

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
July 19, 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: Financial Assistance Workshops

PRESENT AGENDA: The agenda for the July 19, 2018 regular meeting was presented. President Scarola requested the following items be added under Business: Authorize Water Distribution Manager attendance at Evergreen Rural Water of Washington Fall Conference; Authorize replacement of SCADA battery backup; Discussion on increasing GM's spending authorization limit. *Commissioner Hospador moved to adopt the agenda as amended. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the amended agenda was adopted.*

MINUTES: The minutes of the July 5, 2018 Regular Meeting were presented. It was noted the draft minutes record the meeting was recessed at 2:35 pm. The minutes should record the meeting was adjourned at 2:35 pm. *Commissioner McNabb moved to approve the minutes as amended. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay vote, the minutes were approved as amended.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb: reported he and the GM have begun meeting weekly to work on the District's asset inventory, the first step of the asset management plan.
- Commissioner Scarola: reported the fire, which occurred on Harstine Island near the Pointe on Monday, July 16th, required pumper trucks to refill at the Pointe, utilizing the District's water supply. The District's water was also utilized the following day to fill pumper trucks fighting another fire near Timberlakes. This reliance on the District's water supply to fight nearby fires underlines the District's need for a more reliable emergency power supply in order to be able to continue to provide water in the event a fire takes out the electrical supply to the Pointe. *Commissioner Scarola moved to authorize the GM to seek quotes on the purchase and installation of a generator at Well 1. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2018-14, in the amount of \$36,422.73, was presented. *Commissioner Hospador moved to authorize payment of Voucher 2018-14. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher CP 56, in the amount of \$5,999.40, was presented. *Commissioner Hospador moved to approve Voucher CP 56. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- June Financial Report: Presented, reviewed, and discussed. *Commissioner Hospador moved to approve the June Financial Report. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the June Financial Report was approved.*
- 2nd Quarter Financial Report: Presented, reviewed, and discussed. *Commissioner Hospador moved to approve the 2nd Quarter 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. The GM has begun looking at other attorneys in the area for the District to consider for legal services. There was discussion on what the Board's involvement should be in this search. *Commissioner Hospador moved to authorize the GM to gather a list of attorneys and present their qualifications and rate schedules for the Board's selection for interview. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Meeting recessed at 2:25 pm. Meeting reconvened at 2:35 pm.

BUSINESS:

Resolution 2018-08 Updating the District Employee Paid Time Off Cash Out Policy: Presented and discussed. *Commissioner McNabb moved to adopt Resolution 2018-08 Updating the District Employee Paid Time Off Cash Out Policy. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the resolution was adopted.*

Resolution 2018-09 Adopting a Policy Regarding Abusive or Aggressive Customer Behavior: Presented and discussed. *Commissioner Scarola moved to adopt Resolution 2018-09 Adopting a Policy Regarding Abusive or Aggressive Customer Behavior. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the resolution was adopted.*

Health Care Authority PEBB Employer Group Interlocal Agreement: Presented and discussed. *Commissioner Hospador moved to approve the Health Care Authority PEBB Employer Group Interlocal Agreement. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the agreement was approved and signed.*

Wittenberg CPA Payroll Processing Agreement: Presented and discussed. *Commissioner Hospador moved to approve the agreement with Wittenberg CPA for payroll processing. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the agreement was approved and signed.*

District Clerk Position and Salary Range: GM proposed establishing a part-time District Clerk position, with a pay range of \$20 to \$30 per hour. This new hire would train with the current contracted

AAS before the AAS' departure in the fall. *Commissioner Hospador moved to authorize the part time District Clerk position at \$20 to \$30 per hour. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*


Authorize Water Distribution Manager Attendance of Evergreen Rural Water of Washington (ERWOW) Fall Conference: GM requested the Water Distribution Manager (WDM) be authorized to join him at the ERWOW Fall Conference. It may be possible for the GM and the WDM share lodging. *Commissioner Hospador moved to authorize registration, travel and lodging costs for the GM to attend the ERWOW conference. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Authorize Replacement of SCADA Battery Backup: The battery backup in the District's main SCADA system control has repeatedly failed, causing the District to lose important data which is required for reporting. Evolution Controls recommends upgrading to a new battery backup unit which has a replaceable battery. *Commissioner McNabb moved to authorize an amount not to exceed \$2,000 to replace the SCADA battery backup with a new unit. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Discussion on Increasing GM's Spending Authorization Limit: There was discussion regarding raising the GM's spending authorization limit from \$1,500. *Commissioner Hospador moved to direct the GM to draft a resolution to amend the purchasing manual to raise the GM's spending authorization limit to \$3,000 for consideration at the next meeting. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

The meeting was adjourned at 3:15 pm.

Respectfully Submitted By:



Signature

Andrew Hospador, Secretary

Name and Title

Approved at the Regular Meeting of the Board on: 8/2/18