

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

MINUTES

PRESENT: Commissioner D. McNabb, Commissioner R. Scarola, Commissioner A. Hospador, Accounting and Administrative Services Manager (AAS) M. Carnahan.

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

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE:

- FROM: Carol Ehlinger, Program Manager, Team Port Orchard, Washington State Auditor RE: District's 2017 Accountability Audit, the District's progress, and the District's website

PRESENT AGENDA: The agenda for the January 4, 2018 regular meeting was presented. *Commissioner Scarola moved to adopt the 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 December 28, 2017 regular meeting were presented. *Commissioner Hospador moved to approve the minutes as presented. Commissioner Scarola seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Scarola noted, given the county's accounts payable calendar and the District's new meeting schedule, the meetings will not align with the county's schedule in August and December.
- Commissioner Hospador presented an article regarding water conservation and boil order notices for Illinois American Water customers.

Emergency Preparedness Report: Nothing to report.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2018-01, in the amount of \$37,123.32, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner Scarola seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- November/December 2017 Billing Report: Presented and reviewed. AAS also reported on the first year of the online payment system implementation.

Manager's Report: A written report was presented (attached).

BUSINESS:


Elect 2018 Officers: *Commissioner Hospador moved to elect Commissioner McNabb as Board President. There was no second, therefore the motion died. Commissioner Scarola moved to nominate Commissioner Hospador as Board President. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, Commissioner Hospador was elected Board President.*

Commissioner Hospador moved to nominate Commissioner Scarola as Board Secretary. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, Commissioner Scarola was elected Board Secretary.

President Hospador appointed Commissioner McNabb as Audit Commissioner.

The meeting was adjourned at 1:45 pm.

Respectfully Submitted By:



Signature

Robert Scarola, Secretary

Name and Title

Approved at the Regular Meeting of the Board on: 1/18/18