

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
HPMA Clubhouse  
202 E Pointes Drive West, Shelton, WA 98584  
February 23, 2017 1:00 P.M.**

**AGENDA**

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence:
  - TO: Department of Ecology RE: February 16<sup>th</sup> Spill
  - FROM: Greg Fellman, 740 E Promontory Rd RE: County Account Credit for Connection Fees on Vacant Lot
5. Present Agenda
6. Minutes (*pgs. 2-3*)

**REPORTS:**

7. Commissioner Reports
8. Emergency Preparedness Report
9. Financial/Administrative Report:
  - Bills to Be Authorized: Voucher 2017-05
10. Manager's Report

**BUSINESS:**

11. Wastewater Treatment Plant Spill (*pgs. 4-5*)
12. I&I Investigation, ERWOW

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
February 9, 2017  
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 was excused.

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

**SUBSCRIBER REMARKS:** No subscribers present.

**CORRESPONDENCE:**

- FROM: Department of Ecology RE: November Discharge Monitoring Report exceeds 85% flow design.
- FROM: WASWD RE: Legislative Update
- FROM: Rita Gedney RE: Questions regarding the occasional pink hue to the water and meter reading. Commissioner Hospador, after consulting the GM/Water Operator, responded explaining the use of potassium permanganate in the water treatment.

**PRESENT AGENDA:** The agenda for the February 9, 2017 meeting was presented. *Commissioner McNabb moved to adopt the agenda as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as presented.*

**MINUTES:** The minutes of the January 12, 2017 regular meeting were presented. *Commissioner Hospador moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner Hospador: HPMAs December newsletter indicates there is an emergency phone for calls to 911 on the outside of the clubhouse.
- Commissioner McNabb:
  - Presented an article from Peninsula Daily News regarding a water main break in Port Angeles which flooded an apartment complex.
  - Presented information regarding the AWWA Pacific Northwest Subsection conference, May 3-5, 2017 in Kennewick, WA.

**Emergency Planning Report:** It was suggested that the District should adopt and implement its emergency plan piece-by-piece, rather than all at once. At the next meeting, the Board will look to develop a priority list.

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Early Voucher 2017-03, in the amount of \$35,533.25, 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 2017-04, in the amount of \$5,839.20, 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). Because the GM was absent, the AAS presented the report, prepared by the GM.

**BUSINESS:**

**WASWD Commissioners Workshop Recap:** Commissioners Hospador and Cary gave a report on the workshop sessions.

**Late Notice Letter Updates:** AAS presented a draft of a new late notice letter for review and discussion. There were some minor changes suggested. The Board directed the AAS to adopt the new late notice letter with the suggested revisions.

**Newsletter Topics:**

- Commissioners’ Corner: Commissioner McNabb
- Meter Reading; usage on Jan/Feb bills
- Projects progress report
  - Water Treatment Plant Improvements
  - Well 1 Replacement

*Meeting adjourned at 2:30 pm.*

Respectfully Submitted By:

\_\_\_\_\_  
Andrew Hospador, Secretary

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

**HARTSTENE POINTE WATER-SEWER DISTRICT  
MASON COUNTY, WASHINGTON**

**RESOLUTION 2017-01**

**A RESOLUTION OF THE  
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS  
DECLARING AN EMERGENCY, WAIVING COMPETITIVE BIDDING  
REQUIREMENTS, AND ORDERING CERTAIN WORK.**

**WHEREAS**, the Hartstene Pointe Water-Sewer District, a special purpose district, is authorized by RCW 57.08.050 to perform public works after waiving competitive bidding requirements in certain limited circumstances; and

**WHEREAS**, on February 16, 2017, the wastewater treatment plant, including the buildings and equipment, were flooded with contaminated wastewater, causing damage, contamination, and an unsafe work space; now

**THEREFORE, The Board of Commissioners of the Hartstene Pointe Water-Sewer District hereby resolves:**

1. That an emergency exists.
2. That this unforeseen circumstance presents a real, immediate threat to the proper performance of essential functions.
3. That competitive bidding requirements are waived for flood cleanup and repairs under authority granted by RCW 57.08.050.
4. That the District's General Manager is directed to negotiate an agreement with a responsible contractor to perform the necessary cleanup, sanitization, and repair of the wastewater treatment plant buildings and affected equipment, in order to bring the District back to full operation.

**ADOPTED by the District Board of Commissioners at its scheduled meeting on February 23, 2017.**

Hartstene Pointe Water-Sewer District  
Mason County, Washington

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Mary Alice Cary, President

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Andrew Hospador, Commissioner

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David McNabb, Commissioner

### Shelton, WA Office/Commercial Space for Rent

Address	Square Feet	Monthly Rent	Rent/sq. ft.
627 W Franklin Street, Unit A	350	\$350	\$ 1.00
1051 SE State Route 3	1,250	\$1,250	\$ 1.00
1069 W Kamilche Lane	2,600	\$1,900	\$ 0.73
121 E K St	2,212	\$2,000	\$ 0.90
927 W Railroad	3,578	\$3,200	\$ 0.89
2274 E Brockdale	2,300	\$2,000	\$ 0.87
1st & Railroad	500	\$550	\$ 1.10
	<b>Average per sq. ft.:</b>		<b>\$ 0.93</b>
Approximate square footage of temporary office space:			100
<i>Prepared 02/21/2017</i>			