

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
December 3, 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:** Commissioners discussed letter from subscriber regarding the 2021 budget. Commissioner Swart will draft a letter on behalf of the commissioners in response.

**CORRESPONDENCE:**

- PM noted correspondence with Employment Security Department
- GM noted USDA correspondence, regarding potential funding

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

**MINUTES:** The minutes of the November 19, 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 Swart presented an article that explored the need for the water industry to be resilient and noted that smart meters aid in detecting vulnerabilities in water systems.
- Commissioner Swart presented an article regarding Covid-19's effect on water usage routines, noting that more people follow different routines, have more free time, and are working from home, thus consuming more water from their home Districts as opposed to commercial Districts.

**Water Board Bible Review:** Commissioners reviewed and discussed chapter 11 from the *Water Board Bible*.

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2020-48, in the amount of \$27,758.54, was presented in full. *Commissioner Hospador moved to approve voucher 2020-48 in the amount of \$27,758.54. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:

- PM presented voucher 2020-49 for review
- Monthly Financial Report: PM presented the monthly financial report for October 2020
- Monthly Billing Report: PM presented the monthly billing report for December 2020

**BUSINESS:**

**Review/Amend GM Performance Evaluation Documents:** Commissioners discussed the performance evaluation documents. *Commissioner Hospador moved to amend the protocols for evaluating the General Manager's performance. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

*Commissioner Hospador moved to adjourn the meeting. Commissioner Swart 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: **12-16-2020**