. *Commissioner Hospador moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing no objections, the minutes were approved.*
- The minutes of the November 17, 2016 special meeting were presented. *Commissioner Hospador moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing no objections, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb: Presented news briefs regarding water and wastewater operators being investigated, imprisoned, and/or fined for falsifying testing data.
- Commissioner Hospador: WASWD is seeking committee members for 2017.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Early Voucher 2016-34, in the amount of \$6,623.40, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

- Voucher 2016-35, in the amount of \$12,956.68, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

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

BUSINESS:

Asset Management/Map: David Carnahan gave a presentation on implementing a District Asset Management Plan. He is taking the first step by using Google My Maps, a free app, to create an asset map and inventory.

Meeting recessed at 2:15 pm and reconvened at 2:22 pm.

December 22, 2016 Regular Meeting: There was discussion regarding whether or not the second regular meeting in December should be canceled due to its proximity to the Christmas holiday. AAS requested that the meeting be held in order to for the Board to approve payments. It was decided that the meeting would be held as planned.

Evolution Controls Contract Amendment No. 1: Presented. *Commissioner Hospador moved to approve the Evolution Controls Contract Amendment No. 1. Commissioner McNabb seconded. Hearing no objections, the contract amendment was approved.*

MDG Water & Wastewater Services Contract Amendment No. 1: Presented and discussed. The Commissioners requested that the GM and AAS determine from where in the budget the additional funds could come and that the GM go back to MDG Water & Wastewater for further negotiations. *Commissioner Hospador moved to table the item pending further information and negotiation from District management. Commissioner McNabb seconded. Hearing no objections, the motion passed.*

Resolution 2016-05; Adopting a District Fee Schedule for 2017: Presented. *Commissioner Hospador moved to adopt Resolution 2016-05. President Cary seconded. Hearing 3 aye votes and 0 nay votes, the resolution was adopted.*

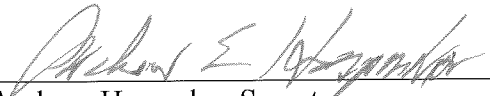
Rate Notice Postcards: Presented the proof and text. Total cost quoted, including postage, is \$272.72. Discussed and made minor changes to the postcard text and design. *Commissioner McNabb moved to approve the order for the new sewer rate post card. Commissioner Hospador seconded. Hearing no objections, the motion passed.*

Newsletter Topics:

- New sewer rate
- 2016 accomplishments
- Asset management program underway

Meeting adjourned at 3:19 pm.

Respectfully Submitted By:



Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: _____

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
December 8, 2016

Water

1. The software issues between the Sensus and Bias Billing system has been resolved, a full round of meter reading has been completed and uploaded. A few of the meters have been covered over with gravel and land scape bark.
2. Identified and replaced defective customer meters. Spent several days locating hidden meters.

Drinking Water Treatment Upgrade

1. 2KG has submitted a pay request in the amount of \$30,400 for the project bond, architectural design and permitting.
2. Applied for an HPMA PRC permit for tree and stump removal to facilitate chemical storage room construction at Well 1.

Well 1 Replacement

1. I have received all of the water chemistry results except for the Radium 228 and Gross Alpha sample results. All the other samples test results were favorable. I am still waiting for the remaining test results to submit to the hydrologist and DOH.

Sewer Collection

1. Sewer line blockage at 115 Liberty Rd just beyond customer connection. Waiting for locate to excavate for repair.

Waste Water Treatment

1. The November DMR was all within limits except for exceeding the 85% average of the permitted design flows due to I&I. During rain events the plant requires 24 hour monitoring to maintain proper processes and compliance.

Customer Service

1. Turn off water at 731 Promontory at customers request due to the freezing weather.

General District Business

1. David has been working on an Asset Management Map using a free Google Map App to GPS and identify equipment locations.

Submitted by Mont Jeffreys