

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

**District Office**

**772 E Chesapeake Drive, Shelton, WA 98584**

**September 14, 2017 1:00 P.M.**

**AGENDA**

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence:
  - FROM: Dept. of Ecology RE: June 2017 Discharge Monitoring Report (pg. 2)
  - FROM: Dept. of Ecology RE: Showing of Compliance to add Well 1R under water right (pg. 3)
5. Present Agenda
6. Minutes (pgs. 4-6)

**REPORTS:**

7. Commissioner Reports
8. Emergency Preparedness Report
9. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Early Voucher 2017-24
    - Voucher 2017-25
  - September/October 2017 Billing Report
  - Finance Essentials Workshop (pg. 7)
10. Manager's Report

**BUSINESS:**

11. Review Water Treatment Grand Opening/Open House
12. Smoke Testing Report
13. Reservoir Cleaning Quotes and Contract Award
14. Blower Pump Quote



STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

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August 30, 2017

Mr. Marty Grabill  
Wastewater Treatment Plant Manager  
Hartstene Pointe Water-Sewer District  
772 Chesapeake Drive  
Shelton, WA 98584

Re: National Pollutant Discharge Elimination System (NPDES) Permit No. WA0038377, Hartstene Pointe Wastewater Treatment Plant

Dear Mr. Grabill:

Your June 2017 Discharge Monitoring Report (DMR) indicates that your discharge did not comply with your permit requirements.

<u>Monitoring Parameter</u>	<u>Sample Measurement</u>	<u>Permit Requirement</u>
Chlorine (AVW)	1.6 mg/L	0.75 mg/L


Failures to meet permit limits are violations of your NPDES permit. You should be aware that violations are subject to enforcement action including administrative orders to correct the problem and/or civil penalties, in accordance with Chapter 173-220-230 of the Washington Administrative Code (WAC).

If your violations are chronic, you should contact us and tell us what steps you are taking to bring your facility back into compliance. Noncompliance reporting is a condition of your permit.

If you have any questions regarding this matter (or if our information is incorrect), please contact your facility manager, David Dougherty, at 360-407-6278 or [david.dougherty@ecy.wa.gov](mailto:david.dougherty@ecy.wa.gov), or you can call me at 360-407-6368, or e-mail me at [greg.zentner@ecy.wa.gov](mailto:greg.zentner@ecy.wa.gov).

If you need technical assistance, please contact your facility manager or call our technical assistance specialist Carl Jones at 360-407-6431 or by e-mail at [carl.jones@ecy.wa.gov](mailto:carl.jones@ecy.wa.gov).

Sincerely,

  
Gregory S. Zentner, P.E., Supervisor  
Municipal Operations Unit  
Water Quality Program  
Southwest Regional Office

GZ:CC(hartstene pt)

cc: Mont Jeffreys, Hartstene Pointe Water-Sewer District  
Dave Dougherty, Ecology  
Permit Compliance File



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September 1, 2017

Hartstene Point Water-Sewer District  
Attn: Mont Jeffreys  
772 E Chesapeake Dr  
Shelton, WA 98584

Dear Mr. Jeffreys:

Re: Showing of Compliance to Add a Well under Water Right Nos. G2-01016 and G2-23123

On August 25, 2017, we received *Showing of Compliance* affidavits to add Well BIB-339 Water Right Certificate Nos. G2-01016 and G2-23123. The affidavits and supporting information indicate that the additional well likely meet the requirements for statutory amendment of these water rights under RCW 90.44.100.

Through this correspondence, the Department of Ecology (Ecology) is acknowledging receipt of *Showing of Compliance* affidavits that appear to conform to the statutory mandates of RCW 90.44.100(3). Because Ecology does not affirm the validity and extent of water rights under a Showing of Compliance filing, superseding certificates of water right will not be issued.

The notarized statements and supporting documentation have been added to the water right files as a permanent record. Well BIB-339 is hereby acknowledged as an authorized source under Water Right Certificate Nos. G2-01016 and G2-23123.

If you have any questions regarding this letter, please contact me at (360) 407-0279 or [marie.peter@ecy.wa.gov](mailto:marie.peter@ecy.wa.gov).

Sincerely,

Marie Peter  
Water Resources Program

cc: Regina Grimm, DOH SWRO

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**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
August 24, 2017  
District Office, 772 E Chesapeake Drive, 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:** Robert Scarola said he was very impressed with the new water treatment facilities following the tour given at the last Board meeting.

**CORRESPONDENCE:** No correspondence.

**PRESENT AGENDA:** The agenda for the August 24, 2017 regular meeting was presented. *Commissioner McNabb moved to adopt the agenda as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted.*

**MINUTES:** The minutes of the August 10, 2017 regular meeting were presented. *Commissioner Hospador moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

The minutes of the August 17, 2017 special meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner McNabb:
  - The AWWA Pacific Northwest Subsection Conference will be in Tacoma in the spring of 2018.
  - Commissioner McNabb donated to the District's library a copy of his new book, *Water Resource Management: Sustainability in an Era of Climate Change*.
- Commissioner Hospador: AWWA Waterworks Workshop will be held on September 26<sup>th</sup> in Oak Harbor.

**Emergency Preparedness Report:** Commissioner Hospador attended the CERT training offered on the island over the preceding two weekends. It was requested that the GM set a date for training of commissioners and/or approved community volunteers to be able to keep the system safe and secure in the event of an emergency and the GM and water/sewer technician's absence.

### **Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2017-23, in the amount of \$2,203.38, 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 CP 51, in the amount of \$1,119.81, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- July Financial Report: Presented. *Commissioner Hospador moved to approve the monthly financial report for July 2017.*
- BIAS Utility Billing Deep Dive: The District's utility billing software provider will be providing a free one-day training at their headquarters in Spokane on best practices for billing, adjustments, work orders, monthly reporting, and other aspects of utility billing. AAS requested authorization for herself and the District's meter reader to attend. *Commissioner McNabb moved to authorize the AAS and Meter Reader to attend the BIAS Utility Billing Deep Dive on October 10th, including travel costs. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

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

*Meeting was recessed at 1:55 pm. Meeting was reconvened at 2:10 pm.*

### **BUSINESS:**

**2018 Budget Meeting Schedule:** AAS presented a proposed schedule for preparation and adoption of the 2018 Budget:

- Thursday, October 12, 2017 Regular Meeting:
  - Discuss 2017 3rd quarter financial report;
  - Discuss five year Capital Improvement Plan and Asset Replacement Plan
- Thursday, October 26, 2017 Regular Meeting: GM and AAS present Preliminary 2018 Budget
- Thursday, November 2, 2017 Special Meeting, 10:00 am: Budget Work Session to prepare Proposed 2018 Budget
- Thursday, November 9, 2017 Regular Meeting:
  - Make final adjustments to Proposed 2017 Budget;
  - Plan Annual Meeting/2018 Budget Hearing
- Saturday, November 11, 2017 Special Meeting, 10:00 am at HPMA Clubhouse: Annual Meeting/2018 Budget Hearing
- Monday, November 20 Special Meeting, 1:00 pm:
  - Review and prepare response to comments/questions received at the Annual Meeting/Budget Hearing;
  - Adopt Final 2017 Budget
- November 30: County's due date for submission of Final 2018 Budget

*Commissioner Hospador moved to approve the 2018 Budget Schedule. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

**WASWD Conference, September 27-29 in Wenatchee:** WASWD conference will be September 26-29 in Wenatchee. Due to the high cost, Commissioner McNabb does not intend to request approval to attend.

**Reservoir Cleaning:** GM will send a request for quotes to several vendors on the MRSC Roster. Those quotes will be ready for the next meeting. GM will also get quotes for a reservoir mixer.

**Labor Day Open House:** AAS reported that she and the District's Water/Sewer Tech are planning and making preparations for the open house on Monday, September 4<sup>th</sup> from 10:00 am to 2:00 pm.

*Meeting adjourned at 2:18 pm.*

Respectfully Submitted By:

\_\_\_\_\_  
Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: \_\_\_\_\_

## Finance Essentials Workshop—DuPont

MRSC's full-day Finance Essentials Workshop is designed for staff responsible for budgeting, accounting and fiscal management for cash basis entities. From October to November, we're bringing this critical training to four locations throughout the state, including Spokane, DuPont, Mount Vernon, and Yakima.

### Educational objectives

In the Finance Essentials Workshop, you will learn how to develop and assist with the annual budget draft and the annual report, and how to assess and improve upon internal controls. You will also learn key accounting, reporting, and accounting compliance issues, and when these are required, and key financial policies and how these interact with audit requirements. The workshop will also cover the requirements of the open public meetings and public records acts and how these apply to local government finances.

### Workshop agenda

- 8:30 – 9:00 am: Check-In, coffee
- 9:00 am – 12:00 pm: Roles and responsibilities, internal controls, public records, open public meetings
- 12:00 – 1:15 pm: Lunch (not provided)
- 1:15 – 4:00 pm: Budgeting, financial reporting, audits

### Who should attend?

Clerk Treasurers, Clerks, Treasurers, Finance Directors and any finance staff that are responsible for providing financial information to elected officials for the management of local government organizations.

### About the Presenter

- **Toni Nelson** has served as MRSC's Finance Consultant since 2014. Her background in governmental accounting is extensive with over 24 years in the public sector. She was with the Washington State Auditor's Office for 11 years and served for 9 years as the Clerk/Treasurer for the Town of Twisp. She established a focus for "Cash Basis" accounting and reporting while with the State Auditor's Office that carried into educational classes and on-site training. She authored the Small Cities Manual, monthly articles for the Finance Advisor column for MRSC and is a speaker for state organizations such as AWC, WFOA, WMCA, and WMTA on topics pertaining to budgeting, cash basis accounting and reporting and the application of Washington State B.A.R.S. requirements.

### Cost

- \$95/ person