

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
District Office
772 E Chesapeake Drive, Shelton, WA 98584
December 6, 2018 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the November 15, 2018 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized: Voucher 2018-23
9. General Manager's Report (4-5)

BUSINESS:

10. Approve Resolution 2018-15 Adopting a Policy Regarding Work in the HPMA Common Area and/or within the Easements and Boundaries of HPWSD Property (6-8)
11. Approve Time and Travel Expenses for Public Records Management Training for District Clerk
12. Approval to Host Advanced Electric Class by Evergreen Rural Water
13. Approve Payment for Invoice to Correct Equipment
14. Approval for Recurring Google Business Service
15. Approve Renewal of BIAS Services Contract

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
November 15, 2018
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

MINUTES

PRESENT: President R. Scarola, Secretary A. Hospador (via telephone), Commissioner D. McNabb, General Manager (GM) D. Carnahan, District Clerk J. Sartori.

CALL TO ORDER: The meeting was called to order at 1:00 pm.

SUBSCRIBER REMARKS: One subscriber present who noted he thought the budget hearing presentation went well.

CORRESPONDENCE: District Clerk noted Late Balance Notices were sent to 19 subscribers.

PRESENT AGENDA: *Commissioner McNabb moved to accept the agenda as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted.*

MINUTES: The minutes of the November 1, 2018 regular meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

The minutes of the November 8, 2018 Budget Work Session meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

The minutes of the November 10, 2018 Annual Meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb presented two articles.
- Commissioner Scarola presented a notice of an upcoming webinar for grant writing and financial support.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2018-22, in the amount of \$47,617.45, was presented. *Commissioner Hospador moved to approve voucher 2018-22 in the amount of \$47,617.45. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- District Clerk presented the October Financial Report.

General Manager's Report: David Carnahan presented his General Manager's Report of present status of the district.

BUSINESS:

Recap of Annual Meeting: Commissioners discussed the take-aways from the annual meeting and the feedback received from subscribers.

Resolution 2018-13: Adopting the 2019 Budget *Commissioner Hospador moved to adopt Resolution 2018-13 Adopting the 2019 Budget. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the resolution is adopted.*

Resolution 2018-14: Adopting a District Fee Schedule for 2019 (Repeals Resolution 2017-05) *Commissioner Hospador moved to adopt Resolution 2018-14 Adopting a District Fee Schedule for 2019 and repeal Resolution 2017-05, effective January 1, 2019. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, Resolution 2018-14 is adopted and Resolution 2017-05 is repealed, effective January 1, 2019.*

Commissioner Hospador moved to adjourn the meeting. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:05 pm.

Respectfully Submitted By:

Signature

Name and Title

Approved at the Regular Meeting of the Board on: _____

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
December 6, 2018

Human Resources

Jeff Palmer is now Hartstene Pointe Water-Sewer District's first ever *FULLY* cross-certified employee! Once Mont has passed his WW exam, which will be sometime in January, we will be doubled covered across the board.

Joe is on his own and doing a fantastic job keeping up with the workload. Joe is also working towards getting his certifications over the next few years.

Asset Management

The bulk of our large scale asset inventory is now complete. I've begun the process of inputting that data into the spreadsheet that I received from Ernie Klimek with Evergreen Rural Water. Once this stage is complete we can start to incorporate the data into our long range budget and capital improvement plan for the next 20 + years.

Water

Average daily usage continues to hover around 60,000+ gallons per day. Well 2 is struggling to keep up with the demand, running on average over 18+ hours per day. We're hoping to isolate a leak or two as well as get well 4 fully operational before the end of March.

Wells 4 and 2

All of the mechanical, electrical, as well as the updates to the control panel have been completed. The contractor is waiting on the enclosure (Rok Box) to arrive, at which point we can do our final walk through and disinfection report with RH2 and DOH.

We were able to run the well filter to waste for about an hour and it stayed very steady at almost 90 gallons per minute. We believe that we will be able to draw upwards of 110 gallons per minute from this well once it's fully online.

Well 2 is steadily declining in production. We're not sure why at this point, but we suspect that the sand layer is compacting around base of the aquifer which is preventing saturation. I will have updates as soon as I complete a thorough investigation.

Emergency Preparedness

The generator at well 4 is set to be installed in the next two weeks. This can provide us with emergency water in the event of an outage.

The latest information that I have on installing generators at the lift stations is that we are going to need to rewire each transfer switch so that it automatically kicks the generator on in the event of an outage. We may be able to use the existing transfer switch; however someone would need to manually start the generator during an outage. Rough costs are \$5000 for the electrical work at each lift station and \$10000+ per generator. We will do all of the additional work needed to complete this project which will save us some money.

Sewer Collection

Fortunately, while flows steadily increased over the month of November we did not exceed our legal limit which means no violation. We'll keep our fingers crossed that December is as kind.

Waste Water Treatment

One of our Blowers just failed. Fortunately we fixed our third blower months ago so that we were prepared in the event one of the others failed in some way. We will be making repairs on this blower ASAP. I will have an update/progress report at our next meeting.

Jet pump number 2 is still down. We are now suspicious that we have a piping issue and not an issue with the pump or with the electrical. We will not know for sure until we can drain that basin and inspect things for ourselves.

Customer Service

Katie Ferrel, one of the owners of the newly cleared lot on Chesapeake Dr. has worked out a payment plan with me on their connection fees for their lot. However, we will not issue adequacy and they will not be allowed to connect until the fees have been paid in their entirety.

General District Business

I have nothing new to report at this time.

Submitted by David Carnahan

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

RESOLUTION 2018-15

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
ADOPTING A POLICY ON WORK IN THE HARTSTENE-POINTE MAINTENANCE
ASSOCIATION COMMON AREA AND/OR WITHIN THE EASEMENTS AND
BOUNDARIES OF THE HARTSTENE POINTE WATER-SEWER DISTRICT'S
PROPERTY**

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

WHEREAS, the Hartstene Pointe Water-Sewer District Board of Commissioners desires to honor as much as possible the environmental values and philosophies of Hartstene Pointe while performing its legal obligations to provide the highest attainable quality water and sewer services to its subscribers at Hartstene Pointe; and

WHEREAS, the Hartstene Pointe Water-Sewer District Board of Commissioners believes that the Hartstene Pointe Maintenance Association (HPMA) Board of Directors desires to assist the Hartstene Pointe Water-Sewer District as much as possible in the performance of its obligations to provide the highest attainable quality water and sewer services to its subscribers at Hartstene Pointe; and

WHEREAS, the Hartstene Pointe Water-Sewer District Board of Commissioners desires to continue a good working relationship with the HPMA Board of Directors by establishing a cooperative agreement for how the District can perform needed work without impractical delays due to the HPMA permitting process while also respecting the need for an HPMA work review process; and

WHEREAS, regardless of other considerations The Hartstene Pointe Water-Sewer District must meet its legal obligations to maintain its water and sewer services at all times at the best service level possible for the benefit of its customers; and

WHEREAS, the Hartstene Pointe Water-Sewer District must have the ability to perform its work whenever the District determines it is necessary, and that the District is unable to predict at all times when that work will be necessary;

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

1. The Hartstene Pointe Water-Sewer District's General Manager will attempt whenever possible to give the General Manager of HPMA fourteen (14) days of notice when the District must perform work that involves significant disturbance of the landscape or vegetation in the commons of HPMA and/or within the easements

or boundaries of the District's property. For the purposes of this resolution "significant disturbance" is defined as clearing or removing vegetation or landscape that the General Manager of HPMA and the General Manager of the Water-Sewer District agree will be noticeable to neighbors or affect the overall aesthetic enjoyment of the HPMA commons by the residents of Hartstene Pointe.

2. If determined to be necessary by the Hartstene Pointe Water-Sewer District General Manager, the District General Manager will give 48 hours of notice to the HPMA General Manager of "Expedited Work" that will be taking place during working hours, but without fourteen (14) days of notice, because the District has determined the urgency of the work does not allow for such notice.
3. It may also be necessary from time to time for the District to immediately respond to an event without giving any notice to HPMA, because of the emergency nature of the work event. This will be considered "Emergency Work" that will be performed by the District to maintain its water or sewer systems and may take place at any time, including during normal work hours, or on weekdays, or during weekends, or holidays, or any time outside of normal work hours.
4. The Hartstene Pointe Water-Sewer District will perform all of its work with as careful an approach as possible in order not to significantly damage existing vegetation and landscape or adversely affect neighboring property owners' privacy. However, in all cases, the priorities of the District are to maintain the operational integrity of its systems and to deliver necessary and legally mandated water and sewer services to its customers; these priorities take precedence over all other considerations.
5. If it is necessary to disturb the existing vegetation and landscape to perform its work to an extent that adversely and significantly impacts the environment or aesthetics of the Pointe or the privacy of its residents, the District will do its best to repair such impacts upon completion of its work, the extent of such impact repair work to be determined by the Water-Sewer District General Manager working in consultation with the HPMA General Manager.
6. The Hartstene Pointe Water-Sewer District will as much as possible work within its deed easements and utility easements, but may from time to time request other easements from HPMA that are required to deliver necessary water and sewer services. The General Manager of the Water-Sewer District will work with the General Manager of HPMA so that HPMA can in as timely a manner as possible review and grant such easements as are determined to be required by the General Manager of the District and the General Manager of HPMA in order to deliver the District's water and sewer services to its customers.

ADOPTED by the District Board of Commissioners at its scheduled meeting on this 6th day of December, 2018.

Hartstene Pointe Water-Sewer District
Mason County, Washington

Robert Scarola, President

David McNabb, Commissioner

Andrew Hospador, Commissioner

8