

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
January 17, 2019  
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, District Clerk J. Sartori.

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

**SUBSCRIBER REMARKS:** No subscribers present at call to order. One subscriber arrived 1:45 pm, during GM's report.

**CORRESPONDENCE:**

- District clerk noted that 14 late notices were sent on 1/16/19.
- Commissioner Scarola presented letter from Ernie Klemick at ERWOW praising how district is functioning.

**PRESENT AGENDA:** Commissioner Scarola requested to add to agenda, "13. Discuss correspondence from Wittenberg CPA." GM requested to add to agenda, "14. Discuss response from RH2 regarding disputed invoice." *Commissioner Hospador moved to accept the agenda as amended. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:** The minutes of the January 3, 2019 regular meeting were presented. Commissioner Scarola noted a typo: "old" should be "hold." *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 Scarola noted that he thought the newsletter was well put together and noted that commissioner McNabb's article was well done.

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2019-02, in the amount of \$22,040.79, was presented. *Commissioner Hospador moved to approve voucher 2019-02 in the amount of \$22,040.79. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Monthly Financial Report: Clerk presented internal monthly financial report for December 2018.
- Quarterly Financial Report: Clerk noted internal quarterly financial report for Q4 2018 was not yet complete and will be presented at next regular meeting.
- Billing Report: Clerk presented billing report for January/February 2019 bill cycle.

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

*Meeting recessed at 1:55 pm. Meeting resumed at 2:00 pm.*

**BUSINESS:**

**Approve Memorandum of Understanding:** Commissioners discussed edits to memorandum to add clarity. *Commissioner McNabb moved to approve memorandum as amended. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the memorandum was approved as amended.*

**Approve Travel and Expenses for WASWD Commissioners Workshop:** *Commissioner Scarola motioned to approve travel and expenses for Commissioner McNabb, GM and Clerk to attend 2019 WSWD Commissioners Workshop. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motioned passed.*

**Discuss Project Timeline:** The GM shared project timeline, purposed to keep commissioners and staff on the same page in regards to current and upcoming projects. Commissioner Hospador suggested that the GM append a list of other projects desired to add in future at the end of the timeline.

**Discuss Correspondence from Wittenberg CPA, PS:** District Clerk noted Miceal Carnahan, accounting consultant, is working on cost/benefit analysis and package for processing payroll in-house moving forward, due to frequent errors by CPA.

**Discuss correspondence from RH2 Engineering, Inc. regarding disputed invoice:** The GM shared a letter from RH2 in response to disputed invoice. Based on explanation regarding the invoice in question, *Commissioner Scarola moved to pay invoice #71885, however expressing the timing of invoice receipt in comparison to timing of when work was performed is not good practice on the part of RH2 Engineering, Inc. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, invoice #71885 in the amount of \$2,509.71 is approved for payment.*

*Commissioner McNabb moved to adjourn the meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:55 pm.*

Respectfully Submitted By:

  
Signature

  
Name and Title

Approved at the Regular Meeting of the Board on: 2-7-19