

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
May 21, 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: None.

CORRESPONDENCE: Commissioner Swart noted correspondence received about water meters.

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

MINUTES: The minutes of the May 7, 2020 regular meeting were presented. *Commissioner Hospador moved to approve the minutes as presented. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Swart noted information she learned about *Asset Management*.
- Commissioner Swart noted attending a bio-hazard webinar.
- Commissioner Swart presented an article regarding bottled water versus tap water.

Water Board Bible Chapter Review: Commissioners reviewed and discussed Chapter Two from *The Water Board Bible*.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2020-22, in the amount of \$27,506.84, was presented in full. *Commissioner Swart moved to approve voucher 2020-22 in the amount of \$27,506.84. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2020-21, in the amount of \$221.32, for review.
- Monthly Financial Report:
 - PM presented the Financial Report for April 2020.
- Petty Cash Reconciliations
 - PM presented Petty Cash Review Forms and a detail of expenditures from the Petty Cash Account.

BUSINESS:

Discuss Timeline for Annual General Manager Performance Review: *Commissioner Swart moved to schedule a special meeting at 10:00 am on 5/28/2020 for the purpose of conducting the annual General Manager performance review. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the special meeting is scheduled. Per Resolution #2020-02, Declaring a State of Emergency, the meeting will be held via public teleconference.*

Approve Fiscal Year 2019 Annual Report to the State Auditor’s Office of Washington (SAO): PM presented the Annual Report for review and indicated it had been independently reviewed by the District’s accounting consultant. *Commissioner Swart moved to approve the annual report for submittal to SAO. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the annual report was approved for submittal.*

Commissioner Hospador moved to adjourn the meeting. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:20 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: **6-4-2020**