

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
December 6, 2018  
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 J. Sartori.

**CALL TO ORDER:** The meeting was called to order at 1:10 pm.

**SUBSCRIBER REMARKS:** No subscribers present.

**CORRESPONDENCE:** District Clerk noted Shut-Off notices were posted to four (4) properties.

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

**MINUTES:** The minutes of the November 15, 2018 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:**

- Commissioner McNabb presented a New York Times article, "A Perfect Target for Cybercriminals."

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2018-23, in the amount of \$21,776.58, was presented. *Commissioner Hospador moved to approve voucher 2018-23 in the amount of \$21,776.58. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

**General Manager's Report:** David Carnahan presented his General Manager's Report of present status of the district.

**BUSINESS:**

**Approve Resolution 2018-15 Adopting a Policy Regarding Work in the HPMA Common Area and/or within the Easements and Boundaries of HPWSD Property:** *Commissioner Hospador moved to table this resolution and authorize the district's attorney to review Resolution 2018-15 for amending. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

**Approve Time and Travel Expenses for Public Records Management Training for District Clerk:** *Commissioner McNabb moved to approve time and travel expenses for District Clerk to attend public*

*records management training through the WA Secretary of State Archives office. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

*Approval to Host Advanced Electric Class by Evergreen Rural Water: Commissioner Hospador moved to approve \$160/district person and \$200 maximum for refreshments for attendees to host class by ERWOW. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

*Approve Payment for Invoice to Correct Equipment: Commissioner Hospador moved to approve invoices #38197 and #38259, totaling \$10,036.26 for WWTP Effluent Analyzer. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the invoices were approved for payment.*

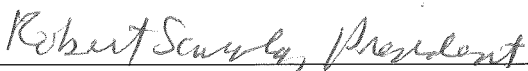
*Approval for Recurring Google Business Service: Commissioner Scarola moved to approve recurring expense of \$10/user/mo. for computer backup services and business application suite. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the monthly expense was approved.*

*Approve Renewal of BIAS Services Contract: Commissioner Scarola moved to authorize GM to renew BIAS Services Contract for billing software and support for 2019. 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 3:15 pm.*

Respectfully Submitted By:

  
Signature

  
Name and Title

Approved at the Regular Meeting of the Board on:

12-20-18