

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
District Office
772 E Chesapeake Drive, Shelton, WA 98584
August 2, 2018 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the July 19, 2018 Regular Meeting (*pgs. 2-4*)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized: Voucher 2018-15
9. Manager's Report (*pgs. 5-6*)

BUSINESS:

10. Resolution 2018-10 Increasing the General Manager's Spending Authorization Limit (*pg. 7*)
11. Well 1/4 Generator Selection
12. Authorize WWTPPO Evergreen Rural Water of WA Fall Conference Registration
13. Schedule Board Retreat

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
July 19, 2018
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, Accounting and Administrative Services Manager (AAS) M. Carnahan.

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

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE:

- FROM: Department of Ecology RE: Financial Assistance Workshops

PRESENT AGENDA: The agenda for the July 19, 2018 regular meeting was presented. President Scarola requested the following items be added under Business: Authorize Water Distribution Manager attendance at Evergreen Rural Water of Washington Fall Conference; Authorize replacement of SCADA battery backup; Discussion on increasing GM's spending authorization limit. *Commissioner Hospador moved to adopt the agenda as amended. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the amended agenda was adopted.*

MINUTES: The minutes of the July 5, 2018 Regular Meeting were presented. It was noted the draft minutes record the meeting was recessed at 2:35 pm. The minutes should record the meeting was adjourned at 2:35 pm. *Commissioner McNabb moved to approve the minutes as amended. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay vote, the minutes were approved as amended.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb: reported he and the GM have begun meeting weekly to work on the District's asset inventory, the first step of the asset management plan.
- Commissioner Scarola: reported the fire, which occurred on Harstine Island near the Pointe on Monday, July 16th, required pumper trucks to refill at the Pointe, utilizing the District's water supply. The District's water was also utilized the following day to fill pumper trucks fighting another fire near Timberlakes. This reliance on the District's water supply to fight nearby fires underlines the District's need for a more reliable emergency power supply in order to be able to continue to provide water in the event a fire takes out the electrical supply to the Pointe. *Commissioner Scarola moved to authorize the GM to seek quotes on the purchase and installation of a generator at Well 1. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Financial/Administrative Report:

- Bills to Be Authorized:

- Voucher 2018-14, in the amount of \$36,422.73, was presented. *Commissioner Hospador moved to authorize payment of Voucher 2018-14. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Voucher CP 56, in the amount of \$5,999.40, was presented. *Commissioner Hospador moved to approve Voucher CP 56. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- June Financial Report: Presented, reviewed, and discussed. *Commissioner Hospador moved to approve the June Financial Report. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the June Financial Report was approved.*
- 2nd Quarter Financial Report: Presented, reviewed, and discussed. *Commissioner Hospador moved to approve the 2nd Quarter Financial Report. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the report was approved.*

Manager's Report: The GM reported on the ongoing projects and operations of the District. The GM has begun looking at other attorneys in the area for the District to consider for legal services. There was discussion on what the Board's involvement should be in this search. *Commissioner Hospador moved to authorize the GM to gather a list of attorneys and present their qualifications and rate schedules for the Board's selection for interview. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Meeting recessed at 2:25 pm. Meeting reconvened at 2:35 pm.

BUSINESS:

Resolution 2018-08 Updating the District Employee Paid Time Off Cash Out Policy: Presented and discussed. *Commissioner McNabb moved to adopt Resolution 2018-08 Updating the District Employee Paid Time Off Cash Out Policy. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the resolution was adopted.*

Resolution 2018-09 Adopting a Policy Regarding Abusive or Aggressive Customer Behavior: Presented and discussed. *Commissioner Scarola moved to adopt Resolution 2018-09 Adopting a Policy Regarding Abusive or Aggressive Customer Behavior. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the resolution was adopted.*

Health Care Authority PEBB Employer Group Interlocal Agreement: Presented and discussed. *Commissioner Hospador moved to approve the Health Care Authority PEBB Employer Group Interlocal Agreement. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the agreement was approved and signed.*

Wittenberg CPA Payroll Processing Agreement: Presented and discussed. *Commissioner Hospador moved to approve the agreement with Wittenberg CPA for payroll processing. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the agreement was approved and signed.*

District Clerk Position and Salary Range: GM proposed establishing a part-time District Clerk position, with a pay range of \$20 to \$30 per hour. This new hire would train with the current contracted AAS before the AAS' departure in the fall. *Commissioner Hospador moved to authorize the part time District Clerk position at \$20 to \$30 per hour. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Authorize Water Distribution Manager Attendance of Evergreen Rural Water of Washington (ERWOW) Fall Conference: GM requested the Water Distribution Manager (WDM) be authorized to join him at the ERWOW Fall Conference. It may be possible for the GM and the WDM share lodging. *Commissioner Hospador moved to authorize registration, travel and lodging costs for the GM to attend the ERWOW conference. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Authorize Replacement of SCADA Battery Backup: The battery backup in the District's main SCADA system control has repeatedly failed, causing the District to lose important data which is required for reporting. Evolution Controls recommends upgrading to a new battery backup unit which has a replaceable battery. *Commissioner McNabb moved to authorize an amount not to exceed \$2,000 to replace the SCADA battery backup with a new unit. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Discussion on Increasing GM's Spending Authorization Limit: There was discussion regarding raising the GM's spending authorization limit from \$1,500. *Commissioner Hospador moved to direct the GM to draft a resolution to amend the purchasing manual to raise the GM's spending authorization limit to \$3,000 for consideration at the next meeting. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

The meeting was adjourned at 3:15 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

August 2, 2018

Human Resources

I have received one resume for the District Clerk Position. I'm hopeful that we can generate more interest over the next few weeks.

Jeff Palmer's official start date as the Wastewater Treatment Plant Operator is August 1st. He will be at the meeting for official introductions.

Water

Both wells are being pushed pretty hard to keep up with the demands of the season. Water usage is extremely high, averaging between 60,000-100,000 gallons per day.

Mont and I got booster pump 1 online and can run it in hand if need be. We discovered an issue with a pressure sensor which is preventing us from running either pump in auto. I gave Mont the go ahead to order parts and make the necessary repairs.

HPMA repaired a leak on the 4" line to the marina.

I met with the fire safety committee and participated in training which was provided by Dave Swart. Hopefully the committee will be more adequately prepared for a fire as Dave continues to provide this training.

Well 1/4 Replacement

I've sent out some RFQ's to general contractors for the well 4 project. I will follow up with them and hopefully have quotes for the board to approve no later than the first week of September.

Sewer Collection

Nothing new to report.

Waste Water Treatment

The chlorination room project is moving forward. I'm waiting on RH2 to send the specs over to Department of Ecology who will give us the final go ahead on this project.

In the meantime TMG is going to give me a bid to repair our existing system. I've instructed Jeff Palmer to use the oxygen mask when entering the room to do repairs.

I have two separate quotes for a CL2 and PH Analyzer to be installed near the Effluent pumps. This will reduce our overall cost of labor as it will allow Jeff to not have to physically come to the plant on the weekends.

Customer Service

Nothing to report

General District Business

I spoke to Stefan about HPMA using the parking spaces near well 2. HPMA has agreed to install a protective barrier ASAP.

Submitted by David Carnahan

DRAFT

**HARTSTENE POINTE WATER-SEWER DISTRICT
MASON COUNTY, WASHINGTON**

RESOLUTION 2018-10

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
INCREASING THE DISTRICT GENERAL MANAGER'S SPENDING
AUTHORIZATION LIMIT**

WHEREAS, the Hartstene Pointe Water-Sewer District has set forth certain policies, practices, and procedures which relate to purchasing goods and services in the Hartstene Pointe Water-Sewer District Purchasing Manual; and

WHEREAS, the Hartstene Pointe Water-Sewer District Board of Commissioners recognizes that at times it may become necessary to amend, as needed, the District Purchasing Manual to reflect matters set forth therein; and

WHEREAS, the Board recognizes the District General Manager must be enabled to act in an efficient and timely manner when purchasing goods and services and resolving maintenance related issues;

NOW, THEREFORE, the Board of Commissioners hereby resolves to increase the General Manager's spending authorization limit from ONE THOUSAND FIVE HUNDRED DOLLARS to THREE THOUSAND DOLLARS. The purchasing manual shall be amended to reflect this change.

ADOPTED by the District Board of Commissioners at its scheduled meeting on this 2nd day of August, 2018.

Hartstene Pointe Water-Sewer District
Mason County, Washington

Robert Scarola, President

David McNabb, Commissioner

Andrew Hospador, Secretary