

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
March 5, 2020
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

MINUTES

PRESENT: President E. J. Anderson, Secretary S. Swart, Commissioner A. Hospador, General Manager (GM) D. Carnahan, Project & Accounts Manager (PM) J. Sartori.

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

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE: PM noted outgoing correspondence:

- A notice was posted on the district website regarding Covid-19
- An appeal letter will be sent to Employment Security Department regarding late payment and interest fees

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

MINUTES: The minutes of the February 20, 2020 regular meeting were presented. Commissioner Swart suggested clarifying that the lease agreement is for the patrol house; commissioner Swart also noted a misspelling: “appoint ed officers” should be “appointed officers.” *Commissioner Swart moved to approve the minutes as amended. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended.*

REPORTS:

Commissioner Reports:

- Commissioner Swart suggested MRSC Fiscal Policy Webinar may be worth a commissioner’s time

Water Board Bible Chapter Review: Commissioners decided to table chapter review in order to expedite the meeting in response to Covid-19.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2020-09, in the amount of \$14,843.60, was presented. *Commissioner Swart moved to approve voucher 2020-09 in the amount of \$14,843.60. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented voucher 2020-10 for review
- PM presented Billing Report for March 2020
- PM noted that transfer was made from 010 to 060 to make bi-annual loan payment to USDA

General Manager's Report: GM invited commissioners to ask questions about GM report.

BUSINESS:

Approve Date, Time and Location for Board Retreat Special Meeting: *Commissioner Swart moved to schedule a board retreat special meeting on March 12, 2020 from 9:45-2:30 at Mason County PUD No. 3 building, 2621 E Johns Prairie Road, Shelton WA 98584, for the purpose of discussing/reviewing vision, strategic management, planning and policies/procedures. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the special meeting is scheduled.*

Approve Meal Expenses for Board Retreat Special Meeting: *Commissioner Swart moved to approve up to \$200 in meal/refreshment expenses for board retreat special meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, expenses up to \$200 are approved.*

Approve Agenda for Board Retreat Special Meeting: Commissioners will approve agenda at the start of the special meeting.

Approve Travel, Lodging and Registration Expenses for Joe Sartori to Attend PNWS-AWWA Conference in Spokane, WA on April 29-May 1, 2020: *Commissioner Swart moved to approve expenses for Joe to attend conference. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the expenses are approved.*

Commissioner Swart moved to adjourn the meeting. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 1:40 pm.

Respectfully Submitted By:



Signature

COMMISSIONER 3

Name and Title

Approved at the Regular Meeting of the Board on: 3/19/20