

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

District Office

772 Chesapeake Dr., Shelton, WA 98584

March 24, 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: Voucher 2016-09
9. Manager's Report

BUSINESS:

10. Review 2016 Project Schedule
11. Wastewater Treatment Operator

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
March 10, 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: Jim Anderson and HPMa Board Liason Helen Weagraff present. Jim Anderson commented that the District's most recent newsletter was an excellent publication.

CORRESPONDENCE:

- FROM: Mason County Financial Services RE: Revised Accounts Payable Calendar
- FROM: Faker/Laughlin RE: Under-billed account

PRESENT AGENDA: The agenda for the March 10, 2016 regular meeting was presented. *Commissioner Cary moved to adopt the agenda as presented. Commissioner McNabb seconded. Hearing no objections, the agenda was adopted.*

MINUTES: The minutes for the February 25, 2016 regular meeting were presented. *Commissioner Cary 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 regarding EPA's announcement that they will enhance oversight of Lead and Copper Rule implementation;
 - Presented AWWA's list of upcoming free webinars.
- Commissioner Ray: Presented an article regarding drugs found in salmon in Puget Sound.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Early Voucher 2016-07, in the amount of \$2,764.17, was presented. *Commissioner Cary moved to approve the voucher. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*
 - Voucher 2016-08, in the amount of \$20,974.85, was presented. *Commissioner Cary 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:

Retail Lockbox Change Requests: Presented. *Commissioner Cary moved to approve the Retail Lockbox Change Request Forms for the bank change in the total amount of \$1,110.00. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Grundfos Preventative Maintenance Proposal: Presented. *Commissioner McNabb moved to approve the Grundfos CBS 2016 Preventative Maintenance Service Proposal. Commissioner Cary seconded. Hearing no objections, the motion passed.*

Online Payment System: AAS prepared and presented an online payment system proposals comparison and estimate of added costs and potential savings for moving to an enhanced online payment system. The commissioners decided to table discussion on adding an enhanced online payment system.

Commissioner McNabb presented a proposal to the Board of Commissioners to receive per diem for extra days spent conducting District business as the Audit Commissioner. His proposal includes waiving 2/3rds of the per diem rate (\$79) for the proposed additional days.

Commissioner Cary moved to approve Commissioner McNabb's proposal to be reimbursed a per diem rate of \$35 per session for Audit Commissioner responsibilities, with a maximum of 4 extra sessions per month. Commissioner McNabb abstained. Hearing no objections, the motion passed.

Meeting adjourned at 2:45 pm.

Respectfully Submitted By:

Signature

Printed Name and Title

Approved at the Regular Meeting of the Board on: _____

Hartstene Pointe Water Sewer District 2016 Project Schedule

Leak Detection: Water mains and service lines	Sep-16	Sep-16	\$35,000	GM	Need to budget to hire a leak detection company in 2016
Water Lateral Lines Replacement	Oct-16	Nov-16	\$5,000	GM	Begin investigation and planning
Test/Service Generators	Annual	November	\$600	GM	Applying for Credit with Cummins. Complete when Cummins is out to service Timberlakes'.

Policy/Procedure Development Projects

Policy/Procedure Development Projects	Estimated Start	Estimated Completion	Estimated Cost	Responsible Party	Progress/Notes
Update Water System Plan	2016	Ongoing	\$0	GM	DOH has approved the District changing to a Small System Plan. Will begin working on updates to current plan after DW upgrade.
Asset Management Inventory	Ongoing	Ongoing		GM	Build inventory of Assets
Update Bidding/Procurement Policies/Procedures	In progress			AAS	Utilize MRSC sample docs. Create a checklist/flowchart for purchasing
Update Accounting Policies/Procedures	In progress	Ongoing		AAS	Include vendor credit application procedures. Working piece-by-piece on establishing billing procedures.

Accounting/Administrative Projects

Accounting/Administrative Projects	Estimated Start	Estimated Completion	Estimated Cost	Responsible Party	Progress/Notes
Move to New Bank	Feb-16	March 2016	\$1,110	AAS	Partially complete. New account is set up and phone CC payments are being deposited there. Working to set up ACH payments through new account. Awaiting Retail Lockbox to finalize transition to new account.
Test Emergency Communication System		May 2016		AAS	Work with HPMA to update phone database. Conduct test in conjunction with notifying customers of system flushing.

Hartstene Pointe Water Sewer District 2016 Project Schedule

Capital Improvement/Repair and Maintenance Projects	Estimated Start	Estimated Completion	Estimated Cost	Responsible Party	Progress/Notes
WAS Pump Station Improvement Project	In progress	Apr-16	\$69,000	GM	Contract awarded. Issued notice to proceed. Contractor has stated work should begin mid-March
DW Filtration Upgrade	In progress	Winter 2016/2017	\$570,000 <i>(financed)</i>	GM	Awaiting engineer's completion of changes to electrical and Well 2 structure. Plan to award contract in early summer, begin construction after Labor Day.
Phase 3 SCADA/Lift Station Telemetry Upgrade	Fall 2016	Winter 2016/2017	\$20,000	GM	Coincide with Drinking water telemetry and SCADA
Replace Gaseous Cl2 System	In progress	Spring 2016	\$10,000	GM	System/contractor has been selected. Awaiting RH2 to complete plans.
Pressure reducing valve replacement	January	Summer 2016	Need estimates	GM	Current valve size replacements unavailable. Will need to remove the current valves and housing and completely replace.
Annual Pump Service/PM; Lift Station Spare Pumps, Rebuild Effluent Pump	Spring 2016	Spring 2016	\$45,000	GM	Pump service completed. Discovered that one of the lift station pumps is failing. Will need to purchase new pump and send current pump out for rebuild.
Water system flushing & drinking water valve exercising	Annual	May	\$ -	GM	Will do at least one round before end of year.
Finish painting fence/install display board	Jun-16	Jun-16	\$400	GM	Fence partially completed.
Influent Gate Actuator Motor Spare	Jun-16	Jun-16	\$2,000	GM	Need to Purchase
Drinking water reservoir inspection and cleaning, install mixer, investigate cathodic protection repair	Jul-16	Aug-16	\$33,000	GM	Cleaning, \$10,000; mixer, \$13,000; cathodic protection repair, \$10,000. Conduct after Water treatment project. Should be inspected every 5 years. Need to get estimates.
Clean WWTP SBRs	Jul-16	Aug-16	\$6,000	GM	Perform one at a time. Flohawk to do.
Refurbish Well #2 Housing	Sep-16	Sep-16	\$500	GM	