

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
June 4, 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 May 21, 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.*

The minutes of the May 28, 2020 special 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 noted he is researching “MapChart” horizontal timeline for project phases.
- Commissioner Swart attended webinars about water legislation.

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

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2020-24, in the amount of \$8,355.53, was presented in full. *Commissioner Hospador moved to approve voucher 2020-24 in the amount of \$8,355.53. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2020-23, in the amount of \$4,832.61, for review.
- Monthly Billing Report:

- PM presented the Billing Report for June 2020.

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

BUSINESS:

Approve Adopting Fire Hydrants: *Commissioner Hospador moved to adopt hydrants, pending review with WSRMP. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Approve General Manager's Contract Amendment: *Commissioner Hospador moved to approve the General Manager's Contract Amendment. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the contract is approved.*

Review/Discuss General Manager's Performance Evaluation Process and Timeline: Commissioners tabled this until further preparation between GM and president is completed, to be presented at a future meeting.

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

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: **6-18-2020**