

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

**District Office**

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

**May 12, 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 2016-13
    - Voucher 2016-14
  - New Phone System
  - Bank Transition
  - Delinquent Accounts
9. Manager's Report

**BUSINESS:**

10. 2015 Annual Report
11. South Shore Excavation Sewer Line Repair Proposal
12. Public Works Contracting Resolution
13. Current Projects Review

**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 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:

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Mary Alice Cary, Board Secretary

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