

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
CONDUCTED VIA TELECONFERENCE
Per State of Emergency Declared in Washington State and Mason County
May 6, 2021 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the May 6, 2021 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Water Board Bible: Chapter Three
9. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2021-17
 - Bills to Be Reviewed:
 - Voucher 2021-16
 - Monthly Billing Report (4)

BUSINESS:

10. Discuss/Approve Resolution #2021-02: Establishing a Time & Place of Meetings (5)
(Repeals Resolution #2017-06)
11. Discuss/Approve Posting Job for Wastewater Treatment Plant Operator (6)
12. Discuss Moving to a Blended Rate Structure (7-10)

As per the State of Emergency, the district's Open Public Meetings will be held via teleconference. Until further notice, meetings WILL NOT be held at the District office.

To join a meeting, follow the instructions below:

- 1. Call (425) 436-6260 or (800) 719-6100**
- 2. Enter Access Code 535 9093 #**

If you have a webcam-enabled computer, you may try to connect to the meeting using the link below:

<https://hello.freeconference.com/conf/call/5359093>

Note: Due to limited internet connection speeds at Hartstene Pointe, joining meetings via webcam may lead to reduced quality

HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
April 15, 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) D. Carnahan, Project & Accounts Manager (PM) J. Sartori, J. Palmer.

CALL TO ORDER: The meeting was called to order at 1:10 pm.

SUBSCRIBER REMARKS: One subscriber present

CORRESPONDENCE: PM shared a letter from the Mason County Auditor and noted nine late notices were posted to past-due account holders

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

MINUTES: The minutes of the April 1, 2021 regular 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.*

The minutes of the April 8, 2021 special meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner Hospador seconded.* Commissioner Swart and Commissioner Hospador noted corrections needed. *Hearing 3 aye votes and 0 nay votes, the minutes were approved with the corrections.*

REPORTS:

Commissioner Reports:

- Commissioner Swart noted District's mailbox assignment was established by the United States Postal Service
- Commissioner Swart noted United for Infrastructure week is approaching in May

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2021-15, in the amount of \$31,450.76, was presented in full. *Commissioner Hospador moved to approve voucher 2021-15 in the amount of \$31,450.76. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed: PM presented voucher 2021-14 for review
- Monthly Financial Report: PM presented the financial report for March 2021

General Manager Update: GM presented an update on the current state of the District

BUSINESS:

Discuss/Approve GM Contract: Commissioners negotiated the incoming General Manager’s contract with J. Palmer. *Commissioner Hospador moved to approve the contract as negotiated with J. Palmer. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the contract is approved, effective May 1, 2021.*

Commissioner Hospador moved to adjourn the meeting. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:25 pm.

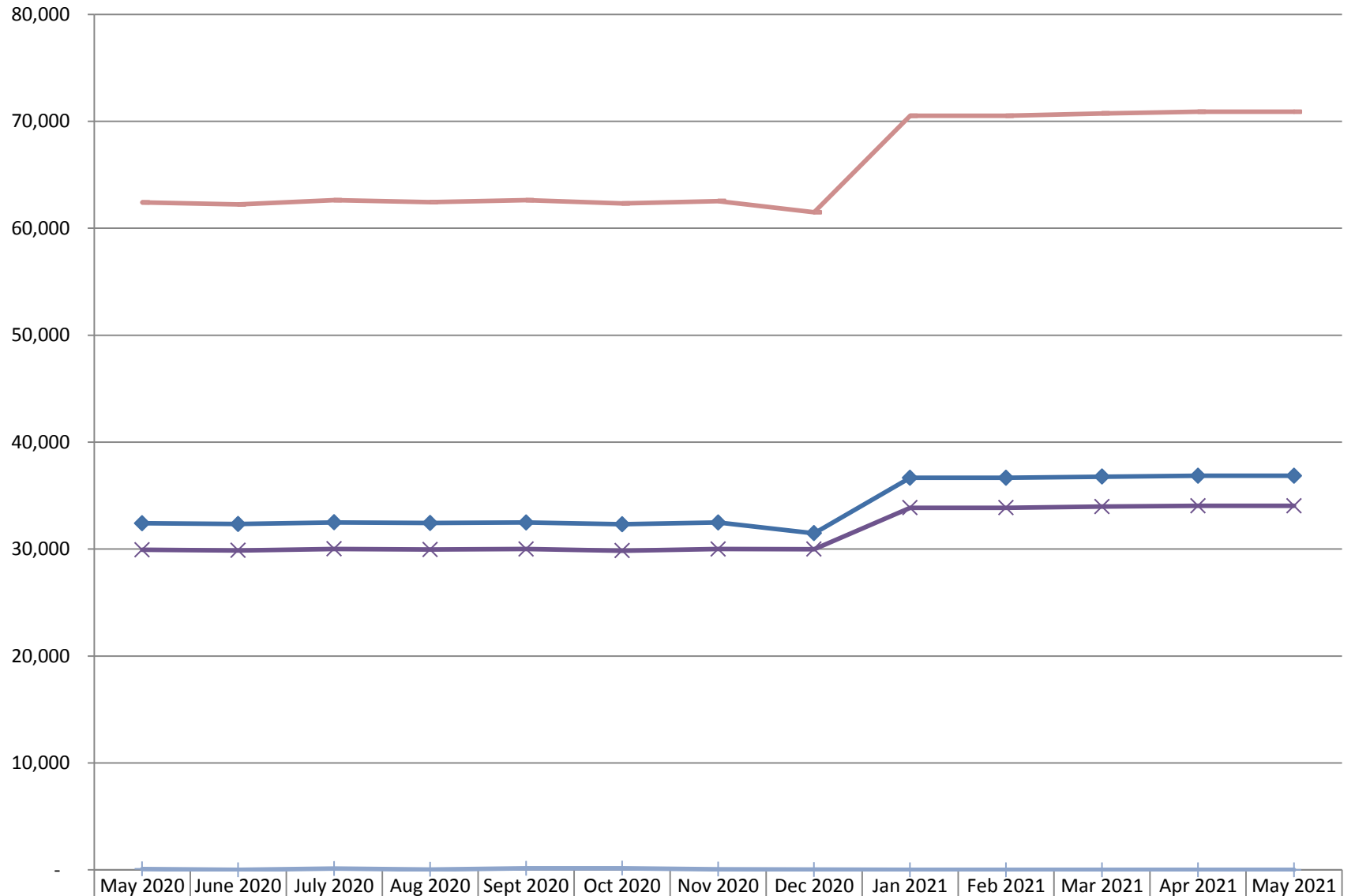
Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Regular Meeting of the Board on: 5-3-2021

Regular Utility Billing



| | May 2020 | June 2020 | July 2020 | Aug 2020 | Sept 2020 | Oct 2020 | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | May 2021 |
|-----------------|----------|-----------|-----------|----------|-----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Water Service | 32,405 | 32,344 | 32,493 | 32,435 | 32,481 | 32,315 | 32,482 | 31,472 | 36,656 | 36,656 | 36,772 | 36,854 | 36,854 |
| Sewer Service | 29,932 | 29,875 | 30,013 | 29,958 | 30,001 | 29,848 | 30,001 | 29,992 | 33,862 | 33,862 | 33,968 | 34,043 | 34,043 |
| Late/Misc. Fees | 80 | - | 120 | 40 | 140 | 155 | 60 | 20 | - | - | - | - | - |
| Total Charges | 62,416 | 62,219 | 62,626 | 62,433 | 62,622 | 62,318 | 62,543 | 61,484 | 70,518 | 70,518 | 70,740 | 70,897 | 70,897 |

**HARTSTENE POINTE WATER SEWER DISTRICT
MASON COUNTY, WASHINGTON**

RESOLUTION 2021-02

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF HARTSTENE
POINTE WATER SEWER DISTRICT, MASON COUNTY, WASHINGTON
ESTABLISHING THE PLACE AND TIMES FOR MEETINGS OF THE BOARD OF
COMMISSIONERS**

WHEREAS, the Open Public Meeting Act, Chapter 42.30 RCW, provides that the Board of Commissioners of the District shall establish the time and place of regular meetings of the Board by resolution; now, therefore

BE IT RESOLVED by the Board of Commissioners of the Hartstene Pointe Water Sewer District, Mason County, Washington, as follows:

Section 1. Beginning May 20, 2021, regular meetings of the Board of Commissioners shall be held on the first and third Thursday of every month, commencing at 1:00 p.m., at the District Main Office, 119 E Liberty Road, Shelton, Washington, 98584. If the regular meeting date falls on a legal holiday, the regular meeting shall be held on the first business day following such regular meeting date, at the same time and place.

Section 2. If by reason of fire, flood, earthquake or other emergency, it shall be unsafe to hold the meeting at the place designated in Section 1 above, the meetings of the Board may be held for the duration of the emergency at such a place as is designated by the President of the Board.

Section 3. Due to the limited capacity of the District Main Office, subscribers must attend meetings via telephone or web meeting room, until Resolution 2020-02 “Declaring an Emergency in Response to the Covid-19 Pandemic” is repealed.

Section 4. Resolution 2017-06, which previously established the time and place of regular meetings of the Board, is hereby repealed.

ADOPTED by the District Board of Commissioners at its scheduled meeting on this 6th day of May, 2021

Hartstene Pointe Water-Sewer District
Mason County, Washington

/S/ Earl Jim Anderson

Earl Jim Anderson, President

/S/ Stacy Swart

Stacy Swart, Secretary

/S/ Andrew Hospador

Andrew Hospador, Audit Commissioner

Wastewater Treatment Plant Operator II

Hartstene Pointe Water Sewer District is accepting applications for a full-time Wastewater Treatment Plant Operator level II. The WWTPO II reports directly to the District's General Manager and performs the general operations and maintenance of the District's Wastewater Treatment Plant (WWTP) and Collection System.

Scope of Work:

The individual in this position will perform all work and activities associated with operating and maintaining the District's wastewater treatment plant and collection system, including all manholes, mains and lateral connections.

The Ideal Candidate:

Understands all aspects of wastewater treatment and has at least 3 years experience/training in wastewater operations, testing, and facilities and equipment maintenance. The ideal candidate must have a strong background in troubleshooting problems; have collaborative decision-making skills; be independent, self-motivated and a team player; be energetic and positive with a can-do attitude; have strong communication and public relations skills; and be focused on solving problems and achieving results.

Experience and Education:

High school diploma or GED.

Live no more than 45 minutes from the District

Washington State Driver's License

Valid WWTPO II at time of hire.

Compensation and Benefits

Pay: Depending on Experience

Medical, Dental, Vision, LTD and life insurance

Retirement

Paid time off

Paid holidays

Hartstene Pointe Water Sewer District is an equal opportunity employer.

To apply, please send resume to info@hpwatersewer.com

Position: Open until filled

**HARTSTENE POINTE WATER-SEWER DISTRICT
MASON COUNTY, WASHINGTON**

RESOLUTION 2021-03

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
ADOPTING AN UPDATED DISTRICT FEE SCHEDULE FOR 2021**

WHEREAS, Hartstene Pointe Water-Sewer District is a special purpose district, governed by Title 57 of the Revised Code of Washington; and

WHEREAS, RCW 57.08 authorizes the commissioners of any district to provide for revenues by fixing rates and charges for furnishing sewer and drainage service and facilities to those to whom service is available or for providing water, such rates and charges to be fixed as deemed necessary by the commissioners; now

THEREFORE, The Board of Commissioners of the Hartstene Pointe Water-Sewer District hereby resolves:

1. As of September 1, 2021, to repeal Resolution 2020-06.
2. As of September 1, 2021, fees will be charged according to the following schedule, which shall supersede any previously adopted fee schedule.

Water Fees

| | |
|---|------------|
| Residential water connection monthly base fee | \$81.40 |
| Non-Residential water connection monthly base fee | \$81.40 |
| Residential water connection surcharge for each additional 100 cubic foot of water consumed over 400 cubic foot read in a month | |
| Non-Residential water connection surcharge for each additional 100 cubic foot of water consumed over 400 cubic foot read in a month | |
| Prepaid Connection Lot/Connected Lot water monthly base fee | \$34.50 |
| Prepaid Connection Lot/Connected Lot surcharge for each 100 cubic foot consumed | |
| Water Capital Facilities Charge | \$3,420.00 |
| Meter Installation Connection Fee | \$550.00 |
| Pre-Installed Meter Connection Fee | \$250.00 |

Sewer Fees

| | |
|--|------------|
| Residential sewer connection monthly fee | \$75.25 |
| Non-Residential sewer connection monthly fee | \$75.25 |
| Prepaid Connection Lot/Connected Lot sewer monthly fee | \$30.75 |
| Sewer Capital Facilities Charge | \$3,880.00 |
| Sewer Connection Fee | \$250.00 |

Miscellaneous Fees

| | |
|---|---------------------------------|
| Water/Sewer System Tampering | \$500.00 |
| Billing Late Fee | 10% |
| Returned Checks and eChecks | \$40.00 |
| Certified Mail Fee | \$10.00 |
| Water Shut-off Notice | \$20.00 |
| Water Turn-on for delinquent accounts | \$40.00 |
| Water Turn-on for delinquent accounts after hours | \$180.00 |
| Meter Testing (if meter is not faulty) | \$22.50 |
| Hydrant Meter Damage Deposit | \$1,000 |
| Hydrant Meter Rental (per week) | \$25.00 |
| Unauthorized Use/Tampering, Minimal Impact to Public Health (Examples include cutting District locks, damaging meters, unauthorized taking of water, etc.) | \$500.00 plus cost of repair |
| Unauthorized Use/Tampering, Potential Impact to Public Health (Examples include creating a backflow that violates the cross connection program, injecting any unauthorized substance into the water system, vandalism of any pump, well, or tank, etc.) | \$1,000.00 plus cost of repair |
| Lien Fee | \$128.00 |
| New Account Fee | \$20.00 |
| Escrow Fee | \$25.00 |
| Copies (black and white) | \$0.15 each |
| Records on disk | \$0.40 each |
| Damage to Water/Sewer System or District Equipment* | Time and Materials (\$100 min.) |

*In the event of damage to the water or sewer system due to construction without a locate request, tampering, misuse, or negligence, the will be repaired by a District contractor and billed to the responsible property owner.

ADOPTED by the District Board of Commissioners at its scheduled meeting on this 19th day of November, 2020.

Hartstene Pointe Water-Sewer District
Mason County, Washington

/S/ Earl Jim Anderson

Earl Jim Anderson, President

/S/ Stacy Swart

Stacy Swart, Secretary

/S/ Andrew Hospador

Andrew Hospador, Audit Commissioner



Hartstene Pointe Water-Sewer District
772 Chesapeake Drive Shelton, WA 98584
(360) 427-2413 • info@hpwatersewer.com

Water and Sewer Service Rate Schedule and Account Policies

Effective September 1st, 2021

Water and sewer service is charged monthly at the following full service base rates and includes 400 cubic feet of water:

Water Service: \$81.40/month

Sewer Service: \$75.25/month

A surcharge of \$ will be assessed for each 100 cubic foot of water consumed above 400 cubic feet.

- 1. Customer Accounts.** All customer accounts will be in the name of the owner of the property receiving water/sewer service. The owner shall be responsible for payment of all charges and fees.

If a property served by the District is occupied by a tenant, the owner must provide the District, in writing, the name and contact information of the tenant within 30 days of occupancy.

It is the customer's responsibility to notify the District of mailing address, email address, and phone number changes.

2. Billing.

- a. All accounts are billed on a monthly basis;
- b. Payment of water and/or sewer account is due in full upon receipt. Accounts are considered delinquent if not paid by the due date stated on the billing;
- c. Charges unpaid by the due date are subject to penalties;

- 3. Allocation of Payment.** The following procedures shall govern the allocation of customer payments for sewer and water service:

- a. On combined billings for water and sewer service, payments will be allocated to any unpaid fees on the account first, then to the sewer balance, and then to the water balance;
- b. Any partial payment plans entered into between the District and the customer shall follow the standard allocation of payments, unless otherwise agreed to in writing by the District and rate payer for good reason shown;

4. Processing Procedures.

- a. Delinquent Account Charge. It is the policy of Hartstene Pointe Water-Sewer District to assess a penalty of ten percent (10%) of the unpaid balance, excluding late fees, for each account for which payment of a water/sewer bill is not received in full by the Hartstene Pointe Water-Sewer District by the billing due date. A late notice will be sent to the water/sewer customer notifying them of the following:

- i. The overdue balance;
 - ii. The amount of the assessed late fee;
 - iii. Services are subject to termination;
 - iv. The District's procedures regarding discontinuation of service, including notice of hearing rights, penalties, and additional charges for reestablishing service.
 - v. Discontinuation of service does not relieve them of the obligation to pay all outstanding bills and charges;
- b. Door Hangers. Should an overdue account balance exceed \$100.00 U.S., including penalties, for 30 calendar days or more, the customer will be notified by a "door hanger" that service will be "shut off" within 48 hours unless the water bill is paid in full or payment arrangements are made with the District within the 48 hour time period.
 - c. Shut-offs. If it becomes necessary to discontinue service, all overdue account balances, including late fees, shut-off notice fee, and the service turn-on fee, must be paid in full or through payment arrangements before service is restored.
 - d. Collection Companies. The District may use the services of a collection company to pursue payment of any delinquent account when the District General Manager or his/her designee considers the use of a collection company in the best interests of the District.
 - e. Liens. Whenever the District's connection charges, rates, or charges for service, are delinquent in an amount equaling or exceeding \$250.00 for sixty (60) days or more, and at the discretion of the General Manager, the District shall certify the delinquencies to the Mason County Auditor. At the time certification is made, an additional lien processing fee shall be made against the delinquent property. At any time after delinquencies have been present for at least sixty (60) days, the District shall have the right to bring suit in Mason County Superior Court to foreclose against the delinquent property pursuant to the provisions of RCW 57.08.081.
- 5. Appeals.** Discontinuation of service, or shut-off procedures followed by the District, may be appealed to the Hartstene Pointe Water-Sewer District Board of Commissioners by the property owner. To be considered timely and subject to review by the District's Board of Commissioners, an appeal must be delivered to the District's General Manager or his designee within twenty days from the date service was discontinued. The appeal shall be in writing and succinctly state the full basis for the appeal and all reasons why the discontinuation should not have occurred and/or why the procedures followed by the District in discontinuing service were inappropriate. The Board shall use its best efforts to decide whether duly filed appeals should be granted or denied within thirty (30) days of its receipt by the District. An appeal shall be considered filed with the District on the date of delivery to the appropriate District official, with a receipt being signed by the District official, or three business days after the appeal is mailed to the District's General Manager at the District's headquarters by certified mail, return receipt requested.