

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
May 7, 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: GM requested to add to business: “11. Review/Select Bid for Purchase of New Radio-Read Water Meters.” PM requested to amend Financial/Administrative Reports as follows:

- Bills to be Authorized
 - Voucher 2020-20
 - Voucher 2020-18
- Bills to Be Reviewed:
 - Voucher 2020-19
 - Voucher 2020-17
- May 2020 Billing Report

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 April 16, 2020 regular meeting were presented. *Commissioner Swart 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 Hospador noted that the mayor of Philadelphia issued a statement instructing its citizens not to flush personal protective equipment (PPE). Commissioner Hospador also noted that dogs have been trained to detect leaks in chlorinated systems.
- Commissioner Swart noted that she will attend a webinar about Risk Management.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2020-20, in the amount of \$22,775.63, was presented in full. *Commissioner Hospador moved to approve voucher 2020-20 in the amount of \$22,775.63. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

- Voucher 2020-18, in the amount of \$2,680.43, was presented in full. Voucher 2020-18, dated 4/20/2020, included three invoices to pay quarterly payroll expenses. Pay advices were received from the CPA after the 4/16/2020 regular board meeting and were due to be postmarked before the 5/7/2020 regular board meeting. As these are regular expenses to state government agencies and so as not to remit late payments, the GM approved submitting the voucher to prior to presentation to the board of commissioners. ***Commissioner Hospador moved to retroactively approve voucher 2020-18 in the amount of \$2,680.43. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.***
- Bills to Be Reviewed:
 - PM presented Voucher 2020-19, in the amount of \$4,832.61, for review.
 - PM presented Voucher 2020-17, in the amount of \$221.32, for review.
- Monthly Billing Report:
 - PM presented the Billing Report for May 2020.

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

BUSINESS:

Review/Select Bid for Purchase of New Radio-Read Water Meters: GM and PM presented three bids received from companies to supply the District with new radio-read meters. Commissioners discussed the options. ***Commissioner Hospador moved to accept the bid submitted by Correct Equipment to supply the District with new radio-read meters. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, Correct Equipment was awarded the contract.***

Commissioner Hospador moved to adjourn the meeting. Commissioner Swart 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: **5-21-2020**