

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
June 21, 2018
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, Accounting and Administrative Services Manager (AAS) M. Carnahan.

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

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE:

- FROM: Health Care Authority RE: District's application for Public Employees' Benefits Board insurance plan approved.
- FROM: Department of Retirement Systems RE: District's application for Deferred Compensation Program plan approved.
- FROM: Voluntary Employees' Beneficiary Association RE: Health Reimbursement Account plans enrollment process
- FROM: Department of Revenue RE: District's State Business License. The District's original license with the state was filed as a corporation instead of a municipality. The District needed to file a new application and will be issued a new business license and UBI number.

PRESENT AGENDA: The agenda for the June 21, 2018 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 as presented.*

MINUTES: The minutes of the June 7, 2018 Regular Meeting were presented. *Commissioner McNabb moved to adopt 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:
 - Attended the American Water Works Association's ACE Conference. He will make a report at a later meeting.
 - He and the new GM have scheduled their first asset management planning session for July 11th.
- Commissioner Hospador: Noted the intent recorded in the June 7th minutes to send Tacoma Drilling & Pump a letter of thanks for prioritizing the District's Well #2 Rehab project. The GM reported he sent an email of thanks to Tacoma Pump, and they were very appreciative of the recognition.

- Commissioner Scarola: Welcomed the new General Manager, David Carnahan, who has been invited to make a presentation at the HPMA annual meeting on Saturday, June 23rd. Commissioner Scarola will introduce him.

Emergency Preparedness Report: HPMA Emergency Preparedness committee will be procuring a 500 gallon propane tank for fuel storage, as well as a pump for transferring propane into smaller tanks.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2018-12, in the amount of \$22,249.29, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- May Financial Report: Presented and reviewed. *Commissioner Hospador moved to approve the May Financial Report. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the May Financial Report was approved.*

Manager's Report: The GM presented his report on District operations and project updates.

BUSINESS:

Authorization to Reimburse Owner of 740 E Promontory for Expenses to Locate Sewer Line: The District does not have a policy in place regarding the District's responsibility to assist property owners in locating sewer lines for new connections. During the first week of June, Mont Jeffreys, the GM at the time, attempted to assist the contractor building the home at 740 E Promontory Rd. in locating the sewer line. The line was not precisely where the as-built plans indicated, and it took the contractor several days of digging to finally locate the line, incurring additional cost to the property owner. *Commissioner McNabb moved to authorize reimbursement, up to \$2,500, to the owner of 740 E Promontory Rd. for the cost to locate the sewer line. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.* The Board directed the GM to draft a policy regarding the responsibility to locate and/or move water boxes and sewer lines.

Meeting recessed at 2:05 pm. Meeting reconvened at 2:15 pm.

Update Petty Cash Account Signers: The District's policy is to have the current GM and Commissioners as signers on the District's Petty Cash Account held at Columbia Bank's Shelton Branch. The former GM and former commissioners need to be removed and the new GM and Commissioners added. *Commissioner McNabb moved to remove Mary Alice Cary, Nancy Nelson, Roger Ray, and Mont Jeffreys as signers on the District's Petty Cash Account, Columbia Bank Account #XXXXXXXX1030, and to add Robert Scarola, David McNabb, Andrew Hospador, and David Carnahan as current signers on the account. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed*

Resolution 2018-05 Authorizing the Establishment of the HRA VEBA Plans: Presented and discussed. *Commissioner Hospador moved to adopt Resolution 2018-05 Authorizing the Establishment of the HRA VEBA Plans. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the resolution was adopted.*

Resolution 2018-06 Adopting the District Employee Handbook: Presented and reviewed. Amendments to the Employee Handbook were discussed and made. *Commissioner Scarola moved to adopt Resolution 2018-06 Adopting the District Employee Handbook, as amended. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the resolution was adopted.*

Review 2018 Budget Impact of Proposed Staffing Transition: The estimated costs for staffing, under the transition plan, was presented and discussed. The GM proposed transferring funds from the Risk Management Fund to cover the additional staffing costs. *Commissioner Scarola moved to authorize a transfer of up to \$30,000 from the Risk Management Fund for additional, unbudgeted staffing costs. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Authorize Employee Monthly Medical Benefit Amount: The GM proposed the Board establish a Monthly Medical Benefit of \$900 per employee for 2018. *Commissioner Scarola moved to authorize a Monthly Medical Benefit of \$900 per employee. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

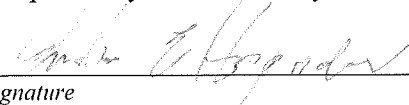
Approve Water Distribution Manager and Wastewater Treatment Plant Operator Positions, Wage Ranges: The GM proposed establishing and posting two open positions: a part-time Water Distribution Manager with a salary range of \$25 - \$35 per hour; a full-time Wastewater Treatment Plant Operator with a salary range of \$25 - \$35 per hour. *Commissioner Scarola moved to approve the Water Distribution Manager position and Wastewater Treatment Plant Operator position, each with a salary range of \$25 - \$35 per hour. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Wastewater Treatment Plant Operations Contract – Notice of Termination: Discussed. *Commissioner Scarola moved to terminate the District’s contract with MDG Wastewater and Water Treatment Services for wastewater operations, effective July 31, 2018. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Review Payroll System Proposal Options: The AAS presented and discussed two options for processing the District’s monthly payroll: processing payroll in-house using the Quickbooks payroll module or outsourcing payroll processing to a local CPA firm. *Commissioner Scarola moved to have a CPA firm process the District’s payroll rather than processing payroll in-house. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

The meeting was adjourned at 3:50 pm.

Respectfully Submitted By:



Signature



Name and Title

Approved at the Regular Meeting of the Board on: July 5, 2018