

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING
District Office
772 E Chesapeake Drive, Shelton, WA 98584
July 3, 2019 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the June 20, 2019 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized: Voucher 2019-16
 - Bill(s) Submitted: Voucher 2019-15
 - Billing Report
9. General Manager's Report (4-6)

BUSINESS:

10. Election of Officers
11. Approve Purchase of Ferric Chloride Equipment
12. Discuss/Approve Declaration of Draught
13. Discuss/Approve Special Application

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
June 20, 2019
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

MINUTES

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

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

SUBSCRIBER REMARKS: One subscribers present.

CORRESPONDENCE:

- Commissioner Scarola presented a letter from Water-Sewer Risk Management Pool
- GM received a letter from Ernie Klemick from Evergreen Rural Water that provided a summary of services provided to HPWSD
- Clerk noted correspondence between district and Health Care Authority

PRESENT AGENDA: GM requested to add item to agenda at beginning of business: “11. Approve Reallocating Amount on RH2 Contract for Pilot Study.” Business items to be subsequently identified as item numbers 12, 13 and 14 respectively. *Commissioner McNabb moved to adopt agenda as amended. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES: The minutes of the June 6, 2019 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 June 13, 2019 special 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 the 2018 Water Quality Report from City of Issaquah
- Commissioner McNabb noted that he will be out of town from July 13th and that he will miss the July 18th meeting
- Commissioner Scarola noted that it was a difficult decision to leave board

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2019-14, in the amount of \$22,046.28, was presented. *Commissioner Hospador moved to approve voucher 2019-14 in the amount of \$22,046.28. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher 2019-13, in the amount of \$340.54, was presented for review.

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- Clerk presented the internal monthly financial report for May 2019.

General Manager's Report

- David Carnahan presented his general manager's report on present state of the district.

Commissioner Scarola called for a ten-minute recess at 2:05 pm.

The meeting reconvened at 2:15 pm.

BUSINESS:

Approve Reallocating Amount on RH2 Contract for Pilot Study: *Commissioner Hospador moved to reallocate funds for a pilot study. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion is approved.*

Discus/Approve Resolution 2019-02: The board discussed and advised the general manager on how to proceed working with HPMA to encourage a good working relationship. The board decided to table Resolution 2019-02.

Commissioner Position #3 Resignation: *Commissioner Hospador moved to accept Commissioner Scarola's tendered resignation. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, Commissioner Scarola's resignation was accepted.*

Review Applicants/Interview Candidates to Fill Vacancy of Commissioner Position #3: The board reviewed submitted letter of interest. *Commissioner Hospador moved to approve Carl Swenson to fill Commissioner #3 seat. Commissioner Hospador seconded. Hearing 2 aye votes and 0 nay votes, Carl Swenson is approved to fill Commissioner #3 seat.*

Commissioner Hospador moved to adjourn the meeting. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 3:45 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
July 3, 2019

Human Resources and Kudos

We are working very hard on a number of projects right now including: the installation of ferric chloride at well #4; the installation of a chain link fence around well #4; lift station generator installs; and the preliminary budget. In addition, I will be completing employee reviews over the next three months as well as coordinating the replacement/repairs of some of our leaking sewer laterals.

Yet amidst all the busyness and the numerous challenges that we, HPWSD, are faced with on a daily basis, I'm continually reminded of the great privilege that it is to serve this beautiful community. While this District may have some hurdles to leap in the coming years, I'm confident that it will not only be able to do so, but that it will also be able to establish itself as a shining example of how small water-sewer districts ought to be organized and operated.

Of course none of this would be possible without the dedication of the Hartstene Pointe Water-Sewer District's Board of Commissioners and its incredible staff. The commitment and devotion that I am regularly accustomed to witness within this wonderful team are unlike any organization that I've ever been a part of.

I'd like to give a big kudos to Joe Sartori for installing all new locks at our facilities and whittling us down to only one key. Joe has also been working on updating our website and changing our email server to a more comprehensive and robust platform. In addition he has been training as an operator to offer HPWSD more redundancy in that arena and assisting me with project management. Thank you, Joe!!

I'd also like to thank both Jeff and Mont for continuing to streamline routine maintenance, performing leak repairs and for keeping us in compliance with both Department of Health and the Department of Ecology. This place would not run at all without these guys and their commitment to excellence. Thank you, Mont and Jeff!!

It's also worth noting that Mont is celebrating his one year anniversary this month! Congratulations, Mont!

Asset Management and Sustainability

This subject has been on my mind quite a bit as I have been working on a paper entitled, "Asset Management: The Key to Success," which briefly describes the challenges that the American water-sewer industry is facing right now. Though infrastructure deterioration is a common problem with utilities in general, water and sewer utilities face some unique problems that require creativity and a forward-looking mindset to solve. The industry cannot depend on loans

and grants to perpetually bail it out of financial crisis, but must instead look to a comprehensive planning, such as asset management, to provide a sustainable long-term solution.

The following is my thesis statement from my paper:

“Research shows that proper asset management is the best way to ensure sustainability within the water and wastewater industry, because it helps eliminate monetary waste, streamline long-range planning as well as encourage a proactive management approach.”

I look forward to sharing this paper with the Board of Commissioners when it is finished. Otherwise, I am continuing to input data into our Asset Management workbook.

Water Distribution

Consumption is between 60,000 and 90,000 gallons per day, which is obviously more than we like to see given our current production capability. While the high usage we are experiencing is not above average for this time of year, it is concerning, given our low production capability at this present time. Jeff took Nitrate, Coliform and an investigative Arsenic sample from well #4 to satisfy DOH and make well #4 available for emergency use.

Well 2

Production is dropping in this well, which is making me a little concerned about the summer. It is my belief that this well could benefit from further development. I added this to the 2020 preliminary budget proposal, though I'd like to do this sooner if possible.

Mont has been working very hard on rebuilding the doghouse for Well #2. The finished product has been installed and excluding some final tweaks and cuts that will still need to be made, this project has been completed and the doghouse looks beautiful.

Well 3

I have included the test pump of well #3 in the 2020 preliminary budget. Once we have well #4 fully approved I will begin to move this project along.

Well 4

We are moving ahead with both the installation of ferric chloride and also performing a reduced flow test to mitigate the arsenic levels in well #4's treated water. We are hoping that the reduction in flow will give the iron more time to interact with the arsenic and increase the removal rate, thus decreasing the finished water arsenic levels.

Project Priorities

My number one priority right now is to bring Well #4 into compliance. This will allow us to do some more development with Well #2 and see if we can get the production levels back up as well as to do a test pump on Well #3 to see if its production is truly as high as was originally recorded.

My next priority is to install at least one generator in the Nantucket lift station before the end of August. This will depend largely on getting an affordable quote from a distributor. I may need to do some reassessing as the recent quotes that I have received are much higher than the initial estimates that I received. We may have to reduce the scope and only install one generator this year or put off the installation of fixed generators for a few years and purchase a reliable used portable in the interim.

Waste Water Management

Jeff Palmer has been working on getting SBR #2 drained so that we can do some routine maintenance on the basin. Jeff estimates that he will have this completed no later than July 31st.

Customer Service

I've been working with a customer who has been complaining about an intermittent issue with her water smelling like rotten eggs. It looks like we will need to flush the line at the hydrant near her house as it's my belief that there is some debris accumulation in the bend in the main nearest her house, which is causing some fluctuation in the pH of her water. More investigation is warranted, but I'm certain that this is correctable with flushing.

General District Business

Joe and I had a great meeting with Reg Hearn (GM of Grays Harbor Water District #2) and Judi Gladstone (ED of the Washington Association of Sewer and Water Districts) last Thursday to discuss how WASWD can more effectively represent and serve small districts. Judi had some great ideas and input, including the potential formation of a small board committee which would help keep WASWD up to date on the needs of small districts.

Reg and I are going to collaborate on future needs and potential bills we could help move through the legislature that will help lessen the burden that districts our size carry as a result of overregulation.

Submitted by David Carnahan, General Manager