

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
District Office
772 E Chesapeake Drive, Shelton, WA 98584
October 4, 2018 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence:
 - TO: Evergreen Rural Water; FROM: David Carnahan, GM; RE: Thank You Letter (pg. 2)
5. Present Agenda
6. Minutes of the September 27, 2018 Special Meeting (pgs. 3-5)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized: Voucher 2018-19

BUSINESS:

9. Meeting with Prospective Attorney for District
10. Preliminary Discussion for Capital Improvement Plan (CIP) Budget
11. Personnel Performance Review, *Executive Session Expected, RCW 42.3.110 section 1(g)*



Hartstene Pointe Water-Sewer District
772 Chesapeake Drive Shelton, WA 98584
(360) 427-2413 • info@hpwatersewer.com

September 28, 2018

Dear Tracy Hunter,

This Letter is long overdue, but I wanted to share with you how grateful we are for Evergreen Rural Water and its wonderful staff.

We face many obstacles and hurdles as a small water-sewer district. Regulatory requirements are becoming increasingly more stringent and much of our infrastructure is at the tail end of or well past its expiration date. In addition, having limited working capital makes it challenging to provide high quality water and wastewater services to our consumers at an affordable rate.

Over the last few years Evergreen Rural Water has stepped in to help us shoulder many of the burdens we carry and saved us not only many thousands of dollars, but has also provided an invaluable level of expertise and knowledge which has enabled us to move forward with projects we wouldn't have been able to otherwise.

Evergreen Rural Water is built up of an amazing conglomerate of dedicated individuals who care deeply about helping organizations like ours succeed. In my opinion this is a very rare thing. Loren Steveson, Scott Dixon, and Ernie Klimek are just a few examples of the exemplary employees that Evergreen Rural Water boasts. These three individuals have *literally* jumped into the trenches with us to help us find affordable solutions to the issues we are facing. They have gone above and beyond the call of duty so much so that we consider them to be a part of the Hartstene Pointe Water-Sewer District family.

When I think of Evergreen Rural Water, I think of an organization that strives for excellence and cares about community. This is so refreshing in a day and age where so many organizations are cut-throat and pursuing their own interests over the interest of others.

So thank you Evergreen Rural Water from all of the staff and crew here at Hartstene Pointe Water-Sewer District. Words fail to express just how valuable you truly are.

Sincerely,

David Carnahan
General Manager
Hartstene Pointe Water-Sewer District

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
September 27, 2018
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

MINUTES

PRESENT: President R. Scarola, Commissioner D. McNabb, General Manager (GM) D. Carnahan, Accounting and Administrative Services Manager (AAS) M. Carnahan, District Clerk J. Sartori. Commissioner A. Hospidor was granted an excused absence.

CALL TO ORDER: The meeting was called to order at 1:05 pm.

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE:

- Letter from American Water Works Association re: Legislative Advisory on Water Resources and Infrastructure Legislation.

PRESENT AGENDA: The agenda for the September 27, 2018 regular meeting was presented. GM requested an addition. Item number 17: "Training Class for District Clerk." *Commissioner Scarola moved to accept the agenda as amended. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the agenda was adopted.*

MINUTES: The minutes of the September 6, 2018 regular meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. Commissioner Scarola seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as presented.*

The minutes of the September 12, 2018 special meeting for the board retreat were presented. President Scarola noted an addition to include, "President Scarola reminded the commission that the regular commission meeting scheduled for September 18th was canceled and a special meeting was scheduled for September 27th." *Commissioner McNabb moved to amend the minutes and approve as amended. Commissioner Scarola seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as amended.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb presented an example draft of what an asset replacement schedule could look like. He expressed his wish to discuss Level of Service (LoS) in the future.
- Commissioner Scarola thanked GM and staff for getting the district to the point at which it is presently. He views favorably the current direction in which the district is headed, noting that the district is finding solutions and not simply identifying problems.

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

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2018-18, in the amount of \$36,097.09, was presented. *Commissioner McNabb moved to approve the voucher. Commissioner Scarola seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
- August Financial Report: The financial report for August 2018 was presented and discussed.

Manager's Report: The General Manager presented his report on current district operations and upcoming projects.

BUSINESS:

Review of September 12, 2018 Board Retreat: Commissioner Scarola considered it beneficial for commissioners to meet for comprehensive overview of the district. He noted that the commission also learned of the pros of asset management and proactive maintenance as conveyed by Evergreen Rural Water presenter, Ernie Klimek.

Award Contract for Well #4 Equipping Project: GM presented bid tabulation and recommended awarding contract to the lowest bidder, AMNW Construction. *Commissioner McNabb moved to award Well #4 Equipping Project to AMNW at a total cost of \$87,142.47. Commissioner Scarola seconded. Hearing 2 aye votes and 0 nay votes, the contract was thus awarded.*

Award Contract for Well Generator Installation Project: GM presented quotes, but noted that the proposals were not identical. GM in due diligence sought quotes from multiple contractors, but most did not provide quotes to seek this contract. GM informed commission that he was willing to solicit more quotes. *President Scarola moved to award Well Generator Installation Project to Sare, at a total cost of \$20,506.50. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the contract was thus awarded.*

Resolution 2018-11: Resolution draft was presented to update the employee handbook, clarifying the Paid Holiday Policy. *Commissioner McNabb moved to approve Resolution 2018-11 Updating the Employee Paid Holiday Policy. Commissioner Scarola seconded. Hearing 2 aye votes and 0 nay votes, the resolution passed.*

Resolution 2018-12: Resolution draft was presented to establish an Employee Recognition Program. GM has begun holding regular safety meetings with staff and wished to establish this program to encourage a safety-conscious staff. *Commissioner McNabb moved to approve Resolution 2018-12 Establishing an Employee Recognition Program. Commissioner Scarola seconded. Hearing 2 aye votes and 0 nay votes, the resolution passed.*

Approval of USA Bluebook Order: GM presented memorandum requesting approval for purchase of safety equipment at a total cost of \$3,711.12. *President Scarola moved to approve the purchase of safety equipment. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.*

Training Class for District Clerk: Upon considering scheduled training date in relation to other items on district calendar, commission concluded that District Clerk will not attend training at this time and may attend class in the future.

Commissioner McNabb moved to adjourn the meeting. Commissioner Scarola seconded. Hearing 2 aye votes and 0 nay votes, the meeting was adjourned at 2:47 pm.

Respectfully Submitted By:

Signature

Name and Title

Approved at the Regular Meeting of the Board on: _____