

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING**

District Office

772 E Chesapeake Drive, Shelton, WA 98584

April 27, 2017 1:00 P.M.

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes

REPORTS:

7. Commissioner Reports
8. Emergency Preparedness Report
9. Financial/Administrative Report:
 - Bills to Be Authorized: Voucher 2017-11
10. Manager's Report

BUSINESS:

11. Newsletter Draft Review

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
April 13, 2017
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

MINUTES

PRESENT: President M.A. Cary, Secretary A. Hospador, Commissioner D. McNabb, General Manager (GM) M. Jeffreys, Accounting and Administrative Services Manager (AAS) M. Carnahan.

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

SUBSCRIBER REMARKS: Jim Anderson commented that, because Robert Scarola is planning to run for District commissioner position, he does not plan to run. Jim also asked questions about the progress of the Water Treatment Improvements Project.

CORRESPONDENCE: No correspondence.

PRESENT AGENDA: The agenda for the April 13, 2017 regular meeting was presented. *Commissioner McNabb moved to approve the agenda as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was approved.*

MINUTES: The minutes of the March 23, 2017 regular meeting were presented. *Commissioner McNabb moved to approve the minutes. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb: Commissioner McNabb mentioned the article in the Seattle Times about Harstine Island.

Emergency Preparedness Report: Commissioner Hospador attended the HPMA CERT meeting. They discussed purchasing a small handheld CB radio system. Commissioner Hospador recommended that, after HPMA has CB radios and has tested them, the District purchase a radio as well.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Early Voucher 2017-09, in the amount of \$28,934.56, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher 2017-10, in the amount of \$2,481.49, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

- Voucher CP 46, in the amount of \$308,143.91, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay vote, the voucher was approved.*
- 2017 1st Quarter Financial Report: presented and discussed.

Manager's Report: a written report was presented (attached).

The meeting was recessed at 2:10 pm.

BUSINESS:

DWSRF Loan Contract Amendment: Amendment C to the District's Drinking Water State Revolving Fund loan contract with the Washington State Department of Commerce was presented. The amendment extends the project completion date to October 31, 2017. *Commissioner Hospador moved to adopt Amendment C to the District's contract for Drinking Water State Revolving Fund Loan Number DM12-952-126. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Sewer Line Camera Proposals and Recommendation: The proposals and the Field Technician's recommendation were presented and reviewed. *Commissioner Hospador moved to authorize purchase of the vCam5, locator wand, and skids from Owen Equipment for \$10,460.10, including tax, shipping, training, and support. Commissioner McNabb seconded. Hearing no 3 aye votes and 0 nay votes, the motion passed.*

President Cary moved to transfer \$10,460 from the I&I Repair Fund to the Operating Fund for the purchase of the sewer line inspection camera. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.

Proposal to Rent HPM Security House for Office Space: It was reported that HPM Security is open to negotiating a rental fee for the HPM security house for the District to use as its office. The GM and AAS will arrange to look at the house.

Lab Renovation: The District's insurance is paying for the necessary repairs to the sheetrock, new cabinets, and new flooring. Possible additional rearrangements were discussed, including replacing the toilet and sink in the lab bathroom.

Newsletter Topics: Article topics for the May/June 2017 newsletter were discussed.

Meeting adjourned at 3:10 pm.

Respectfully Submitted By:

Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: _____