

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
District Office
772 E Chesapeake Drive, Shelton, WA 98584
February 21, 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 February 7, 2019 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized: Voucher 2019-05
 - 2018 Quarter 4 Financial Report
 - January 2019 Monthly Financial Report

BUSINESS:

- No Business Expected to Transact

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
February 7, 2019
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 1:00 pm.

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE:

- Commissioner Scarola presented “Notice of Workshop, AWWA Working with Asbestos Pipe.”
- District Clerk noted that three (3) shut-off notices were posted on 2/4/19 and all subsequently paid past-due balances, averting shut-offs.

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 as presented.*

MINUTES: The minutes of the January 17, 2019 regular meeting were presented. Commissioner Scarola noted an error to correct: Commissioner Hospador was listed in shorthand in one instance. *Commissioner McNabb moved to approve the minutes as corrected. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as corrected.*

The minutes of the January 24, 2019 special meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb presented a notice for Upcoming Public Records Act workshops through MRSC.
 - *Commissioner McNabb motioned to authorize expenses for District Clerk to attend public records act workshop, if desired. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the expenses are authorized.*
- Commissioner Scarola noted email correspondence from a subscriber who measured for various particulates in water throughout the pointe.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2019-04, in the amount of \$32,509.48, was presented. *Commissioner Hospador moved to approve voucher 2019-04 in the amount of \$32,509.48. 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:

Discuss/Approve ten (10) additional hours per week for District Clerk to perform security audit throughout February: *Commissioner McNabb moved to approve additional hours for District Clerk throughout February. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the additional hours are approved.*

Uninvestment of \$30,000.00 from 010 Operating Fund to cover operating expenses through Fiscal Year 2019: *Commissioner Scarola motioned to amend funds policy to lower investment of operating funds to 10% of 2019 operations budget, to be raised back to 20% in 2020; \$30,000 will be liquidated to cover operating costs for FY 2019, with \$50,000 still invested, which is over 10% of 2019 operations budget. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motioned passed.*

Discuss utility invoice redesign: The GM and District Clerk discussed possible changes to billing invoices in order to provide more clarity to subscribers.

Approve District Clerk's water and wastewater application/testing fees: *Commissioner McNabb moved to approve application and testing fees for District Clerk to attain water and wastewater certifications. Commissioner Hospador seconded. Hearing 3 aye and 0 nay votes, the fees were approved.*

Discuss sustainability surveys: The GM discussed sustainability surveys that the commissioners assessed.

Commissioner McNabb moved to adjourn the meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:40 pm.

Respectfully Submitted By:

Signature

Name and Title

Approved at the Regular Meeting of the Board on: _____