

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
August 16, 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: No correspondence.

PRESENT AGENDA: The agenda for the August 16, 2018 regular meeting was presented. *Commissioner McNabb moved to accept the agenda as submitted. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted.*

MINUTES: The minutes of the August 2, 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 minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb presented a report on the progress he and the GM have made on the District's asset management plan and the work to be performed going forward.
- Commissioner Scarola reported he hopes to attend the Water Quality Program Applicant Training Workshop.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2018-16, in the amount of \$3,442.62, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
 - Payroll Voucher PR 2018-01, in the amount of \$8,818.18, was presented. *Commissioner Scarola moved to approve the voucher. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the payroll voucher was approved.*
- July Financial Report: Presented and reviewed. *Commissioner Hospador made a motion to approve the July Financial Report. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the report was approved.*

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

TMG Quote, WWTP Chlorination System Repair: A quote from TMG Services for repair of the wastewater treatment chlorination system was presented in the amount of \$3,078.94. *Commissioner Hospador moved to accept the quote from TMG Services for \$3,078.94. Commissioner McNabb seconded. Hearing 3 ayes and 0 nays, the motion passed.*

Evolution Controls Quote, SCADA Systems Preventative Maintenance: A quote from Evolution Controls for preventative maintenance on the SCADA system was presented. The scope of work includes battery backups for the Lift Stations, in addition to the preventative maintenance work proposed, which would include cleaning and inspection of the hardware and software and alarm testing, inspection, and correction. The total proposal amount is \$9,909.70, including tax. *The GM was directed to have Evolution Controls prepare two separate proposals, one for the preventative maintenance work and one for the one-time battery backup costs. The discussion was tabled, pending the separated quotes.*

WWTP Chlorine and pH Analyzer Quotes: The GM reported he has received initial quotes from two vendors for three different systems, however he is awaiting a final quote from one vendor. The discussion was tabled until the next meeting.

Staff Education/Travel Requests: The GM and AAS presented an overview of the staff training and certification testing requests, at an estimated total cost of \$2,581.86.

- Mont Jeffreys, Water Distribution Manager, requesting to attend the Cross-Connection Control Seminar and to take the Domestic Waste Water II Certification Test.
- Jeff Palmer, Wastewater Treatment Plant Operator, requesting to take the Water Distribution Manager II, Water Treatment Plant Operator I Certification, and Cross-Connection Control Specialist I Certification Tests.
- David Carnahan, General Manager, requesting to take the Domestic Waste Water I Certification Test, Water Distribution Manager II Certification Test, and to attend the Washington Association of Sewer and Water Districts (WASWD) Fall Conference.

Commissioner McNabb moved to approve the staff training and certification testing requests and expenses. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the training and expenses were approved.

AAS Out-of-Scope Work: There was discussion regarding the out-of-scope work the AAS has been performing and the proposal for additional compensation. *Commissioner Scarola moved to approve additional compensation to the AAS in the amount of \$800 per month for out-of-scope work, beginning in September 2018. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

2019 Budget Schedule: The proposed 2019 Budget Schedule was presented and discussed:

- Thursday, October 4, 2018 Regular Meeting: Discuss five year Capital Improvement Plan
- Thursday, October 18, 2018 Regular Meeting: GM and AAS present Preliminary 2019 Budget
- Thursday, October 25, 2018 Special Meeting, 10:00 am: Budget Work Session
- Thursday, November 1, 2018 Regular Meeting: Make final adjustments to Proposed 2019 Budget;


- Thursday, November 8, 2018 Special Meeting, 1:00 pm: Work Session to review presentation for Annual Meeting/2019 Budget Hearing
- Saturday, November 10, 2018 Special Meeting, 10:00 am at HPMA Clubhouse: Annual Meeting/2019 Budget Hearing
- Thursday, November 15 Regular Meeting, 1:00 pm: Review and respond to Annual Meeting Budget Hearing and Adopt Final 2019 Budget
- November 30: County's due date for submission of Final 2019 Budget

Commissioner McNabb moved to adopt the proposed 2019 Budget Schedule. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.

September/October Newsletter Topics: Potential newsletter topics were discussed.

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

Respectfully Submitted By:



 Signature

Andrew Hospador, Secretary

 Name and Title

Approved at the Regular Meeting of the Board on: 9/6/18