

HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS

May 20, 2021

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) J. Palmer, Project & Accounts Manager (PM) J. Sartori

**CALL TO ORDER:** The meeting was called to order at 1:00 pm.

**SUBSCRIBER REMARKS:**

- A subscriber asked Commissioner Swart about water barrels and emergency contingencies for sewage
- One subscriber present

**CORRESPONDENCE:** None

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

**MINUTES:** The minutes of the May 6, 2021 regular meeting were presented. *Commissioner Hospador moved to approve the minutes as presented. Commissioner Swart seconded.* Commissioner Swart noted a clarification needed. *Hearing 3 aye votes and 0 nay votes, the minutes were approved as amended.*

**REPORTS:**

**Update from Steve N. from Century West Engineering:** Steve N. and commissioners discussed the present state of the Sewer System Plan update and what to expect in the near future.

**Commissioner Reports:** None

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2021-20, in the amount of \$50,592.44, was presented. *Commissioner Hospador moved to approve voucher 2021-20 in the amount of \$50,592.44. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed: PM presented vouchers 2021-19 for review

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

**BUSINESS:**

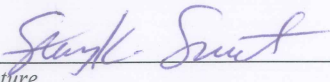
**Remove Old Commissioners and Outgoing GM as Petty Cash Account Signers:** *Commissioner Swart moved to remove Robert Scarola, David McNabb and David Carnahan as signers on the District's "Petty Cash Account" ending in xxxxxx8103. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion is approved.*

**Add Current Commissioners and Incoming GM as Petty Cash Account Signers:** *Commissioner Swart moved to add Earl Jim Anderson, Stacy Swart and Jeffery Palmer as signers on the District's "Petty Cash Account" ending in xxxxxx8103. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the motion is approved.*

**Approve Annual Report to the State Auditor's Office:** PM presented the prepared final draft of the Annual Report required to be sent to the State Auditor's Office (SAO) no later than May 31, 2021 and indicated the report was reviewed by an outside consultant. *Commissioner Swart moved to approve the Annual Report to SAO. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the approved for submittal to SAO.*

*Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:20 pm.*

Respectfully Submitted By:

  
\_\_\_\_\_  
Signature

Stacy Swart, Secretary, Commissioner #3  
\_\_\_\_\_  
Name and Title

Approved at the Regular Meeting of the Board on: 6-3-2021