

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
October 18, 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, District Clerk J. Sartori.

CALL TO ORDER: The meeting was called to order at 1:05 pm.

SUBSCRIBER REMARKS: One subscriber present.

CORRESPONDENCE: No Correspondence

PRESENT AGENDA: The agenda for the October 4, 2018 regular meeting was presented. District Clerk requested to add "Voucher CP 57" to Financial/Administrative Report. GM requested to remove item #15, "WWTP Analyzer Installation Invoice Approval." GM requested to add item #15, "Approve RH2's New Proposal." *Commissioner McNabb moved to accept the agenda as amended. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted.*

MINUTES: The minutes of the October 4, 2018 regular meeting were presented. *Commissioner McNabb moved to approve 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 presented AWWA memorandum, "Update on S. 3021."
- Commissioner Hospador noted a discussion about limiting pharmaceuticals in water and wastewater treatment.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2018-20, in the amount of \$20,791.38, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher CP 57, in the amount of \$41,793.80, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
 - Monthly Financial Report for September 2018 was presented. *Commissioner Hospador moved to approve the report. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

- Quarterly Financial Report for Quarter 3, 2018 was presented. *Commissioner Hospador moved to approve the report. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

General Manager's Report: David Carnahan presented his General Manager's Report of present status of the district.

BUSINESS:

Move Location of October 19, 2018 Picnic: As weather forecast looked favorable for October 19, General Manager and Commissioners agreed to move location of district picnic to HPM North Beach picnic area.

Discuss Commissioners' Function and Transaction of District Business: Commissioner Scarola's goal was to refresh his and other commissioners understanding of how the board transacts business in meetings. Commissioners discussed Robert's Rules of Order and how to effectively transact business.

Discuss Level of Service (LoS) Plan: Commissioner McNabb discussed ideas for future Asset Management Plan and presented an example of rating the progress of LoS performance.

President Scarola called for a recess at 2:35 pm. Meeting reconvened at 2:50 pm.

Well #4 Fitting Contract Approval: *Commissioner Hospador moved to approve the Well 4 Fitting Contract with AMNW Construction. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the contract was approved and signed.*

Well #4 Generator Installation Contract Approval: *Commissioner Hospador moved to approve the Well 4 Generator Installation Contract with Sare Electric, Inc. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the contract was approved and signed.*

Approval of RH2's New Proposal: Item was tabled until next meeting.

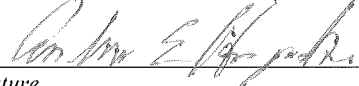
Jeffrey's Management Service Contract Modification: *Commissioner Hospador moved to terminate contract with Jeffrey's Management Service, effective October 31st, 2018. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the contract is to be terminated.*

Commissioner Hospador moved to accept proposed agreement with Miceal Carnahan for consulting on an hourly basis in areas of accounting and administrative services, effective November 1st, 2018. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay voted, the agreement was approved.

Preliminary Budget Presentation: AAS distributed 2019 Preliminary Budget packets to commissioners and one subscriber.

Commissioner Hospador moved to adjourn the meeting. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:30 pm.

Respectfully Submitted By:


Signature

Andrew Hospador, Secretary
Name and Title
Board of Commissioners

Approved at the Regular Meeting of the Board on: 11/1/18