

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

**District Office**

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

**July 28, 2016 1:00 P.M.**

**AGENDA**

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes
  - June 14, 2016 Regular Meeting *pgs. 2-4*
  - June 15, 2016 Special Meeting

**REPORTS:**

7. Commissioner Reports
8. Financial/Administrative Report:
  - Bills to Be Authorized: Voucher 2016-22
9. Manager's Report

**BUSINESS:**

10. Water Treatment Project, Award Contract
11. Water Treatment Project Funding
12. 763 Promontory Sewer Repair
13. Well 1 Replacement Project
  - Budget
  - Well Drilling Quote Solicitation Approval
14. Pressure Reducing Valve Project Quote Solicitation Approval *pgs. 5-7*
15. Upcoming Training Opportunities, Update
  - Environmental Finance Center Network, Collaboration and Other Tools to Help Address Issues Facing Small Water Systems; Aug. 24 *pgs. 8-9*
  - Evergreen Rural Water of WA Fall Conference; Aug. 30 – Sept. 1
  - FCS Consulting, Infrastructure Replacement Planning; Aug. 31
  - WA Assoc. of Sewer and Water Districts, Disaster Management; Oct. 4 – 5
16. Emergency Management Work Session
17. Purchasing Manual

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
July 14, 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.

**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 July 14, 2016 regular meeting was presented. President Cary requested the addition of Authorize June Work and Payment for MDG Wastewater and Water Treatment Services for Wastewater Treatment Plant (WWTP) Operations. *Commissioner McNabb moved to adopt the agenda as amended. Commissioner Hospador seconded. Hearing no objections, the agenda was adopted as amended.*

**MINUTES:** The minutes of the June 23, 2016 regular 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 an article from the American Water Works Association's Journal titled "Why Flint Matters."

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Early Voucher 2016-20, in the amount of \$25,011.08, 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 2016-21, in the amount of \$9,823.14, 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 CP 42, in the amount of \$37,328.92, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*

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

### **Wastewater Treatment Plant Operator's (WWTPO) Report:**

- Department of Ecology Electronic Reporting: The WWTPO, Marty Grabill, explained the electronic Daily Monitoring Report process. The GM recommended the Board grant the WWTPO signatory authority on the District's reports. *Commissioner Hospador moved to grant signatory authority for the District's Web DMR. Commissioner McNabb seconded. Hearing no objections, the motion passed. Commissioner McNabb moved to change the DMR Audit Policy to call the procedure a review instead of an audit. Commissioner Hospador seconded. Hearing no objections, the motion passed.*
- Lab Testing: Due to cost and reputation considerations, the WWTPO recommended using Centric Labs for lab testing. *President Cary moved to allow the WWTPO and Water Operator to use Centric Labs for the District's lab testing. Commissioner McNabb seconded. Hearing no objections, the motion passed.*
- WWTP Sampling: The WWTPO explained how required composite sampling is supposed to be performed. The WWTP composite samplers are not currently operational. *Commissioner Hospador moved to authorize the GM to purchase the necessary parts and equipment, not to exceed \$5,000, for repair and replacement of the influent and effluent samplers. Commissioner McNabb seconded. Hearing no objections, the motion passed.*
- Jet Pumps: The WWTPO is going to re-install the jet pumps. The District will need to have an electrician perform some electrical work for the installation.
- Authorize June WWT Operations and Payment: *Commissioner Hospador moved to authorize payment to MDG Wastewater and Water Treatment for Wastewater Treatment Plant operations for June 25 through June 30, 2016, in the amount of \$900.00. Commissioner McNabb seconded. Hearing no objections, the motion passed.*

*Meeting recessed at 2:55 pm. Meeting reconvened at 3:05 pm.*

- WWTP Monitoring Report Policy: The Wastewater Treatment Plant Monitoring Report Review Policy and Procedure was presented to replace the District's current Wastewater Treatment Plant Monitoring Report Audit Policy and Procedure. *Commissioner Hospador moved to adopt the Wastewater Treatment Plant Monitoring Report Review Policy and Procedure. Commissioner McNabb seconded. Hearing no objections, the motion passed.*

### **BUSINESS:**

**Special Meeting, Water Treatment Project Bid Opening:** The meeting will be held at the Hartstene Pointe Maintenance Association Clubhouse, 202 E Pointes Drive West, Shelton at 11:00 am. The bid opening will begin at 11:30 am.

**2nd Quarter Financial Report, Sixth Month Financial Review:** Presented, reviewed, and discussed.

**Upcoming Training Opportunities:** The AAS presented three upcoming training opportunities, which were then discussed. *Commissioner McNabb moved to authorize the GM and Commissioner Hospador to attend the Evergreen Rural Water of Washington Fall Conference and to authorize Commissioner McNabb to attend the free Infrastructure Replacement*

*Planning training. Commissioner Hospador seconded. Hearing no objections, the motion passed.*

**Capital Improvement Plan/Projects Update:**

- Well 1 Funding: RH2 obtained a rough estimate of \$55,000 for the drilling of a 10-inch, 150 foot deep well. There will be additional engineering, electrical, and plumbing costs. The District has \$50,000 in the Capital Improvement Fund which is currently not allocated to a specific project. The District has an additional \$142,000 in the Risk Management Fund.
- Wastewater Treatment Plant Chlorination System Upgrade: Received an updated quote of \$16,985 from TMG Services for a complete WWT Chlorination system overhaul and upgrade. Also included in the quote are freight, installation, and a pallet of the TriChlor tablets. The GM has asked TMG Services to make some revisions to the quote to remove the TriChlor tablets, to add sales tax, and to indicate prevailing wages will be paid for installation. He is also seeking clarification on individual costs of some of the equipment in the quote.
- Pressure Reducing Valve Replacement Project: RH2 Engineering has provided a construction cost estimate of \$35,000. The District has \$36,000 available in the Asset Replacement Fund to pay for the project. The GM will solicit quotes for the project.

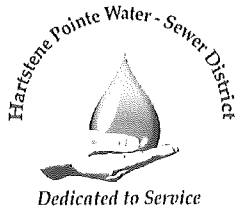
**Emergency Operations Planning:** It was suggested that potential resources be compiled and a special meeting be scheduled to begin putting together an Emergency Operations Manual.

*Meeting adjourned at 4:55 pm.*

Respectfully Submitted By:

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

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



**Hartstene Pointe Water-Sewer District**  
**772 Chesapeake Drive Shelton, WA 98584**  
**(360) 427-2413 • info@hpwatersewer.com**

**REQUEST FOR QUOTE**

**Date:** July 28, 2016

**Agency:** Hartstene Pointe Water-Sewer District  
Mailing Address: 772 Chesapeake Dr., Shelton, WA 98584

**Project:** Pressure Reducing Valve (PRV) Replacement

**Project Location:** 588 E Pointes Drive West and 396 E Pointes Drive East, Shelton, WA Mason County

**Project Contact:** Mont Jeffreys, General Manager  
(360) 427-2413; gm@hpwatersewer.com  
  
Miceal Carnahan, Accounting & Administrative Services Manager  
(360) 427-2413; acct@hpwatersewer.com

**Due Date:** August 10, 2016

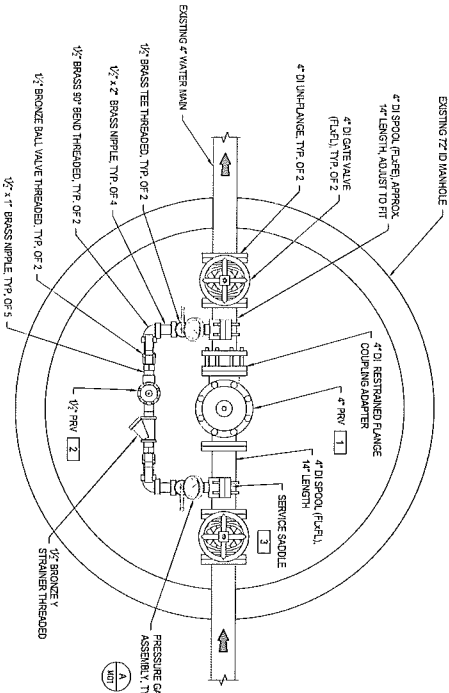
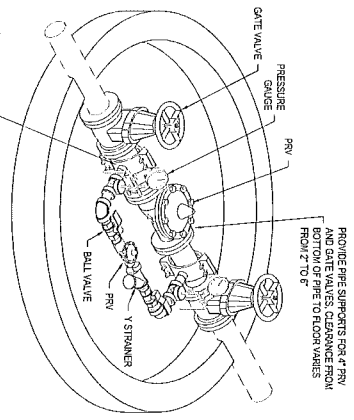
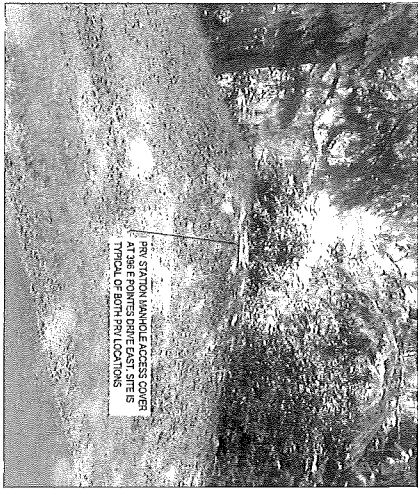
**Project Description:** Replace two PRV stations in accordance with the attached "Existing and Proposed PRV Plan."

**Site Visit:** Site visits are available by appointment. To make an appointment, call (360) 427-2413 or email gm@hpwatersewer.com

**Quote Preparation, Evaluation and General Requirements:**

1. QUOTE PREPARATION. Quotes shall be received via email and signed by an authorized person of the Contractor's firm. If errors are made, the corrections shall be initialed by the person signing the quote.
2. SUBMISSION OF QUOTES. Submit the quote via email to acct@hpwatersewer.com.
3. CONTRACTOR'S REPRESENTATION. The Contractor, by making its quote, represents that it has read and understands the specifications and has familiarized itself with the local conditions under which the work is to be performed.
4. AWARD OF CONTRACT. Award of contract, when made by Hartstene Pointe Water-Sewer District, will be to the lowest responsible bidder as defined under RCW 39.04.010.
5. CONTRACTOR REGISTRATION. Contractor must be registered and/or licensed as required by Washington State Law.
6. GUARANTY. The Contractor guarantees all work, labor and materials for one year following final acceptance of the work. If any unsatisfactory condition or defect develops within that time, the Contractor shall immediately place the work in a satisfactory condition and repair all damage caused by the condition or defect at its sole expense.

7. **PREVAILING WAGES.** The Contractor shall pay prevailing wages and shall comply with RCW 39.12 and RCW 49.28. Current prevailing wage rates may be found at <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/>. Intent to Pay Prevailing Wages must be submitted to and approved by the Department of Labor and Industries before the Project may begin and before any payment shall be made to the Contractor. Prevailing Wages and prevailing wage rates for the Project must be posted for the benefit of workers. At the conclusion of the Project, the Contractor and its subcontractors shall submit Affidavits of Wages Paid to the Department of Labor and Industries for certification by the director. Final payment on the Contract shall be withheld until certification by the director has been received by the District that the prevailing wage requirements of the law have been satisfied.
8. **BOND:** Contractor shall provide a performance and payment bond to the District in accordance with RCW 39.08.010. If the Contract is for less than \$35,000, the Contractor authorizes the District, in lieu of the bond, to retain 50% of the contract amount in accordance with RCW 39.08.010.
9. **INSURANCE.**
  - a. The contractor shall obtain and keep in force during the term of the contract, Commercial General Liability insurance policies with insurance companies which have an A.M. Best's rating of A: VII or better and who are approved by the Insurance Commissioner of the State of Washington pursuant to Title 48 RCW.
  - b. Types and Limits of Insurance Required:
    - i. **Commercial General Liability**
      - \$1,000,000 each occurrence Bodily Injury and Property Damage liability
      - \$2,000,000 annual aggregate
      - Employees and volunteers as Additional Insureds
      - Premises and operations
      - Broad form property damage including underground, explosion and collapse hazards (XCU)
      - Products completed operations
      - Blanket contractual
      - Subcontractors
      - Personal injury with employee exclusion deleted
      - Employers liability (Stop gap)
    - ii. **Automobile Liability**
      - \$1,000,000 per accident bodily injury and property damage liability, including:
        - Any owned automobile
        - Hired automobiles
        - Non-owned automobile
    - iii. **Umbrella Liability**
      - \$2,000,000 per occurrence
      - \$2,000,000 aggregate



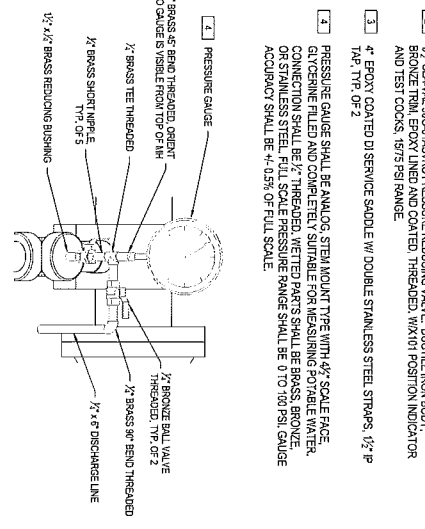
NOTE: THIS PLAN IS TYPICAL OF 2 PRV STATIONS TO BE REPLACED

### CONTACT INFORMATION

<b>CONTACT</b> MONT GIBRENS DAVID BANCY EDWIN HALL	<b>COMPANY</b> HARTSTONE POINTE WATERSEWER DISTRICT R/E ENGINEERING	<b>POSITION</b> GENERAL MANAGER PROJECT ENGINEER PROJECT MANAGER	<b>PHONE</b> 380-273-2410 452-951-6548 452-951-6328	<b>ADDRESS</b> DISTRICT OFFICE 775 E. CHESTERDALE DRIVE SHELTON, VA 22854 (WVF SITE) 2222 28TH AVENUE, SUITE 210 BOTHELL, VA 98021
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- ### GENERAL CONSTRUCTION NOTES:
- THIS PLAN TYPICAL OF PRV STATIONS TO BE REPLACED. THE PRV STATIONS ARE LOCATED UNDER THE HARTSTONE POINTE CATCHMENT ON THE SIDE OF THE ROAD. APPROXIMATE ADDRESS ARE 580 E. FRONT DRIVE (NEED) AND 580 E. POINTS DRIVE EAST, SHELTON, VA 22854.
  - CONTRACTOR SHALL COORDINATE WITH DISTRICT FOR PRV LOCATIONS, CONSTRUCTION SCHEDULING, ACCESS, AND STAGING EQUIPMENT STORAGE AND ALL TEMPORARY SHUTDOWNS OF THE RAW WATER MAIN.
  - CONSTRUCTION OF IMPROVEMENTS SHALL CONFORM TO THE CURRENT EDITION OF THE REGION STANDARD SPECIFICATIONS FOR ROAD, BRIDGE AND MUNICIPAL CONSTRUCTION, AND THE RWMA AND AWWA SPECIFICATIONS.
  - THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ADEQUATE SAFEGUARDS, SAFETY DEVICES, PROTECTIVE HOODS, BARRIERS AND ALL OTHER NECESSARY ACTIONS TO PROTECT THE HEALTH AND SAFETY OF THE PUBLIC, AND TO PREVENT FLOODING IN CONNECTION WITH THE PERFORMANCE OF WORK COVERED BY THE CONTRACT.
  - THE CONTRACTOR SHALL CLEANUP ALL AREAS AFFECTED BY CONSTRUCTION ACTIVITIES ON A DAILY BASIS TO THE SATISFACTION OF THE DISTRICT. THIS INCLUDES REMOVAL OF ALL DUSTS, AND ROCKS, ASPHALT, DEBRIS, AND REFUSE FROM STREETS, SIDEWALKS, DRIVEWAYS AND ALL OTHER AREAS AFFECTED BY THE CONSTRUCTION ACTIVITIES.
  - THE CONTRACTOR SHALL RESTORE ALL DISTURBED AREAS TO EXISTING OR BETTER CONDITION AND SHALL BE RESPONSIBLE FOR PROTECTING ALL EXISTING INFRASTRUCTURE UNLESS NOTED IN THE PLANS OR SPECIFICATIONS TO BE REVISED.
  - THE CONTRACTOR SHALL UNWEIGHT ALL TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES AS REQUIRED TO PREVENT SEDIMENT LOADING WHEN REMOVING DISCHARGING OFF-SITE OR TO OPEN WATER OR COLLECTION SYSTEMS.

- ### NOTES / DETAILS
- 4" DIA. VAL SIG-CARBON/STAINLESS PRESSURE REDUCING VALVE, DUCTILE IRON BODY, BRONZE TRIM, EPOXY LINING AND COATED, 150# FLANGED, W/101 POSITION INDICATION AND TEST COOKS, 1575 PSI RANGE.
  - 1/2" DIA. VAL SIG-CARBON/STAINLESS PRESSURE REDUCING VALVE, DUCTILE IRON BODY AND TEST COOKS, 1575 PSI RANGE.
  - 4" EPOXY COATED DI SERVICE SADDLE W/ DOUBLE STAINLESS STEEL STRAPS, 1 1/2" IP TAP, TYP. OF 2.
  - PRESSURE GAUGE SHALL BE ANALOG, STEM MOUNT TYPE WITH 4/8" SCALE FACE, GUTTERING FILLED, AND COMPLETED, SUITABLE FOR MEASURING POTABLE WATER. OPERATING PRESSURE SHALL BE 1/2" H2O. REDUCING VALVE PARTS SHALL BE BRASS, BRONZE, OR STAINLESS STEEL. PRESSURE GAUGE RANGE SHALL BE 0 TO 100 PSI. GAUGE ACCURACY SHALL BE +/- 0.2% OF FULL SCALE.



**REVISIONS**

NO.	DATE	DESCRIPTION

**HARTSTONE POINTE  
WATER-SEWER DISTRICT  
PRV REPLACEMENT**

**EXISTING AND PROPOSED PRV PLAN**

RH2  
ENGINEERS  
PLANNERS  
SCIENTISTS

SIGNER: 09/21/16



Miceal Carnahan &lt;micealcarnahan@gmail.com&gt;

## Workshop: Collaboration and Other Tools to Help Address Issues Facing Small Water Systems

1 message

**Khris Dodson from EFCN** <kadodson@syr.edu>  
Reply-To: Khris Dodson from EFCN <kadodson@syr.edu>  
To: acct@hpwatersewer.com

Fri, Jul 22, 2016 at 9:59 AM

Spanaway, WA | August 24, 2016

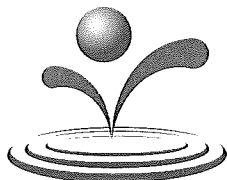
[View this email in your browser](#)

Dear Miceal,

The Environmental Finance Center Network (EFCN) is pleased to announce that we will be hosting a workshop on collaboration strategies for small water systems in Spanaway on August 24. We are providing this workshop at no cost and thought you might be interested in attending.

We hope to see you there!

- **Heather Himmelberger** - Trainer and Director of the Southwest Environmental Finance Center



Smart Management for  
Small Water Systems

## Collaboration and Other Tools to Help Address Issues Facing Small Water Systems

**Spanaway, WA | August 24, 2016 | 9:00am - 4:00pm**

Spanaway Water Company

18413 B Street East, Spanaway, WA 98387

\*Parking is limited, please carpool if possible

[Register](#) | [Download the Mail-In Registration Form](#)

**Cost:** Complimentary. Please register to reserve your spot.

**CEUs:** This workshop has been submitted to the state for CEUs.



## Register

Running a small system is quite challenging. Water utilities have to meet ever increasing regulations and customer expectations, while at the same time having to address aging infrastructure, lack of personnel and financial resources, and competing priorities. Generally, small systems cost more to operate on a per customer basis than larger systems due to a lack of economy of scale, further complicating things for water managers and operators.

One strategy to help systems address some of their challenges is collaborating with other utilities. There are many different ways systems can collaborate from extremely informal information sharing sessions to sharing of personnel or purchasing to assistance with regulatory compliance. It is highly likely that one or more of these approaches may be beneficial and acceptable to your water utility.

We will discuss various approaches to collaboration and some of the benefits and challenges. In addition, we will introduce other strategies, such as energy efficiency, water loss auditing, asset management, rate setting, and funding options, that can be used to help address your water system challenges.

**Trainer:** Heather Himmelberger, Director, Southwest Environmental Finance Center

**Contact:** Susan Butler, [butlers@unm.edu](mailto:butlers@unm.edu)

### Who Should Attend:

This workshop is designed for water systems serving 10,000 or fewer people (though systems of any size may attend), especially targeting local government systems facing financial challenges. Owners of privately owned systems, consultants and technical assistance providers serving water systems are also invited to attend.

### Partners:

*In Partnership with the Pacific Northwest AWWA*

*And co-sponsored by the Washington State Office of Drinking Water*



Southwest  
Environmental  
Finance  
Center



American Water Works  
Association



American Water Works Association  
Pacific Northwest Section

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