

HARTSTENE POINTE WATER-SEWER DISTRICT  
SPECIAL MEETING of the BOARD OF COMMISSIONERS

December 16, 2015

District Office 772 Chesapeake Dr., Shelton, WA 98584

MINUTES

**PRESENT:** President R. Ray, Secretary M.A. Cary, Accounting and Administrative Services Manager (AAS) M. Carnahan, General Manager (GM) M. Jeffreys, Assistant Audit Manager Zac Wilson, Audit Lead Renata Sorna.

**CALL TO ORDER:** The meeting was called to order at 12:00 pm.

**BUSINESS:**

**Accountability Audit Entrance Conference:** Audit Lead, Renata Sorna, presented a handout for the entrance conference and provided an overview of the areas to be evaluated during the audit. Also presented was the Audit Engagement Letter for the commissioners and management to review and sign. Ms. Sorna also gave a brief explanation of the levels of reporting that may be included in the audit report, confidential information, the estimated audit costs, expected communications, audit issue process, customer service survey, and emerging issues.

*The meeting was adjourned at 12:45 pm.*

Respectfully Submitted By:

Signature

  
\_\_\_\_\_  
Roger Ray, President  
Printed Name and Title

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

1/14/16