

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING**

District Office

772 Chesapeake Dr., Shelton, WA 98584

December 8, 2016 1:00 P.M.

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes
 - November 10, 2016 Regular Meeting (pg. 2-3)
 - November 12, 2016 Special Meeting – Budget Hearing (pg. 4)
 - November 17, 2016 Special Meeting – Budget Adoption (pg. 5)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Early Voucher 2016-34
 - Voucher 2016-35
9. Manager's Report

BUSINESS:

10. Asset Management/Map
11. December 22, 2016 Regular Meeting
12. Evolution Controls Contract Amendment No. 1 (pg. 6)
13. MDG Water & Wastewater Services Contract Amendment No. 1
14. Resolution 2016-05; Adopting a District Fee Schedule for 2017 (pg. 7-8)
15. Rate Notice Postcards
16. Newsletter Topics

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
November 10, 2016
District Office, 772 Chesapeake Dr., Shelton, WA 98584**

MINUTES

PRESENT: President M.A. Cary, Secretary A. Hospador, Commissioner D. McNabb, Accounting and Administrative Services Manager (AAS) M. Carnahan, General Manager (GM) M. Jeffreys.

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

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE:

- FROM: Nancy Scarola, Community Early Responder Training (CERT) Committee RE: CERT Committee would like to attend an upcoming District meeting to discuss emergency planning. Commissioner Hospador will call Ms. Scarola to discuss meeting.

PRESENT AGENDA: The agenda for the November 10, 2016 regular meeting was presented. Evolution Controls Contract Amendment and MDG Water and Wastewater Services Contract were removed from the agenda. *Commissioner McNabb moved to adopt the agenda as amended. Commissioner Hospador seconded. Hearing no objections, the agenda was adopted as amended.*

MINUTES: The October 27, 2016 regular meeting minutes were presented. *Commissioner McNabb moved to approve the minutes as presented. Commissioner Hospador seconded. Hearing no objections, the minutes were approved.* The November 3, 2016 special meeting minutes were presented. *Commissioner McNabb moved to approve the minutes as presented. President Cary seconded. Hearing no objections, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Cary asked the other two commissioners if they had any objections to her attending remotely via teleconference. The commissioners agreed.
- Commissioner McNabb brought in publications from the AWWA for inclusion in the District's technical library.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Early Voucher 2016-31, in the amount of \$22,168.21, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

- Voucher 2016-32, in the amount of \$11,501.23, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Utility Billing Report: Presented and discussed.

Manager's Report: A written report was presented (attached).

BUSINESS:

Xpress Bill Pay Agreement for Online Payment System: Presented and discussed. *Commissioner McNabb moved to approve the Gateway and Administrative Service Agreement with Xpress Bill Pay. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agreement was approved.*

Chase Paymentech Agreement for Merchant Services: Presented and discussed. *Commissioner Hospador moved to approve the Chase Paymentech Agreement for Merchant Services with the General Manager, Mont Jeffreys, as the signer on the account. Commissioner McNabb seconded. Hearing 3 aye votes 0 nay votes.*

Budget Hearing Presentation: Presented and discussed.

Meeting adjourned at 3:10 pm.

Respectfully Submitted By:

Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: _____

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
November 12, 2016
Hartstene Pointe Maintenance Association Clubhouse,
202 E Pointes Drive West, Shelton, WA 98584**

MINUTES

PRESENT: President M. A. Cary, Secretary A. Hospador, Commissioner D. McNabb, General Manager (GM) M. Jeffreys, Accounting and Administrative Services Manager (AAS) Miceal Carnahan, Wastewater Treatment Plant Operator (WWTPO), M. Grabill.

CALL TO ORDER: The meeting was called to order at 10:00 AM.

BUSINESS:

2017 Budget Hearing Presentation: The 2017 Budget Hearing Presentation was given by the Board, GM, AAS, and WWTPO.

Questions and Comments:

- *Question:* With the new e-billing system, will the newsletter still be available?
 - *Answer:* In addition to continued availability on the District website and via the mail for customers receiving paper billings, the newsletter is now also available via email.
- *Question:* Where are the lift stations located?
 - *Answer:* There are three lift stations in the community located at 189 E Nantucket Rd, 801 E Promontory Rd, and 450 E Pointes Drive East.
- *Question:* Will the new lift station generators be powered by propane or diesel and what will be the footprint size?
 - *Answer:* The final decision on the generators' size and type have not been made, however, space is a factor.
- *Question:* How is the source of inflow and infiltration determined?
 - *Answer:* Therein lays the difficulty. Because the majority of the sewer infrastructure is underground, it is extremely difficult to locate sources of I&I. Due to where the flows increase the most during rain events, we can narrow the search to those areas, and in years past hundreds of thousands of dollars have been spent trying to find and fix the problems with little to no reduction in flows. The District is looking for leaking manholes as a first step in reducing stormwater in the sewer system.
- *Question:* What is the mean depth of the District's wells?
 - *Answer:* 160 feet.

The hearing was adjourned at 10:45 pm.

Respectfully Submitted By: _____
Andrew Hospador, Board Secretary

Approved at the Regular Meeting of the Board on: _____

**HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
November 17, 2016
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

MINUTES

PRESENT: Commissioner M. A. Cary (attending via teleconference), Secretary A. Hospador, Commissioner D. McNabb, General Manager (GM) M. Jeffreys, Accounting and Administrative Services Manager (AAS) Miceal Carnahan.

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

AGENDA: The agenda for the November 17, 2016 special meeting was presented. Commissioner Hospador moved to adopt the agenda as presented. Commissioner Cary seconded. Hearing no objections, the agenda was adopted.

BUSINESS:

Bills To Be Authorized: Voucher 2016-33, in the amount of \$86,186.89, was presented. *Commissioner Cary moved to approve the voucher. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

Authorize Fund Transfers: The following fund transfers were presented for consideration:

- \$9,000 from Operating Fund to Asset Replacement Fund
- \$16,000 from Operating Fund to I&I Repair Fund
- \$37,500 from Operating Fund to Reservoir Repair Fund
- \$50,000 from Capital Improvement Fund – Other to Operating Fund for Well 1 Replacement Project
- \$10,055 from Risk Management Fund to Operating Fund for the Well 1 Replacement Project

Commissioner Hospador moved to authorize fund transfers. President Cary seconded. Hearing 3 aye votes and 0 nay votes, the fund transfers were authorized.

Budget Hearing Questions/Comments Response Summary: There were no comments from subscribers on the proposed budget. Questions asked regarding the District's system and upcoming projects were answered at the hearing and will be summarized within the budget hearing minutes.

Resolution 2016-04, Adopting the 2017 Budget: Presented. *Commissioner Hospador moved to adopt Resolution 2016-04. President Cary seconded. Hearing 3 aye votes and 0 nay votes, the resolution was passed.*

The meeting was adjourned at 1:15 pm.

Respectfully Submitted By: _____
Andrew Hospador, Board Secretary

Approved at the Regular Meeting of the Board on: _____

**AMENDMENT No. 1
HARTSTENE POINTE WATER-SEWER DISTRICT
AGREEMENT FOR PROFESSIONAL SERVICES
SCADA/Telemetry On-Call Services**

In accordance with the Agreement for SCADA/Telemetry On-Call Services between Hartstene Pointe Water-Sewer District and Evolution Controls, LLC, dated September 25, 2014, the agreement is amended as follows:

1. In accordance with Section 2 of the Agreement, the Agreement term will be extended to December 31, 2017, at which time the Agreement will expire, unless extended by an amendment issued by the DISTRICT.
2. Exhibit B of the Agreement is amended to read:


Fee Schedule

1. Senior Engineer, Senior Project Manager (Al Friedli): \$110.00 per hour
2. Senior Engineer & Junior Project Manager (Lance Conrad): \$100.00 per hour
3. Junior Engineer & Junior Project Manager (Nick Friedli): \$90.00 per hour

Agreed to and signed this 14th day of November, 2016.

Evolution Controls, LLC

Hartstene Pointe Water-Sewer District



Signature

Signature

Managing Member (owner)

Title

Title

11/14/16

Date

Date

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

RESOLUTION 2016-05

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
ADOPTING A DISTRICT FEE SCHEDULE FOR 2017**

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 January 1, 2017, to repeal Resolutions 2016-01.
2. As of January 1, 2017, fees will be charged according to the following schedule, which shall supersede any previously adopted fee schedule.

Water Fees

Residential water connection monthly fee	\$59.00
Non-Residential water connection monthly fee	\$59.00
Prepaid Connection Lot/Connected Lot water monthly fee	\$25.00
Water Capital Facilities Charge	\$1,700.00
Meter Installation Connection Fee	\$550.00
Pre-Installed Meter Connection Fee	\$250.00

Sewer Fees

Residential sewer connection monthly fee	\$50.96
Non-Residential sewer connection monthly fee	\$50.96
Prepaid Connection Lot/Connected Lot sewer monthly fee	\$20.80
Sewer Capital Facilities Charge	\$2,600.00
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	\$194.00
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 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 8th day of December, 2016.

Hartstene Pointe Water-Sewer District
Mason County, Washington

Mary Alice Cary, Commissioner

David McNabb, Commissioner

Andrew Hospador, Commissioner