

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
April 2, 2020  
Conducted Via Teleconference  
Per State of Emergency Declared in Washington State and Mason County**

**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 receiving a letter from Employment Security Department, who are waiving late fees for SUTA payments miscalculated by CPA firm; interest fees were not waived, but the District has a credit that will apply to the next quarter SUTA payment.
- GM noted he worked with a subscriber regarding confusion over pre-paid connections.

**PRESENT AGENDA:** Commissioner Hospador noted incorrect references to February on agenda, which should instead refer to March. Commissioner Swart noted she would like “Commissioner Reports” included in this agenda. *Commissioner Swart moved to adopt agenda as amended. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as amended.*

**MINUTES:** The minutes of the March 20, 2020 regular meeting were presented. Commissioner Hospador noted incorrect references to February in the minutes, which should instead refer to March. *Commissioner Hospador moved to approve the minutes as corrected. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as corrected.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner Swart asked if the District is subscribed to *Treatment Plant Operators (TPO)*. GM responded that the District is a subscriber of TPO.
- Commissioner Swart reminded the District that April 22 is Earth Day and noted how various other water districts commemorate Earth Day.

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2020-14, in the amount of \$6,757.02, was presented in full. *Commissioner Hospador moved to approve voucher 2020-14 in the amount of \$6,757.02. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
  - PM presented Voucher 2020-13, in the amount of \$221.61, for review.

**BUSINESS:**

**Waive Internal Audit Policies Until Office Physically Reopens:** *Commissioner Swart moved to waive internal audit policies until office physically reopens, noting that other transparency and audit controls will be practiced. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

**List Voucher Invoices in Entirety at Meetings Until Office Physically Reopens:** *Commissioner Hospador moved to pass a motion that all vouchered invoices will be listed in full at meetings until office physically reopens, as the audit commissioner cannot presently review vouchers prior to meetings. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

**Adopt Resolution #2020-02, Declaring an Emergency in Response to the Covid-19 Pandemic:** Commissioners discussed the resolution as drafted by the District’s attorney; if resolution is adopted, it would remain in effect until repealed. *Commissioner Swart moved to adopt Resolution #2020-02. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, Resolution #2020-02 is adopted.*

*Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 1:45 pm.*

Respectfully Submitted By:

/S/ **Stacy Swart**  
*Signature*

Stacy Swart, Secretary, Commissioner #3  
*Name and Title*

Approved at the Regular Meeting of the Board on: **4-16-2020**