

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
November 5, 2020
Conducted Via Teleconference
Per State of Emergency Declared in Washington State and Mason County**

MINUTES

PRESENT: President E. J. Anderson, Secretary S. Swart, Audit 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: Commissioner Anderson noted a subscriber inquiring about employee PPE equipment requirements. GM responded and will research requirements.

CORRESPONDENCE: PM noted ongoing correspondence with Employment Security Department. PM noted that outgoing bills included 2021 calendars with budget brochures; budget brochures were also sent to residents signed up for paperless billing.

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

MINUTES: The minutes of the October 15, 2020 regular meeting were presented. *Commissioner Hospador moved to approve the minutes as presented. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Swart noted an AWWA Training she attended
- Commissioner Swart noted correspondence received from MRSC, conveying changes to *Robert's Rules of Order*
- Commissioner Swart shared a *Water Online* article, which estimated that less than half of American's know where their water comes from
- Commissioner Swart is signed up for Legislative Outreach Seminar and Public Records Training

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2020-44, in the amount of \$51,977.68, was presented in full. *Commissioner Hospador moved to approve voucher 2020-44 in the amount of \$51,977.68. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented voucher 2020-42 for review
 - PM presented voucher 2020-43 for review

BUSINESS:

Review Rate Payer Comments and Discuss the 2021 Proposed Budget: GM and PM shared feedback/questions submitted from subscribers and discussed the 2021 Proposed Budget.

Discuss Feasibility and Fiscal Impact of Adding a Tiered-Usage Rate in 2021: Commissioners and GM discussed feasibility and impacts of rate-structure changes. Commissioners discussed timeline goals for implementing a change in the rate structure and discussed keeping this as a recurring agenda item.

Schedule Emergency Planning Retreat in January 2021: *Commissioner Swart moved to schedule a special meeting, “Emergency Response Planning Retreat,” on 1/14/2021 at 1:00 pm, to be held at 119 E Liberty RD. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the special meeting is scheduled.*

Approve Resolution Authorizing the General Manager to Apply for Funding through USDA on Behalf of the District: *Commissioner Hospador Moved to adopt Resolution #2020-04. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, Resolution #2020-04 is adopted.*

Approve Modification to Apprentice/Trainee Benefits Package: *Commissioner Hospador moved to amend Lorenzo Determan’s contract renegotiation. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion is 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: **11-19-2020**