

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING

District Office

772 Chesapeake Dr., Shelton, WA 98584

October 27, 2016 1:00 P.M.

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes (pg. 2-4)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized: Voucher 2016-30
9. Manager's Report

BUSINESS:

10. Asset Replacement Fund Transfer Approval (pg. 5)
11. 2017 Preliminary Budget (see separate attachment)

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
October 13, 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: Hartstene Pointe Maintenance Association RE: Newsletter; GM submitted two articles for the HPMA newsletter

PRESENT AGENDA: The agenda for the October 13, 2016 regular meeting was presented. *Commissioner Hospador moved to adopt the agenda as amended. Commissioner McNabb seconded. Hearing no objections, the agenda was adopted as amended.*

MINUTES: The minutes for the September 22, 2016 regular meeting were presented. *Commissioner Hospador moved to approve the minutes. Commissioner McNabb seconded. Hearing no objections, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb: Presented an article from the American Water Works Association's Journal, "Disinfection Data Integrity in Washington State."
- Commissioner Hospador: Reported on his attendance at the FEMA Disaster Management workshop and presented a list of online training courses for emergency management.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Early Voucher 2016-28, in the amount of \$25,407.90, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher 2016-29, in the amount of \$8,459.54, was presented. *Commissioner Hospador moved to approve the voucher. President Cary seconded. Hearing 3 aye votes and 0 nay votes the voucher was approved.*
- Quarterly Financial Report: Presented and discussed.

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

BUSINESS:

Upcoming Meetings:

- Emergency Management Plan Work Session, October 20, 2016: Discussed. *Commissioner McNabb moved to postpone the Emergency Management Plan Work Session until after January 1st. Commissioner Hospador seconded. Hearing no objections, the motion passed.*
- 2017 Budget Meeting Schedule: Reviewed and discussed.
 - October 27th Regular Meeting: Present and review the Preliminary 2017 Budget
 - November 3rd Budget Work Session
 - November 10th Regular Meeting

Annual Management/Operations Contracts Review:

- Jeffreys Management Services: Contract and performance was reviewed and discussed. Potential changes to the contract were identified for further review.
- MDG Water and Wastewater: Contract and performance was reviewed and discussed.

Meeting recessed at 3:00 pm. Meeting reconvened at 3:10 pm

BIAS Software 2017 Agreement: Presented and discussed. *Commissioner McNabb moved to accept the BIAS 2017 Annual Agreement for \$2,934.90. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Online Payment System/Electronic Bills, Proposals: Presented and discussed. *Commissioner Hospador moved to contract with Xpress Bill Pay for online payment system. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Capital Improvement Plan: Reviewed and Discussed.

688 E Portage Rd., Owner Request for Reduced Payoff: New owners bought property at auction. Property has a past due balance of \$1,618.00. The new owners submitted a letter requesting all of the late fees, other miscellaneous fees, and all but three months of water and sewer service be waived. The request was discussed. *Commissioner Hospador moved to not waive any of the account balance. The motion was not seconded. Commissioner McNabb moved to forgive the late fees of \$398 on 688 E Portage Rd, resulting in a remaining account balance of \$1,220. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.* The AAS will draft a letter in response to the homeowner.

Newsletter Topics: Potential topics for the upcoming newsletter were proposed:

- “Erin Brockovich” Carcinogen (Chromium 6) Report
- Budget Hearing, Proposed 2017 Budget
- Online Payment System Coming
- Project Updates
 - Well 1 Replacement Update
 - Water Treatment Plant Improvements
- Emergency Planning

Meeting adjourned at 4:45 pm.

Respectfully Submitted By:

Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: _____

Hartstene Pointe Water-Sewer District

2017 Preliminary Budget

Fund 020 - Water/Sewer Committed Funds									
	2015	2016	2016	2016	2017	2018	2019	2020	2021
	Actual	Projected	Budget	Budget	Proposed Budget	Projection	Projection	Projection	Projection
Asset Replacement Fund									
Balance Forward	27,000	36,000	36,000	36,000	12,540	1,540	10,540	9,540	18,540
Revenues									
Transfers From Operating Account - 010	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
Transfers From Capital Improvement Fund	-	-	-	-	-	-	-	-	-
Total Revenues	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000	9,000
Expenditures									
Transfers to Operating Account - 010	-	(32,460)	(14,200)	(20,000)	(20,000)	-	(10,000)	-	(7,000)
Transfers to Capital Project Account - 065	-	-	-	-	-	-	-	-	-
Total Expenditures	-	(32,460)	(14,200)	(20,000)	(20,000)	-	(10,000)	-	(7,000)
Net Asset Replacement Fund Gain (Loss)	9,000	(23,460)	(5,200)	(11,000)	(11,000)	9,000	(1,000)	9,000	2,000
Ending Asset Replacement Fund Balance	36,000	12,540	30,800	1,540	1,540	10,540	9,540	18,540	20,540

\$26,292 - Pressure Reducing Valve Replacement,
 \$6,168 - Composite Sampler