

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

District Office

772 Chesapeake Dr., Shelton, WA 98584

September 8, 2016 2:00 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 2016-26
9. Manager's Report

BUSINESS:

10. Well 1R Drilling and Testing Contract
11. Water Treatment Improvements Notice to Proceed, Pre-Construction Conference
12. Purchasing Manual Adoption, Resolution
13. Wastewater Treatment Plant Operator Cell Phone
14. Conference Reports
15. FEMA Training Attendees
16. Customer Education

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
August 11, 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:

- FROM: WASWD RE: Request for responses to Department of Revenue's proposed bill

PRESENT AGENDA: The agenda for the August 25, 2016 regular meeting was presented. Commissioner McNabb requested the addition of District Participation in Contractor Training Reimbursement under the Financial/Administrative Report. *Commissioner McNabb moved to adopt the agenda as amended. Commissioner Hospador seconded. Hearing no objections, the agenda was adopted as amended.*

MINUTES: The minutes for the August 11, 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:
 - Reported on the "Collaboration and other Tools to Help Address Issues Facing Small Water Systems" training he and AAS attended on August 24th.
 - Reported that he received approval to write a new book: *Managing America's Water*.
- Commissioner Hospador: Reported on the August 24th Washington Association of Sewer and Water Districts Section II meeting.
- Commissioner Cary: Reported on an article in *WaterWorld* regarding customer outreach. It was discussed that the District could host an interactive community outreach with water-related activities in conjunction with the community's 4th of July celebration.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2016-25, in the amount of \$15,060.15, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 ayes and 0 nays, the voucher was approved.*

- **District Participation in Contractor Training Reimbursement:** There was discussion regarding the industry-wide need for new operators and it was recommended that the 2017 budget include ongoing training for the District's staff. Currently the GM's business is paying for the training of David Carnahan, the District's field technician, as he pursues his Water Treatment Operator and Water Distribution Manager certifications. It was agreed that this discussion would be included during the budget period.

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

Meeting was recessed at 2:30 pm. Meeting reconvened at 2:35 pm.

BUSINESS:

Water Treatment Project Contract and Notice to Proceed: 2KG Contractors, Inc. has signed the Water Treatment Project Improvements Agreement, provided a Performance and Payment Bond, and provided their insurance forms. The GM and AAS reviewed the contract forms for completeness and accuracy. *Commissioner Hospador moved to approve and sign the Contract Agreement with 2KG Contractors, Inc. for the Water Treatment Plant Improvements. Commissioner McNabb seconded. Hearing no objections, the motion passed. Commissioner McNabb moved to issue the Notice to Proceed to 2KG Contractors, Inc. Commissioner Hospador seconded. Hearing no objections, the motion passed.*

Well 1 Drilling Quotes, Contract Award: The District solicited quotes for the Well 1R Drilling and Testing from a total of 15 contractors on the MRSC well drilling roster. This is the second RFQ sent out after the original RFQ only garnered one quote. The AAS provided follow-up calls to all of the contractors to whom the District sent the second RFQ. The District received three quotes. The lowest bidder was the original bidder, Tacoma Pump & Drilling. Their bid is for a 10-inch screen and natural well completion in the amount of \$67,948.70 or 6-inch screen and filter pack in the amount of \$68,122.30. *Commissioner McNabb moved to accept the bid from Tacoma Pump & Drilling for Well 1R Drilling and Testing, and to award the contract for Well 1R Drilling and Testing to Tacoma Pump & Drilling. Commissioner Hospador seconded. Hearing 3 ayes and 0 nays, Tacoma Pump & Drilling Co., Inc. was awarded the contract.*

Pressure Reducing Valve Replacement Quotes, Contract Award: The District solicited quotes for the Pressure Reducing Valve replacement project from a total of 28 contractors on the MRSC roster. The project was re-bid after the original RFQ produced no quotes. The AAS provided follow-up calls to all of the contractors to whom the District sent the second RFQ. The District received three quotes. The lowest bidder was Pape & Sons Construction with a bid total of \$21,700.00. *Commissioner McNabb moved to accept the bid from Pape & Sons Construction, Inc. in the amount of \$21,700.00 and to award the contract. Commissioner Hospador seconded. Hearing 3 ayes and 0 nays, the motion passed.*

Arsenic Notice: GM presented the Arsenic Notice template which will be used to notify the District customers about the recent violation. The topic will also be included in the newsletter. The notice will be included with the September/October billing.

Purchasing Manual: The final sections of the proposed Purchasing Manual were discussed. AAS will make final changes and present the final Purchasing Manual for adoption at the next meeting.

Newsletter Draft: President Cary drafted a message for the newsletter which was reviewed.

The meeting was adjourned at 4:00 pm.

Respectfully Submitted By:

Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: _____

**HARTSTENE POINTE WATER-SEWER DISTRICT
MASON COUNTY, WASHINGTON**

RESOLUTION 2016-03

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
ADOPTING A PURCHASING MANUAL ESTABLISHING STANDARD
PURCHASING GUIDELINES, POLICIES, AND PRACTICES**

WHEREAS, the Hartstene Pointe Water-Sewer District (District) is a special purpose district, governed by Title 57 of the Revised Code of Washington (RCW); and

WHEREAS, the District Board of Commissioners is required to comply with State laws and regulations related to purchasing of materials, supplies, equipment, work, and services; and

WHEREAS, the District desires to develop guidelines, policies, and procedures to supplement State laws and regulations; and

WHEREAS, Resolution 2011-03 authorized the small works roster process to award public works contracts, a consulting services roster process to award professional services contracts, and a vendor list purchasing and contract process; and

WHEREAS, all District staff is required to comply with these laws and regulations as they relate to their job duties; and

WHEREAS, the District desires to compile the State laws and regulations related to purchasing, as well as District guidelines, policies, and practices, in one publication to provide District staff with the tools for initiating purchases that meet all requirements of law; now

THEREFORE, The Board of Commissioners of the Hartstene Pointe Water-Sewer District hereby resolves:

1. The District *Purchasing Manual* as presented, a copy of which is attached hereto as Exhibit "A", is hereby approved and the policies and procedures relating to purchasing as set forth therein, and as may hereafter be amended, are hereby adopted.
2. The District purchasing policies and procedures as set forth in the *Purchasing Manual* comply with State laws and regulations related to

purchasing of materials, supplies, equipment, work, and services are subject to review and may be changed by the District at any time to incorporate regulatory changes.

3. Contracts for materials, work, and services may be let in accordance with the provisions of Title 39.04.155 RCW, Title 39.04.190 RCW, and Title 39.80 RCW and as may hereinafter be amended. Procedures for implementation of the provisions are included in the District *Purchasing Manual* and subsequent amendments.
4. If there is a conflict with the language of the *Purchasing Manual* and State law, State law shall be followed.

ADOPTED by the District Board of Commissioners at its regular meeting on this ____ day

of _____, 2016.

Hartstene Pointe Water-Sewer District
Mason County, Washington

Mary Alice Cary, President

David McNabb, Commissioner

Andrew Hospador, Commissioner