

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

District Office

772 Chesapeake Dr., Shelton, WA 98584

May 26, 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 2016-15
9. Manager's Report

BUSINESS:

10. Review Commissioner 3 Applicant Letters; Select Applicants for Interview
11. Wastewater Operation; MDG Wastewater Proposal
12. Water and Wastewater Maintenance and Repair Budgets
13. Public Works Contracting Resolution

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
May 12, 2016
District Office 772 Chesapeake Dr., Shelton, WA 98584**

MINUTES

PRESENT: 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: Andrew Hospador and Roger Ray present. Andrew Hospador asked if the District flow meters. GM said the District does not. The GM has looked into purchasing some for measuring flows in sewer manholes, however they are very expensive.

CORRESPONDENCE:

- Mason County Auditor's Office, Elections Department RE: Commissioner 3 Appointment and Term in Office. The Commissioner 3 appointee will serve through the 2017 general election. A newly-elected commissioner will be elected in the 2017 general election and take office immediately following the general election certification to fill the remainder of the Commissioner 3 unexpired term, ending December 31, 2019.
- FROM: HPMa RE: Board Meeting and Newsletter

PRESENT AGENDA: The agenda for the May 12, 2016 regular meeting was presented. AAS requested the addition of CP Voucher 40 under "Bills to be Authorized," and Pressure Reducing Valve Replacement Project under "Business." *Commissioner McNabb moved to amend the agenda as requested. Commissioner Cary seconded. Hearing no objections, the agenda was amended. Commissioner McNabb moved to adopt the agenda as amended. Commissioner Cary seconded. Hearing no objections, the amended agenda was adopted.*

MINUTES: The minutes for the April 28, 2016 regular meeting were presented. *Commissioner McNabb moved to approve the minutes. Commissioner Cary seconded. Hearing no objections, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb reported on his attendance at the Pacific Northwest American Water Works Association Conference.
- Commissioner Cary reported on a newspaper article she read about a system in West Virginia which includes a surcharge on each bill for infrastructure replacement.

Financial/Administrative Report:

- Bills to Be Authorized:

- Early Voucher 2016-13, in the amount of \$5,948.91 was presented. *Commissioner McNabb moved to approve Voucher 2016-13. Commissioner Cary seconded. Hearing no objections, the voucher was approved.*
 - Voucher 2016-14, in the amount of \$31,821.70, was presented. *Commissioner Cary moved to approve Voucher 2016-14. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*
 - Voucher CP 40, in the amount of \$3,422.39, was presented. *Commissioner Cary moved to approve Voucher CP 40. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*
- New Phone System
 - Bank Transition
 - Delinquent Accounts

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

BUSINESS:

2015 Annual Report: Presented and discussed. The 2015 Annual Report to the State Auditor's Office was reviewed by Heather Frederickson of Mason County Fire District 4, based on the recommendation from the State Auditor's Office that the District have someone knowledgeable in BARS and independent of the preparation of the report. *Commissioner McNabb moved to approve the independently reviewed 2015 Annual Report as presented. Commissioner Cary seconded. Hearing no objections, the motion passed.*

South Shore Excavation Sewer Line Repair Proposal: Presented, in the amount of \$2,712.50. *Commissioner McNabb moved to accept the proposal. Commissioner Cary seconded. Hearing no objections, the motion passed.*

Public Works Contracting Resolution: The AAS proposed the District update its public works contracting policies. Policies were discussed. AAS will present a draft public works purchasing and bidding resolution for the next meeting.

Pressure Reducing Valve Replacement Project: RH2 proposed performing the engineering for the Pressure Reducing Valve Replacement under the District's General Services Contract with RH2, not to exceed \$6,000. *Commissioner McNabb moved to approve the engineering for the Pressure Reducing Valve Station Project proposal, not to exceed \$6,000. Commissioner Cary seconded. Hearing no objections, the motion passed.*

Current Projects Review: GM updated the Board on the status of the current District projects. *Commissioner Cary moved to authorize the GM to negotiate a contract not to exceed \$6,000 for asphalt repair on Pointes Drive East. Commissioner McNabb seconded. Hearing no objections, the motion passed.*

Meeting adjourned at 4:05 pm.

Respectfully Submitted By:

Mary Alice Cary, Board Secretary

Approved at the Regular Meeting of the Board on: _____

Andrew E Hospador
445 E Pointes Drive East
Shelton, WA 98584-8850
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andyh3626@gmail.com

23 April 2016

HARTSTENE POINTE WATER-SEWER DISTRICT
772 E Chesapeake Drive
Shelton, WA 98584
360 427 2413
hpwatersewer.com
info@hpwatersewer.com

Attn: Board of Commissioners

Subj: Application for Appointment to vacant Commissioner position

I am requesting that you consider me for the position soon to be vacated due to the resignation of Commissioner Roger Ray, submitted at the Commissioner's meeting on 14 April 2016, and I believe effective 30 April 2016.

As you are aware I have shown exceptional interest in the Water-Sewer District. I attended Commissioner's meetings and examined the facilities to satisfy my own technical interests, as well as representing the HPMA Board of Directors while I was a member 2013 – 2016.

I think my business experience as an electrical engineer in the industrial process control instrument industries would be of value to HPSWD. I worked for 9.5 years for a major control equipment supplier to the water & waste treatment industries, Fischer & Porter (acquired 1999 by Bailey Controls, subsequently acquired by ABB). I was in a technical support position where I troubleshoot customer process problems, and became familiar with most if not all of the processes, equipment and techniques used in the industry.

In addition I was employed two years at CDG Research, Bethlehem, PA where I developed a chlorine dioxide monitor (patent applied for) which required design of process piping, electronic hardware and embedded software. This would be used where CL² gas would be safely generated for disinfection of water, sewage or an air space like a contaminated building.

Education: I received both B.E.E. and M.Eng. (Elec) from Cornell University, Ithaca, NY, and continued taking courses in computer languages (C++, Pascal, COBOL, BASIC) and business at University of Rochester, Rochester, NY, Cedar Crest College, Allentown, PA and Desales U., Center Valley, PA.

Thank you for your consideration.

Very truly yours,

Andrew E Hospador

Andrew E Hospador

April 28, 2016

President
Board of Directors
Hartstene Pointe Water-Sewer District
772 E. Chesapeake Drive
Shelton, WA 98584

I have enjoyed my experience working on the CASC Committee recently and feel I could make a contribution to the Water-Sewer District. Hartstene Pointe is a very special place with many residents who willingly participate for the betterment of our community. I am aware of the upcoming Water-Sewer District vacancy (Roger Ray) and would like to indicate my interest.

My work history includes the following positions, all which required attention to detail and the ability to communicate with co-workers and the general public.

Exxon Nuclear (Bellevue, WA)
U. S. Intelco (Olympia, WA)
Senior Services for South Sound
(Olympia, WA)

Secretary to the Controller
Secretary to the President
Volunteer Coordinator and
Database Development and Management

I would appreciate your consideration for this open position and welcome the opportunity to work toward the common goal of continued success of the Water-Sewer District and Hartstene Pointe.



Ann McDonald
607 E Barbary Rd
Shelton, WA 98584

(360)426-1146

MDG Wastewater & Water Treatment

Marty Grabill, Owner/Manager UBI # 603330001

Phone: 253-888-1161 email: mdg189@yahoo.com

Hartstene Pointe Water-Sewer District,

This letter is in regards to the contract that we are in the process of creating, if both parties agree on terms, I am willing to work with you on this wastewater plant, I just want to make sure we are on the same page on a few things, and that we are clear on all the rest.

This is a kind of proposal from me, for I am still a little in the dark on things as far as the condition of the plant, and need to know the entirety before I go all in with no direction. I did do a quick tour with Mont at the plant and found numerous things around the plant and in the laboratory that are out of permit and compliance, i.e. expired lab chemicals, non-working effluent composite sampler, (a weekly permit requirement), jet pumps repaired but not installed yet. There are quite a few things just in the quick tour that I picked up on so I'm sure once we dive deeper, we will find numerous more things that need attention. I'm up for the challenge, these are all things I'm familiar with and as a licensed operator, have an obligation to perform these tasks and stay in compliance to the best of my ability.

There are a lot of specifics we can go over if needed. I am currently enrolled in and using web-dmr, as required on your new permit, and am up to date on lab training and record keeping, as well as compliance. I also spoke with Mont about creating and utilizing a preventative maintenance program for the wastewater plant to prolong wear of equipment and save money for years to come with proper utilization on the program.

I don't feel that a single hour every day is enough time at all to successfully operate your plant. To successfully maintain and operate it daily, I couldn't give a time because every day is different and can bring something new, making the day go on for hours some days.

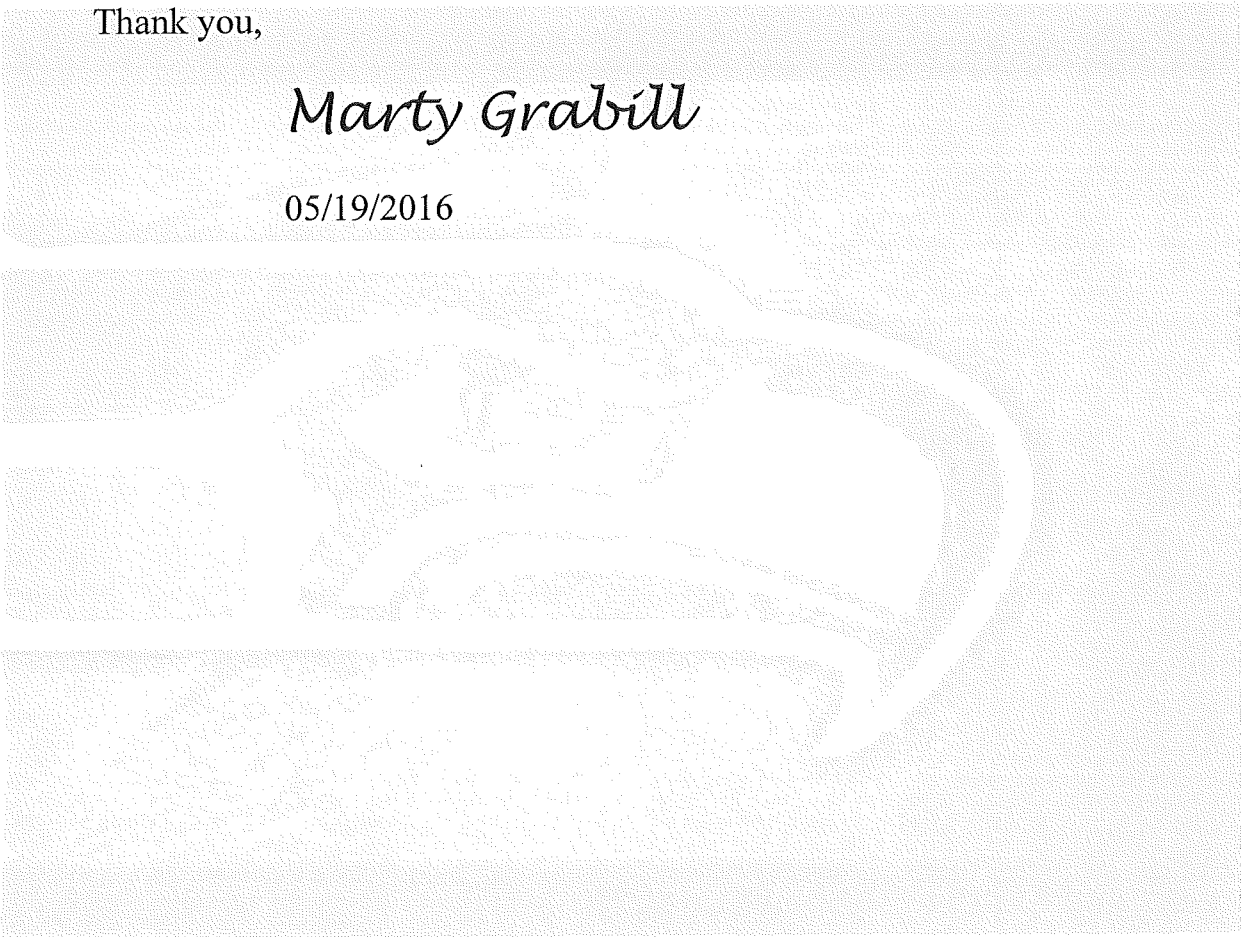
The single negative thing for me on this is the 7 days a week schedule, it's a huge commitment. At this time in my life, this is something I can deal with. I've turned plants around before to receive outstanding performance awards, 3 in the past 2 years... I do my job fully committed. I have a current up to date Wastewater license as a group 2 operator #8225, a Water Distribution Specialist 1, and a Cross Connection Control Specialist #013074. My Business is MDG Wastewater & Water Treatment UBI 603330001.

To accept the operator job at Harstene Pointe, I am requesting a monthly salary of \$3500.00 per month. This would include maintaining the necessary license to legally work at the plant, operating within compliance and regulations through Department of Ecology. Doing all the required sampling, record keeping, Web-DMR, plant operations, aside from major repairs, creating a preventative maintenance schedule... and utilizing it, and lots more organization. I am physically fit and capable for the job ahead. We can meet and go over more specifics if needed. I am ready as soon as you need me.

Thank you,

Marty Grabill

05/19/2016



Hartstene Pointe Water-Sewer District

Repair and Maintenance Budget vs. Actual 4-Year History

	2013		2014		2015		2016		2016	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Water	36,000	23,186	33,000	8,513	20,000	31,074	20,000	3,996	20,000	3,996
Wastewater/Sewer	51,000	49,672	66,000	9,027	20,000	9,423	20,000	10,687	10,000	10,687
Total	87,000	72,858	99,000	17,540	40,000	40,497	40,000	14,683	30,000	14,683
		84%		18%		101%		49%		49%