

**HARTSTONE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
District Office  
772 E Chesapeake Drive, Shelton, WA 98584  
June 6, 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 May 16, 2019 Regular Meeting (2-3)

**REPORTS:**

7. Commissioner Reports
8. Financial/Administrative Report:
  - Bills to Be Authorized: Voucher 2019-12
9. General Manager's Report (4-5)

**BUSINESS:**

10. Discuss/Approve making Joe fulltime through the end of September to help complete projects and assist in accomplishing field work
11. Discuss and approve Resolution 2019-01 (6-7)
12. Approve cancelling the July 4<sup>th</sup> Meeting
13. Approve changing meeting minutes from March 21<sup>st</sup> meeting (8)
14. Discuss/Approve Well 4 fence

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
May 16, 2019  
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

**MINUTES**

**PRESENT:** President R. Scarola, Secretary A. Hospadoor, Commissioner D. McNabb, General Manager (GM) D. Carnahan, District Clerk (Clerk) J. Sartori.

**CALL TO ORDER:** The meeting was called to order at 1:02 pm.

**SUBSCRIBER REMARKS:** No subscribers present.

**CORRESPONDENCE:** No correspondence.

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

**MINUTES:** The minutes of the May 2, 2019 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:** No commissioner reports.

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2019-11, in the amount of \$47,950.71, was presented. *Commissioner Hospador moved to approve voucher 2019-11 in the amount of \$47,950.71. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Billing Report: Clerk presented the billing report for the May/June 2019 bill cycle.
- Monthly Financial Report: Clerk presented the internal Financial Report for April 2019.

**General Manager's Report**

- David Carnahan presented his general manager's report on present state of the district.

**BUSINESS:**

**Discuss MoU and Implications:**

*Commissioner Scarola called for an executive session to discuss with legal counsel representing the district matters relating to district enforcement actions, under RCW 42.30.110 section 1(i) at 1:30 pm for 30 minutes. The meeting is expected to resume at 2:00 pm.*

*Meeting resumed at 2:00pm.*

Commissioner Hospador moved to authorize district attorney to prepare a draft resolution for review of the board of commissioners at a later date. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.

*Review and Approve Annual Reports to WA State Auditor's Office: Commissioner Hospador moved to approve annual report to the State Auditor's Office as presented. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the annual report was approved for submittal.*

*Commissioner Hospador moved to adjourn the meeting. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:30 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**  
**June 6, 2019**

**Human Resources**

With our current project load, I could use some additional summer help to ensure projects are completed within the proposed timelines. Joe has expressed interest in helping to fill this need and working the additional hours, which is exciting to me due to the fact that he is already familiar with our system. I'd like him to work more closely with me as well as with Mont and Jeff on projects and operations in addition to performing his regular duties throughout the summer. I look forward to feedback from commissioners in regard to this.

**Asset Management and Sustainability**

I am continuing to work with Ernie from Evergreen Rural Water on both Asset Management and sustainability. He's been a huge help in assisting me to formulate a plan to utilize the data that I have gathered so far for budgeting purposes.

**Water Distribution**

Currently consumption is between 50,000 and 60,000 gallons per day. We suspect that roughly half of that is due to watering and possible minor leaks. The meter read is set to take place the third week of the month, so we'll have a better idea of what's happening with our water loss at that point.

**Well 2**

I have nothing new to report at this time as we do not yet have well 4 approved by DOH.

**Well 3**

I have nothing new to report at this time as we do not yet have well 4 approved by DOH.

**Well 4**

I spoke with Regina's assistant who informed me that she has been in and out of the office for the past few months and that she is currently behind. I said that I would check back in a few weeks to see where things are at.

### Emergency Preparedness

With our current project schedule, we are set to install generators at two of our lift stations throughout June/July/August. My initial estimates were a bit on the low side. However, I do believe that we should still be able to install both generators this summer with only minor tweaks to the budget.

### Waste Water Management

Right now we're averaging between 30,000 and 40,000 gal/day coming into the plant.

Jeff's plan is to drain basin 2 over the next few weeks so that we can clean and inspect it and make necessary repairs to the decant float. We may be able to drain basin 1 as well a little later in the summer; it just depends on how much we have remaining in the budget to haul sludge.

### Customer Service

We are currently averaging eight to nine property sales per month, which means lots of positive interactions with new rate payers. It's always exciting to meet new members of the community!

### General District Business

I attended a managers' meeting hosted by the Washington Association of Sewer and Water Districts on Wednesday, June 5<sup>th</sup> at 9:30AM to engage in a discussion about two main topics:

- Issues for the 2020 Legislative session
- Asset Management and Future of Infrastructure Funding

Both of these topics are extremely relevant to the HPWSD, especially as we continue to navigate new regulations and develop a robust Asset Management plan.

*Submitted by David Carnahan, General Manager*

HARTSTENE POINTE WATER-SEWER DISTRICT  
MASON COUNTY, WASHINGTON

RESOLUTION 2019-01

A RESOLUTION OF THE  
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS  
ESTABLISHING AND APPOINTING AN INTERNAL AUDITING OFFICER

WHEREAS, Hartstene Pointe Water-Sewer District is a special purpose district, governed by Title 57 of the Revised Code of Washington; and

WHEREAS, the Hartstene Pointe Water-Sewer District Board of Commissioners believes that all bills and debts incurred as a result of conducting its daily business should be paid in a timely fashion; and

WHEREAS, regular meetings are scheduled the first and third Thursdays of every month, periodic delay of bill vouchering could occur; and

WHEREAS, periodically the necessity may arise to issue a voucher before a regularly scheduled meeting of the Board of commissioners to avoid late payment remittance; and

WHEREAS, delay of payment could result in additional costs to the District or interrupt continued daily business of the District, it is recognized that the establishment of an *Internal Auditing Officer* would serve to expedite bill payment;

**THEREFORE, The Board of Commissioners of the Hartstene Pointe Water-Sewer District hereby resolves:**

1. To appoint the District Clerk, Joe Sartori, as the District's *Internal Auditing Officer*.
2. As the *Internal Auditing Officer*, the District Clerk is authorized to approve and submit vouchers to Mason County Financial Services for payment of recurring bills from the following Vendors:
  - a. Century Link
  - b. Health Care Authority
  - c. Verizon Wireless
3. Vouchers for vendor bills as defined above will be submitted separately from other vouchers to ensure consistency and clearer, transparent presentation.
4. After submitting such vouchers, the District Clerk will present all vouchers for review to the Board of Commissioners at the following meeting of the Board of Commissioners.



**ADOPTED** by the District Board of Commissioners at its scheduled meeting on this 6th day of June, 2019.

Hartstene Pointe Water-Sewer District  
Mason County, Washington

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Joe Sartori, District Clerk  
and Internal Auditing Officer

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Robert Scarola, President

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David McNabb, Commissioner

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Andrew Hospador, Commissioner

HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
March 21, 2019  
District Office, 772 E Chesapeake Drive, Shelton, WA 98584

MINUTES CORRECTION

Due to a clerical error, the meeting was listed as adjourned in the approved minutes before agenda item #14. Employee Performance Review (*Executive Session Expected*).

The minutes clearly state that the regular session reconvened after the executive session at 4:10 pm, at which point the meeting was subsequently adjourned. Moreover, as the meeting resumed at 2:25 pm from a recess at 2:15 pm earlier in the meeting and several items of business were discussed and transacted after 2:25 pm, it is clearly apparent that the meeting could not later have adjourned at 2:25 pm.

To avoid confusion and provide clarity as to the account of the business of the meeting, the board of commissioners will strike the following text from the record:

*“Commissioner Hospador moved to adjourn the meeting. Commissioner McNabb Seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:25 pm.”*

Respectfully Submitted By:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name and Title*

Approved at the Regular Meeting of the Board on: \_\_\_\_\_