

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
District Office
772 E Chesapeake Drive, Shelton, WA 98584
March 7, 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 February 21, 2019 Regular Meeting

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized: Voucher 2019-06
 - Billing Report
 - Security Audit Report
9. General Manager's Report (2-3)

BUSINESS:

10. Approval of Expenses for Staff to Attend MRSC Training (4)
11. Approval of Clerk to Attend Cross Connection Control Training through ERWoW (5)
12. Approval of 40 Hours/Week for District Clerk for Foreseeable Future/As Needed

HARTSTENE POINTE WATER-SEWER DISTRICT
General Manager's Report
March 7, 2019

Human Resources

Mont has been on sick leave throughout this past week. I am unsure when he will be able to return to work and so I have asked Joe Sartori to help fill in while Mont is out. Joe's new schedule will be full-time until Mont is able to return to his normally scheduled duties.

Jeff and Joe did an amazing job of covering in both Mont's and my absence. Kudos to them and their hard work!

Joe will be taking some of his exams for water and wastewater over the next several months.

Asset Management

Nothing new to report.

Water

While I was away, there was a major leak on Barnacle due to a contractor hitting a $\frac{3}{4}$ inch lateral line in a driveway. Jeff Palmer was able to get the leak repaired and the lines flushed at the hydrants on both Barnacle and Liberty.

Jeff and I did some further flushing at 108 Liberty last Friday and at 109 Liberty on Monday to resolve a customer complaint.

We were unable to complete the meter read prior to the end of February as a result there will be no read data on the current bills.

Water consumption is down considerably from previous months averaging around 40,000 gal/day.

Well 2

Nothing new to report.

Well 3

Nothing new to report.

Well 4

The pilot study has been pushed back to the second and third week of March due to unforeseen events. However, we did receive the final construction completion report from RH2.

Emergency Preparedness

We had a generator malfunction at well 4 on the 22nd of February. Unfortunately this coincided with a power outage leaving us in a somewhat vulnerable position. Thankfully the reservoir was full at the time and so we did not experience any significant losses in pressure throughout our system. Sare Electric is working with Generac to troubleshoot and fix the issue. Brian from Sare is staying on top of this and will keep me posted as to when Generac will be out to take care of it.

Waste Water Management

Flows are much lower than previous months. Right now we're averaging around 50,000 gal/day which matches very closely to our water production.

Customer Service

We had a customer complaint regarding brown water at 109 Liberty. Jeff and I took care of this on Monday and followed up with this customer.

General District Business

I couldn't be happier with how well the HPWSD staff handled the chaotic and unforeseen events that took place during my absence. It's comforting to me as the GM that we have such an amazing team of intelligent individuals who are committed to the goals and the success of the District.

Submitted by David Carnahan

Upcoming Annual Financial Report Workshops

2 messages

MRSC Workshops <it@mrsc.org>

Thu, Feb 14, 2019 at 2:50 PM

Reply-To: it@mrsc.org

To: acct@hpwatersewer.com

MRSC · Workshops

All Staff

Join us for our new Annual Financial Report workshops!

The 2018 annual financial reporting deadline is coming up on May 30. To help you prepare, MRSC is offering a new series of annual financial reporting workshops designed for "cash basis" cities, towns, counties, and special purpose districts.

The training is designed to meet the need of those individuals responsible for preparing and filing the 2018 annual financial report. Certified public accounts can also earn CPE credits.

Annual Financial Report Workshops - "Cash Basis"

- March 12:** Spokane
- March 21:** West Richland
- April 3:** DuPont
- April 4:** Stanwood

All workshops are 9 AM - 4 PM

Credits available:
6.0 CPE

Cost:
\$125/person

Read about training scholarships

While the SAO online filing portal will generate a portion of your annual report, this class is geared to the steps needed to assure that the data you upload is accurate and supportable in addition to covering the supplemental schedules that must be prepared outside of the SAO filing system.

You will learn how to analyze funds and fund balance classifications, reconcile financial activities, calculate and report liabilities, and document your financial preparation work papers. The course will focus on the steps needed to prepare all of the required components of the annual report in compliance with the "Cash Basis" BARS manual.

Space at each site is limited, so register soon to guarantee your spot!

[Learn More and Register](#)

Cross Connection Control Certification Exam Review (2 days)

March 13-14, 2019 in Shelton

Monday, October 8, 2018

Event date: 3/13/2019 8:00 AM - 3/14/2019 4:30 PM [Export event](#)

At this 2-day course, we will review the information needed to prepare the attendee for the CCCS Exam. We will discuss how cross connections affect public health, the potential risks and liabilities, how to conduct surveys and carry out enforcement actions, the two types of hydraulic condition which cause backflow, and backflow prevention assemblies and their applications. Taught by Backflow Management Inc

1.4 Water Only CEUs
\$250 ERWoW Members / \$275 Non-Members
Location: Evergreen Rural Water
11840 North US Highway 101
Shelton, WA 698584

[Click Here to Register](#)

*Location is subject to change