

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
District Office
772 E Chesapeake Drive, Shelton, WA 98584
February 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 January 17, 2019 Regular Meeting (2-3)
7. Minutes of the January 24, 2019 Special Meeting (4)

REPORTS:

8. Commissioner Reports
9. Financial/Administrative Report:
 - Bills to Be Authorized: Voucher 2019-04
10. General Manager's Report (5-b)

BUSINESS:

11. Discuss/Approve ten (10) additional hours per week for District Clerk to perform security audit throughout February
12. Uninvestment of \$30,000.00 from 010 Operating Fund to cover operating expenses through FY 2019
13. Discuss utility invoice redesign
14. Approve District Clerk's water and wastewater application/testing fees
15. Discuss sustainability surveys

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
January 17, 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 J. Sartori.

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

SUBSCRIBER REMARKS: No subscribers present at call to order. One subscriber arrived 1:45 pm, during GM's report.

CORRESPONDENCE:

- District clerk noted that 14 late notices were sent on 1/16/19.
- Commissioner Scarola presented letter from Ernie Klemick at ERWOW praising how district is functioning.

PRESENT AGENDA: Commissioner Scarola requested to add to agenda, "13. Discuss correspondence from Wittenberg CPA." GM requested to add to agenda, "14. Discuss response from RH2 regarding disputed invoice." *Commissioner Hospador moved to accept the agenda as amended. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES: The minutes of the January 3, 2019 regular meeting were presented. Commissioner Scarola noted a typo: "old" should be "hold." *Commissioner McNabb moved to approve the minutes as amended. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended.*

REPORTS:

Commissioner Reports:

- Commissioner Scarola noted that he thought the newsletter was well put together and noted that commissioner McNabb's article was well done.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2019-02, in the amount of \$22,040.79, was presented. *Commissioner Hospador moved to approve voucher 2019-02 in the amount of \$22,040.79. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Monthly Financial Report: Clerk presented internal monthly financial report for December 2018.
- Quarterly Financial Report: Clerk noted internal quarterly financial report for Q4 2018 was not yet complete and will be presented at next regular meeting.
- Billing Report: Clerk presented billing report for January/February 2019 bill cycle.

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

Meeting recessed at 1:55 pm. Meeting resumed at 2:00 pm.

BUSINESS:

Approve Memorandum of Understanding: Commissioners discussed edits to memorandum to add clarity. *Commissioner McNabb moved to approve memorandum as amended. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the memorandum was approved as amended.*

Approve Travel and Expenses for WASWD Commissioners Workshop: *Commissioner Scarola motioned to approve travel and expenses for Commissioner McNabb, GM and Clerk to attend 2019 WSWD Commissioners Workshop. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motioned passed.*

Discuss Project Timeline: The GM shared project timeline, purposed to keep commissioners and staff on the same page in regards to current and upcoming projects. Commissioner Hospador suggested that the GM append a list of other projects desired to add in future at the end of the timeline.

Discuss Correspondence from Wittenberg CPA, PS: District Clerk noted Miceal Carnahan, accounting consultant, is working on cost/benefit analysis and package for processing payroll in-house moving forward, due to frequent errors by CPA.

Discuss correspondence from RH2 Engineering, Inc. regarding disputed invoice: The GM shared a letter from RH2 in response to disputed invoice. Based on explanation regarding the invoice in question, *Commissioner Scarola moved to pay invoice #71885, however expressing the timing of invoice receipt in comparison to timing of when work was performed is not good practice on the part of RH2 Engineering, Inc. Hosp. seconded. Hearing 3 aye votes and 0 nay votes, invoice #71885 in the amount of \$2,509.71 is approved for payment.*

Commissioner McNabb moved to adjourn the meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:55 pm.

Respectfully Submitted By:

Signature

Name and Title

Approved at the Regular Meeting of the Board on: _____

HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
January 24, 2019
District Office, 772 E Chesapeake Drive, Shelton, WA 98584

MINUTES

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

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

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE: None.

PRESENT AGENDA: No agenda.

MINUTES: None presented.

REPORTS:

Commissioner Reports: None presented.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher #2019-03, in the amount of \$1,894.26, was presented. Payment advices for quarterly payments were not available from CPA firm until 1/23/19; payment is due postmarked by 1/31/19, and there is no regularly scheduled meeting until 2/7/19. *Commissioner Hospador moved to approve voucher #2019-03 in the amount of \$1,894.26. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

General Manager's Report: Not presented.

BUSINESS:

No business.

Commissioner McNabb moved to adjourn the meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 1:07 pm.

Respectfully Submitted By:

Signature

Name and Title

Approved at the Regular Meeting of the Board on: _____

Hartstene Pointe Water-Sewer District
Board of Commissioners Special Meeting Minutes
January 24, 2019

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

Human Resources

Mont was able to take a much needed vacation this past week and will hopefully return recharged and ready to take on the world.

The rest of the crew is doing well and things are continuing to run smoothly.

Asset Management

I met with Ernie Klimeck and Loren Steveson from Evergreen Rural Water to go over the Asset Management Data that I've been working on inputting over the last several months and to help me brainstorm a long-term management plan that is sustainable. I'm aiming to something in writing for the board of Commissioners by April 2019.

Water

Over the weekend a customer called in and reported a possible leak at 100 Liberty. I examined the area around the meter box and it definitely looks like a sizable leak. We'll be reaping that line Tuesday the 5th.

Well 2

Nothing new to report.

Well 3

Nothing new to report.

Well 4

The pilot study has a target completion date of February 22nd. The trial took much longer than anticipated as Mont has been attempting to dial in the dosing so as to get the best removal.

I sent in the CCR through L&I and all of the construction has been completed.

Emergency Preparedness

Nothing new to report.

Waste Water Management

Flows have been considerably lower on average which has been a welcomed respite for us down here at the plant. Hopefully this trend continues for the next few months.

Customer Service

The tenant at 331 E Pointes Dr E has been evicted by the owner and the full payment has been made.

General District Business

I will be on vacation from February 18th through March 1st. Joe will be covering phones for me and both Mont and Jeff will be available for emergencies.

Submitted by David Carnahan