

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
District Office
772 E Chesapeake Drive, Shelton, WA 98584
May 2, 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 April 18, 2019 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized: Voucher 2019-10
9. General Manager's Report (4-5)

BUSINESS:

10. PEBB for Commissioners
11. Review of MoU
12. Approve travel/lunch expenses for the GM to go to the WASWD Managers Meeting on 6/5/19
13. Discuss revenue needs and possible options for generating additional revenue
14. Discuss options for expediting water meter installation
15. Set special budget meeting in May
16. Approve David/Joe's travel, hotel and registration expenses for the October IACC Conference

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
April 18, 2019
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

MINUTES

PRESENT: President R. Scarola, 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: One subscriber present to discuss Memorandum of Understanding.

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 April 4, 2019 regular meeting were presented. Commissioner McNabb requested to re-word "approved" absence. Commissioner Scarola requested to correct business item title. *Commissioner McNabb moved to approve the minutes as corrected. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as corrected.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb presented a letter he sent in his commissioner capacity to MRSC regarding potential research regarding lateral and leak repairs.
- Commissioner McNabb presented an article, "Pricing and Affordability of Water Services."
- Commissioner Scarola noted his term expires at the end of 2019 and is unsure if he intends to file for reelection. He suggested informing subscribers that his seat may be vacant and invite interested subscribers to file with the county auditor's office.
- Commissioner Scarola presented an article, "Recent legislative action, Commissioner health care eligibility may change."

Commissioner McNabb moved to move business item #10 before item #8 to accommodate subscriber in attendance. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda item was moved.

BUSINESS:

Discuss/Approve inviting HPMA to a special meeting to approve the MoU which was delivered to them in February: Commissioner Scarola introduced this agenda item and invited subscriber to comment on current status of MoU. The board discussed MoU and determined no special meeting will be necessary, pending expected response from HPMA regarding MoU by June.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2019-09, in the amount of \$30,914.65, was presented. *Commissioner Hospador moved to approve voucher 2019-09 in the amount of \$30,914.65. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- March 2019 Monthly Financial Report
 - Clerk presented the internal financial report for March 2019
- Quarter One 2019 Financial Report
 - Clerk presented the internal quarterly financial report for the first quarter

Commissioner Scarola called for a recess at 2:48 pm. The meeting reconvened at 3:00 pm.

General Manager’s Report

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

BUSINESS:

Revisit the 2019 Capital Improvement Plan: The GM and commissioners discussed ideas on implementing the current capital improvement plan.

Discuss the possibility of restructuring our billing in 2020: The GM discussed ideas moving forward for restructuring future billing. More research will be compiled and presented at a later meeting.

Set a date for the 2020 Budget Hearing: *Commissioner Scarola moved to schedule the 2020 Budget Hearing on November 2nd, 2019. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the Budget Hearing is scheduled.*

Commissioner Scarola moved to add and agenda item: “#14 Approve Travel Expenses for Commissioner Hospador to Attend AWWA Conference in Vancouver, WA.” Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the item was added to the agenda.

Approve Travel Expenses for Commissioner Hospador to Attend AWWA Conference in Vancouver, WA: *Commissioner Scarola moved to approve travel and lodging expenses. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the expenses are approved.*

Commissioner McNabb moved to adjourn the meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:20 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

May 02, 2019

Human Resources

The staff is continuing to work diligently on spring cleaning and keeping up with day to day maintenance.

We were able to take part in a pro bono training/team building workshop hosted by Fisher Group Solutions on Thursday April 25th. Fisher Group Solutions specializes in helping organizations achieve a higher level of effectiveness through understanding individual thinking preferences. The HPWSD staff learned more about the way we think and where our weaknesses and strengths are and we're hoping to use these tools to help us focus our attention and efforts not only as individuals, but as a team.

Asset Management

Ongoing

Water Distribution

Our total water usage has been steadily climbing over the past two weeks. This is mainly the result of several small water leaks that were identified during the meter read. Mont and Jeff repaired one of those leaks last week and we should have the rest repaired by the end of this week.

I'm waiting on two quotes for radio read meters from both Badger and Sensus. As soon as I have those I can begin to put together my recommendation on the direction I think we should go.

Well 2

I have nothing new to report at this time as we do not yet have well 4 approved by DOH.

Well 3

I have nothing new to report at this time as we do not yet have well 4 approved by DOH.

Well 4

We are currently waiting on RH2 to finish up their pilot study report. Sean assured me that it would be completed this week.

We put down a fresh layer of gravel at Well 4 and made the driveway/well access much cleaner looking. I felt it necessary to do this as we have had a lot of heavy equipment come in and out of that driveway for the last several years, which has turned it into a muddy mess during the rainy months.

We also staked off the area where we intend to put our fence to protect our equipment at Well 4. I'm estimating that this project will cost the District roughly \$1,500 (plus or minus a few hundred).

Emergency Preparedness

I'm working on ensuring that our existing easements around our lift stations are sufficient to meet the space requirements for fixed generators at these sites.

In addition, I am attempting to track down a reasonably priced portable generator. I've solicited some help from WASWD who sent my inquiry on to the larger districts. Hopefully, I will get some responses within the next week.

Waste Water Management

Right now we're averaging between 30,000 and 60,000 gal/day. We expect to see this decrease more as we approach the summer months.

We plan to repair the sewer lateral at 172 E Nantucket within the next two weeks. There were a few pieces of hardware that we needed first, but we now have those in hand.

Loren from Evergreen Rural Water is coming out early next month to do some training with us on Lateral replacement. He was very excited to do this as he really loves coming out and working with HPWSD.

Customer Service

We've received an above average amount of phone calls from escrow companies regarding the sale of property within the Pointe. We're always excited to welcome new homeowners to the neighborhood!

General District Business

I've been working very closely with both the Washington Association of Sewer and Water Districts and Representative Drew MacEwen's office to amend House Bill 2158 which would impose a 20% increase on B&O tax for businesses. Initially Water and Sewer Districts were included in this bill, but through the diligent effort of both WASWD and our local representatives Water and Sewer Districts have been removed from the bill and will be unaffected by the increase.

However, I will be taking a more active role going forward in making sure that the voice of small water and sewer districts are heard.

Submitted by David Carnahan, General Manager