

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
August 20, 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: None.

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 August 6, 2020 regular meeting were presented. *Commissioner Swart moved to approve the minutes as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Hospador shared resources and webinars available from “Alliance for Water Efficiency”
- Commissioner Swart noted she also spent time reviewing resources from “Alliance for Water Efficiency”
- Commissioner Swart noted she reviewed a loan funding tutorial through the Drinking Water State Revolving Fund

Water Board Bible Chapter Review: Commissioners reviewed and discussed Chapter Seven from the *Water Board Bible*.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2020-34, in the amount of \$25,464.90, was presented in full. *Commissioner Swart moved to approve voucher 2020-34 in the amount of \$25,464.90. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2020-33 for review
- Monthly Financial Report:
 - PM presented the Monthly Financial Report for July 2020

- Petty Cash Reconciliation Forms
 - PM presented July 2020 Petty Cash Reconciliations

General Manager’s Report:

- GM presented his report on current state of the District.

BUSINESS:

Authorize ERWoW Apprenticeship Expense from Reserve Funds: *Commissioner Swart moved to authorize \$3,000 for apprenticeship program, to be drawn from reserve funds. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the expense is approved.*

Resume Partial Audit Commissioner Functions by Implementing Safety Precautions: *Commissioner Swart moved to resume partial audit commissioner functions, effective in September. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Finalize Selection of Century West Engineering for Sewer System Plan, Contingent on Firm Securing Grant Funding: *Commissioner Hospador moved to finalize selection of Century West Engineering for Sewer System Plan. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Commissioner Swart moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 2:25 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: **9-3-2020**