

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
District Office
772 E Chesapeake Drive, Shelton, WA 98584
January, 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 December 20, 2018 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized: Voucher 2019-01
9. General Manager's Report

BUSINESS:

10. Elect Officers for 2019
11. Set Time and Place for 2019 Board of Commissioners Meetings
12. Discuss Allocating Time for Agenda Items
13. Discuss Memorandum of Understanding
14. Discuss RH2 Invoices
15. Discuss Commissioner Compensation

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
December 20, 2018
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

MINUTES

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

CALL TO ORDER: The meeting was called to order at 1:00 pm.

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE: No correspondence.

PRESENT AGENDA: Clerk requested to add agenda item, "16. Approve eight additional consulting hours for Miceal in January 2019 for Year-end and New Year Financials." *Commissioner McNabb moved to accept the agenda as amended. Commissioner Scarola seconded. Hearing 2 aye votes and 0 nay votes, the agenda was adopted.*

MINUTES: The minutes of the December 6, 2018 regular meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. Commissioner Scarola seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioners commended David and Joe for extra work performed during storms, and covering employee vacations/sick days and noted work was above and beyond.
- Commissioner Scarola noted a discussion needs to take place at next meeting of commissioner roles and need for consistent attendance.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2018-24, in the amount of \$197,065.11, was presented. *Commissioner McNabb moved to approve voucher 2018-24 in the amount of \$197,065.11. Commissioner Scarola seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
- District Clerk presented the November internal monthly financial report.

General Manager's Report: David Carnahan presented his General Manager's Report of present status of the district.

BUSINESS:

Discuss memorandum of understanding: Commissioner Scarola suggested reviewing and approving memorandum at next meeting.

Discuss staffing needs: *Commissioner Scarola motioned to authorize extra hours for clerk to complete year-end and new-year financial transitions. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the additional hours were approved.*

Discuss RH2 invoice: Commissioners discussed invoices billed this month for work performed over one year in the past. Commissioner Scarola suggested a letter be drafted and approved at the next meeting to send to RH2, detailing the difficulty of verifying these billable hours this far after the fact.

Approve invoice for Evolution Controls: *Commissioner McNabb moved to approve payment for invoice #1835 to Evolution Controls in the amount of \$4,937.99 for upgrades performed to the SCADA system. Commissioner Scarola seconded. Hearing 2 aye votes and 0 nay votes, the invoice was approved for payment.*

Review letter from Washington Water Service: Commissioners discussed the letter and determined no response was necessary.

Approve travel expenses for GM to attend AWWA meetings: *Commissioner McNabb moved to approve expenses to send GM to attend AWWA meetings. Commissioner Scarola seconded. Hearing 2 aye votes and 0 nay votes, the expenses were approved.*

Approve eight additional consulting hour for Miceal Carnahan in January 2019 for year-end and new-year financial needs: *Commissioner Scarola moved to approve additional hours for Miceal Carnahan in January 2019. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the additional hours were approved.*

Commissioner McNabb moved to authorize GM to research and compile a cost/benefit analysis to perform lab testing in-house. Commissioner Scarola seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.

Commissioner McNabb moved to adjourn the meeting. Commissioner Scarola seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 2:45 pm.

Respectfully Submitted By:

Signature

Name and Title

Approved at the Regular Meeting of the Board on: _____

3