

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
District Office
772 E Chesapeake Drive, Shelton, WA 98584
June 7, 2018 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
 - FROM: Office of Financial Management RE: Notice of Water Sewer District Board Member Dollar Threshold Adjustment (pg. 2)
5. Present Agenda
6. Minutes
 - May 17, 2018 Regular Meeting (pgs. 3-5)
 - May 24, 2018 Special Meeting (pg. 6)

REPORTS:

7. Commissioner Reports
8. Emergency Preparedness Report
9. Financial/Administrative Report:
 - Bills to Be Authorized: Voucher 2018-11
10. Manager's Report

BUSINESS:

11. Drinking Water State Revolving Fund Loan Contract Amendment – Project Completion (pgs. 7-12)
12. Resolution 2018-01 Establishing a Schedule of Paid Holidays and a Policy Governing Unpaid Religious Holidays (pgs. 13-14)
13. Resolution 2018-02 Requesting Review By the Health Care Authority to Participate in the Washington State Insurance Plans (pgs. 15-16)
14. Resolution 2018-03 Authorizing the District's Participation in the Washington State Deferred Compensation Program (pgs. 17-18)
15. Resolution 2018-04 Updating the District Fee Schedule (pgs. 19-20)

Office of Financial Management

Notice of Water Sewer District Board Member Dollar Threshold Adjustment

Compensation limits for water sewer district board members are set in statute. RCW 57.12.010 provides that payment of compensation for each board member shall be at a rate of ninety dollars (\$90) per day, with compensation for each board member not to exceed eight thousand six hundred and forty dollars (\$8,640) per year. RCW 57.12.010 also provides for the Office of Financial Management to adjust this dollar threshold for inflation every five years, beginning July 1, 2008. The adjustment is to be based upon changes in the consumer price index for "wage earners and clerical workers, all items" compiled by the Bureau of Labor and Statistics, U.S. Department of Labor during that five-year period. The new dollar threshold shall be transmitted to the Office of the Code Reviser for publication in the Washington State Register at least one month before the new threshold takes effect.

Over the five-year period from April 2013 to April 2018, the Consumer Price Index for Urban Wage Earners and Clerical Workers for the Seattle-Tacoma-Bellevue, WA area as reported by the Bureau of Labor Statistics, U.S. Department of Labor, increased by 12.35 percent.

In accordance with the requirements set forth above, the Office of Financial Management submits for publication the new dollar threshold. The new dollar threshold is one hundred and twenty eight dollars (\$128) per day with a new annual compensation limit of twelve thousand two hundred and eighty eight dollars (\$12,288). The new dollar threshold takes effect July 1, 2018.

If you have any questions or need further information, contact Bob Baker at bob.baker@ofm.wa.gov.

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
May 17, 2018
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

MINUTES

PRESENT: President R. Scarola, Secretary A. Hospador, Commissioner D. McNabb, General Manager (GM) M. Jeffreys, Accounting and Administrative Services Manager (AAS) M. Carnahan. Also present: Jeff Dixon-Ross of the Washington State Health Care Authority.

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

SUBSCRIBER REMARKS:

- A subscriber expressed concern over the sequence of events and notifications made leading up to the water being shut off at the marina. She was concerned that there is not enough water for fire suppression and that the harbormaster was not informed of the water being shut off. President Scarola addressed the stated concerns, informing the subscriber that the water was shut off at the marina because of known leaks, and because Well 2 was offline for emergency repairs, it was necessary to conserve water to maintain the supply in the reservoir. It was also noted that the Fire District brings their tenders already full of water for fire suppression. The GM confirmed that the water was shut off at the marina because the leaks there were causing a loss of almost half of the available water production with Well 2 offline for repairs. He also reported that the harbormaster and the Hartstene Pointe Maintenance Association (HPMA) General Manager were informed of the water shut-off ahead of time, and when there was demand for water at the marina, the harbormaster was instructed on how to turn the water on and off.
- A subscriber proposed the District work to coordinate with HPMA on emergency communications.

PRESENT AGENDA: The agenda for the May 17, 2018 regular meeting was presented. Commissioner Hospador noted some unresolved items from prior meetings, and asked whether they should be included on the agenda. President Scarola commented that many of those items would be addressed in the Manager's Report. *Commissioner Hospador moved to adopt the agenda as presented. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the agenda was adopted as presented.*

PRESENTATION:

Department of Retirement Systems: Jeff Dixon-Ross from the Washington State Healthcare Authority gave a presentation and answered questions on the insurance benefits offered through the Public Employees Benefits Board.

Meeting Recessed at 2:10. Meeting reconvened at 2:18 pm.

CORRESPONDENCE:

- FROM: Mason County Auditor RE: Recording Fees Increase on June 7, 2018.

- FROM: Washington State Public Works Board RE: Assignment of DWSRF Loan to Department of Health

MINUTES:

- The May 3, 2018 Regular Meeting minutes 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.
- The May 10, 2018 Special Meeting minutes 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.

REPORTS:

Commissioner Reports:

- Commissioner Scarola: Reported he will be unable to attend webinar, "Encouraging Customers to Conserve – Pricing and Non-Pricing Approaches," as originally planned. He encouraged the other commissioners to attend.

Emergency Preparedness Report: Emergency Preparedness Committee has asked that the District reserve barrels for emergency water storage to be held with emergency supplies. Their goal is to have 8-10 barrels.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2018-10, in the amount of \$21,743.81, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- April Financial Report: Presented. *Commissioner Hospador moved to approve the April Financial Report. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the April Financial Report was approved.*
- March/April Billing Report: Presented and discussed.

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

BUSINESS:

Tacoma Pump & Drilling Contract for Well 2 Rehabilitation, Pump and Motor Replacement: Presented. *Commissioner Hospador moved to approve the contract with Tacoma Pump & Drilling for Well 2 Rehabilitation and Well Pump and Motor Replacement. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the contract was approved and signed.*

Well 1 Re-Roof Project Award: Andy Schwartz Construction, the contractor awarded the contract for the Well 1 Re-Roof project, does not currently have the required insurance coverage specified in the District's Request for Quotes and Small Works Contract. The additional cost the contractor would charge the District for additional insurance puts the total quote amount above the second lowest bidder, Black Diamond Roofing, Inc. *Commissioner McNabb moved to award the contract for Well 1 Treatment Building Re-roofing to Black Diamond Roofing, Inc. President Scarola seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Review General Manager Employment Contract Proposal: President Scarola presented a proposed draft employment contract with David Carnahan for the General Manager position. President Scarola called a special meeting on Thursday, May 24th at 1:00 pm at the District Office to discuss the proposed contract, employee policies, and employee benefits.

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

Respectfully Submitted By:

Signature

Name and Title

Approved at the Regular Meeting of the Board on: _____

HARTSTENE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING of the BOARD OF COMMISSIONERS
May 24, 2018
588 E Pointes Drive West, Shelton, WA 98584

MINUTES

PRESENT: President R. Scarola, Secretary A. Hospador, Commissioner D. McNabb.

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

SUBSCRIBER REMARKS: No subscribers present

BUSINESS:

Executive Session (RCW 42.30.110 section 1(g)) for the Purpose of Evaluating the Qualifications of the General Manager Candidate and Discussing Conditions of Employment: President Scarola announced the meeting would move into Executive Session as authorized by RCW 42.30.110 section 1 (g) for the purpose of evaluating the qualifications of the General Manager candidate and discussing conditions of employment at the Hartstene-Pointe Water-Sewer District, the session to end at 2:15 pm. *Commissioner Hospador so moved and Commissioner McNabb seconded the motion to move into Executive Session, approved unanimously.*

At 2:15 pm President Scarola announced the Executive Session had ended, and the meeting was moved into Open Session.

Meeting recessed at 2:15 pm. Meeting reconvened at 2:30 pm.

Following discussion, *Commissioner Hospador moved to approve the Contract Agreement with David Carnahan for the position of General Manager of the Hartstene Pointe Water-Sewer District. Commissioner McNabb seconded. The motion was approved unanimously.*

Review Existing Contract Staff Performance and Decision on General Manager Position: The existing contract with Jeffreys Management Services for serving as General Manager and operation of the water and sewer collection systems was discussed. *Commissioner Hospador moved to send written notice to Mont Jeffreys that the Hartstene Pointe Water-Sewer District is terminating the existing contract the Jeffreys Management Services for serving as the general manager of Hartstene Pointe Water-Sewer District and for operating water system and sewer collection system. The motion was seconded by Commissioner McNabb. The motion was approved unanimously.*

Motion to Adjourn by Commissioner McNabb, seconded by Commissioner Hospador, approved unanimously at 3:15 pm.

Respectfully Submitted By:

Signature

Name and Title

Approved at the Regular Meeting of the Board on: _____

AMENDMENT DECLARATIONS

<i>Amendment Title</i>	Project Completion Amendment
<i>Amendment Number</i>	Amendment X

CLIENT INFORMATION

<i>Legal Name</i>	Hartstene Pointe Water Sewer District
<i>Loan Number</i>	DM12-952-126

PROJECT INFORMATION

<i>Project Title</i>	Water Treatment Plant Improvements
<i>Project City</i>	Shelton
<i>Project State</i>	Washington
<i>Project Zip Code</i>	98584

LOAN TERMS and CONDITIONS

<i>Loan Amount</i>	1,304,479.00
<i>De-obligation</i>	0.00
<i>Final Loan Amount</i>	1,304,479.00
<i>Loan Term</i>	24
<i>Final Loan Term</i>	24
<i>Interest Rate</i>	1.50
<i>Final Interest Rate</i>	1.50
<i>Payment Month</i>	October

SCOPE OF WORK

Water Treatment Project – Replacement of the two existing deficient filtration systems. Two separate filtration systems will be provided for treatment of the Hartstene Point Water-Sewer District's two well sources: Well No. 1 and Well No. 2. Existing District treatment structures near each well source will be reused to house the new filtration systems.

The project includes the expansion of both water treatment buildings to house the chemical storage tanks and chemical injection equipment. The extension of the Well 2 building will displace a small storage facility owned by the local homeowner's association which currently abuts the water treatment building. The District intends to include an additional 4' by 10' storage space in the plans for the extension of the water treatment building to replace the structure that the project will displace.

The project includes replacement of the existing water telemetry system, integration with the booster pump, reservoir level sensor, well level transducers, chemical analyzers, chemical feed control and the addition of a SCADA system. The telemetry upgrade will require an approximately 20' by 1' trench for control system and electrical supply conduit to the existing reservoir from the existing booster pump station.

AMENDMENT FACE SHEET

Loan Number: DM12-952-126
PROJECT COMPLETION AMENDMENT-X

Washington State Department of Commerce

PUBLIC WORKS BOARD DRINKING WATER STATE REVOLVING FUND PROGRAM

1. Contractor Hartstene Pointe Water Sewer District 772 E Chesapeake Drive Shelton, WA 98584		2. Contractor Doing Business As (optional) N/A	
3. Contractor Representative (only if updated) N/A		4. Public Works Board Representative (only if updated) N/A	
5. Original Contract Amount 1,304,479.00	6a. DeObligation 0.00	6b. Forgiveness 0.00	7. Final Contract Amount 1,304,479.00
8. Amendment Funding Source Federal: <input checked="" type="checkbox"/> State: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>		9. Amendment Start Date Amendment Execution Date	
10. Amendment End Date October 1, 2036			
11. Federal Funds (as applicable): N/A		Federal Agency: EPA	
CFDA Number: 66.468			
12. Amendment Purpose: The purpose of this amendment is to certify the project completion of the Drinking Water State Revolving Fund Loan Number DM12-952-126 . The Board, defined as the Washington State Public Works Board and Borrower/Contractor acknowledge and accept the terms of this Agreement/Contract As Amended and attachments and have executed this Agreement/Contract Amendment on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Agreement/Contract As Amended are governed by this Agreement/Contract Amendment and the following other documents incorporated by reference: Amendment Terms and Conditions, including Attachment I: Certified Project Completion Report. A copy of this Agreement/Contract Amendment shall be attached to and made a part of the original Agreement/Contract between the Board and the Borrower/Contractor. Any reference in the original Agreement/Contract to the "Agreement" or the "Contract" shall mean the "Agreement As Amended" or "Contract As Amended," respectively.			
FOR THE BORROWER/CONTRACTOR _____ Signature _____ Print Name _____ Title _____ Date		FOR PUBLIC WORKS BOARD _____ Scott Hutsell, Public Works Board Chair _____ Date APPROVED AS TO FORM ONLY This (10th) Day of March, 2014 _____ Bob Ferguson Attorney General _____ Signature on File Kathryn Wyatt Assistant Attorney General	

AMENDMENT TERMS AND CONDITIONS

Contract Number: DM12-952-126

PUBLIC WORKS BOARD DRINKING WATER STATE REVOLVING FUND PROGRAM

Loan Number: DM12-952-126
Project Name: Water Treatment Plant Improvements
Contractor: Hartstene Pointe Water Sewer District

The purpose of this amendment is to acknowledge the project has been certified complete and the final contract amount, interest rate, and local share on the above referenced contract have been adjusted, if necessary, as reflected below.

The Public Works Board, (or its successor) a department of the state of Washington and the Contractor agree to amend the above referenced contract as described below.

The amount of the loan shall be the **Final Loan Amount** as identified on the Declarations Page. The interest rate shall be the **Final Interest Rate** as identified on the Declarations Page, per annum on the outstanding balance. The loan term shall be the **Final Loan Term** as identified on the Declarations Page.

The third paragraph of the Audit Section (for non-municipal jurisdictions only) is amended to read as follows:

All Contractors are required, at project completion, to submit a completed Project Completion Amendment certified by the Chief Financial Officer or Certified Public Accountant of the Contractor/Borrower. The Chief Financial Officer or the Certified Public Accountant must review the project financial records as identified in the Project Completion Amendment to ensure all reimbursed costs are consistent with the declared **Scope Of Work**.

The attachment to this amendment: Certified Project Completion Report, includes the following sections: Chief Executive Officer Certification; Chief Financial Officer Certification or Certified Public Accountant (for non-municipal jurisdictions only); Estimated and Actual Project Costs by Cost Category; and Estimated and Actual Project Funding.

ATTACHMENT I: CERTIFIED PROJECT COMPLETION REPORT

Loan Number: DM12-952-126

PUBLIC WORKS BOARD DRINKING WATER STATE REVOLVING FUND PROGRAM

Loan Number: DM12-952-126
Project Name: Water Treatment Plant
Improvements

Contractor: Hartstene Pointe Water Sewer District
Address: 772 E Chesapeake Drive
Shelton, WA 98584

Chief Executive Officer Certification

The Chief Executive Officer of the Contractor/Borrower certifies that:

- To the best of his/her knowledge, the financial information and data provided in this report is true and correct as of the signature date indicated below, no project construction costs listed in this report were incurred before the Environmental Protection Agency (EPA) grant award date or project costs incurred after the date of the project completion.
- Records supporting the information provided in this report are on file and will be made available by the Contractor/Borrower upon request.
- A copy of the project's Construction Completion Report(s) submitted to Washington State Department of Health (DOH) for their approval; OR, a copy of the letter from the DOH acknowledging receipt and approval of the project's Construction Completion Report(s), WAC 246-290-120(5), 246-290-125(2)(b) or WAC 246-290-125(3) has been provide to the department.
- Evidence documenting compliance with audit requirements as referenced in Section 1.27 of the Loan Agreement will be provided no later than nine (9) months after the end of the Contractor/Borrower's fiscal year.
- The project was completed on _____ in accordance with the Loan Agreement/Contract's Scope of Work.

Signature of Certifying Officer

Title

Print Name

Date

Chief Financial Officer or Certified Public Accountant Certification – for Non-Municipal Jurisdictions

The Chief Financial Officer of the Contractor/Borrower certifies that:

- Records supporting the financial information provided in Sections 1 and 2 have been reviewed and were found consistent with the Drinking Water State Revolving Fund (DWSRF) Loan Contract/Agreement's Scope of Work; and,
- Records were found in compliance with the Washington Administrative Code (WAC) 399-30-030 (3) which identifies eligible costs, included but not limited to those listed in attachment DWSRF eligible Project Costs for projects assisted with a DWSRF loan.

Signature of Certifying Officer

Date

Phone Number

Print Name

Address

Section 1: Estimated and Actual Project Costs by Cost Category

COST CATEGORY	ESTIMATED COSTS	ACTUAL COSTS
Engineering Report (Preliminary Engineering)	\$35,344.00	\$41,318.12
Environmental Review	\$4,000.00	\$0.00
Historical Review/Cultural Review	\$0.00	\$0.00
Land/ROW Acquisition	\$0.00	\$0.00
Permits	\$1,500.00	\$1,172.56
Public Involvement/Information	\$0.00	\$0.00
Bid Documents (Design Engineering)	\$97,000.00	\$144,798.34
Construction	\$700,000.00	\$1,000,385.43
Other Fees: (Sales or Use Taxes)	\$58,800.00	\$85,032.75
Contingency: 0.00%	\$175,000.00	
Other:	\$4,000.00	\$2,206.00
Other: Engineering Services during Construction	\$20,000.00	\$54,673.14
Other:	\$3,500.00	\$0.00
Other:	\$0.00	\$0.00
Loan Fee		\$12,915.63
TOTAL PROJECT COST	\$1,099,144.00	\$1,342,501.97

Section 2: Estimated and Actual Project Funding

TYPE OF FUNDING	SOURCE	ESTIMATED FUNDING	ACTUAL FUNDING
Grants and Other Non-Matching Funds			
Grant #1		\$0.00	\$0.00
Grant #2		\$0.00	\$0.00
Other Grants		\$0.00	\$0.00
New Grants			\$0.00
New Grants	0.00		\$0.00
Total Grants and Other Non-Matching Funds		\$0.00	\$0.00
Loans			
<i>This DWSRF Loan Request</i>	<i>Public Works Board</i>	<i>\$1,304,479.00</i>	<i>\$1,304,479.00</i>
Other Loan #1		\$0.00	\$0.00
Other Loan #2		\$0.00	\$0.00
Other Loans		\$0.00	\$0.00
New Loans			\$0.00
New Loans			\$0.00
Total Loans		\$1,304,479.00	\$1,304,479.00
Local Revenue			
Source #1	District Reserves	\$0.00	\$38,022.97
Source #2		\$0.00	\$0.00
Other Local Revenue		\$0.00	\$0.00
New Local Revenue			\$0.00
Total Local Revenue		\$0.00	\$38,022.97
Other Funds			
Other Funds		\$0.00	\$0.00
Other Funds			\$0.00
Total Other Funds		\$0.00	\$0.00
TOTAL PROJECT FUNDING		\$1,304,479.00	\$1,342,501.97

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

RESOLUTION 2018-01

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF HARTSTENE
POINTE WATER SEWER DISTRICT, MASON COUNTY, WASHINGTON
ESTABLISHING A SCHEDULE OF PAID HOLIDAYS AND A POLICY
GOVERNING UNPAID RELIGIOUS HOLIDAYS.**

WHEREAS, Chapter 1.16.050 of the Revised Code of Washington provides employees of local government entities with two unpaid holidays per calendar year for “a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization”; and

WHEREAS, the chapter authorizes local government entities to adopt resolutions setting forth the process by which employees may request up to two unpaid days per year and the employer may obtain information about the request; and

WHEREAS, the chapter requires the local government entity to grant the request unless the absence would impose an “undue hardship” or the employee’s presence is necessary to maintain public safety; and

WHEREAS, the District intends to adopt employee policies, including policies governing paid and unpaid holidays; now, therefore,

BE IT RESOLVED by the Board of Commissioners of the Hartstene Pointe Water-Sewer District as follows:

Section 1. Paid Holidays

The following are adopted as holidays observed by the District and are recognized as paid holidays for all regular employees:

New Year’s Day	January 1
Martin Luther King’s Birthday	3 rd Monday in January
President’s Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veteran’s Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Christmas Day	December 25 th

Any paid holiday falling on Saturday will be observed on the preceding Friday. Any paid holiday falling on Sunday will be observed on the following Monday.

Section 2. Unpaid Religious Holidays:

Employees are entitled to two unpaid holidays per calendar year for a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization. The employee may select the days on which he or she desires to take the two unpaid holidays after consultation with his or her supervisor. If an employee prefers to take the two unpaid holidays on specific days, then the employee will be allowed to take the unpaid holidays on the days he or she has selected unless the absence would unduly disrupt operations, impose an undue hardship, or the employee is necessary to maintain public safety. The term "undue hardship" has the meaning contained in the rule established by the Office of Financial Management. If possible, an employee should submit a written request for an unpaid holiday provided for by this section to the employee's supervisor a minimum of five days prior to the requested day. Approval of the unpaid holiday shall not be deemed approved unless it has been authorized in writing by the employee's supervisor. The employee's supervisor shall evaluate requests by considering the desires of the employee, scheduled work, anticipated peak workloads, response to unexpected emergencies, the availability, if any, of a qualified substitute, and consideration of the meaning of "undue hardship" developed by rule of the office of Financial Management. The two unpaid holidays allowed by this section must be taken during the calendar year, if at all; they do not carry over from one year to the next.

ADOPTED by the Board of Commissioners of Hartstene Pointe Water Sewer District, Mason County, Washington, at a regular meeting held on June 7, 2018.

Hartstene Pointe Water-Sewer District
Mason County, Washington

Robert Scarola, President

Andrew Hospador, Secretary

David McNabb, Commissioner



HARTSTENE POINTE WATER-SEWER DISTRICT
MASON COUNTY, WASHINGTON

RESOLUTION 2018-02

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF HARTSTENE
POINTE WATER SEWER DISTRICT, MASON COUNTY, WASHINGTON
REQUESTING REVIEW BY THE HEALTH CARE AUTHORITY TO PARTICIPATE
IN THE WASHINGTON STATE INSURANCE PLANS

WHEREAS, the Health Care Authority administers the medical, dental, life, and long term disability insurance coverage for the employees of the state of Washington, as set forth in chapter 41.05 RCW; and,

WHEREAS, the Board of Commissioners representing the Hartstene Pointe Water-Sewer District has reviewed the state insurance plans, chapter 41.05 RCW, RCW 41.04.205, chapter 182-08 WAC, and chapter 182-12 WAC; and,

WHEREAS, we deem the state insurance plans as providing desirable insurance coverage for the employees; and,

WHEREAS, we certify that all employees enrolled are eligible to participate in the state insurance plans;

BE IT RESOLVED, that the Board of Commissioners requests approval by the Health Care Authority to participate in the state insurance plans for the employees of the Hartstene Pointe Water-Sewer District, subject to the requirement of RCW 41.04.205 and the rules adopted thereunder.

ADOPTED by the Board of Commissioners of Hartstene Pointe Water Sewer District, Mason County, Washington, at a regular meeting held on June 7, 2018.

Hartstene Pointe Water-Sewer District
Mason County, Washington

Robert Scarola, President

David McNabb, Commissioner

Andrew Hospador, Secretary

Government Function Attestation

Political subdivisions, tribal governments, K-12 school districts, and educational service districts that are applying to participate in PEBB must sign the following attestation language attesting to the fact that the employees and all departments or agencies of the applying group fulfill government functions.

Agency/Instrumentality Eligibility Attestation

- **Your entity performs a governmental function, and is not controlled by private interests.**

- **The source of the entity’s operating funding is local, tribal, state or federal government, and there is governmental oversight of finances.**

- **The local, state or tribal government(s) has the power and interest of an owner of the entity, and control and supervision of the entity is vested in public or tribal authority or authorities.**

We attest to the above statements:

Signature of Representative

Date

ERISA Eligibility Attestation: The entity may only include those employees whose services are substantially all in the performance of essential government functions but not in the performance of commercial activities, whether or not those activities qualify as essential government functions.

(For example, employees who are employed by casinos or retail businesses are employed in commercial activities. Employees who are in law enforcement and emergency services, construction and maintenance of public facilities, and schools and health organizations are performing traditional government functions.)

We attest to the above statement:

Signature of Representative

Date

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

RESOLUTION 2018-03

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF HARTSTENE
POINTE WATER SEWER DISTRICT, MASON COUNTY, WASHINGTON
AUTHORIZING THE DISTRICT'S PARTICIPATION IN THE WASHINGTON
STATE DEFERRED COMPENSATION PROGRAM**

WHEREAS, the Department of Retirement Systems administers the Washington State Deferred Compensation Program (DCP) for the employees of the state of Washington, as set forth in chapter 41.50.770 RCW; and

WHEREAS, RCW 41.50.770 permits political subdivisions of the state to participate in the DCP; and

WHEREAS, the Board of Commissioners representing the Hartstene Pointe Water-Sewer District has reviewed the program provisions set forth in chapter 41.50.770 RCW and 41.50.780 RCW;

BE IT RESOLVED by the Board of Commissioners of the Hartstene Pointe Water-Sewer District as follows:

Section 1. Authorization

The District:

1. Requests to participate in DCP, as allowed by RCW 41.50.770.
2. Has reviewed the program provisions and agrees to accept all terms and conditions.
3. Understands and agrees that all employee deferrals are held in trust by the Washington State Investment Board for the exclusive benefit of program participants and eligible beneficiaries.

Section 2. Participation Status

The District, a political subdivision of Washington State, authorizes and approves this resolution. The District is requesting to participate in the Washington State Deferred Compensation Program.

Section 3. Automatic Enrollment Option

The District desires to participate in automatic enrollment as permitted by RCW 41.50.770 and outlined in WAC Chapter 415-501.

Section 4. Employer Contributions

The District will contribute dollars to employee DCP accounts. The District will delay submitting employer contributions for DCP participants until at least 90 days following the initial employee deferral.

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ADOPTED by the Board of Commissioners of Hartstene Pointe Water Sewer District, Mason County, Washington, at a regular meeting held on June 7, 2018.

Hartstene Pointe Water-Sewer District
Mason County, Washington

Robert Scarola, President

Andrew Hospador, Secretary

David McNabb, Commissioner

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

RESOLUTION 2018-04

**A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
UPDATING ITS DISTRICT FEE SCHEDULE**

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; and

WHEREAS, HB 1570 removes the homeless housing and assistance surcharge exemption for water and sewer district liens and satisfaction of a lien as of June 7, 2018; now

THEREFORE, The Board of Commissioners of the Hartstene Pointe Water-Sewer District hereby resolves:

1. As of June 7, 2018, to repeal Resolution 2017-05.
2. As of June 7, 2018, fees will be charged according to the following schedule, which shall supersede any previously adopted fee schedule.

Water Fees

Residential water connection monthly fee	\$62.12
Non-Residential water connection monthly fee	\$62.12
Prepaid Connection Lot/Connected Lot water monthly fee	\$26.31
Water Capital Facilities Charge	\$1,800.00
Meter Installation Connection Fee	\$550.00
Pre-Installed Meter Connection Fee	\$250.00

Sewer Fees

Residential sewer connection monthly fee	\$57.43
Non-Residential sewer connection monthly fee	\$57.43
Prepaid Connection Lot/Connected Lot sewer monthly fee	\$23.44
Sewer Capital Facilities Charge	\$2,700.00
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

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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	\$258.00
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 7th day of June, 2018.

Hartstene Pointe Water-Sewer District
Mason County, Washington

Robert Scarola, President

David McNabb, Commissioner

Andrew Hospador, Secretary