

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
April 16, 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: GM noted that a subscriber previously inquired by telephone about rates.

CORRESPONDENCE: None.

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

MINUTES: *Commissioner Swart moved to approve the minutes. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Swart noted that she attended webinars on topics ranging from Covid-19 affects, staffing, and wastewater pipe cleaning using “hydroflushing”; she also noted that she is registered to attend webinars for emergency water treatment, MRSC fiscal policies, and infrastructure maintenance.
- Commissioner Anderson noted he was asked about rebates for installation of efficient toilets.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2020-16, in the amount of \$24,548.87, was presented in full. *Commissioner Swart moved to approve voucher 2020-16 in the amount of \$24,548.87. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2020-15, in the amount of \$4,832.70, for review.
- Petty Cash Account:
 - PM presented the Petty Cash Account Reconciliation forms for March 2020.
- Monthly Financial Report
 - PM presented the Monthly Financial Report for March 2020

General Managers Report: GM presented his report on the current state of the district.

BUSINESS:

Reallocate Budgeted Well #3 Test Pump Funds to Outfall Inspection: *Commissioner Hospador moved to reallocate \$10,000 in funds from Well #3 Test Pump Capital Improvement Project to fill need for the Outfall Inspection. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the funds are reallocated.*

Approve Request for Quotes (RFQ) for Outfall Inspection: *Commissioner Hospador moved to approve RFQ to solicit quotes for outfall inspection. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the RFQ is approved.*

Approve RFQ for Water Meter Replacements: *Commissioner Swart moved to approve RFQ to solicit quotes for replacing the district's water meters. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the RFQ is approved.*

Approve Request for Proposals (RFP) to Update Wastewater System Plan: *Commissioner Hospador moved to approve RFP to solicit proposals for updating the district's Wastewater System Plan. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the RFP is approved.*

Approve Interim Policy for Modified Audit Controls Due to Covid-19 Virus State of Emergency Until Resolution #2020-02 is Repealed: *Commissioner Swart moved to adopt the interim policy. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the interim policy is adopted.*

Commissioner Hospador moved to adjourn the meeting. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:05 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: **5-7-2020**