

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
May 14, 2015
District Office 772 Chesapeake Dr., Shelton, WA 98584**

MINUTES

PRESENT: President R. Ray, Secretary M.A. Cary, Commissioner N. Nelson, Accounting and Administrative Services Manager (AAS) M. Carnahan. General Manager (GM) M. Jeffreys was called away on emergency business.

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

SUBSCRIBER REMARKS: David McNabb present.

CORRESPONDENCE:

- FROM: Mason County Treasurer's Office RE: NSF Check Returned. AAS will inform the customer of the situation.

PRESENT AGENDA: The agenda for the May 14, 2015 regular meeting was presented. **Commissioner Cary moved to adopt the agenda as presented. Commissioner Nelson seconded. Hearing no objections, the agenda was adopted.**

MINUTES:

- The minutes for the April 23, 2015 Regular Meeting were presented. Commissioner Nelson noted that Dave McNabb's name was misspelled and requested that the correction be made. Commissioner Cary requested the following addition under 2014 Consumer Confidence Report: "Will be posted on the website, referenced in the newsletter, and the bill and newsletter will provide a direct URL to the 2014 CCR online, *according to EPA requirements.*" **Commissioner Nelson moved to amend the agenda as requested. Commissioner Cary seconded. Hearing no objections, the minutes were amended. Commissioner Cary moved to approve the minutes as amended. Commissioner Nelson seconded. Hearing no objections, the minutes were approved as amended.**
- The minutes for the May 7, 2015 Special Meeting were presented. **Commissioner Cary moved to approve the minutes as presented. Commissioner Nelson seconded. Hearing no objections, the minutes were approved.**

REPORTS:

Commissioner Reports:

- Commissioner Nelson:
 - Reported on water rate increases by the East Valley Water District in California.
 - An Oregon wastewater treatment operator has asked home brewers to make beer from treated sewer water. There will be a contest for the best tasting wastewater beer.
- Commissioner Cary:
 - Jackson Hole, Wyoming won the contest for the best tasting drinking water in the nation.
 - Desires to utilize the RCAC's Emergency Response Planning Template for Public Drinking Water Systems to come up with a plan for the District before the end of the year.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Early Voucher 2015-10, in the amount of \$40,371.33 was presented. **Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.**
 - Voucher 2015-11, in the amount of \$1,730.60, was presented. **Commissioner Cary moved to approve the voucher. Commissioner Nelson seconded. Hearing no objections, the voucher was approved.**
- Billing Transition Update: The AAS provided an update on how the different aspects of the billing and customer service transition is going.

Manager's Report: Due to an emergency, the general manager was absent and unable to present his report.

BUSINESS:

Jeffreys Management Services Accounting and Administrative Services Contract Amendment: The contract amendment was presented with a new Appendix D and revised Appendix C. **Commissioner Nelson moved to approve Appendix D as presented. Commissioner Cary seconded. Hearing no objections, Appendix D to the JMS Accounting and Administrative Services Contract Amendment was approved. Commissioner Nelson moved to adopt the revised Appendix C. Commissioner Cary seconded.** The commissioners commenced discussion on the revised Appendix C. **Commissioner Cary moved to amend the revised Appendix C to change the hourly rate from \$25 per hour to \$30 per hour effective May 1, 2015. Commissioner Nelson seconded. The voice vote count: 3 ayes, 0 nays. The amendment to the motion passed. Commissioner Cary moved to approve the revised Appendix C as amended. Commissioner Nelson seconded. The voice vote count: 3 ayes, 0 nays. The revised Appendix C was approved as amended. Commissioner Nelson moved to approve Contract Amendment No. 1, an amendment to the contract agreement between Hartstene Pointe Water-Sewer District and Jeffreys Management Services LLC for Administrative and Accounting Management Services, including the new Appendix D and the amended revised Appendix C. Commissioner Cary seconded. Hearing no objections, the Contract Amendment No. 1 was approved as amended.**

West Sound Utility District Interlocal Agreement Termination: Resolution 2015-04, a Resolution of the Hartstene Pointe Water-Sewer District Commissioners Terminating Interlocal Agreement with West Sound Utility District. **Commissioner Cary moved to adopt Resolution 2015-04. Commissioner Nelson seconded. Hearing no objections, the resolution was adopted.**

Meeting was recessed at 3:30 pm. Meeting reconvened at 3:45 pm.

EFT Account:

- Minimum Balance Discussion and Authorization: An amendment to Resolution 2015-03 was presented. This amendment authorizes an original balance of \$500 for the Electronic Funds Transfer Account. **Commissioner Nelson moved to adopt the amendment to Resolution 2015-03. Commissioner Cary seconded. Hearing no objections, the amendment was adopted.**
- Paytrace transactions: The AAS proposed changing the deposit account for its credit card transactions through Paytrace/Nationwide Payments. Currently the payment credits and

transaction fee debits are made directly through the County's main account. The County Treasurer would prefer that the debits be made via the District's own account. **Commissioner Nelson moved to change the deposit account for payments processed by Nationwide Payments Solutions to the District's Electronic Funds Transfer Account. Commissioner Cary seconded. Hearing no objections, the motion passed.**

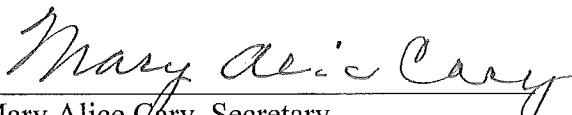
Phone System Update: The AAS has researched the District's voicemail/extensions options and it appears that a Voice Over IP phone plan would meet the District's needs in an affordable way. Calls not answered in the office could be routed to the AAS or GM, depending on the nature of the call. This would give the District further reason to supply the GM and AAS with District cell phones.

Commissioner Nelson moved direct the AAS and GM to investigate the purchase of District cellular phones and plans. Commissioner Cary seconded. Hearing no objections, the motion passed.

Six-Year Capital Improvement Plan Review: Discussion was tabled until a later date.

Meeting was adjourned at 4:40 pm.

Respectfully Submitted By:


Mary Alice Cary, Secretary

Approved at the Regular Meeting of the Board on: May 28, 2015