

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
December 19, 2019  
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

**MINUTES**

**PRESENT:** Acting President D. McNabb, Commissioner S. Swart, General Manager (GM) D. Carnahan, District Clerk (Clerk) J. Sartori. Commissioner Hospador on scheduled absence.

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

**SUBSCRIBER REMARKS:** No subscribers present.

**CORRESPONDENCE:** Clerk presented correspondence from WA State Department of Labor & Industries and Employment Security Department; the correspondence is informing the district of new payroll-related rates for 2020. Clerk also noted that the State Auditor's Office released the district's biennium accountability audit report.

**PRESENT AGENDA:** GM noted a correction to item #12; the workshop is through WASWD, not ERWoW. *Commissioner Swart moved to adopt agenda as amended. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:** The minutes of the December 5, 2019 regular meeting were presented. *Commissioner Swart moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as presented.*

The minutes of the December 10, 2019 special meeting were presented. *Commissioner Swart moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as presented.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner McNabb welcomed Commissioner Swart to her first meeting as a commissioner. Commissioners discussed general purpose of commissioner reports.

**Water Board Bible:** Commissioners reviewed chapter from *Water Board Bible*.

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2019-38, in the amount of \$32,993.93, was presented. *Commissioner Swart moved to approve voucher 2019-38 in the amount of \$32,993.93. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed: Clerk presented voucher 2019-37 for review.
- Monthly Financial Report: Clerk presented the Monthly Financial Report for November 2019.

**BUSINESS:**

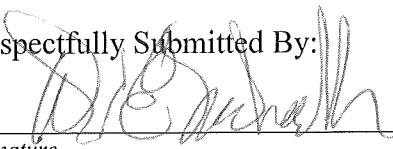
Approve Expenses for Commissioner Swart and GM to Attend WASWD 2020 Commissioners Workshop: *Commissioner McNabb moved to approve expenses. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the expenses are approved.*

Renew Contract with Accounting & Administrative Services Consultant for 2020: *Commissioner Swart moved to renew contract for 2020. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the contract is renewed.*

Approve District Funds Policies (as amended at November 21, 2019 meeting): The commissioners tabled this for a future meeting.

Set Deadline for Receiving Letters of Interest for Commissioner #2: *Commissioner Swart moved to set February 4, 2020 as the deadline for receiving letters of interest for Commissioner #2 seat. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the deadline is set.*

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

Respectfully Submitted By:  
  
\_\_\_\_\_  
Signature

Commissioner *DAVID McNABB*  
\_\_\_\_\_  
Name and Title  
*Chair Person*

Approved at the Regular Meeting of the Board on: 1-2-2020