

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

**District Office**

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

**July 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 2016-20
    - Voucher 2016-21
    - Voucher CP 42
9. Manager's Report
10. Wastewater Treatment Plant Operator Report
  - Department of Ecology Electronic Reporting

**BUSINESS:**

11. Special Meeting, Water Treatment Project Bid Opening
12. 2<sup>nd</sup> Quarter Financial Report, Sixth Month Financial Review
13. Upcoming Training Opportunities; Training/Travel Budget
  - Evergreen Rural Water of WA Conference
  - WA Assoc. of Sewer and Water Districts, Disaster Management
  - FCS Consulting, Infrastructure Replacement Planning
14. Capital Improvement Plan/Projects Update
  - Well 1 Funding
  - Wastewater Treatment Plant Chlorination System Upgrade
  - Pressure Reducing Valve Replacement Project
15. Emergency Operations Planning

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
June 23, 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 June 23, 2016 regular meeting was presented. *Commissioner McNabb moved to adopt the agenda as presented. Commissioner Hospador seconded. Hearing no objections, the agenda was approved.*

**MINUTES:** The minutes of the June 9, 2016 regular meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. Commissioner Hospador seconded. Hearing no objections, the minutes were approved.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner McNabb: Presented an article from the Opflow June 2016 edition regarding arsenic levels.

**Financial/Administrative Report:**

- Bills to Be Authorized: Voucher 2016-19, in the amount of \$20,903.73, 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).

**BUSINESS:**

**Wastewater Operator Certification:** Dept. of Ecology has given verbal notice that the District's wastewater treatment operator's certification was suspended as of June 1, 2016. This contradicts the verbal notice given by Dept. of Ecology a week prior. George Campbell, the wastewater treatment operator, has not received notice of the suspension and his lawyer said he should have his certification while his case is under appeal. GM contacted the Dept. of Ecology requesting written notice of the status of the wastewater treatment operator's certification, but has not received a response. *Commissioner McNabb moved to continue with George Campbell as the wastewater treatment operator until June 30, 2016, pending written notification from*

*Dept. of Ecology. Commissioner Hospador seconded. Hearing no objections, the motion passed.*

**Wastewater Daily Monitoring Report (DMR) Audit Policy:** The current Wastewater Treatment Plant Monitoring Report Audit Policy and Procedure was reviewed and discussed. *Commissioner McNabb moved to continue with a DMR Audit Policy. Commissioner Hospador seconded. With 3 aye votes and 0 nay votes, the motion passed. Commissioner McNabb moved to appoint Commissioner Hospador to be Technical Auditor with the responsibility to audit the Daily Monitoring Reports. President Cary seconded. Hearing no objections, the motion passed.*

**RH2 Engineering Well 1 Replacement Contract:** The proposed contract with RH2 Engineering for the Well No. 1 Replacement, in the amount of \$11,140.00, was presented. *Commissioner McNabb moved to approve the contract with RH2 Engineering, Inc. in the amount of \$11,140.00. Commissioner Hospador seconded. Hearing no objections, the contract was approved.*

**Insurance Claim for 763 Promontory Sewer Backup:** The Water Sewer Risk Management Pool has determined that the sewer backup will be covered by the District's insurance. To date, the claim is approaching \$20,000. The District has a \$1,000 deductible. The Risk Management Pool's attorney recommended the District submit a records request to Mason County to find out what, if anything, was recorded regarding the utility easements for these water and sewer lines on Promontory and others. The damaged sewer line needs to be replaced at the District's expense.

**The meeting was recessed at 2:05 pm, and reconvened at 2:20 pm.**

**Water Treatment Project Budget:** The Engineer's final construction estimate for the Water Treatment Project came in at \$1,050,000, not including the engineering costs. The District will know more after construction bids are opened on July 15, 2016.

**Purchasing Manual:** Section 4 of the proposed purchasing manual was reviewed, discussed, and amended.

**Newsletter Review:** The July/August 2016 Newsletter was reviewed, discussed, and amended.

*The meeting was adjourned at 4:00 pm.*

Respectfully Submitted By:

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Andrew Hospador, Board Secretary

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