

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
February 11, 2016
District Office 772 Chesapeake Dr., Shelton, WA 98584**

MINUTES

PRESENT: President R. Ray, Secretary M.A. Cary, Commissioner D. McNabb, Accounting and Administrative Services Manager (AAS) M. Carnahan, General Manager (GM) M. Jeffreys.

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

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE:

- FROM: Evergreen Rural Water of Washington RE: Annual Membership Meeting
- FROM: Mason County Auditor's Office RE: 2015 General Election Validation
- FROM: Dana Chynoweth RE: Signed Payment Arrangement Form
- FROM: Dept. of Ecology RE: Compliance notice. Wastewater treatment plan reached 85% of design criteria for influent flow maximum in November 2015.

PRESENT AGENDA: The agenda for the February 11, 2016 regular meeting was presented. AAS requested the addition of Voucher CP 37 under Bills to Be Authorized. *Commissioner Cary moved to approve the agenda with the addition of Voucher CP 37. Commissioner McNabb seconded. Hearing no objections, the agenda was adopted as amended.*

MINUTES: The minutes for the January 28, 2016 regular meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. Commissioner Cary seconded. Hearing no objections, the minutes were approved.*

REPORTS:

Commissioner Reports: no reports.

Financial/Administrative Report:

- 750 Promontory Sewer Repair Reimbursement: Robison Plumbing provided a written breakout of the invoice for the repair work at 750 Promontory Rd. *Commissioner Cary moved to approve the reimbursement to Jim Atwood and Dan Metzen, in the amount of \$4,312.71, for the sewer repair at 750 Promontory Rd. Commissioner McNabb seconded. The motion passed with 3 aye votes and 0 nay votes.*
- Bills to Be Authorized:
 - Early Voucher 2016-04, in the amount of \$17,535.44, was presented. *Commissioner Cary moved to approve the voucher. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*

- Voucher 2016-05, in the amount of \$6,923.06, was presented. *Commissioner Cary moved to approve the voucher. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*
- Voucher CP 37, in the amount of \$2,049.85, was presented. *Commissioner Cary moved to approve the voucher. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*
- Online Bill Presentment Proposals: AAS is soliciting proposals for online bill presentment and a login online payment system.
- USDA Annual Report: Presented. *Commissioner Cary moved to approve the USDA Annual Report for 2014. Commissioner McNabb seconded. Hearing no objections, the report was approved.*
- 446 Pointes Drive East, under-billed account: The property has been billed as a Prepaid Lot since the District took over billing. It was discovered that there is a home on the property and county records show it passed final inspection in May of 2009. GM has drafted a letter to the owners informing them that they are responsible for the under-billed amount for the past 72 months.

Manager's Report: Working on replacing the SBR #2 blower pump with the backup pump and will send the old pump out to be refurbished. Draining SBR #2 because hose has failed and needs to be replaced.

BUSINESS:

WASWD Commissioner Workshop Digest: Board discussed the sessions and the takeaways from the workshop.

Commissioner Laptops: It was decided that laptops for the commissioners are not necessary at this time. Management will look into online storage of the District's electronic records.

Meeting was adjourned at 4:05 pm.

Respectfully Submitted By:

Mary Alice Cary
Signature

Mary Alice Cary
Printed Name and Title

Approved at the Regular Meeting of the Board on: 2-25-2016