

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
District Office
772 E Chesapeake Drive, Shelton, WA 98584
October 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 September 19, 2019 Regular Meeting (2-3)
7. Minutes of the September 21, 2019 Board Retreat (4-5)

REPORTS:

8. Commissioner Reports
9. Financial/Administrative Report:
 - Bills to Be Authorized: Voucher 2019-28
 - Bills to Be Reviewed: Voucher 2019-27
10. General Manager's Report—Q & A (6-7)

BUSINESS:

11. Approve Capital Improvement Plan (CIP)
12. Approve Reimbursement to GM for Travel Expenses for Grant Writing Training in Carbonado, WA

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
September 19, 2019
District Office, 772 E Chesapeake Drive, Shelton, WA 98584

MINUTES

PRESENT: President C. Swenson, 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: No subscribers present.

CORRESPONDENCE: Clerk noted that 19 late notices were posted this week.

PRESENT AGENDA: GM requested to add item #13: Schedule Special Meetings for Budget Review. *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 September 5, 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.*

REPORTS:

Commissioner Reports:

- Commissioner Swenson noted that he will be absent from the October 3, 2019 regular meeting.

Water Board Bible:

- Commissioners reviewed chapter from the Water Board Bible.
- Commissioners discussed lack of accessibility to board meetings, due to the nature of the office location. The commissioners desire to make meetings accessible and plan to discuss options to improve in this area.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2019-26, in the amount of \$114,082.18, was presented. *Commissioner Hospador moved to approve voucher 2019-26 in the amount of \$114,082.18. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Monthly Financial Report:
 - Clerk presented the monthly financial report for August 2019.

Commissioner Swenson called for a ten-minute break at 2:05 pm. Meeting resumed at 2:15 pm.

- Billing Report:
 - Clerk presented the billing report for the September/October 2019 bill cycle.

General Manager's Report:

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

BUSINESS:

Approve Board Retreat Agenda: Commissioner Hospador moved to adjust previous expense limit for lunch and refreshments to \$150. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed. Commissioner Hospador moved to adopt Board Retreat agenda. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the Board Retreat agenda is adopted.

Approve Travel Expenses for Clerk to Attend SAO BARS Update Training: Commissioner Hospador moved to approve travel expenses for Clerk to attend training. Commissioner McNabb seconded. Hearing 3 aye and 0 nay votes, the expenses are approved.

Schedule Special Meetings for Budget Review: Commissioner McNabb moved to schedule a special meeting on October 10th at 1:00 pm at the District Office for the purpose of 2020 budget preparations. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the special meeting is scheduled.

Commissioner McNabb moved to adjourn the meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:20 pm.

Respectfully Submitted By:

Signature

Name and Title

Approved at the Regular Meeting of the Board on: _____

**HARTSTENE POINTE WATER-SEWER DISTRICT
RETREAT MEETING of the BOARD OF COMMISSIONERS
September 21, 2019
Mason County Public Utility District No. 3, Johns Prairie Room
2621 E Johns Prairie Road, Shelton, WA 98584**

MINUTES

PRESENT: President C. Swenson, Commissioner D. McNabb, Secretary A. Hospador, General Manager (GM) D. Carnahan, District Clerk (CLERK) J. Sartori. Guest presenters Arnab Bhowmick & Ernie Klemick.

CALL TO ORDER: The meeting was called to order at 10:25 am.

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE: No correspondence.

PRESENT AGENDA: *Agenda was adopted at September 19, 2019 regular meeting.*

1. Arnab Bhowmick with Aktivov delivered a presentation about *asset management* software. He answered questions posed by commissioners.
2. Ernie Klemick with Evergreen Rural Water of Washington and GM delivered a presentation about public utility sustainability.

Commissioner Swenson called for a lunch break at 12:10 pm. Meeting resumed at 12:40 pm.

3. Clerk presented an overview of the district's current fiscal policies and procedures and summarized its accounts.
4. GM discussed Level of Service goals.

Commissioner Swenson called for a five-minute break at 1:25 pm. Meeting resumed at 1:30 pm.

5. Commissioners discussed goals they envision for the district.
6. GM presented data and estimates for commissioners to review, which will aid in approaching budget discussions.

BUSINESS:

No business transacted.

Commissioner Hospador moved to adjourn the meeting. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:55 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
October 3, 2019

Main Objective: Sustainability

1. Sustainability through Asset Management

- a. The sustainability study provided by Evergreen Rural Water helped HPWSD to identify a few key financial vulnerabilities that will focus our long range strategic planning. At this point we are still on target for completing our asset management plan by June of 2020. This plan will be instrumental for future budgeting and maintenance purposes.

2. Sustainability through Operator Redundancy and Training

- a. I'm exploring the possibility of incorporating Evergreen Rural Water's Apprenticeship Program into our 2021 budget and beyond. Ernie Klimek is leading the charge on what looks to be a very exciting and helpful tool which will assist the industry in overcoming the "brain drain" predicament that it has found itself in.

3. Sustainability through Conservation and Water Loss Reduction

- a. Our daily totals are running between 60,000 and 70,000. Mont and Jeff have repaired three leaks within the last three weeks, so we expect to see these numbers come down. We're monitoring our daily loss between the hours of midnight and 8AM, the time period where we expect to see the least customer-side use. We estimate that we are still losing around 20 gal/minute, apart from customer demand.

4. Sustainability through proactivity

a. Compliance: Well #4 Ferric

i. DOH Review: (September 15th-30th)

1. The review is complete and we are now waiting for an official approval letter from DOH. I called Regina's office and was told that we should have this by October 1st.
2. Well #4 Startup: (October 1st)—**Still on target**

b. Maintenance and : Items of Note

i. SBR #2

1. I received this update from Jeff Palmer in regard to SBR #2:

This is to update you on SBR 2. It did not get low enough for us to climb down in it, but got it down to 3.5' which was quite a bit lower than decanter. We noticed 2 issues: first, the stand that the float rests on has a cross brace that either broke or came loose, and the leg of the stand is tilted off to the side, allowing float to dip lower than the stand. Until we can go down and inspect it closer, we can't say what needs to be done to correct it. Second, there was clear water constantly coming out from under the float. Again, we couldn't go down to see exactly where it was coming from. But have a pretty good guess. We suspect the actuator is not fully closing. We managed to get

a sample of this water, and it did have a chlorine residual. Since the liquid level in the SBR was lower than the contact channel, it seems like hydraulic action is causing the effluent to flow backwards. Under normal conditions, this could explain how solids are getting into the decant.

Since we should not have heavy rain and our flows are down, I am going to keep SBR 2 levels low as possible until next Wed 10/2. Loren is coming back that day and we are going to work on it again. Since we will be able to go down in it, we can see what is needed to fix both issues. Hopefully, we will be able to correct them as well.

ii. Well#4 Fence

1. Joe is working on getting some additional quotes on materials from a few additional vendors. This project is still on track; however, it may need some additional funding.

c. Annual Budget: (Hopefully we'll be able to discuss some of these items at the board retreat)

- i. CIP (Ready for Commissioner Approval)
- ii. Staff Compensation (Ready for Commissioner approval)
- iii. Operations and Expenses (Ready for Commissioner review)
- iv. *Proposed Rate Adjustments (**hinges on the above three items**)*
- v. *Modifications to rate structure (**Hinges on above discussion**)*

5. Sustainability Through Strategic Alliances

- a. Washington Association of Sewer Water Districts
 - i. No new updates right now.
- b. Hartstene Pointe Maintenance Association
 - i. Stefan and I spoke about getting together for lunch in October or November to talk shop and come up with more ways that the District and HPMA can partner and share resources.
- c. PUD#3
 - i. No new updates on timing as of yet, but I'll share updates as I receive them.
- d. Evergreen Rural Water of Washington
 - i. ERWOW's Energy Auditor came to visit on Tuesday the 24th to discuss ways that the District can decrease its energy consumption. I do not yet have the findings from this audit, but will have an update as soon as I receive them.

Submitted by David Carnahan, General Manager