

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
October 26, 2017
District Office, 772 E Chesapeake Drive, 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.

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

SUBSCRIBER REMARKS: Robert Scarola present.

CORRESPONDENCE:

- FROM: Water Sewer Risk Management Pool RE: Pool's financial condition and District's 2017-2018 allocation.
- FROM: Connie Rivera RE: Drinking Water State Revolving Fund loan disbursements, federal vs. state funds.

PRESENT AGENDA: The agenda for the October 26, 2017 regular meeting was presented. GM requested removal of Reservoir Mixer Quotes from the agenda and addition of Annual Pump Preventative Maintenance Quote to the agenda. *Commissioner McNabb moved to adopt the agenda as amended. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the amended agenda was adopted.*

MINUTES: The minutes of the October 12, 2017 regular meeting were presented. *Commissioner McNabb moved to adopt the minutes as presented. President Cary seconded. Hearing 3 aye votes and 0 nay votes, the minutes were adopted.*

REPORTS:

Commissioner Reports:

- President Cary: Reported on two articles she read.
 - Editorial by Dan Evans about the Hirst decision and related capital budget battle.
 - EPA's lowering of the arsenic MCL has helped minimize municipal utilities arsenic issues, but not private wells.
- Commissioner Hospador: presented an article about new water technologies.
- Commissioner McNabb: presented the table of contents of a book he is working on, titled Global Water Sustainability: Barriers and Opportunities.

Emergency Preparedness Report: The Hartstene Pointe Maintenance Association (HPMA) Board had originally approved a command center for the HPMA Emergency Preparedness Group, however that has changed. The HPMA Board has now approved \$5,000 for an emergency medical supply kit.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2017-29, in the amount of \$5,480.97, was presented. *Commissioner Hospador moved to approve the voucher. President Cary seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

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

BUSINESS:

DWSRF Loan Projected Amortization and Reserve Transfer Schedules: AAS presented an updated projected amortization schedule for the District's Drinking Water State Revolving Fund (DWSRF) loan. The 2018 loan payment is projected to be \$81,840. Per the District's Fund Policy and loan contract, the District must make regular transfers from the Operating Account into the DWSRF Loan Reserve Fund such that by the annual loan payment date the fund balance equals the projected annual DWSRF loan debt service payment. In order to ensure the fund balance equals the projected payment amount, the AAS proposed the District make monthly fund transfers of \$6,820 from the Operating Fund to the DWSRF Loan Reserve Fund, beginning October 2017. *Commissioner Hospador moved to authorize monthly fund transfers of \$6,820 from the Operating Fund to the DWSRF Loan Reserve Fund. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

BIAS Software 2018 Renewal: The 2018 BIAS software contract, in the amount of \$3,143.23, was presented. *Commissioner Hospador moved to authorize the 2018 contract agreement with BIAS for billing software support and hosting. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Annual Pump Preventative Maintenance Quote: Grundfos submitted a quote for preventative maintenance of all the District's pumps in the amount of \$4,264.05. GM will not have the well pumps serviced, which will reduce the final cost. *Commissioner Hospador moved to authorize Grundfos to perform preventative maintenance on the pumps, not to exceed \$4,264.05. President Cary seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

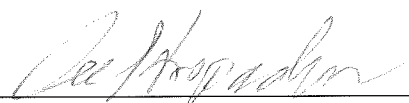
Commissioner Position Changes Following 2017 Election: AAS contacted the Mason County Elections Office seeking clarification on when each the newly elected commissioners would be seated following the general election. Both Position 1 and Position 3 will be sworn in after the election is certified on November 28th.

November/December Meeting Schedule: presented and discussed.

2018 Preliminary Budget: Presented. The preliminary budget will be discussed at the Budget Work Session on November 2, 2017 at 10:00 am.

Meeting adjourned at 3:05 pm.

Respectfully Submitted By:



Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: 11/9/2017

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
October 26, 2017

Water

1. The daily water production has increased to approximately 54,000 gallons per day, of which 4600 gallons are accounted for in back washing.
2. David has been reading the meters and will be done tomorrow.
3. Two water leaks have been located while meter reading. A substantial leak was found in the driveway to 769 PDW and a meter box leak was found on Pitcairn. The leak at 769 PDW requires an emergency locate and is scheduled for repair Friday.

Drinking Water Treatment Upgrade

1. The treatment facilities are operating well with only occasional alarms that require minor set point adjustments to eliminate.
2. 2KG Construction is waiting for the intake louvers ship. Upon arrival they will return for installation and some minor cleanup to complete the project.

Well 1 Replacement

1. The RH2 95% complete engineering and construction documents are going through an internal review prior to submittal to the District for review.

Sewer Collection

1. Zephyr Trucking and Excavation started sewer line repairs at 189 and 191 Cutty Sark Tuesday the 24th.
2. Wednesday the 25th Zephyr Trucking and Excavation and I ran the camera at 201 and 203 Cutty Sark for the repairs needed. We also ran the camera at 690 and 692 Portage. The 100' 4" line at 690 is clear and in good condition, the previous issue was at the wye connection with 692. We ran the camera from 692 which has major root intrusion from the property line to the wye requiring replacement of about 30' of 4" line to the wye. Zephyr will be repairing the 692 line this week also.

Waste Water Treatment

Another round of bio-solids hauling has been scheduled for tomorrow the 27th.

1. I am in the process of scheduling the annual preventative maintenance of the plant and lift station pumps.

Customer Service

1. Check on a water leak on the customer's side of the meter at 102 Liberty.

General District Business

1. Nothing to report.

Submitted by Mont Jeffreys