

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
March 21, 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 (Clerk) J. Sartori.

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

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE:

- Clerk noted 13 late notice letters were sent last week
- Commissioner Scarola presented notice for Webinar: Developing the Water Work Force
- GM noted a conversation with a customer about our accountability to regulatory demands with Department of Health, Department of Ecology and Environmental Protection Agency

PRESENT AGENDA:

- Clerk requested addition to agenda: #15 Approval of Additional Consulting Hours for Miceal Carnahan
- GM requested addition to agenda: #16 Approval of Travel Expenses for David and Jeff to Attend Ecology Training “Nutrient Removal Workshop” in Port Orchard

Commissioner McNabb moved to adopt agenda as amended. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.

MINUTES: The minutes of the March 7, 2019 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 Scarola noted Clerk attended Cross Connection Control class through Evergreen Rural Water of Washington
- Commissioner Hospador presented an article re: “Allyn plans rate increase”
- Commissioners expressed appreciation to Clerk for his work upgrading the security infrastructure for facilities and saving thousands of dollars in the process, without compromising grade of security.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2019-07, in the amount of \$21,914.18, was presented. *Commissioner Hospador moved to approve voucher 2019-07 in the amount of \$21,914.18. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- District Clerk presented internal Monthly Financial Report for February 2019.

General Manager's Report

- David Carnahan presented his general manager's report on present state of the district.

Commissioner Scarola called for a recess at 2:15 pm. Meeting reconvened at 2:25 pm.

BUSINESS:

Memorandum of Understanding (MoU) Follow Up: Commissioner Scarola reviewed his presentation to the board of HPMa about MoU. HPMa board will review and send back any requested changes.

Project Timeline Update: GM presented his quarterly update of the 2019 Project Timeline.

Heavy Equipment Purchase Review: Commissioner McNabb noted he is seeking more information and research before equipment approved in the 2019 budget is purchased. GM suggested that the board discuss/review the Capital Improvement Plan in a future meeting.

Review of Open Public Meetings Act: Commissioners will review Open Public Meetings Act and supporting literature and discuss at next meeting.

Employee Performance Review: Item moved to end of meeting, following additions to agenda.

Approval of Additional Consulting Hours for Miceal Carnahan: Clerk requested additional hours for Miceal to assist in annual financial reporting to the State Auditor's Office and to assist in administrative duties while clerk is absent in April. *Commissioner Hospador moved to approve 16 additional consulting hours in April for Miceal to assist in annual financial report filing and covering administrative duties while Clerk is on scheduled absence. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the additional hours are approved.*

Approval of Travel Expenses for David and Jeff to Attend Ecology Training "Nutrient Removal Workshop" in Port Orchard: *Commissioner McNabb moved to approve travel expenses for David Carnahan and Jeff Palmer to attend Ecology Training. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the expenses are approved.*

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

Employee Performance Review:

Commissioner Scarola called for an executive session at 3:30 pm for the purpose of evaluating the performance of an employee, per RCW 42.30.110 section 1(g). Meeting is expected to reconvene in 20 minutes, at 3:55 pm. No business will be transacted.

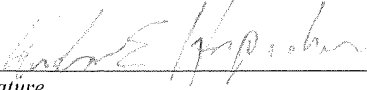
Regular session reconvened at 3:55 pm.

Commissioner Scarola extended executive session at 3:55. Meeting is expected to reconvene in 15 minutes, at 4:10 pm.

Regular session reconvened at 4:10 pm.

Commissioner McNabb moved to adjourn meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 4:10 pm.

Respectfully Submitted By:



Signature

Andrew Hospador, Secretary
Name and Title

Approved at the Regular Meeting of the Board on: 4-4-19