

**HARTSTONE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
District Office  
772 E Chesapeake Drive, Shelton, WA 98584  
March 21, 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 March 7, 2019 Regular Meeting (2 - 3)

**REPORTS:**

7. Commissioner Reports
8. Financial/Administrative Report:
  - Bills to Be Authorized: Voucher 2019-07
  - February Monthly Financial Report
9. General Manager's Report (4 - 5)

**BUSINESS:**

10. Memorandum of Understanding Follow Up
11. Project Timeline Update
12. Heavy Equipment Purchase Review
13. Review of Open Public Meetings Act
14. Employee Performance Review (*Executive Session Expected*)

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
March 7, 2019  
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

**MINUTES**

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

**CALL TO ORDER:** The meeting was called to order at 1:05 pm.

**SUBSCRIBER REMARKS:** No subscribers present.

**CORRESPONDENCE:** Clerk noted 387 paper invoices were mailed with newsletters.

**PRESENT AGENDA:** *Commissioner McNabb moved to accept the 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 February 21, 2019 regular meeting were presented. *Commissioner McNabb moved to approve the minutes as corrected. Commissioner Scarola seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as corrected.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner McNabb presented an article about employee job satisfaction.
- Commissioner Scarola noted his appreciation of Joe and Jeff working on emergencies during David and Mont's absences.
- Commissioner Hospador noted an upcoming benefit dinner to support Wild Felid Center on island.

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2019-06, in the amount of \$13,161.95, was presented. *Commissioner Hospador moved to approve voucher 2019-06 in the amount of \$13,161.95. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- District Clerk presented internal Billing Report for 3/1/2019 billing.
- District Clerk presented an internal audit report of district facility security.

**General Manager's Report**

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

**BUSINESS:**

**Approval of Expenses for Staff to Attend MRSC Training:** *Commissioner Hospador moved to approve expenses for staff to attend MRSC training on April 4<sup>th</sup> in Dupont. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

**Approval of District Clerk to Attend Cross Connection Control (CCC) Training through ERWoW: Commissioner Hospador moved to approve District Clerk to attend CCC Training through ERWoW on March 13 and 14. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.**

**Approval of 40 Hours per Week for District Clerk for Foreseeable Future/As needed: Commissioner McNabb moved to approve District Clerk for 40-hour work weeks for foreseeable future/as needed. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.**

**Commissioner Hospador moved to adjourn the meeting. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:25 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**  
**March 21, 2019**

**Human Resources**

Mont has been able to return to work and on light duty which has helped a lot over the past week especially as it pertains to the pilot study at well 4.

Joe has sent in his application to take three certification examinations. He is working out some of the finer details with Deni Gray and should have those scheduled within the next few months.

The entire staff has been working extremely hard to keep up not only their normal duties, but to continue to cross train with other staff members in order to broaden their knowledge base and provide operator redundancy in the event of an emergency. I could not be happier with performance of this team.

**Asset Management**

I will have a report for the board of commissioners the Second meeting in April which will include some of the figures that I am working on putting together using the data that I have so far.

I will not have a full report for some time as this will continue to be a work in progress over the next year and a half. My target date for the completion and implementation of this plan is June of 2020. This estimation is based on my current workload and the sheer scope and scale of this undertaking. This should give the Board of Commissioners ample time to consider and utilize this data in the creation of the 2021 budget and beyond.

**Water**

Usage continues to stay between 40 and 50,000 gallons though we did see a slight increase over the weekend which is not surprising considering the nice weather we've been having.

Jeff and I inspected both pressure reducing stations on Monday and discovered a leak in one of them. This will be repaired as soon as we are able to get it drained and identify the source of the leak.

**Well 2**

I have nothing new to report at this time. The Well 4 Pilot Study is our main priority right now.

### General District Business

Once the well 4 pilot study is complete we will resume duties as usual. For now we are making that our main priority in order to ensure that this community has sufficient supply to meet the demands of the Spring/Summer vacation season which average close to 100,000 gallons/day. Currently we are only able to produce around 62,000 gallons/day.

Spring cleaning will be taking place throughout the month of April. Each of our facilities will be cleaned from top to bottom and we will continue to do ground maintenance beautification through the month of May.

*Submitted by David Carnahan, General Manager*