

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

District Office

772 E Chesapeake Drive, Shelton, WA 98584

December 20, 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 December 6, 2018 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized: Voucher 2018-24
 - Monthly Financial Report
9. General Manager's Report (4-5)

BUSINESS:

10. Discuss memorandum of understanding
11. Discuss staffing needs
12. Discuss RH2 invoice
13. Approve invoice for Evolution Controls
14. Review letter from Washington Water Service
15. Approve travel expenses for GM to attend AWWA meetings

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
December 6, 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, District Clerk J. Sartori.

CALL TO ORDER: The meeting was called to order at 1:10 pm.

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE: District Clerk noted Shut-Off notices were posted to four (4) properties.

PRESENT AGENDA: *Commissioner McNabb moved to accept the agenda as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted.*

MINUTES: The minutes of the November 15, 2018 regular meeting were presented. *Commissioner Hospador moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb presented a New York Times article, "A Perfect Target for Cybercriminals."

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2018-23, in the amount of \$21,776.58, was presented. *Commissioner Hospador moved to approve voucher 2018-23 in the amount of \$21,776.58. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

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

BUSINESS:

Approve Resolution 2018-15 Adopting a Policy Regarding Work in the HPMA Common Area and/or within the Easements and Boundaries of HPWSD Property: *Commissioner Hospador moved to table this resolution and authorize the district's attorney to review Resolution 2018-15 for amending. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Approve Time and Travel Expenses for Public Records Management Training for District Clerk: *Commissioner McNabb moved to approve time and travel expenses for District Clerk to attend public*

records management training through the WA Secretary of State Archives office. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.

Approval to Host Advanced Electric Class by Evergreen Rural Water: Commissioner Hospador moved to approve \$160/district person and \$200 maximum for refreshments for attendees to host class by ERWOW. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.

Approve Payment for Invoice to Correct Equipment: Commissioner Hospador moved to approve invoices #38197 and #38259, totaling \$10,036.26 for WWTP Effluent Analyzer. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the invoices were approved for payment.

Approval for Recurring Google Business Service: Commissioner Scarola moved to approve recurring expense of \$10/user/mo. for computer backup services and business application suite. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the monthly expense was approved.

Approve Renewal of BIAS Services Contract: Commissioner Scarola moved to authorize GM to renew BIAS Services Contract for billing software and support for 2019. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the contract renewal was approved.

Commissioner Hospador moved to adjourn the meeting. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:15 pm.

Respectfully Submitted By:

Signature

Name and Title

Approved at the Regular Meeting of the Board on: _____

HARTSTONE POINTE WATER-SEWER DISTRICT
General Manager's Report
December 20, 2018

Human Resources

We've had several major issues over the past 7 days that have required Joe, Mont and me to put in extra hours to resolve. I'm thankful to have such a committed crew to work with.

Jeff Palmer had a restful vacation (His first real vacation in years) and is recharged and ready to get back to work. His absence reminded us all how valuable he is as an employee and how committed he is to this community.

Asset Management

We will be in the data entry for several months, but I will have updates periodically on our progress.

Water

Well 2 is pumping 24/7 right now to try to keep up with the usage. We're hoping to identify one or two leaks during the meter read and repair them promptly.

Wells 4 and 2

The final walk through with RH2 was Tuesday. We're just waiting for the CCR (Construction Completion Report) to come back from RH2.

Well 2 is continuing to decline in production. The sand layer is compacting around base of the aquifer which is preventing saturation.

I spoke with Steve of Steve's Pumping and Drilling about putting together an estimate to test pump well 3 and see what kind of flow we can get out of it. I will update you in my next report.

Emergency Preparedness

The generator at well 4 is set to be installed in the next two weeks. Sare is a little backed up right now, but has assured me that this generator will be installed before the end of next week.

The lift station generator project will likely need to wait until the spring or when flows are reduced significantly since they will need to be off for the better part of the day during installation.

Waste Water Management

We've been averaging around 250 GPM over the past few weeks. This has meant late nights and in some cases 24 hour manual operation. Several major storm systems are predicted over the next few days. We are all very thankful that Jeff Palmer is back from his vacation.

Customer Service

Offices will be closed on December 25th and January 1st.

General District Business

I will be attending some of the monthly AWWA meetings to try to get a better handle on legislation that is in the works and to try to help give small systems a better voice. I plan to attend our AWWA section meeting in January.

Submitted by David Carnahan