

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
October 4, 2018  
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

**MINUTES**

**PRESENT:** President R. Scarola, Commissioner D. McNabb, General Manager (GM) D. Carnahan, Accounting and Administrative Services Manager (AAS) M. Carnahan, District Clerk J. Sartori. Commissioner A. Hospador was granted an excused absence.

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

**SUBSCRIBER REMARKS:** No subscribers present.

**CORRESPONDENCE:**

- TO: Evergreen Rural Water; FROM: D. Carnahan GM; RE: Thank You Letter

**PRESENT AGENDA:** The agenda for the October 4, 2018 regular meeting was presented. GM requested addition to agenda. Item number 12 to add, "Approval for Jeffery Palmer to Attend Training." *Commissioner McNabb moved to accept the agenda as amended. Commissioner Scarola seconded. Hearing 2 aye votes and 0 nay votes, the agenda was adopted.*

**MINUTES:** The minutes of the September 27, 2018 special meeting were presented. Commissioner Scarola noted corrections to be made, noting iterations of "commission" should be referred to as "commissioners." *Commissioner Scarola moved to approve the minutes as corrected. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as corrected.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner McNabb notified the board that he plans to attend the WASWD Special Membership Meeting on October 22<sup>nd</sup>. *Commissioner Scarola moved to approve travel expenses for Commissioner McNabb to attend aforementioned meeting. McNabb seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.*
- Commissioner McNabb presented an article from the Shelton-Mason County Journal "State Auditor's office dings county sewers," noting that HPWSD was not listed as having any findings from the auditor's office.

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2018-19, in the amount of \$18,523.64, was presented. *Commissioner McNabb moved to approve the voucher. Commissioner Scarola seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*

**Meeting with Prospective Attorney for District:** Joe Rehberger was present to meet with the commissioners. Commissioners and Joe Rehberger discussed a possible working relationship. After

discussion, *Commissioner Scarola made a motion to appoint Rehberger as attorney for the district, based on negotiated rate of \$285/hour as needed, based on the discussed scope of work, effective October 4, 2018. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.*

*Meeting paused at 1:45 pm. Meeting reconvened at 2:00 pm.*

**Preliminary Discussion for Capital Improvement Plan (CIP) Budget:** GM Discussed with commissioners the preliminary CIP budget for 2019 and progress of capital projects to date. *Commissioner Scarola moved to approve the presented CIP proposal for upcoming 2019 budget planning. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.*

**Personnel Performance Review:** *President Scarola called for executive session for the purpose of a Personnel Performance Review of David Carnahan (GM), per RCW 42.30.110 section 1(g) at 3:15 pm, with anticipated end time of 3:35 pm, at which point regular meeting will reconvene, or executive session extended, if necessary.*

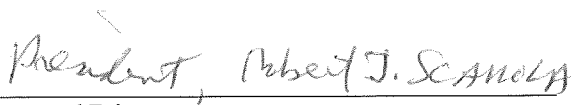
*President Scarola extended executive session, updating anticipated end time to 3:45 pm. Meeting reconvened at 3:45 pm. No action was taken.*

**Approval for Jeffery Palmer to Attend Training:** GM discussed Jeffery Palmer's training to obtain Wastewater Level 3 and 4 certifications. *Commissioner Scarola moved to reimburse these training costs to Jeffery Palmer. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.*

*Commissioner Scarola moved to adjourn the meeting. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 3:50 pm.*

Respectfully Submitted By:

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Name and Title

Approved at the Regular Meeting of the Board on: \_\_\_\_\_