

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

District Office

772 Chesapeake Dr., Shelton, WA 98584

December 22, 2016 1:00 P.M.

AGENDA

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

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2016-36
 - Voucher CP 44
9. Manager's Report

BUSINESS:

10. MDG Water & Wastewater Contract Amendment (pg. 5)
11. January/February 2017 Newsletter Draft
12. WA Assoc. of Sewer and Water Districts 2017 Commissioners Workshop (pgs. 6-8)

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
December 8, 2016
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, Technician D. Carnahan.

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

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE: No correspondence.

PRESENT AGENDA: The agenda for the December 8, 2016 meeting was presented. *Commissioner McNabb moved to adopt the agenda as presented. Commissioner Hospador seconded. Hearing no objections, the agenda was adopted as presented.*

MINUTES:

- The minutes of the November 10, 2016 regular meeting were presented. *Commissioner Hospador moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing no objections, the minutes were approved.*
- The minutes of the November 12, 2016 special meeting, 2017 Budget Hearing, were presented. *Commissioner Hospador moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing no objections, the minutes were approved.*
- The minutes of the November 17, 2016 special meeting were presented. *Commissioner Hospador moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing no objections, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb: Presented news briefs regarding water and wastewater operators being investigated, imprisoned, and/or fined for falsifying testing data.
- Commissioner Hospador: WASWD is seeking committee members for 2017.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Early Voucher 2016-34, in the amount of \$6,623.40, 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 2016-35, in the amount of \$12,956.68, 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).

BUSINESS:

Asset Management/Map: David Carnahan gave a presentation on implementing a District Asset Management Plan. He is taking the first step by using Google My Maps, a free app, to create an asset map and inventory.

Meeting recessed at 2:15 pm and reconvened at 2:22 pm.

December 22, 2016 Regular Meeting: There was discussion regarding whether or not the second regular meeting in December should be canceled due to its proximity to the Christmas holiday. AAS requested that the meeting be held in order to for the Board to approve payments. It was decided that the meeting would be held as planned.

Evolution Controls Contract Amendment No. 1: Presented. *Commissioner Hospador moved to approve the Evolution Controls Contract Amendment No. 1. Commissioner McNabb seconded. Hearing no objections, the contract amendment was approved.*

MDG Water & Wastewater Services Contract Amendment No. 1: Presented and discussed. The Commissioners requested that the GM and AAS determine from where in the budget the additional funds could come and that the GM go back to MDG Water & Wastewater for further negotiations. *Commissioner Hospador moved to table the item pending further information and negotiation from District management. Commissioner McNabb seconded. Hearing no objections, the motion passed.*

Resolution 2016-05; Adopting a District Fee Schedule for 2017: Presented. *Commissioner Hospador moved to adopt Resolution 2016-05. President Cary seconded. Hearing 3 aye votes and 0 nay votes, the resolution was adopted.*

Rate Notice Postcards: Presented the proof and text. Total cost quoted, including postage, is \$272.72. Discussed and made minor changes to the postcard text and design. *Commissioner McNabb moved to approve the order for the new sewer rate post card. Commissioner Hospador seconded. Hearing no objections, the motion passed.*

Newsletter Topics:

- New sewer rate
- 2016 accomplishments
- Asset management program underway

Meeting adjourned at 3:19 pm.

Respectfully Submitted By:

Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: _____

**AMENDMENT No. 1
HARTSTENE POINTE WATER-SEWER DISTRICT
AGREEMENT FOR CONSULTING SERVICES
Wastewater Treatment Plant Operations**

In accordance with the Agreement for Wastewater Treatment Plant Operations between Hartstene Pointe Water-Sewer District and Marty Grabill, MDG Wastewater & Water Treatment, dated June 16, 2016, the agreement is amended as follows:

1. Exhibit B of the Agreement is amended to read:
 - \$4,500 per month for routine operations and maintenance as described *in the scope of work (Exhibit A)*;
 - \$70/hour (two hour minimum) for after-hours *(between the hours of 8:00 pm and 6:00 am)* call-outs *to the wastewater treatment plant for emergencies*;
 - \$30.00/hour for non-routine, after-hours *(between the hours of 8:00 pm and 6:00 am)* emergency, remote plant monitoring and operation;
 - Non-routine equipment repairs will be individually bid.

The above changes to the fee schedule are effective for all work performed on or after December 1, 2016.

Agreed to and signed this _____ day of December, 2016.

MDG Wastewater and Water Treatment

Hartstene Pointe Water-Sewer District

Marty Grabill, Owner/Manager

Mary Alice Cary, Board President

Date

Date



**Washington Association
of Sewer & Water Districts**
EDUCATE ■ ADVOCATE ■ COLLABORATE

2017 Commissioners Workshop

Saturday, February 4, 2017

Embassy Suites Hotel

20610 44th Avenue West, Lynnwood, Washington



Enduris will sponsor their member's registration fee to attend this workshop.



**WATER & SEWER
RISK MANAGEMENT POOL**

The WSRMP will sponsor up to 50 of their member commissioners registrations to attend this workshop.

For new commissioners & for those with years of experience, this workshop can help you understand your responsibilities.

- 8:30 a.m. – 9:00 a.m. Registration-Continental Breakfast**
- 9:00 a.m. – 9:15 a.m. Welcome**
- 9:15 a.m. – 10:00 a.m. Executive Director Address with legislative update**
- 10:00 a.m. – 11:15 a.m. Role of Commissioners, Board & Managers-Joe Bennett, Attorney, Hendricks-Bennett, PLLC**
- 11:15 a.m. – 12:30 p.m. OPMA & PRA: (Process: Electronic Records vs. Paper) Administrative cost and staff time-Jim Doherty, Attorney, MRSC**
- 12:30 p.m. – 1:30 p.m. Lunch**
- 1:30 p.m. – 2:15 p.m. Franchise Issues: Utility Taxes and Rental Fees – Eric Frimodt, Attorney, Inslee Best Doezie & Ryder, P.S.**
- 2:15 p.m. – 3:00 p.m. Insurance and Indemnity for Commissioners and Employees – Kinnon Williams, Attorney, Inslee Best Doezie & Ryder, P.S.**

REGISTRATION FEE: \$100.00 (Continental Breakfast & Lunch Included!)

Check if you are a member of: <input checked="" type="checkbox"/> Enduris		<input type="checkbox"/> WSRMP <i>first 50 Commissioner attendees only</i>
Name & Title:		
District/Organization:		
Address:		
City, State & Zip:		
Phone:	Fax:	Email Address(<i>Confirmation of registration sent to this email address</i>):

CANCELLATION POLICY: Refunds for cancellations will be made if cancelled by January 20, 2017. Refunds will not be given for cancellations received after January 20, 2017. Substitutions welcome.

Please return this registration form and payment made payable to:

Washington Association of Sewer & Water Districts
12720 Gateway Drive, Suite 204, Tukwila, Washington 98168-3333
Phone: (206) 246-1299 Fax: (206) 246-1323
staff@waswd.org
****Districts May Use Purchase Orders

For Office Use Only

Purchase Order #:
Date Paid:
Invoice #:
Check #:

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2017 Commissioners Workshop

Saturday, February 4, 2017

Embassy Suites Hotel

20610 44th Avenue West, Lynnwood, Washington

Phone: 425-775-2500



EMBASSY SUITES
HOTEL



Directions from
Seattle/Tacoma (29 miles
from SeaTac Airport)
Take I-5 North. Exit 181A, Take
right (44th Avenue W) off Ramp.
Take the next Right. The hotel is
on your right.

Directions from North of
Lynnwood
Take I-5 South. Exit 181, Take
right (196th Avenue) off Ramp.
Take Left (44th Avenue W.) Go
Under Freeway. Take 1st legal
Right-after the light. The hotel is
on your right.

OVERNIGHT ROOMS

You can call in reservations to (425) 775-2500 or (800) 628-0611 and reserving rooms under the "Washington Association of Sewer & Water Districts 2017 Commissioners Workshop Block".

Attendees can also make their reservations using the reservation booking link below:

http://embassysuites.hilton.com/en/es/groups/personalized/S/SEALWES-XXE-20170203/index.jhtml?WT.mc_id=POG

Please be aware that reservations need to be made by January 21st, 2017. After this date the block will release and you are no longer guaranteed availability or provide the discounted rate under this block.

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20610 44th Ave West, Lynnwood, Washington, 98036, USA
+1-425-775-2500

Reservation Summary

03 Feb 2017 - 04 Feb 2017, 3 rooms for 3 adults 03 Feb - 04 Feb 3 rooms 3 adults

This Embassy Suites is concluding a renovation to make your stay even better. Hotel entrances are being refreshed. An alternative entrance is available. We hope to be completed with our renovation by February 28, 2017. Please call the hotel directly for details and updates. Every effort will be made to ensure your comfort during your stay, and we apologize for any inconvenience.

The rooms you've chosen for this reservation are presented below. You may change the rooms, or select 'Continue' to finish your reservation.

Room	Room Type and Rate Chosen	Price Per Night	
Room 1	2 ROOM SUITE-1 KING BED-NONSMOKING <u>WA ASSOC.SEWER&WATER</u> (1 adult)	Price per night: \$139.00 Taxes: \$17.40	View/Change Room 1 of 3
Room 2	2 ROOM SUITE-1 KING BED-NONSMOKING <u>WA ASSOC.SEWER&WATER</u> (1 adult)	Price per night: \$139.00 Taxes: \$17.40	View/Change Room 2 of 3
Room 3	2 ROOM SUITE-1 KING BED-NONSMOKING <u>WA ASSOC.SEWER&WATER</u> (1 adult)	Price per night: \$139.00 Taxes: \$17.40	View/Change Room 3 of 3

Would you like to change your rate? [Start Over](#) (This will start your room selection process from the beginning.)

[Show session timeout message](#)

3 rooms total = \$469.20

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