

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
HPMA Clubhouse
202 E Pointes Drive West, Shelton, WA 98584
March 9, 2017 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence:
 - FROM: Jeff Hinckle, Department of Commerce RE: DWSRF Loan Contract Extension.
5. Present Agenda
6. Minutes (pgs. 2-4)

REPORTS:

7. Commissioner Reports
8. Emergency Preparedness Report
9. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Early Voucher 2017-06, in the amount of \$19,674.69
 - Voucher 2017-07
 - 690 E Portage Sewer Line Clearing/Camera Reimbursement Request (pgs. 5-8)
10. Manager's Report

BUSINESS:

11. Wastewater Treatment Plant Spill, Control and Alarming Fixes
12. Review Resolution 2013-07, Establishing a Policy for Reimbursement of Expenses Incurred When Traveling (pgs. 9-10)

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
February 23, 2017
HPMA Clubhouse, 202 E Pointes Drive West, Shelton, WA 98584**

MINUTES

PRESENT: President M.A. Cary, Commissioner D. McNabb, General Manager (GM) M. Jeffreys, Accounting and Administrative Services Manager (AAS) M. Carnahan, Water/Sewer Technician, D. Carnahan. Secretary A. Hospador arrived to the meeting at 1:35 pm.

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

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE:

- TO: Department of Ecology RE: February 16th Spill
- FROM: Greg Fellman, 740 E Promontory Rd RE: County Account Credit for Connection Fees on Vacant Lot. Mr. Fellman could not provide documentation of the credit on account. GM will follow up with the Mason County Utility Department.
- FROM: Department of Ecology RE: December 2016 Discharge

PRESENT AGENDA: The agenda for the February 23, 2017 meeting was presented. AAS requested the addition of USDA Annual Report under Financial/Administrative Report and DWSRF Loan Contract Amendment under Business. GM requested the addition of 189 Cutty Sark Sewer Line Replacement under Business. *Commissioner McNabb moved to adopt the agenda as amended. President Cary seconded. Hearing 2 aye votes and 0 nay votes, the amended agenda was adopted.*

MINUTES: The minutes for the February 9, 2017 regular meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. President Cary seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb presented the cover for his book being published.
- President Cary presented an article from the Shelton-Mason Journal regarding Mason County's audit and the financial issues faced by Rustlewood water and sewer system.

Emergency Planning Report: No report.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2017-05, in the amount of \$10,947.58, was presented. *President Cary moved to approve the voucher. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*

Commissioner Hospador arrived to the meeting at 1:35 pm.

- *USDA Annual Report: presented and reviewed. Commissioner McNabb moved to approve the USDA Annual Report. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the USDA Annual Report was approved.*

Manager's Report: The GM reported on the Water Treatment Project progress.

BUSINESS:

DWSRF Loan Contract Amendment: An amendment to the District's Drinking Water State Revolving Fund Loan Contract was presented. The amendment extends the project deadline to August 30, 2017. *President Cary moved to approve the Drinking Water State Revolving Fund Loan Contract Amendment to extend the project completion date to August 30, 2017. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the contract amendment was approved and signed.*

Wastewater Treatment Plant Spill:

- The GM reported on the February 16th wastewater spill and plant flooding, the progress of the cleanup and repairs, and what needs to be done to avoid an issue like this in the future, primarily changes to control system programming and alarming. Additionally, the WWTPO has been experiencing issues accessing the control system remotely, including on the day of the spill, potentially as a result of internet connectivity issues and/or the online system. The GM is looking at potential solutions to these issues. The GM is working with the District's Risk Management Pool and insurance adjuster to get the plant cleaned up, buildings and equipment sanitized, evaluate the condition of the buildings and make necessary repairs.
- **Temporary Office Space:** The District has a temporary office set up at the AAS's home. *Commissioner Hospador moved to reimburse the AAS \$1 per square foot, per month, for 250 square feet of temporary office space. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*
- **Resolution 2017-01 Declaring an Emergency, Waiving Competitive Bidding Requirements, and Ordering Certain Work:** Presented. *Commissioner Hospador moved to approve the resolution. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, Resolution 2017-01 passed.*
- The WWTPO was unable to attend the meeting to provide a report to the Board. The Board requested that, if he is available, the WWTPO attend the next meeting to provide his report on the issue.

I&I Investigation, Evergreen Rural Water of Washington (ERWOW): David Carnahan gave a report and presentation regarding his mapping of the sewer system, investigation that he has done, with the assistance of ERWOW, into sources of I&I, and how he would like to proceed with addressing I&I, including purchasing a sewer line camera for the District's use, which ERWOW has offered to train District staff on its use. The estimated cost of a sewer line camera is between \$8,000 and \$10,000. The Board directed the staff to seek out quotes for sewer line cameras for consideration.

189 Cutty Sark Sewer Line Replacement: Approximately 70 feet of sewer line serving two island houses has settled, causing low spots in the line, resulting in a minor backup, necessitating replacing. *Commissioner Hospador moved to authorize solicitations of proposals for replacing the sewer line at 189 Cutty Sark. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Meeting adjourned at 3:30 pm.

Respectfully Submitted By:

Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: _____

Fwd: map of sewer connection points for each lot at Harstene Pointe

1 message

Mont Jeffreys <gm@hpwatersewer.com>
To: Miceal Carnahan <acct@hpwatersewer.com>

Mon, Mar 6, 2017 at 3:11 PM

Miceal,

Attached are the invoices from Robisons for the Hartlys at 690 Portage. Let me know if they don't come through.
Mont Jeffreys
General Manager
Hartstene Pointe Water-Sewer District

----- Forwarded message -----

From: David Hartley <dmh1224@gmail.com>
Date: Fri, Mar 3, 2017 at 1:11 PM
Subject: Re: map of sewer connection points for each lot at Harstene Pointe
To: Mont Jeffreys <gm@hpwatersewer.com>
Cc: Stefan Birgh <stefan@hpma.org>, Helen Weagraff <hweagraff@hotmail.com>

Hello Mont,

I am attaching two jpeg images of the invoices from Robison plumbing dealing with the sewer back-up into our house at 690 E Portage on Friday, February 10. I think that is the day I first met you and your associate when Luis from Robison was at my place. The first invoice (in color) is for services on that day. Luis returned on

He returned on Monday, President's Day, 2/20, with the intention of hand digging to install a cleanout; however, after further diagnosis, digging, and probing, he realized that the sewer was much too deep (apparently he did not have a depth reader on the first day) for hand digging and that an excavator would be needed. He didn't invoice for his time and effort on that day. The invoice that has the 2-20-17 date on it is actually for work conducted on February 27 when you met him again on the site- this includes excavation and installation of the cleanout and further TV-ing of the sewer beyond my property boundary which you already know about.

Keep me posted on your efforts to fix the blockage in the sewer. In the meantime, thanks for taking care of these charges which I have already paid Robison for. I believe we dodged a bullet in the house. Although we had pretty extensive pooled water on both hard surfaces and carpet on two levels, we were able to get it sopped up and wet-vacced and de-humidified in time to avoid a need to replace anything.

Let me know if you have questions.

David

Inv# 137549 = \$ 535.40
Inv # 137563 = 1,898.21

Total Reimbursement = \$2,433.61
Request

On Tue, Feb 28, 2017 at 4:27 PM, David Hartley <dmh1224@gmail.com> wrote:

Thanks, Mont. That sounds good to me. I will seems receipts soon.

David

On Feb 28, 2017 15:32, "Mont Jeffreys" <gm@hpwatersewer.com> wrote:

Hi David,

I apologize for the delay in getting back to you, things have been a little hectic between the drinking water upgrade and the flood at the treatment plant that also flooded the office.

5

I checked the plans at the office and also met with Louis from Robisons on site yesterday. The sewer line runs to the east of the property and connects into the line coming from the house next to yours down the driveway.

Louis ran the camera until he hit what he thought was an obstruction, the line was full of water so we were not able to see the problem. After reviewing the plans I believe he ran into the tee with the other neighbors line instead of the obstruction which may be further down the line in the green belt. We will be looking for the clean out in our line that is supposed to be in proximity to the tee to try to clear the obstruction and determine the problem. I suspect it is root intrusion that will need to be repaired but we should be able to get the line cleared. I plan on getting Louis back out to camera and clear the line after we locate the clean out.

If you will send me copies of the current charges we will reimburse you.

Mont Jeffreys
General Manager
Hartstene Pointe Water-Sewer District

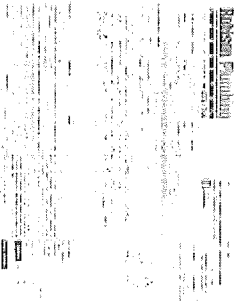
On Sat, Feb 25, 2017 at 11:41 AM, David Hartley <dmh1224@gmail.com> wrote:
Hello Mont,

I was in Stefan's office this AM and noticed a big map on the wall that shows a schematic of the water supply lines to each lot and also, plots a black dot showing the location of the sewer connection on the perimeter of each lot. Consistent with what my plumber was finding, the point at which the sewer leaves my property is located somewhere along the right side of my house as you face my front door.

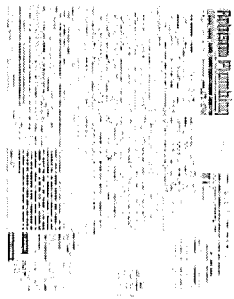
You might want to take a look at this map if you have not already done so as it does offer some clues as to how the sewers connect to individual house. I think it is pretty clear that mine (690 Portage) and my neighbor's (692) are heading toward Pitcarin.

David

2 attachments



February_2017SewerBackupInvoice1.jpeg
594K



February_2017SewerBackupInvoice2.jpeg
755K

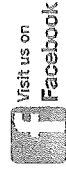
Robison Plumbing

S E R V I C E Inc.

7 Days a Week - No Overtime (360) 373-1700

DATE 2/10/17 CONTRACT NO. 137549

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www.robisonplumbing.com



P.O. Box 4009
Bremerton, WA 98312
Fax: (360) 373-6109

JOB ADDRESS: PHONE 427-1507 MAIL TO: PHONE 0550
NAME Harper Le-1
ADDRESS 690 E PORTAGE ADDRESS 4508 47TH AVE S
CITY STEVENSON ST. W CITY SEA ST. W ZIP CODE 98584 ZIP CODE 98118

PLEASE PAY FROM THIS INVOICE UPON COMPLETION OF SERVICE

DIAGNOSIS/SOLUTION DMH 17.24@gmail.com

T101 main Toilet closer
A 3917 pull and reset toilet

Pulled toilet pan cable out 90 FT unable to clear
RAM chamber located- Sewer line to corner of
house re-combed digging up and installing c/o
and run cable and camera. EST \$1006.62 and
REINSTALL possible c/o.

MODEL NO. SERIAL NO. MAKE
 CHECK BILLING NET 10 DAYS
 CASH CREDIT CARD Type Card No.
I do hereby state that the above work has been installed in a workmanlike manner and to the applicable building codes. Print Name X Service Technician Signature LS

WORK AUTHORIZATION PAYMENT OF THIS INVOICE/CONTRACT DUE UPON COMPLETION OF WORK AUTHORIZATION TO PROCEED WITH ABOVE DIAGNOSIS/SOLUTION - I, THE UNDERSIGNED AM OWNER/AUTHORIZED REPRESENTATIVE OF THE PREMISES AT WHICH THE WORK MENTIONED ABOVE IS TO BE DONE. I HEREBY AUTHORIZE YOU TO PERFORM DIAGNOSIS/SOLUTION, AND TO USE SUCH LABOR AND MATERIALS AS YOU DEEM ADVISABLE. A MONTHLY SERVICE CHARGE OF 11/2% WILL BE ADDED AFTER 30 DAYS, UP TO \$1,000.00 AND 1% OVER \$1,000.00. I AGREE TO PAY REASONABLE ATTORNEY'S FEES AND COURT COSTS IN THE EVENT OF LEGAL ACTION. I HAVE READ, AGREE TO, AND HAVE RECEIVED A COPY OF THE CONTRACT.

ALL PARTS REMOVED WILL BE DISCARDED UNLESS OTHERWISE SPECIFIED.
I hereby authorize you to proceed with the above work at the rate of \$ 497.50
SIGNATURE [Signature] PRINT NAME X

Auth. Code Exp. Date
ACCEPTANCE OF WORK PERFORMED - I find the service and materials rendered and installed in connection with the above work mentioned, to have been completed in a satisfactory manner. I agree that the amount set forth in this contract in the space labeled "TOTAL" to be the total and complete flat rate/minimum charge. A monthly service charge of 11/2% will be added after 30 days. I acknowledge that I have read and received a legible copy of this contract. All checks returned for any reason are subject to a \$25.00 NSF fee.
ACCEPTANCE SIGNATURE [Signature]

<input type="checkbox"/> ESTIMATE	<input type="checkbox"/> WARRANTY
STANDARD WARRANTY IS 12 MONTHS ON LABOR AND PARTS UNLESS OTHERWISE NOTED HEREIN (EXCLUDED STOPPAGES)	
<input type="checkbox"/> STANDARD RATE	<input type="checkbox"/> VALUE RATE
<u>338 85</u>	<u>89 00</u>
<u>149 70</u>	<u>274 50</u>
<u>488 55</u>	<u>121 10</u>
	<u>484 60</u>
BIO CLEAN	
MAINTENANCE PLAN	
SUBTOTAL	<u>484 60</u>
<input type="checkbox"/> MILITARY <input type="checkbox"/> SENIOR	
FUEL SURCHARGE	<u>\$7.50</u>
SUBTOTAL	<u>492 10</u>
TAX	<u>47.30</u>
TOTAL	535 40
ADJ. TOTAL	

CUSTOMER COPY

Robison Plumbing

SEERVICES INC.

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DATE 2-20-17 CONTRACT NO. 137563

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P.O. Box 4009
Bremerton, WA 98312
Fax: (360) 373-6109



JOB ADDRESS: PHONE 427-1507 MAIL TO: PHONE 206 941-0550
 NAME CABIN NAME DAVID HARTLEY
 ADDRESS 690 E PORTAGE Rd ADDRESS 4508 W 7TH AV S
 CITY ST. VA ST. VA CODE 98854 CITY SEA ST. VA CODE 98118

S/A PLEASE PAY FROM THIS INVOICE UPON COMPLETION OF SERVICE

DIAGNOSIS/SOLUTION

2-27-17 Dug up outside in front of house located
 sewer approx 12 deep at corner of house dug
 local approx 10 ft found it at 6 ft installed c/b
 with riser. From toilet to c/b approx 98 ft length
 backfilled washed out customer will reset rock
 after dirt settles. ran camera to locate where
 blockage was found it at approx 20 ft from c/b
 on neighbors property. had (mont) sewer guy come out
 to look at issue and would continue repair from there
 customer is aware of all issues.

MODEL NO.	SERIAL NO.	MAKE	BIO CLEAN
<input type="checkbox"/> CHECK <input type="checkbox"/> BILLING NET 10 DAYS	Type	Card No	MAINTENANCE PLAN
<input type="checkbox"/> CASH <input type="checkbox"/> CREDIT CARD	Print Name <u>X</u>	Service Technician Signature <u>Luis</u>	SUBTOTAL
I do hereby state that the above work has been installed in a workmanlike manner and to the applicable building codes.			<input type="checkbox"/> MILITARY <input type="checkbox"/> SENIOR
Date	Auth. Code	Exp. Date	FUEL SURCHARGE
WORK AUTHORIZATION PAYMENT OF THIS INVOICE/CONTRACT DUE UPON COMPLETION OF WORK AUTHORIZATION TO PROCEED WITH ABOVE DIAGNOSIS/SOLUTION - I, THE UNDERSIGNED, HEREBY AUTHORIZED REPRESENTATIVE OF THE PREMISES AT WHICH THE WORK MENTIONED ABOVE IS TO BE DONE, I HEREBY AUTHORIZED YOU TO PERFORM DIAGNOSIS/SOLUTION, AND TO USE SUCH LABOR AND MATERIALS AS YOU DEEM ADVISABLE. A MONTHLY SERVICE CHARGE OF 11/2% WILL BE ADDED AFTER 30 DAYS, UP TO \$1,000.00. I AGREE TO PAY REASONABLE ATTORNEY'S FEES AND COURT COSTS IN THE EVENT OF LEGAL ACTION. I HAVE READ, AGREE TO, AND HAVE RECEIVED A COPY OF THE CONTRACT.	ACCEPTANCE OF WORK PERFORMED - I find the service and materials rendered and installed in connection with the above work mentioned, to have been completed in a satisfactory manner. I agree that the amount set forth in this contract in the space labeled "TOTAL" to be the total and complete flat rate/minimum charge. A monthly service charge of 11/2% will be added after 30 days. I acknowledge that I have read and received a legible copy of this contract. All checks returned for any reason are subject to a \$25.00 NSF fee.	ACCEPTANCE SIGNATURE	TAX
I hereby authorize you to proceed with the above work at the rate of \$	Signature <u>David Hartley</u>	Signature <u>David Hartley</u>	TOTAL
PRINT NAME <u>X David Hartley</u>	SIGNATURE	SIGNATURE	ADJ TOTAL

CUSTOMER COPY

62
1006 72x
730 56
1737 18

8

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

RESOLUTION 2013-07

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HARTSTENE POINTE WATER-SEWER DISTRICT ESTABLISHING POLICY FOR REIMBURSEMENT OF EXPENSES INCURRED WHEN TRAVELING FOR THE PURPOSES OF DISTRICT BUSINESS.

WHEREAS, RCW 57.12.010 authorizes reimbursement for expenses incurred when traveling on District Business; and

WHEREAS, The Hartstene Pointe Water-Sewer District Board of Commissioners and District Management Contractors must, on occasion, travel outside district boundaries on District business; and

WHEREAS, the Board of Commissioners previously adopted a Travel Expense Reimbursement Policy with Resolution 2011-02; and

WHEREAS, the Board of Commissioners would like to amend the policy adopted with Resolution 2011-12; now therefore

BE IT RESOLVED that the Board of Commissioners of the Hartstene Pointe Water-Sewer District hereby repeals Resolution 2011-02 and adopts the following policy:

Travel Expense Reimbursement Policy

1. **Travel Away from the District** – All travel by commissioners and District management contractors away from the district, and necessary to conduct District business, including education and training, must be pre-approved by the Board of Commissioners. Pooling of passenger cars should be used whenever possible and convenient.
2. **Travel Expense Reimbursement** – Commissioners and authorized District management contractors shall be reimbursed for reasonable and customary travel expenses actually incurred in connection with the business of the District, including, when appropriate, food, lodging, and travel expenses. Reimbursement will be authorized by individual vouchers. For those trips lasting no more than one day (no overnight stay), meal expenses will be reimbursed.

Requests for reimbursement shall be submitted within 30 days of the date of return on a Travel/Expense voucher form signed by the contractor or commissioner. Approved expenses will be reimbursed through the normal voucher payable process.

Receipts or other acceptable evidence of payment are required for reimbursement of airfare, railway fare, bus fare, lodging (itemized statement), meals, all charges made directly to the District, and all other individual expenses of \$25.00 or more. Rates for travel reimbursement, meals, lodging, and other travel expenses are to be limited as follows:

- a. If private automobiles are used, mileage will be reimbursed at the current IRS rate or at fare cost when travel was provided by bus, train, airplane, or automobile rental. Under no circumstances shall the District be liable for any damage occurring to a private vehicle while used on District business: the owner of the vehicle assumes all risk associated with any said damage.

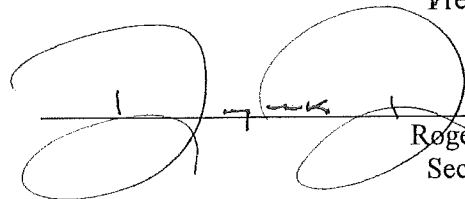
- b. Miscellaneous expenditures, for any other purpose not enumerated in this policy, when necessarily incurred by the traveler in connection with the transaction of official business, will be reimbursed on a cost basis if allowed or approved by the Board of Commissioners.
 - c. Tips for meals, taxi, or baggage handling, in amount not to exceed 20%, shall be considered reasonable and necessary costs for such service, and may be included in the cost of the meal or service received.
 - d. Expense reimbursement shall not include expenses paid for others, except where the request for reimbursement is for the cost of meals with other District representatives.
 - e. Expense reimbursement shall not include the purchase of alcoholic beverages.
3. **Direct Billings** – Direct billing to the District is allowed for the following travel expenses: air fare, deposits for seminars or lodging; rental fees for the use of meeting rooms; and costs of catered group meals. When direct billing is used, the District address and phone number shall be listed instead of the commissioners’ or contractors’ personal address.
4. **Commissioner Compensation** – Commissioners will be compensated the standard per diem amount in accordance with RCW 57.12.010 for each day, or portion thereof, spent in performance of official services or duties on behalf of the District as authorized and directed by the District. While travel costs for District business are reimbursable, days spent travelling to and from District business, but not actually spent conducting District business, are not subject to the standard per diem compensation.

ADOPTED by the Board of Commissioners by Hartstene Pointe Water-Sewer District at the regular open public meeting thereof held the 11 day of July, 2013.

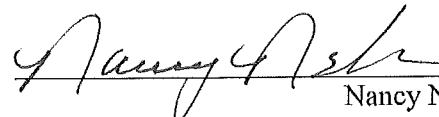
HARTSTENE POINTE WATER AND SEWER DISTRICT
Mason County, Washington



Mary Alice Cary
President



Roger Kay
Secretary



Nancy Nelson
Commissioner