

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
July 5, 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: Department of Ecology RE: April Discharge Monitoring Report violations

PRESENT AGENDA: The agenda for the July 5, 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 21, 2018 Regular Meeting were presented. President Scarola noted a minor correction, which was made. *Commissioner McNabb moved to approve the minutes as amended. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb: presented printouts of the AWWA-PNWS July e-newsletter and the MRSC Water Utilities information webpage.
- Commissioner Scarola: Reported he received an email from Reg Hearn, the General Manager of Grays Harbor County Water District, asking how the District's transition to an employee-based organizational structure was going. Commissioner Scarola noted it may be worthwhile to connect Mr. Hearn with the District's new GM.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2018-13, in the amount of \$29,153.33, 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/June Billing Report: Presented and reviewed.

Manager's Report: The GM reported on District operations and projects. There was discussion regarding the property owned by the District versus where the District has easements. *Commissioner McNabb moved to authorize the GM to have the District's property surveyed. Commissioner Scarola seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

BUSINESS:

General Manager Evergreen Rural Water's (ERWOW) Fall Conference Attendance Approval: The GM requested authorization to attend the ERWOW Fall Conference, August 28th and 29th at Great Wolf Lodge in Grand Mound, Washington, with lodging at the conference location for one night. *Commissioner Hospador moved to approve travel, lodging for one night, and registration costs for the GM to attend the ERWOW Fall Conference. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Proposed Payroll Process: Presented and reviewed. *Commissioner McNabb moved to approve the proposed payroll process. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*


Resolution 2018-07 Establishing the Imprest Amount for the Electronic Funds Transfer Account: Presented and discussed. *Commissioner Hospador moved to adopt Resolution 2018-07 Establishing the Imprest Amount for the Electronic Funds Transfer Account. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the resolution was adopted.*

Electronic Funds Transfer Account Policies and Procedures Revision: Presented and discussed. *Commissioner Hospador moved to adopt the Electronic Funds Transfer Account Policies and Procedures as revised. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Approve RH2 Final Invoice for Water Treatment Plant Improvements Project: Presented and discussed. The invoice includes out of scope work for addressing post-bid adoption of building codes and DOH concerns with arsenic elevated levels. *Commissioner Hospador moved to approve payment of the final invoice for the Water Treatment Improvements Services During Construction. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

The meeting was adjourned at 2:35 pm.

Respectfully Submitted By:



Signature



Name and Title

Approved at the Regular Meeting of the Board on: 7/19/18