

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
June 18, 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 asked GM about Code Red.

PRESENT AGENDA: GM requested to change item #15: "Approve Registration Expenses for Jeff Palmer to Attend ERWOW Fall Conference in August." *Commissioner Hospador moved to adopt the agenda as amended. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted.*

MINUTES: The minutes of the June 4, 2020 regular meeting were presented. Commissioner Swart noted an error in business section. *Commissioner Swart moved to approve the minutes as corrected. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Swart asked about customer account balances, considering the present inability to issue shut-off notices. PM indicated that most accounts were presently in good standing.
- Commissioner Anderson noted that he attended a webinar about SOPs.

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

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2020-25, in the amount of \$23,706.81, was presented in full. *Commissioner Hospador moved to approve voucher 2020-25 in the amount of \$23,706.81. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Monthly Financial Report:
 - PM presented the Monthly Financial Report for May 2020.

General Manager's Report: GM presented report on current state of the District.

BUSINESS:

Approve Selection of Contractor for Outfall Inspection: *Commissioner Hospador moved to award Outfall Inspection Contract to Enviro-Tech Diving Inc. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, contract is awarded to Enviro-Tech Diving Inc.*

General Manager Performance Evaluation Process and Timeline Update: GM and commissioners discussed evaluation process and timeline updates.

Schedule Strategic Planning Workshop: *Commissioner Swart moved to schedule a special meeting on July 23, 2020 at 9:00am to take place at 119 E LIBERTY RD SHELTON, WA 98584 for the purpose of conducting a Strategic Planning Workshop. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the special meeting is scheduled.*

Discuss Water-Sewer Rate Study: GM discussed with commissioners the process for compiling a rate study.

Discuss Water-Sewer Rate Study Timeline: GM and Commissioners discussed moving forward with a rate study to determine needs for 2020.

Approve Registration Expenses for Jeff Palmer to Attend ERWOW Fall Conference in August: *Commissioner Swart moved to approve expenses. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the expenses are approved.*

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:30 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: 7-2-2020