

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
June 22, 2017
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

MINUTES

PRESENT: President M.A. Cary, Secretary A. Hospador, 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: WA State Public Works Board RE: Potential suspension of work on Water Treatment Plant Improvements project if there is a WA state government shutdown.

PRESENT AGENDA: The agenda for the June 22, 2017 regular meeting was presented. *Commissioner McNabb moved to adopt the agenda as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted.*

MINUTES: The minutes for the June 8, 2017 regular meeting were presented and discussed. *Commissioner Hospador moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing 3 ayes and 0 nays, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb presented an article from AWWA's publication, Opflow, "Adapting to Climate Change."
- Commissioner Hospador remotely attended the WASWD Emergency Preparedness meeting online.

Emergency Preparedness Report: The CERT team has eight radios. They performed a radio test on June 13th. The radios were positioned throughout the Pointe with limited success, indicating further tests with extended antennas are necessary. Commissioner Hospador is working on designing the tests.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2017-17, in the amount of \$8,722.31, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

- Voucher CP 48, in the amount of \$9,394.88, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Monthly Financial Report: AAS discussed Auditor's Office guidance that the Board performs a monthly review and approval of the District's financial report. The AAS presented options for what reports could be included in this monthly review. Based on the Board's feedback, the AAS will prepare a report for May 2017 for review at the next meeting. The Board will also consider a resolution to adopt a policy for Board financial review.
- Records Rehab and Recovery Training in Tumwater: The WA State Archives is offering a free training on how to implement records management on August 1 in Tumwater. *Commissioner Hospador moved to approve AAS attendance and costs. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Manager's Report: A written report was presented (attached).

BUSINESS:

Dept. of Ecology Electronic Signature Agreement Form, Authorizing Jeff Palmer to Submit DMRs: Marty Grabill, the District's Wastewater Treatment Plant Operator, and owner of MDG Wastewater and Water Services, has taken a full-time position in Tacoma. His backup, Jeff Palmer, a WWTPO II, has taken over daily operation of the District's wastewater treatment plant. The Dept. of Ecology requires board approval for Mr. Palmer to be authorized to electronically submit the District's Discharge Monitoring Reports. *Commissioner McNabb moved to approve and sign the Electronic Signature Agreement Form. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

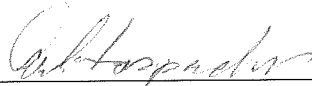
Water Shortage Plan: The GM presented a draft updated water shortage response plan. *Commissioner McNabb moved to table discussion of the water shortage response plan until the next regular meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

HPMA Security House, District Office: The Board directed the GM to meet with the HPMA general manager to discuss potential options for renting or buying the security house.

Newsletter Draft Review: The first draft of the July/August newsletter was presented and reviewed.

Meeting adjourned at 3:30 pm.

Respectfully Submitted By:



 Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: 7/13/17