

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING

District Office
772 E Chesapeake Drive, Shelton, WA 98584
September 5, 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 August 15, 2019 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. *Water Board Bible* Chapter Review
9. Financial/Administrative Report:
 - Bills to Be Authorized: Voucher 2019-24
 - Bill(s) Submitted: Voucher 2019-23
10. General Manager's Report—Q & A (4-5)

BUSINESS:

11. Approve General Manager Contract Amendment (b)
12. Approve Board Retreat Schedule
13. Approve Refreshment Expense for Board Retreat

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
August 15, 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: No correspondence.

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

MINUTES: The minutes of the August 1, 2019 regular meeting were presented. *Commissioner Hospador moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

The minutes of the August 5, 2019 special meeting were presented. *Commissioner Hospador moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb presented a report: *Managing Public Health Risk Posed by Legionella in Drinking Water* from AWWA
- The board discussed a review of chapter from the *Water Board Bible*

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2019-22, in the amount of \$34,505.67, was presented. *Commissioner Hospador moved to approve voucher 2019-22 in the amount of \$34,505.67. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills Submitted for Review:
 - Voucher 2019-21, in the amount of \$4,117.65, was presented for review

General Manager's Report

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

Commissioner Swenson called for a ten-minute recess at 2:30 pm. Meeting resumed at 2:40pm.

BUSINESS:

Adoption of Resolution 2019-02: Clerk noted two amendments to the draft resolution. *Commissioner Hospador moved to adopt Resolution 2019-02 "Establishing a Policy Permitting Commissioners to Enroll for Health Insurance through Public Employees Benefits Board (PEBB)." Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, Resolution 2019-02 was adopted.*

Approval of Expenses for Fence Installation at Well #4: *Commissioner Swenson moved to authorize \$5,000 for GM and Clerk to purchase materials to build fence at well #4 site. Commissioner Hospador seconded. Hearing 3 aye and 0 nay votes, the expenses are approved.*

Annual General Manager Performance Review: Commissioners reviewed the General Manager's performance.

Commissioner Swenson moved to adjourn the meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:15 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
September 5, 2019

Main Objective: Sustainability

1. Sustainability through Asset Management

- a. Ernie Klimek from Evergreen Rural Water agreed to work with me on developing a total management plan, which will incorporate our Asset Management Plan as well. I have several meetings lined up with him over the next month. He also agreed to be a presenter at our board retreat.

2. Sustainability through Operator Redundancy and Training

- a. The staff and Commissioner Hospador attended Evergreen Rural Water's Fall Conference last week. By and large I've heard positive feedback from the staff and CEU's were earned, which is a very important piece of the sustainability puzzle.

3. Sustainability through Conservation

- a. We have closely monitored water consumption. Our daily totals are running between 60,000 and 90,000, even after fixing several sizable leaks within the past two months.
 - i. This further emphasizes the need for more accurate water meters to track usage at each home in addition to switching over to monthly reads vs bi-monthly reads. I propose that we replace at least 150 meters with radio read meters in 2020 and that we continue that pattern until all meters have been replaced. I estimate based on the District's current revenue that we can do this in three years without catastrophic rate increases. In addition, I believe that it is in the best interest of the District as well as the community to switch over to monthly billing as of January 1st of 2020. These two actions will help the District more adequately track water loss that occurs through customer side leaks and ensure that these leaks are dealt with in a timelier manner.

4. Sustainability through proactivity

a. Compliance: Well #4 Ferric

- i. The third round of Pilot testing concluded on August 26th. This was a little later than originally predicted. However, we are still on track for an October 1st Start up.

1. RH2 Review: (September 4th-15th)

- a. Sean has all of the Data that he needs to expedite the final review and will be passing it along to Regina Grimm, our Regional Engineer with Department of Health, as soon as possible.

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

- a. Regina is in the loop on where things are at in terms of arsenic removal and is very pleased with the results. She is

aware of the pressure that we are under and the needs of the community and has emphasized that she will do her best to get us approval by the end of September.

3. Well#4 Startup: (October 1st)

- a. As soon as Well #4 has been approved we will send out an email blast to the community letting them know that we are thankful for their patience and support and that this project is at last behind us.

b. **Maintenance and : Items of Note**

i. **SBR#2**

1. Jeff has been in touch with Flo-Hawks who is going to come out and pump down the Digester which will be used as a holding tank while we make the necessary repairs on Wastewater Basin (SBR) #2.

ii. **Well#4 Fence**

1. Joe is waiting for a final quote from Viking and then we'll place the order and begin installation.

c. **Annual Budget:**

- i. CIP (Ready for Commissioner review and 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 Relationships**

a. Washington Association of Sewer Water Districts

- i. The Small District Committee has officially been approved and revived. Reg Hearn (Grays Harbor Water District #2) is spear-heading it and hoping that it will help WASWD give more attention to the individual needs of small Districts as it pertains to helpful/hurtful legislation.

b. Hartstene Pointe Maintenance Association

- i. Stefan and I are working on a plan to do some joint road repair. This will be mostly patch work, but could open up some other doors for joint projects going forward.

c. PUD#3

- i. Fiber install moving forward: what this will mean for the Community is high speed internet access as well as possible income source via leasing our reservoir to cellular providers.

d. Evergreen Rural Water of Washington

- i. Guidance, training and field assistance: Loren Steveson put me in touch with Ambrea Cormier from USDA who has agreed to meet with me at the IACC conference in October to discuss possible funding options. I'm hoping that will give me a clearer idea of what options are available for the District.

Submitted by David Carnahan, General Manager

**HARTSTENE POINTE WATER-SEWER DISTRICT
GENERAL MANAGER CONTRACT: AMENDMENT**

The District agrees to pay the following annual salary subject to the continued employment of the General Manager by the District:

ANNUAL SALARY: \$67,500.00 (\$5,625.00 per month)

The amendment shall be effective as of **July 1, 2019**, and shall remain in effect until terminated by either party. Modifications to this contract may be agreed upon with the written consent of both parties.

**HARTSTENE POINTE WATER - SEWER DISTRICT
BOARD OF COMMISSIONERS**

CARL SWENSON, President

ANDREW HOSPADOR, Secretary

DAVID McNABB, Audit Commissioner

**HARTSTENE POINTE WATER - SEWER DISTRICT
GENERAL MANAGER**

DAVID CARNAHAN, General Manager

①