

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
November 21, 2019
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

MINUTES

PRESENT: President C. Swenson, 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: One subscriber present.

CORRESPONDENCE: None received; clerk noted that 17 late notices were mailed to subscribers.

PRESENT AGENDA: Clerk requested to add two Bills to Be Reviewed, Vouchers #2019-33 and #2019-35. Clerk requested to add to Business "18: Approve Renewal of BIAS Contract for 2020." *Commissioner Hospador moved to adopt 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 November 7, 2019 regular meeting were presented. *Commissioner Hospador moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports: None.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2019-34, in the amount of \$44,328.46, was presented. *Commissioner Hospador moved to approve voucher 2019-34 in the amount of \$44,328.46. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Clerk presented Voucher 2019-33 in the amount of \$4,095.92 for review.
 - Clerk presented Voucher 2019-35 in the amount of \$222.05 for review.

General Manager's Report: David Carnahan presented his general manager's report on present state of the district.

BUSINESS:

Fiscal Policy Update: The Fiscal Policy Update was discussed. Commissioners asked Clerk to make language amendments and present for approval at a future meeting.

Billing Policy Approval for 2020: *Commissioner Hospador moved to approve the Billing Policy, adding an effective date as of January 1st, 2020. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the policy is adopted as amended.*

Approve Updates to Employee Handbook: *Commissioner Hospador moved to approve updates to the Employee Handbook. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the updates are approved.*

Discuss Taking Over Fire Hydrants: Commissioners requested that GM look into possible shifts in liability.

Discuss Candidate Selection Process: Commissioners discussed the selection process for appointing upcoming commissioner vacancies. *Commissioner Hospador moved to schedule a special meeting on December 17, 2019 at 1:00 pm at the District Office for the purpose of accepting the resignation of Commissioner #3 and appointing a commissioner to fill that seat. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the special meeting is scheduled.*

Commissioner Hospador moved to cancel the special meeting scheduled on December 10, 2019 at 1:00 pm. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the special meeting is canceled.

Commissioner Hospador moved to schedule a special meeting on December 10, 2019 at 10:00 am at the District Office for the purpose of interviewing candidates for the board of commissioners. Commissioner McNabb seconded. Hearing 3 aye votes 0 nay votes, the special meeting is scheduled.

Review Letter of Intent to Lease Patrol House: GM presented letter of intent for commissioners to review.

Review General Manager's Annual Performance Review Document: Commissioner Swenson provided a draft for the commissioners to review. Final draft to be completed and presented at a future meeting.

Approve Renewal of BIAS Contract for 2020: Commissioner McNabb moved to approve contract renewal. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the contract renewal was approved.

Commissioner Hospador moved to adjourn the meeting. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:00 pm.

Respectfully Submitted By:



Signature

Andrew Hospador, Secretary

Name and Title

Approved at the Regular Meeting of the Board on: 12-5-19