

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
August 2, 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, Wastewater Treatment Plant Operator (WWTPO) J. Palmer.

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

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE:

- FROM: Financial Services, Mason County RE: Revised Accounts Payable Calendar
- FROM: Subscriber RE: Thanks for GM's personal service
- FROM: Hartstene Pointe Maintenance Association RE: Total burn ban

PRESENT AGENDA: The agenda for the August 2, 2018 regular meeting was presented. Commissioner Scarola requested the addition of the introduction of the new WWTPO following the approval of the meeting minutes. GM requested the addition, under Business, of Well 4 Bid Solicitation to General Contractors. Commissioner *McNabb moved to adopt the agenda as amended. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES: The minutes of the July 19, 2018 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 motion passed.*

INTRODUCE NEW WWTPO: The GM officially introduced the District's newest hire, the Wastewater Treatment Plant Operator, Jeff Palmer. Mr. Palmer previously served the District in the day-to-day operations of the plant as a contractor with MDG Wastewater and Water Services, and he also worked at the plant as an employee of Mason County prior to the District's formation. He has been impressed with how far the plant has come since Mason County managed it, and he is excited to come on board as an employee of the District. Mr. Palmer is also certified in drinking water and will be able to provide additional backup to the Water Distribution Manager.

REPORTS:

Commissioner Reports:

- Commissioner McNabb: reported he and the GM are continuing to work on the asset management plan and are putting together a presentation to the Board which may also be considered to be included in the presentation at the District's Annual Meeting.
- Commissioner Hospador: presented an article titled "Greensboro faces costly sewer, water repairs."

- Commissioner Scarola:
 - Reported that he is utilizing the GM's Google Calendar for the District, which is very useful. He encouraged the other commissioners to also use it.
 - Discussed the additional work the AAS is doing to assist the District through the transition from contractor-based operations and management to hiring employees, including Human Resources management, benefits administration, payroll setup, etc. He requested the AAS provide an estimate of the additional time that is being spent performing the additional tasks for additional compensation consideration.
 - Reported that RCW 57 states only districts with 5,000 or more customers can offer health and/or life insurance to its commissioners.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2018-15, in the amount of \$19,282.30, was presented. *Commissioner Hospador moved to approve Voucher 2018-15. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

Manager's Report: The GM reported on the ongoing projects and operations of the District.

Meeting recessed at 2:10 pm. Meeting reconvened at 2:15 pm.

BUSINESS:

Resolution 2018-10 Increasing the General Manager's Spending Authorization Limit: Presented. *Commissioner Hospador moved to adopt Resolution 2018-10 Increasing the District General Manager's Spending Authorization Limit. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Well 1/Well 4 Generator Selection: The GM presented his recommendation for a stationary generator for the Well 1 site, the Generac Protector 30,000-Watt, at an estimated cost of \$9,700. Commissioner Scarola discussed additional research he has conducted on the generator options, and concurred with the GM on his recommendation. *Commissioner Hospador moved to approve the selection of the Generac Protector 30,000-Watt (Lp) generator for the Well 1 site. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.* The GM will seek quotes for the unit and quotes for installation.


Authorize WWTPO Evergreen Rural Water of WA (ERWOW) Fall Conference Registration: The District's WWTPO has requested authorization to attend the final day of the ERWOW Fall Conference, at a registration cost of \$85. The GM and the Water Distribution Manager will attend only the first two days, so the District will have continual coverage. *Commissioner Hospador moved to authorize the WWTPO attendance of the final day of the Evergreen Rural Water of WA Fall Conference and the \$85 registration fee. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Schedule Board Retreat: The GM proposed scheduling a Board Retreat in September. Potential dates and discussion items were proposed and discussed. *Commissioner Scarola moved to schedule a Board retreat for September 12. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Approve Well 4 Bid Solicitation to General Contractors: The GM discussed the difficulty the District has encountered attempting to solicit bids for each individual part of the Well 4 project. He proposed soliciting bids from general contractors for the project as a whole. *Commissioner McNabb moved to authorize solicitation of contractors for bids for the Well 4 project. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Commissioner McNabb moved to adjourn. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting was adjourned at 3:00 pm.

Respectfully Submitted By:



Signature

Andrew Hospador, Secretary

Name and Title

Approved at the Regular Meeting of the Board on: 8/16/18