

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
TELECONFERENCE AVAILABLE
Per State of Emergency Declared in Washington State and Mason County
August 19, 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 August 5, 2021 Regular Meeting (2-3)

REPORTS:

7. Water Board Bible: Chapter Nine
8. Commissioner Reports
9. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2021-32
 - Bills to Be Reviewed:
 - Voucher 2021-30
 - Voucher 2021-31
 - Monthly Billing Report (4)
 - Monthly Financial Reports (5-8)
10. General Manager's Report (9)

BUSINESS:

11. Adopt Updated Billing Policies (10-12)
12. Adopt Resolution 2021-03, Updated 2021 fee schedule (repeals Resolution 2020-06) (13-14)

As per the State of Emergency, the district's Open Public Meetings will be available via teleconference.

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
August 5, 2021
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
TELECONFERENCE AVAILABLE
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 1:05 pm.

SUBSCRIBER REMARKS: One subscriber present.

- Commissioner Swart noted a subscriber asked for more information regarding the District's aquifer
- One subscriber joined the meeting via telephone regarding a resolved issue at his lot

CORRESPONDENCE: None

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

MINUTES: The minutes of the July 15, 2021 regular meeting were presented. *Commissioner Hospador moved to approve the minutes. Commissioner Swart seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Water Board Bible: Commissioners reviewed and discussed Chapter Eight of the *Water Board Bible*.

Commissioner Reports:

- Commissioner Hospador shared an article, *When work weighs you down*
- Commissioner Swart shared a *Water Online* article *Find the right rate to fund the water infrastructure*

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2021-29, in the amount of \$16,954.67, was presented. *Commissioner Hospador moved to approve voucher 2021-29 in the amount of \$16,954.67. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - PM presented Voucher 2021-28 for review

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

BUSINESS:

Review Status of Changes to the Rate Structure: PM discussed changes in logistics implied by a

change in rate structure and how it will impact office operations. GM discussed with commissioners the status of locations that need meters installed.

Discuss Ways to Promote “Imagine a Day Without Water” in October: Commissioners Swart presented options for promoting “Imagine a Day Without Water” and will look into promotional items.

Commissioner Hospador moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 3 aye votes and 0 nay votes, the meeting adjourned at 3:30 pm.

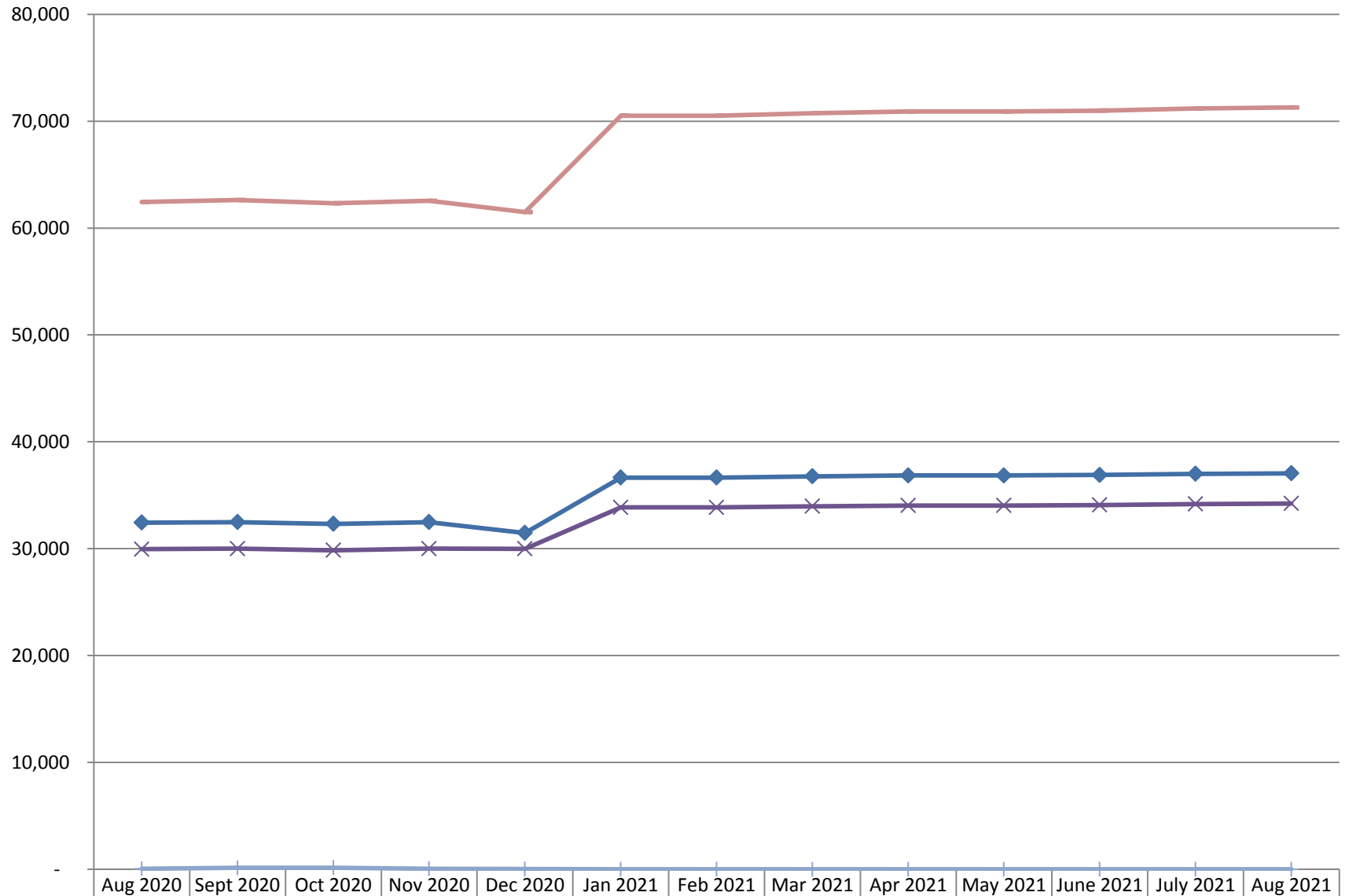
Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Regular Meeting of the Board on: **8-19-2021**

Regular Utility Billing



	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2021	July 2021	Aug 2021
Water Service	32,435	32,481	32,315	32,482	31,472	36,656	36,656	36,772	36,854	36,854	36,901	37,004	37,051
Sewer Service	29,958	30,001	29,848	30,001	29,992	33,862	33,862	33,968	34,043	34,043	34,088	34,180	34,224
Late/Misc. Fees	40	140	155	60	20	-	-	-	-	-	-	-	-
Total Charges	62,433	62,622	62,318	62,543	61,484	70,518	70,518	70,740	70,897	70,897	70,988	71,184	71,275

Hartstene Pointe Water Sewer District Monthly Financial Report - Fund Activity

June 2021

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
Reserve Funds					
030 - Ecology Reserve	40,531.38	-	2.51	40,533.89	2.51
050 - DWSRF Loan Reserve	54,337.29	-	6,781.28	61,118.57	6,781.28
060 - Bond Fund	0.00	-	-	0.00	-
070 - USDA Revenue Bond Reserve	35,443.75	-	329.93	35,773.68	329.93
Total Reserve Funds	130,312.42	-	7,113.72	137,426.14	7,113.72
Unreserved Funds					
EFT Account - Columbia Bank	42,627.74	(75,341.80)	71,640.67	38,926.61	(3,701.13)
Petty Cash Account	1,240.39	(1,047.54)	1,489.94	1,682.79	442.40
Xpress Deposit Account	3,620.25	(43,757.94)	45,252.52	5,114.83	1,494.58
010 - Operating Fund					
<i>Operating Investment Fund</i>	50,000.00	-	-	50,000.00	-
<i>010 - Operating Fund - Other</i>	91,809.10	(87,538.17)	141,593.40	145,864.33	54,055.23
Total 010 - Operating Fund	141,809.10	(87,538.17)	141,593.40	195,864.33	54,055.23
065 - Capital Project Account	0.00	-	-	0.00	-
Total Unreserved Funds	189,297.48	(207,685.45)	259,976.53	241,588.56	52,291.08
Committed Funds					
020 - Water/Sewer Committed Fund					
Asset Replacement Fund	48,540.00	(39,195.63)	-	9,344.37	(39,195.63)
Capital Improvement Fund					
<i>I&I Repair</i>	50,697.25	-	-	50,697.25	-
<i>Reservoir Repair</i>	70,041.39	-	-	70,041.39	-
Total Capital Improvement Fund	120,738.64	-	-	120,738.64	-
Risk Management Fund	139,676.67	-	19.45	139,696.12	19.45
Total 020 - Water/Sewer Committed Fund	308,955.31	(39,195.63)	19.45	269,779.13	(39,176.18)
Total Committed Funds	308,955.31	(39,195.63)	19.45	269,779.13	(39,176.18)
Total Funds	628,565.21	(246,881.08)	267,109.70	648,793.83	20,228.62

I hereby certify that the above statement is true.

Project & Accounts Manager

Date

Audit Commissioner

Date

**Hartstene Pointe Water Sewer District
 Profit & Loss Budget vs. Actual
 January through June 2021**

	<u>Profit & Loss</u>	<u>Budget v Actual</u>			
	<u>June '21</u>	<u>Jan - Jun '21 (50% of Yr)</u>	<u>Total 2021 Budget</u>	<u>\$ Over (Under) Budget</u>	<u>% of Total Budget</u>
Ordinary Income/Expense					
Income					
Non-Operating Revenue	21,930.51	60,477.11	10,735.00	49,742.11	563.36%
Operating Revenue	78,288.13	429,595.10	846,186.00	-416,590.90	50.77%
Total Income	100,218.64	490,072.21	856,921.00	-366,848.79	57.19%
Expense					
534 - Water Expenditures	50,150.88	115,290.34	262,731.00	-147,440.66	43.88%
535 - WW Treatment Expenditures	2,752.56	99,219.53	311,827.00	-212,607.47	31.82%
538 - Combined W/S Expenditures	27,270.93	164,912.05	313,840.00	-148,927.95	52.55%
Total Expense	80,174.37	379,421.92	888,398.00	-508,976.08	42.71%
Net Ordinary Income	20,044.27	110,650.29	-31,477.00		
Net Income	<u>20,044.27</u>	<u>110,650.29</u>	<u>-31,477.00</u>		

Hartstene Pointe Water Sewer District Monthly Financial Report - Fund Activity

July 2021

	Beginning Balances	Payments & Transfers Out	Deposits & Transfers In	Ending Balances	Fund Balance Change
Reserve Funds					
030 - Ecology Reserve	40,533.89	-	2.38	40,536.27	2.38
050 - DWSRF Loan Reserve	61,118.57	-	6,781.48	67,900.05	6,781.48
060 - Bond Fund	0.00	-	-	0.00	-
070 - USDA Revenue Bond Reserve	35,773.68	-	329.85	36,103.53	329.85
Total Reserve Funds	137,426.14	-	7,113.71	144,539.85	7,113.71
Unreserved Funds					
EFT Account - Columbia Bank	38,926.61	(56,933.92)	49,760.52	31,753.21	(7,173.40)
Petty Cash Account	1,682.79	(1,047.54)	1,489.94	2,125.19	442.40
Xpress Deposit Account	5,114.83	(41,132.36)	42,751.64	6,734.11	1,619.28
010 - Operating Fund					
<i>Operating Investment Fund</i>	50,000.00	-	-	50,000.00	-
<i>010 - Operating Fund - Other</i>	145,864.33	(58,091.96)	77,616.51	165,388.88	19,524.55
Total 010 - Operating Fund	195,864.33	(58,091.96)	77,616.51	215,388.88	19,524.55
065 - Capital Project Account	0.00	-	-	0.00	-
Total Unreserved Funds	241,588.56	(157,205.78)	171,618.61	256,001.39	14,412.83
Committed Funds					
020 - Water/Sewer Committed Fund					
Asset Replacement Fund	9,344.37	-	-	9,344.37	-
Capital Improvement Fund					
<i>I&I Repair</i>	50,697.25	-	-	50,697.25	-
<i>Reservoir Repair</i>	70,041.39	-	-	70,041.39	-
Total Capital Improvement Fund	120,738.64	-	-	120,738.64	-
Risk Management Fund	139,696.12	-	16.87	139,712.99	16.87
Total 020 - Water/Sewer Committed Fund	269,779.13	-	16.87	269,796.00	16.87
Total Committed Funds	269,779.13	-	16.87	269,796.00	16.87
Total Funds	648,793.83	(157,205.78)	178,749.19	670,337.24	21,543.41

I hereby certify that the above statement is true.

Project & Accounts Manager

Date

Audit Commissioner

Date

**Hartstene Pointe Water Sewer District
 Profit & Loss Budget vs. Actual
 January through June 2021**

	<u>Profit & Loss</u>	<u>Budget v Actual</u>			
	<u>July '21</u>	<u>Jan - Jul '21 (58.3% of Yr)</u>	<u>Total 2021 Budget</u>	<u>\$ Over (Under) Budget</u>	<u>% of Total Budget</u>
Ordinary Income/Expense					
Income					
Non-Operating Revenue	27.77	60,504.88	10,735.00	49,769.88	563.62%
Operating Revenue	71,750.71	501,345.81	846,186.00	-344,840.19	59.25%
Total Income	71,778.48	561,850.69	856,921.00	-295,070.31	65.57%
Expense					
534 - Water Expenditures	24,684.48	139,974.82	262,731.00	-122,756.18	53.28%
535 - WW Treatment Expenditures	3,395.51	102,615.04	311,827.00	-209,211.96	32.91%
538 - Combined W/S Expenditures	21,544.99	186,457.04	313,840.00	-127,382.96	59.41%
Total Expense	49,624.98	429,046.90	888,398.00	-459,351.10	48.29%
Net Ordinary Income	22,153.50	132,803.79	-31,477.00		
Net Income	22,153.50	132,803.79	-31,477.00		

HARTSTENE POINTE WATER-SEWER DISTRICT

General Manager's Report

August 19, 2021

Water Treatment and Distribution:

There continues to be a big difference in usage depending on the weather. Thankfully, it's cooling down for now and the water usage is slowing down. Last Friday, there was a 44,000 gal difference from the wells to the WWTP. I've been told that people are out washing their cars even. Our sandwich reader board is similar to the 15 mph signs – some people pay attention to it, while some don't.

We've had a few leaks that have popped up over the last week. Lorenzo has been working on one at 343 PDE over the last couple of days. It seemed to be the most substantial. There was also one down at the marina, but it's HPMA's responsibility. But the timing of it coincides with these other leaks we have, so it seems odd.

Wastewater Collection and Treatment:

Loren w/ERWOW was here this past Monday, and will be back on Thursday 8/19. He is working on our portable generator, trying to get it running. We still need to look into replacing it; due to its age, parts for it are harder to find. I'm working on getting a quote for new and surplus units. Loren is also assisting me with a waste pump that is air-locked. Wasting is part of the process that keeps the bugs in the activated sludge healthy. By not wasting, the bugs get old and the sludge blanket in the SBR gets higher, allowing sludge to get mixed in with effluent during decant cycles. I've already seen higher than normal fecal counts. Hopefully, this is resolved by tomorrow.

More bad news: I was 2 days late in submitting the July DMR. It's always due by the 15th of the following month, and I completely forgot about it until yesterday. This is the first time I have ever been late with one, so I'm not happy about it. I sent an email to Ecology, explaining how we're short-handed and a lot going on. But we'll still get a letter from them, saying it was a violation.

Capital Improvements-2021:

Water meter replacement has slowed down for now. There has been too many other things going on that have taken priority. My hope is that we'll get those resolved and get back on replacing those.

As a reminder, next Monday 8/23 at 12:30, Glen Boyd from the Cadmus Group will be here to look at our water system. This is being done for EPA, as a way to plan for the future. Steve Nelson from Century West will also be here for this meeting.

Submitted by Jeff Palmer, General Manager



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 \$5.00 will be assessed for each 100 cubic foot of water consumed above 400 cubic feet monthly.

- 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.

**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	\$244.20
Residential water connection surcharge for each additional 100 cubic foot of water consumed over 400 cubic foot read in a month	\$5.00
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	\$225.75
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

Earl Jim Anderson, President

Stacy Swart, Secretary

Andrew Hospador, Audit Commissioner