

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
August 1, 2019
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

MINUTES

PRESENT: President D. McNabb, Secretary Hospador, Commissioner C. Swenson, 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: Two subscribers present. Subscribers to wait until business for comment.

CORRESPONDENCE:

- Clerk noted that door hanger information leaflets were in the process of being posted to provide information on regional drought
- GM noted correspondence with a subscriber

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

MINUTES: The minutes of the July 18, 2019 regular meeting were presented. *Commissioner Swenson 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 Swenson noted his research regarding possible procedures for performance review of GM and employees
- Commissioner McNabb presented suggestions for proper methods of communication between commissioners and general manager, including guidelines for proposing agenda items for meetings and long-term strategic planning

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2019-20, in the amount of \$6,363.93, was presented. *Commissioner Hospador moved to approve voucher 2019-20 in the amount of \$6,363.93. Commissioner Swenson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills Submitted for Review:
 - Voucher 2019-19, in the amount of \$219.46, was presented for review

General Manager's Report

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

Commissioner McNabb called for a ten-minute recess at 1:45 pm. Meeting resumed at 1:55pm.

Commissioner Swenson motioned to move item #14 to the beginning of business to accommodate subscribers present at the meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, item #14 is moved to the beginning of business.

BUSINESS:

Approve Memorandum to HPMA Board Denoting District's Official Stance on the Dumpsters: GM discussed HPMA garbage receptacles proximity to Wells #2 & #3 and goal of drafted memorandum. Subscribers offered comments regarding draft memorandum. *Commissioner Swenson moved to approve memorandum as amended. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the memorandum was approved as amended.*

Approve Registration and Travel Expenses for Commissioner Hospador, Joe Sartori, Mont Jeffreys and Jeff Palmer to Attend ERWoW Fall Conference: *Commissioner Swenson moved to approve registration and travel expenses. Commissioner Hospador seconded. Hearing 3 aye and 0 nay votes, the expenses are approved.*

Approve Registration and Travel Expenses for GM to Attend Infrastructure Assistance Coordinating Council 2019 Conference: *Commissioner Swenson moved to approve registration and travel expenses. Commissioner Hospador seconded. Hearing 3 aye and 0 nay votes, the expenses are approved.*

Approve Registration and Travel Expenses for Commissioner McNabb to Attend WASWD Fall Conference: Commissioner McNabb requested not to attend this.

Approve Travel Expenses for GM to Attend WASWD Small District's Committee Meeting in Lynnwood: *Commissioner Swenson moved to approve registration and travel expenses. Commissioner Hospador seconded. Hearing 3 aye and 0 nay votes, the expenses are approved.*

Review Billing Cost Comparison for Monthly vs. Bi-Monthly Billing for 2019: District Clerk presented billing cost estimates.

Schedule Annual Board Retreat: *Commissioner Swenson moved to set the annual board retreat meeting on 9/21/19 at a time and location to be determined. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the retreat is scheduled.*

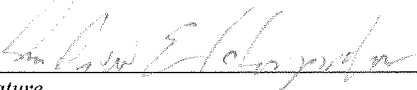
Discussion of Agenda Planning Modifications: *Commissioner Swenson moved to read one chapter of the "Water Board Bible" prior to each meeting. Commissioner Hospador second. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Re-Election of Officers: *Commissioner McNabb resigned his position as president of the board. Commissioner Hospador moved to appoint Commissioner Swenson as president of the board of commissioners. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, Commissioner Swenson is appointed president of the board of commissioners. Secretary and Audit Commissioner assignments remain the same.*

Employee Review of General Manager Executive Session Expected RCW 42.30.110 Section 1(g):
Commissioner Swenson moved to schedule a special meeting on 8/5/19 at 1:00 at district office for the purpose of discussing procedures for evaluating the General Manager. Commissioner Hospador second. Hearing 3 aye votes and 0 nay votes, the special meeting is scheduled.

Commissioner Swenson moved to adjourn the meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:15 pm.

Respectfully Submitted By:



Signature

Andrew Hospador, Secretary

Name and Title

Approved at the Regular Meeting of the Board on: 8-15-19