

**HARTSTONE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING**

**District Office**

**772 Chesapeake Dr., Shelton, WA 98584**

**April 14, 2016 1:00 P.M.**

**AGENDA**

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes

**REPORTS:**

7. Commissioner Reports
8. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Early Voucher 2016-10, in the amount of \$21,549.46
    - Voucher 2016-11
    - Voucher CP 39
  - Under-billed Account: 150 Barnacle
9. Manager's Report

**BUSINESS:**

10. WAS Pump Station Project Final Acceptance
11. Summer Water Production; Conservation Efforts

**HARTSTONE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
March 24, 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 1:10 pm.

**SUBSCRIBER REMARKS:** No subscribers present.

**CORRESPONDENCE:**

- FROM: Debbie Harper, USDA RE: Her retirement as of March 31, 2016
- FROM: Environmental Public Agency (EPA) RE: Public Awareness Kit

**PRESENT AGENDA:** The agenda for the March 24, 2016 regular meeting was presented. *Commissioner Cary moved to amend the agenda to add Voucher CP 38 under Financial/Administrative Report, Bills to be Authorized and Grundfos Proposal for In-Plant Lift Station Pump Rebuild under Business. Commissioner McNabb seconded. Hearing no objections, the agenda was amended. Commissioner McNabb moved to approve the agenda as amended. Commissioner Cary seconded. Hearing no objections, the agenda was approved as amended.*

**MINUTES:** The minutes for the March 10, 2016 regular meeting were presented. *Commissioner Cary moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing no objections, the minutes were approved.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner McNabb presented:
  - Kitsap Sun article regarding the recent departure of Mason Transit's General Manager;
  - EPA table of regulated drinking water contaminants;
  - EPA table of Categories and classes of water reuse and their applications and suggested wastewater recycling treatment and uses.
- Commissioner Ray presented a Shelton-Mason County Journal article regarding a special work session of the Tahuya River Valley Water District board of commissioners to locate meters.

**Financial/Administrative Report:**

- Bills to Be Authorized:

- Voucher 2016-09, in the amount of \$2,030.64, was presented. *Commissioner Cary moved to approve the voucher. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*
- Voucher CP 38, in the amount of \$7,456.32, was presented. *Commissioner Cary moved to approve the voucher. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*

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

**BUSINESS:**

**Grundfos Proposal for In-Plant Lift Station Pump Rebuild:** The Grundfos proposal, in the amount of \$4,968.10 plus tax, was presented. The proposal includes the cost to pull and replace the pump. *Commissioner Cary moved to approve the proposal. Commissioner McNabb seconded. Hearing no objections, the proposal was approved.*

**Review 2016 Project Schedule:** An updated project schedule was presented and discussed.

**Wastewater Treatment Operator:** GM will review Broadband Environmental Service's ability to continue as the District's contract wastewater treatment operator.

*Meeting adjourned at 4:15 pm.*

Respectfully Submitted By:

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Signature

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Printed Name and Title

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

## Hartstene Pointe Water-Sewer District Proposed Emergency Water Conservation Measures

Due to the rapid deterioration and reduced production of Well #1, expected increase in summer population at the Pointe, and forecasts for above-average summer temperatures, the District's two wells will likely not be able to keep up with expected water demands for June through September. Should the Well #1 pump fail, the District experience a major leak, other critical failures in equipment occur, or demand be higher than current well production capabilities, the reservoir could be depleted and the District could face a water shortage. The District will need to take considerable measures to reduce water demand over the coming months.

Here are some possible measures that could be taken to keep demand down to levels the District's system could maintain during the summer months:

- 1.
2. Mandate a twice-weekly outdoor watering schedule:
  - a. Last digit of address 0, 2, 4, 6, or 8 (even numbers): Mondays and Thursdays
  - b. Last digit of address 1, 3, 5, 7, or 9 (odd numbers): Tuesdays and Fridays
  - c. Provide watering schedule offenders with one warning. Repeat offenders would incur a \$100 fine for each offense.
  - d. Hand watering allowed on any day
3. Prohibit (provide one warning, \$100 for each offense after warning):
  - a. Sprinkler use between the hours of 10 am and 4 pm
  - b. Outdoor irrigation during and 48 hours following measurable precipitation
  - c. Using hoses with no shutoff nozzles to wash cars
  - d. Using potable water to wash sidewalks, walkways, and driveways
  - e. Runoff when irrigating with potable water
4. Monitor water usage monthly through service meter reading and send notices to heavy users or properties with leaks
5. Suspend District flushing program
6. Adopt a summer rate structure:
  - a. Base rate of \$59/month includes 5,000 gallons of water/month plus:
    - i. 5,001-8,000 gallons: \$5/1,000 gallons
      1. (8,000 gallons used = \$69/month for water)
    - ii. 8,001-10,000 gallons: \$10/1,000 gallons
      1. (10,000 gallons used = \$89/month for water)
    - iii. 10,001-15,000 gallons: \$15/1,000 gallons
      1. (15,000 gallons used = \$164/month for water)
    - iv. 15,000-20,000 gallons: \$20/1,000 gallons
      1. (20,000 gallons used = \$264/month for water)
7. Place sandwich board at the Pointe entrance advising residents of potential water shortage/conservation needs

8. Send postcards to all property owners advising of potential water shortage/conservation needs
9. Ask HPMA to send notice to all residents via their email newsblast