

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
CONDUCTED VIA TELECONFERENCE  
Per State of Emergency Declared in Washington State and Mason County  
December 17, 2020 1:00 P.M.**

**AGENDA**

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the December 3, 2020 Regular Meeting (2-3)

**REPORTS:**

7. Commissioner Reports
8. Water Board Bible Review: Chapter 10
9. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Voucher 2020-50
  - Bills to Be Reviewed:
    - Voucher 2020-49
10. General Manager's Report (4)

**BUSINESS:**

11. Discuss Commissioner seats up for election in 2021
12. Discuss Current Professional Memberships
13. Discuss/Approve Public Notice of Intent to File Application (5)

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
December 3, 2020  
Conducted Via Teleconference  
Per State of Emergency Declared in Washington State and Mason County**

**MINUTES**

**PRESENT:** President E. J. Anderson, Secretary S. Swart, Audit Commissioner A. Hospador, General Manager (GM) D. Carnahan, Project & Accounts Manager (PM) J. Sartori.

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

**SUBSCRIBER REMARKS:** Commissioners discussed letter from subscriber regarding the 2021 budget. Commissioner Swart will draft a letter on behalf of the commissioners in response.

**CORRESPONDENCE:**

- PM noted correspondence with Employment Security Department
- GM noted USDA correspondence, regarding potential funding

**PRESENT AGENDA:** *Commissioner Swart moved to adopt the agenda as presented. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted.*

**MINUTES:** The minutes of the November 19, 2020 regular meeting were presented. *Commissioner Swart moved to approve the minutes as presented. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner Swart presented an article that explored the need for the water industry to be resilient and noted that smart meters aid in detecting vulnerabilities in water systems.
- Commissioner Swart presented an article regarding Covid-19's effect on water usage routines, noting that more people follow different routines, have more free time, and are working from home, thus consuming more water from their home Districts as opposed to commercial Districts.

**Water Board Bible Review:** Commissioners reviewed and discussed chapter 11 from the *Water Board Bible*.

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2020-48, in the amount of \$27,758.54, was presented in full. *Commissioner Hospador moved to approve voucher 2020-48 in the amount of \$27,758.54. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:

- PM presented voucher 2020-49 for review
- Monthly Financial Report: PM presented the monthly financial report for October 2020
- Monthly Billing Report: PM presented the monthly billing report for December 2020

**BUSINESS:**

**Review/Amend GM Performance Evaluation Documents:** Commissioners discussed the performance evaluation documents. *Commissioner Hospador moved to amend the protocols for evaluating the General Manager’s performance. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

*Commissioner Hospador moved to adjourn the meeting. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:25 pm.*

Respectfully Submitted By:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name and Title*

Approved at the Regular Meeting of the Board on: \_\_\_\_\_

**HARTSTENE POINTE WATER-SEWER DISTRICT**  
**General Manager's Report**  
**December 17, 2020**

**Water Treatment and Distribution:**

For the most part things are running smoothly. However, we did have to replace the actuator motor on the filter to system valve at well 2 due to a malfunctioning control unit. Thankfully we had two brand new motors on hand and we were able to make the swap in-house without the need for outside contractors.

**Wastewater Collection and Treatment:** Flows have been consistently staying at around 80,000 GPD, which is pretty normal for this time of year. So far the plant is running normally, which is a welcome relief especially with Jeff on vacation this week.

**Office and Administrative:** Joe was able to break away for a short vacation last week and though I enjoyed covering his responsibilities for the time he was away, I'm glad he's back! Welcome back, Joe!!

**Capital Improvements 2020-2021:**

**Outfall Repair:** EnviroTech began repairs to the outfall on Wednesday the 16<sup>th</sup>. If all goes to plan, the outfall will be repaired this week and we can notify all concerned parties.

**Sewer Plan Update:** I am working with both Century West and USDA to procure funding for this update. The application for funding with USDA has been submitted and is in the review process. Once funding is secure we will move forward with the plan update in 2021.

**Cyber Security Audit:** Our cyber security audit entrance meeting was Tuesday the 15<sup>th</sup> at 1PM. We received some useful insight and scheduled the first bi-weekly audit meeting for the first week of January. We're hoping to identify vulnerabilities and harden our digital infrastructure against cyber-attacks. This audit will aid us in that endeavor. The Audit team will inform the District of best practices that will be practical for a District our size, but provide powerful security.

**Out of the Office:** Our office will be closing early on Christmas Eve, closed on Christmas Day and New Year's Day.

I will be taking the week between Christmas and New Year's off to wrap up some home improvement projects and spend the Holidays with my family. Thankfully, it should be a light week for the staff. I will be available for emergencies, but will not be replying to phone calls and emails until I return.

*Submitted by David Carnahan, General Manager*

## **Public Notice**

### **Notice of Intent to File Application**

There will be a public hearing on December 17, 2020 at 1:00 PM to discuss the Hartstene Pointe Water-Sewer District's intent to file an application for federal financial assistance with the U.S. Department of Agriculture, Rural Development, Rural Utilities Services. The hearing will be held via call in conference phone by dialing (425) 436-6260 or (800) 719-6100. Enter Access Code: 535 9093

Access for the hearing impaired and others can be accommodated using Washington Relay which can be reached at 1-800-833-6384 and at the below website:

<https://www.dshs.wa.gov/altsa/odhh/telecommunication-relay-services>

The Project includes investigation of improvements to the wastewater collection network serving the District. Any comments regarding this application should be submitted to the District, Attn: David Carnahan via email at [gm@hpwatersewer.com](mailto:gm@hpwatersewer.com), or in writing to 772 E Chesapeake Dr., Shelton, WA 98584. You may contact General Manager David Carnahan at 360-427-2413.

Published on the District's website at [www.hpwatersewer.com/60012.html](http://www.hpwatersewer.com/60012.html)