

**HARTSTONE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
December 14, 2017  
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

**MINUTES**

**PRESENT:** Commissioner D. McNabb, Commissioner R. Scarola, 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.

**ELECT OFFICERS PRO TEM:** With the departure of President Cary from the Board of Commissioners, Commissioner Scarola coming on the Board in Position 3, and Commissioner Hospador coming on the Board in Position 1, nominations were received for Board Officers for the remainder of 2017.

*Commissioner Scarola nominated Commissioner McNabb as President Pro Tem until the first meeting of 2018. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, Commissioner McNabb was elected Board President.*

*President McNabb nominated Commissioner Scarola as Board Secretary Pro Tem. Commissioner Scarola seconded. Hearing 2 aye votes and 0 nay votes, Commissioner Scarola was elected Board Secretary.*

**SUBSCRIBER REMARKS:** No subscribers present.

**CORRESPONDENCE:**

- FROM: State Auditor's Office
  - RE: Accountability Audit Engagement Letter
  - RE: Accountability Audit Entrance Conference
  - RE: Accountability Audit Management Representation Letter Request
- FROM: Department of Health
  - RE: Well 1R (Well #4) Source Approval
  - RE: Request for Dept. of Ecology review of Well 1R (Well #4) Capacity Analysis
- FROM: Chase Merchant Services RE: Credit to District for overcharged interchange fees

**PRESENT AGENDA:** The agenda for the December 14, 2017 regular meeting was presented. AAS requested the addition of the 2018 A/P Calendar under Financial/Administrative Report. *Commissioner Scarola moved to adopt the agenda as amended. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:**

- November 9, 2017 Regular Meeting: Presented. *Commissioner Scarola moved to approve as presented. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved.*

- November 11, 2017 Special Meeting – 2018 Budget Hearing: Presented. *Commissioner Scarola moved to approve as presented. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved.*
- November 20, 2017 Special Meeting: Presented. *Commissioner Scarola moved to approve as presented. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved.*

## REPORTS:

### Commissioner Reports:

- Commissioner Scarola: Reported he came down to the office and worked to determine if the internet speed at the office could be improved. He concluded the issue is with CenturyLink's service. He is doing more research to see if any improvements may be made to the internet service at Hartstene Pointe.

**Emergency Preparedness Report:** GM is working on the Emergency Preparedness Plan draft, which will be distributed at the December 28th regular meeting. Commissioner Scarola reported HPMAs project to build an emergency command center has been put on hold. HPMAs has authorized \$5,000 for the purchase of medical supplies. He also reported on the work of the HPMAs Emergency Preparedness Committee.

### Financial/Administrative Report:

- Bills to Be Authorized:
  - Early Voucher 2017-33, in the amount of \$18,042.72, was presented. *Commissioner Scarola moved to approve the voucher. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
  - Voucher 2017-34, in the amount of \$12,438.58, was presented. *Commissioner Scarola moved to approve the voucher. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
  - Voucher CP 54, in the amount of \$3,429.73, was presented. *Commissioner Scarola moved to approve the voucher. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
- Mason County 2018 Accounts Payable Calendar: Due to Mason County's budget cuts, the county will only be printing checks twice per month in 2018, with vouchers due on the first and third Fridays of each month. Due to the District's meeting schedule, this would require every voucher to be an early voucher, audited and signed by the Audit Commissioner prior to the Board's approval. AAS recommended the Board consider changing the District's meeting dates to the first and third Thursdays of each month to coincide with voucher due dates.
- November Financial Report: Presented and discussed. *Commissioner Scarola moved to approve the November 2017 Financial Report. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the November 2017 Financial Report was approved.*
- Accounts Payable Policies and Procedures Draft: presented and discussed.

**Manager's Report:** A written report was presented (attached). GM also showed a portion of the reservoir cleaning and inspection video.

*Meeting was recessed at 2:45 pm. Meeting was reconvened at 2:55 pm.*

## BUSINESS:

**Washington Association of Sewer and Water Districts 2018 Commissioners Workshop:** January 27th in Tukwila. Commissioner Scarola and Commissioner McNabb will both attend and drive there and back on the same day.

**Accountability Audit:** The auditor completed the on-sight portion of the audit from December 4<sup>th</sup> through December 7<sup>th</sup>.

- Engagement Letter: The Auditor's Office sent the District an Audit Engagement Letter to be reviewed and signed by the District. *Commissioner Scarola moved to approve the Audit Engagement Letter. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the letter was approved and signed.*
- Audit Management Representation Letter: The Auditor's Office provided a draft representation letter to be affirmed and signed by the District. *Commissioner Scarola moved to approve the Audit Management Representation Letter. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the letter was approved and signed.*
- Exit Conference: The Board determined to have the District Audit Commissioner attend the Audit Exit Conference along with the AAS and GM. The Exit Conference is tentatively scheduled for December 28<sup>th</sup>. The AAS will contact the auditor to finalize the scheduling of the Exit Conference.

**Jeffreys Management Services Contract Amendments:**

- Contract Amendment No. 2, Amendment to the contract agreement for Administrative and Accounting Management Services, was presented and discussed. *Commissioner Scarola moved to approve the contract amendment. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the contract amendment was approved.*
- Contract Amendment No. 4, Amendment to the contract agreement for service as General Manager and operating water system and sewer collection system, was presented. *Commissioner Scarola moved to approve the contract amendment. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the contract amendment was approved.*

**Reservoir Mixer Quotes:** GM found two reservoir mixers which would meet the District's needs. He presented quotes for the two mixers:

- Pax PWM100: \$12,152 including tax and shipping. Installation requires electrical connections and lowering mixer into reservoir via inspection hatch. Requires electrical work to run wiring in existing conduit, a single water proof through hatch penetration connection, junction box at the top of tank, and safety disconnect installed in reservoir enclosure. Mixer can be lowered into reservoir by electrician or staff.
- Kasco CertiSafe Circulator Model 2400C61-050-HM: \$ 10,508.22 (Includes tax, Freight, Startup & Training). The installation estimate by contractor is \$3,813.78. Total cost estimate of \$14,322 not including electrical work. Installation requires two tank penetrations, placement of two SS cables or chains to support mixer and placement in tank via access hatch. Requires electrical work to run wiring in existing conduit, a single water proof through hatch penetration connection, junction box at the top of tank, electrical connection to mixer stub and safety disconnect installed in reservoir enclosure.


The GM's recommendation was to purchase the Pax PWM100 mixer due to the lower overall cost, ease of installation, and no necessary additional modifications to the reservoir, which would increase potential corrosion issues in the tank. *Commissioner Scarola moved to approve the purchase of the Pax*

*PWM100 for a total cost of \$12,152. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.*

**January/February 2018 Newsletter Topics:** Potential topics for the upcoming newsletter were discussed.

*Commissioner McNabb moved to adjourn. Commissioner Scarola seconded. Hearing 2 aye votes and 0 nay votes, the meeting was adjourned at 3:35 pm.*

Respectfully Submitted By:

  
\_\_\_\_\_  
Signature

Robert Scarola, Secretary  
\_\_\_\_\_  
Name and Title

Approved at the Regular Meeting of the Board on: December 28, 2017

HARTSTENE POINTE WATER-SEWER DISTRICT  
General Manager's Report  
December 14, 2017

**Water**

1. The daily water production has been holding steady at 30,000 gallons per day.
2. H2O Solutions performed the reservoir cleaning and inspection November 27th.
3. The water in the reservoir had stratified during the summer, the reservoir water turned over December 1<sup>st</sup> after several days of 30 degree weather. I had increased the chlorination prior to the event so the water quality effect was minimal. The drinking water disinfectant levels measured daily at the Waste Water Treatment plant had been averaging .85 mg/L and dropped to .33 mg/L for one day. I did receive one odor and taste complaint from a customer on Nantucket. I advised her to flush her household water which resolved the problem.
4. We started system flushing on the 13<sup>th</sup>; so far we have flushed Nantucket, Cutty Sark, Barnacle and Liberty. The water mains cleaned up quickly with less sediment and discoloration than I expected.

**Drinking Water Treatment Upgrade**

1. I was contacted by Sophia Petra the Water Quality lead for the DOH about an Arsenic Maximum Contaminate Level (MCL) exceedance for Well 2. The annual running average through October is .013 mg/L, the Arsenic MCL.010. We have been optimizing the chemical feed rates for arsenic removal and the sample results are improving, the November sample result was .008 mg/L. The Notice of an MCL exceedance for the system was posted in the Shelton Journal December 7<sup>th</sup>.
2. 2KG Construction has installed the exhaust intake louvers for the chemical rooms and the treatment facilities.
3. Evolution Controls was onsite for two days last week resolving well to reservoir communications failure issues and virtual network problems.

## **Well 1 Replacement**

1. The well construction documents were submitted to the Regional Engineer at the DOH for review of the final construction specifications November 27th.

## **Sewer Collection**

1. Grundfos Pumps checked the condition of the sewer collection lift station pumps during the annual preventative maintenance site visit. The lift station pumps were all in good condition.

## **Waste Water Treatment**

1. The basins are in good condition and are settling well providing for a good quality effluent. The influent flows are down due to the dryer weather.
2. Grundfos pumps checked all the plant pumps during the annual preventative maintenance visit. One of the Jet Pumps windings are questionable, they will provide me with a comprehensive report and recommendations.

## **Customer Service**

1. We have been delivering empty 30 gallon hypochlorite barrels for emergency water storage to members of the community.

## **General District Business**

1. Nothing to report.

Submitted by Mont Jeffreys