

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

District Office

772 E Chesapeake Drive, Shelton, WA 98584

May 11, 2017 1:00 P.M.

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
 - FROM: Department of Ecology RE: February Discharge Monitoring Report (pg. 2)
 - FROM: Retail Lockbox RE: Deposit Error (pg. 3-5)
5. Present Agenda
6. Minutes (pg. 6-7)

REPORTS:

7. Commissioner Reports
8. Emergency Preparedness Report
9. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Early Voucher 2017-12, in the amount of \$31,583.86
 - Voucher 2017-13
 - Voucher CP 47, in the amount of \$160,833.52
 - Billing Report (pg. 8-11)
10. Manager's Report

BUSINESS:

11. 2016 Annual Report External Review
12. Sewer Camera Report and Video
13. Community Outreach/HPMA 4th of July



RECEIVED MAY 08 2017

STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

PO Box 47775 • Olympia, Washington 98504-7775 • (360) 407-6300

April 27, 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 February 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>
pH (MIN)	5.77 SU	6.0 SU

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.

Your February 2017 DMR also indicates your influent reached 85 percent of the following design criteria:

<u>Monitoring Parameter</u>	<u>Sample Measurement</u>	<u>Design Criteria</u>
Flow (AVG)	0.165464 mgd	0.186 mgd
Flow (MAX)	0.483 mgd	0.505 mgd

When influent flows or waste loads reach 85 percent of any design criteria for three consecutive months or when projected increases will reach the design criteria within five years, the planning and reporting requirements of Section S4 of your NPDES permit are triggered. Please refer to your permit for information on your obligations under this section.

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Lost Checks

4 messages

Miceal Carnahan <acct@hpwatersewer.com>

Mon, May 1, 2017 at 4:20 PM

To: Support <Support@retaillockbox.com>

I just received a call from one of our customers who mailed his payment from Bellevue on 4/8/17, but it has not been received and his bank shows it has not cleared. He is issuing a stop payment on the check, as it is assumed to be lost. If the check does finally arrive, please do not attempt to deposit it and return it to the District.

Here is the check info: Frank Mudrovich, check #4271, dated 4/8/17, in the amount of \$219.92.

This is actually the second check mailed to our post office box which went missing in April. Another of our customers contacted us last week about a check they mailed on April 10th which was never received and did not clear. Is there an issue with the post office or courier that you know of? One missing check is uncommon, but two is suspicious.

Sincerely,

Miceal Carnahan
Accounting and Administrative Services Manager
Hartstene Pointe Water-Sewer District
772 E Chesapeake Dr
Shelton WA 98584
(360) 427-2413 - District Office
(360) 545-2480 - Direct Line

Jon Spengler <jon@retaillockbox.com>

Tue, May 2, 2017 at 3:26 PM

To: Miceal Carnahan <acct@hpwatersewer.com>, Support <Support@retaillockbox.com>

Micael:

I just wanted to confirm that we're research this payment from Mr. Mudrovich, we will get back to you as soon as we have an update!

In the meantime, you mention a second report of a check that went missing. Could you provide me the same kind of details regarding that payment? A dollar amount, a name, serial number, etc. would be ideal.

**Jon Spengler**

Customer Service Specialist
jon@retaillockbox.com
206-965-8518 *Direct*
206 624-2871 *General*
206 624-2872 *Fax*

From: micealcarnahan@gmail.com [mailto:micealcarnahan@gmail.com] **On Behalf Of** Miceal Carnahan
Sent: Monday, May 01, 2017 4:20 PM
To: Support
Subject: Lost Checks

[Quoted text hidden]

Jon Spengler <jon@retaillockbox.com>
To: Miceal Carnahan <acct@hpwatersewer.com>
Cc: Support <Support@retaillockbox.com>

Thu, May 4, 2017 at 6:11 PM

Miceal:

Thank you for your patience while I worked with our production team to investigate this missing check!

During our investigation, we believe we found the root cause of this item being reported as missing. There was a technical error on April 10th that prevented seven of your checks from being successfully deposited. Our production team should have resolved this error, I have already covered this with our production supervisors to ensure that the core confusion that allowed this to go unchecked is completely resolved.

One of the seven checks that were not deposited successfully that day was Frank Mudrovich's \$219.92 check. I've attached a PDF that contains images of all of the checks that were impacted.

We do have scans of all of these items ready to be deposited. We would be able to deposit these seven items for you on your behalf at any time. However, with the amount of time that has passed since, there could be the possibility that payers have already sent in replacement checks. (Unfortunately, the go-back work that would have accompanied these seven checks has already been securely shredded. We would not be able to provide you the original accompanying paperwork that would go with these payments.)

Our apologies for the extraordinary confusion, Miceal! Please let us know if you would like us to deposit some or all of these seven checks and I will get that ball rolling as quickly as possible.

Best,



Jon Spengler
Customer Service Specialist
jon@retaillockbox.com
206-965-8518 *Direct*
206 624-2871 *General*
206 624-2872 *Fax*

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Disclaimer: The information contained in this communication is confidential and only for the use of the intended addressee(s). If you have received this communication in error, any disclosure or use of such information is strictly prohibited. Please notify

the sender immediately and destroy all copies. Thank you.

From: Jon Spengler
Sent: Tuesday, May 02, 2017 3:26 PM
To: Miceal Carnahan; Support
Subject: RE: Lost Checks

[Quoted text hidden]

 **Hartstene Pointe 9445 Checks 4-10-2017.pdf**
109K

Miceal Carnahan <acct@hpwatersewer.com>
To: Jon Spengler <jon@retaillockbox.com>

Mon, May 8, 2017 at 1:37 PM

Please deposit all of these checks except :

- #10759 from Kelly Colby
- #14271 from Frank Mudrovich

I have confirmed that payment has not been received from the other customers, and I will contact them to let them know what happened. According to my figures, this will be a deposit of five checks totaling \$1,099.60.

Can you please also check that a similar issue did not take place more recently? There were no deposits made at all last week, which would be a first.

Miceal Carnahan
Accounting and Administrative Services Manager
Hartstene Pointe Water-Sewer District
772 E Chesapeake Dr
Shelton WA 98584
(360) 427-2413 - District Office
(360) 545-2480 - Direct Line

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**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
April 27, 2017
District Office, 772 E Chesapeake Drive, 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) M. Carnahan.

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

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE:

- FROM: PNWS-AWWA RE: 2017 Emergency Preparedness Workshop on May 24th in Port Townsend.

PRESENT AGENDA: The agenda for the April 27, 2017 regular meeting was presented. *Commissioner McNabb moved to approve the agenda as presented. Commissioner Hospador seconded. Hearing no objections, the agenda was approved.*

MINUTES: The minutes of the April 13, 2017 regular meeting were presented. *Commissioner McNabb moved to approve the minutes. Commissioner Hospador seconded. Hearing no objections, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb:
 - Presented article from the Seattle Times about Harstine Island.
 - Presented an article about breaking the 122-year-old Puget Sound rain record.

Emergency Preparedness Report: Commissioner Hospador will attend the 2017 Emergency Preparedness Workshop on May 24th in Port Townsend.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2017-11, in the amount of \$230.46, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

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

BUSINESS:

Newsletter Draft Review: The May/June 2017 newsletter was presented and reviewed.

The meeting was adjourned at 1:45 pm.

Respectfully Submitted By:

Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: _____

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Utilities Trial Balance

Hartstene Pointe Water-Sewer District

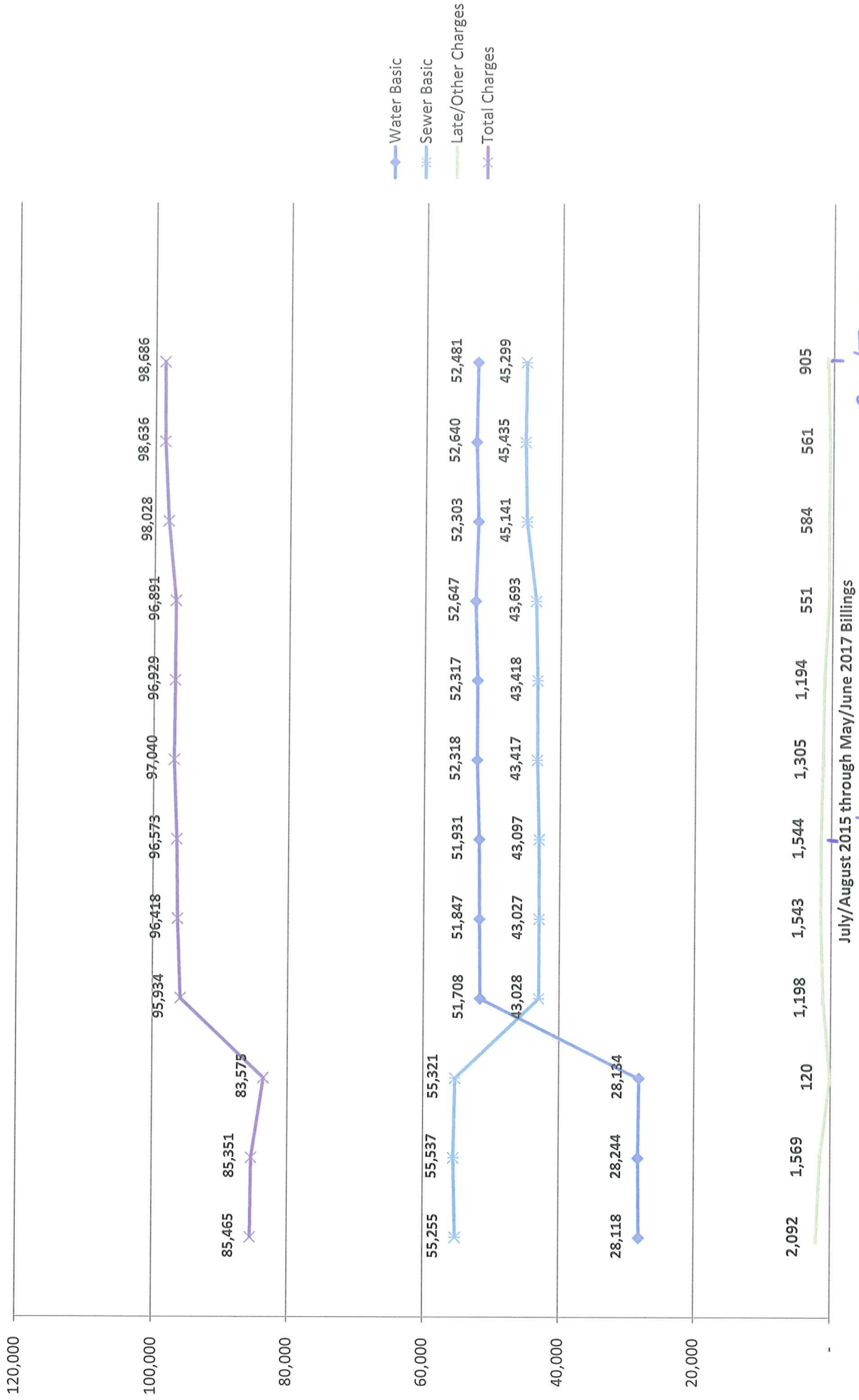
03/01/2017 through 04/30/2017

Utility		Beginning A/R Balance	Receipts	Billing	Ending A/R Balance
Water	Basic	3,550.10	52,690.63	52,877.26	3,736.73
	Other	519.84	434.00	268.44	354.28
	Late Fees	2,930.60	3,287.80	323.95	(33.25)
		<u>7,000.54</u>	<u>56,412.43</u>	<u>53,469.65</u>	<u>4,057.76</u>
Sewer	Basic	1,791.17	46,620.26	45,670.03	840.94
	Other	-	-	-	-
	Late Fees	39.60	200.55	130.77	(30.18)
		<u>1,830.77</u>	<u>46,820.81</u>	<u>45,800.80</u>	<u>810.76</u>
Totals		<u><u>8,831.31</u></u>	<u><u>103,233.24</u></u>	<u><u>99,270.45</u></u>	<u><u>4,868.52</u></u>

Notes: Final liened property paid off through property sale on 3/22/17 (\$6,260.80 total).

⑧

Regular Utility Bill Totals



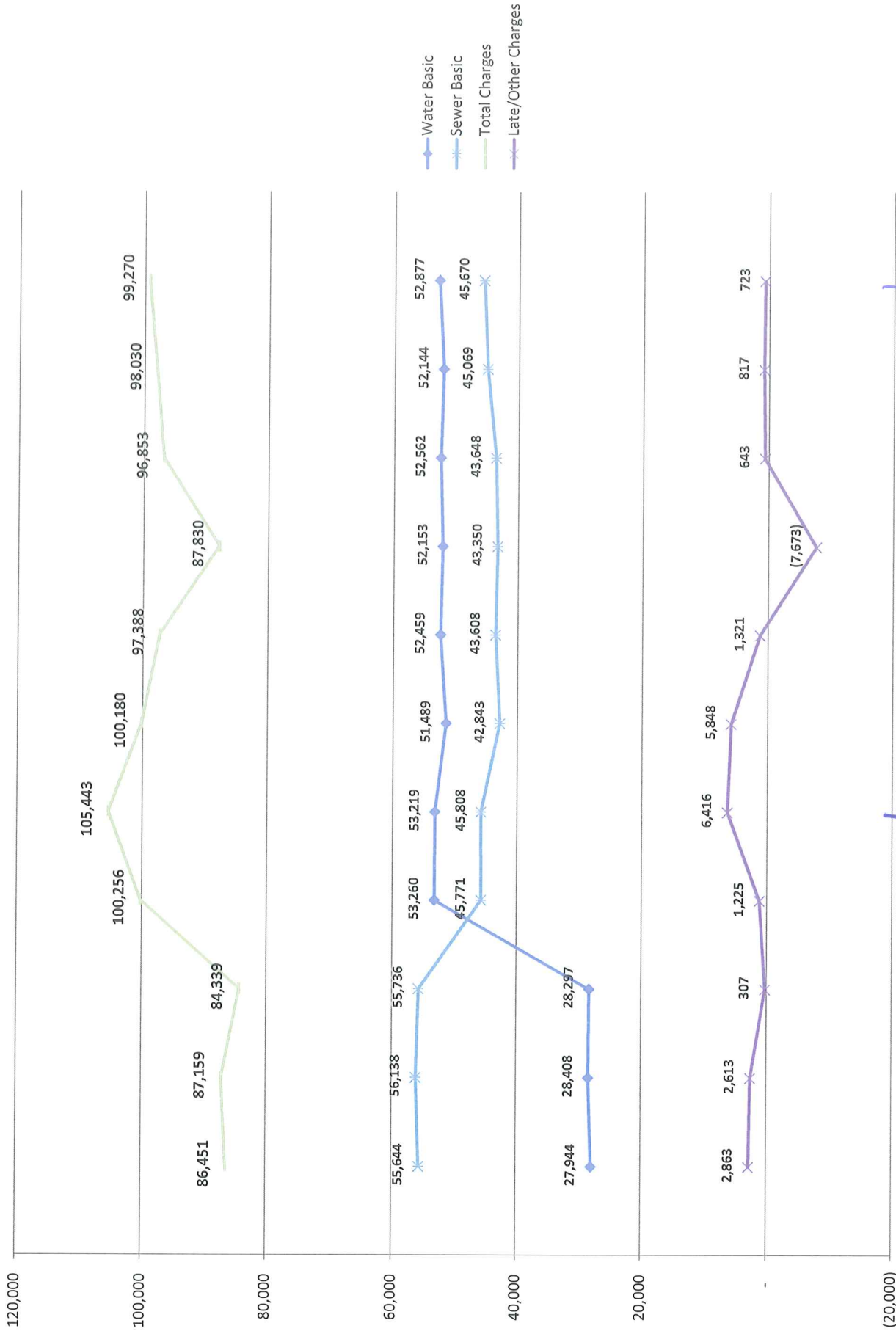
9

May/June 2017

May/June 2014

July/August 2015 through May/June 2017 Billings

Utility Billing Totals

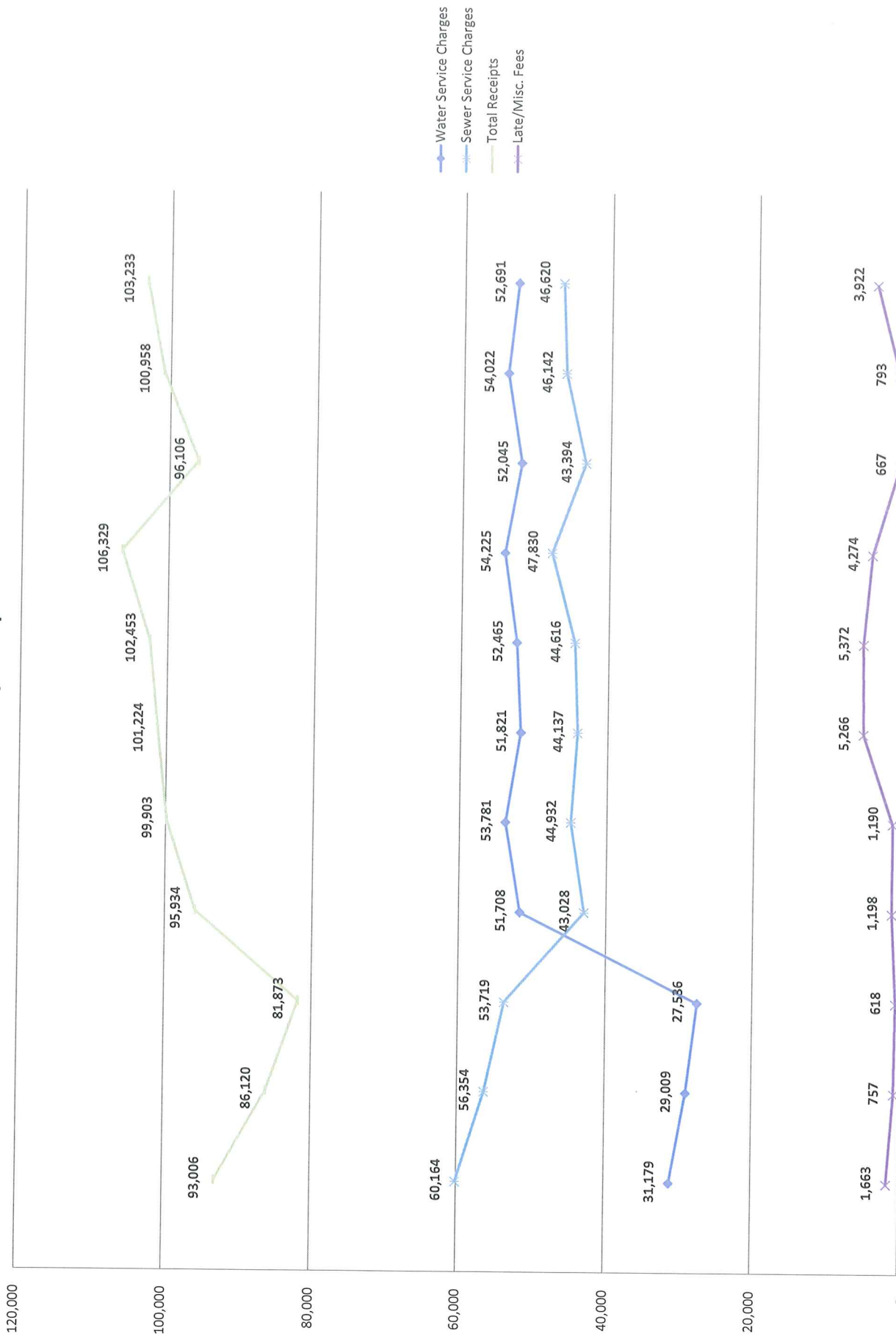


Billing Periods: July/August 2015 through March/April 2017

March/April 2017

March/April 2016

Utility Receipts



Billing Periods July/August 2015 through March/April 2017

March/April 2017

March/April 2016

