

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

District Office

772 Chesapeake Dr., Shelton, WA 98584

February 11, 2016 1:00 P.M.

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
 - FROM: Evergreen Rural Water of Washington RE: Annual Membership Meeting
 - FROM: Mason County Auditor's Office RE: 2015 General Election Validation
5. Present Agenda
6. Minutes

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - 750 Promontory Sewer Repair Reimbursement
 - Bills to Be Authorized:
 - Early Voucher 2016-04
 - Voucher 2016-05
 - Online Bill Presentment Proposals
 - USDA Annual Report
 - 446 Pointes Drive East, under-billed account
9. Manager's Report

BUSINESS:

10. WASWD Commissioner Workshop Digest
11. Commissioner Laptops

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
January 28, 2016
District Office 772 Chesapeake Dr., Shelton, WA 98584**

MINUTES

PRESENT: President R. Ray, Secretary M.A. Cary, 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: WASWD RE: House Bill 2148. WASWD is requesting feedback from member districts regarding HB 2148. Commissioners instructed the AAS to respond in support of Sec. 2 granting state agencies and local government the right to appeal the results of any audit and with questions on the amendment to Sec. 1 giving local governments the option to request a financial audit from a private entity.
- FROM: Dept. of Ecology RE: George Campbell's Notice of Proposed Revocation of his Group IV Wastewater Certification
- FROM: State Auditor's Office RE: Local Government Report

PRESENT AGENDA: The agenda for the January 28, 2016 was presented. AAS Requested that discussion of Petty Cash Account Signers be added under business. *Commissioner McNabb moved to adopt the agenda as amended. Commissioner Cary seconded. Hearing no objections, the agenda was adopted as amended.*

MINUTES: The minutes for the January 14, 2016 regular meeting were presented. Commissioner Cary moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing no objections, the minutes were approved.

REPORTS:

Commissioner Reports: Commissioner McNabb reported that he is researching the timeline of the Flint, Michigan water crisis.

Financial/Administrative Report:

- 750 Promontory Sewer Repair Reimbursement: Robison Plumbing gave the homeowners a figure for portion of the total bill for which they are responsible. GM has requested Robison provide a written statement for the District's documentation before the Board authorizes reimbursement.
- Bills to Be Authorized: Voucher 2016-03, in the amount of \$10,629.04, was presented. *Commissioner Cary moved to approve the voucher. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*

- Mason County Bank Update: Mason County has selected Columbia Bank as their new depository.
- 2015 4th Quarter/Annual Financial Report: Presented and discussed

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

BUSINESS:

Final Bill, New Account, Customer Refund Procedures: Presented. *Commissioner Cary moved to approve the Final Bill, New Account, and Customer Refund Procedures. Commissioner McNabb seconded. Hearing no objections, the procedures were adopted.*

Wastewater Treatment Plant Security: One of the commissioners expressed concern regarding the safety of district personnel when they are here alone. They suggested that the District have a policy that requires the gate to be closed at all times.

Commissioner Laptops: One of the commissioners proposed the District purchase tablets or laptops on which the commissioners could conduct District business.

American Water Works Association Membership: Discussed. *Commissioner Cary made a motion to join the American Water Works Association and the Pacific Northwest Section. Commissioner McNabb seconded. Hearing no objections, the motion passed.*

Online Bill Presentment, Login Payment System: *Commissioner Cary moved to table Online Bill Presentment, Login Payment System until the next meeting. Commissioner McNabb seconded. Hearing no objections, the motion passed.*

Petty Cash Account Signers: *Commissioner Cary moved to remove former commissioner, Nancy Nelson, as a signer on the Petty Cash Account, Columbia Bank account #xxxxxxx103, and to add new commissioner, David McNabb, as a signer on the account. Commissioner McNabb seconded. Hearing no objections, the motion passed.*

Meeting was adjourned at 4:45 pm.

Respectfully Submitted By:

Signature

Printed Name and Title

Approved at the Regular Meeting of the Board on: _____

Reimbursement for Sewer Repair in Easement

750 Promontory Rd

Owners: Jim Atwood and Dan Metzen

	Before taxes and discount	Percentage of Invoice	After Tax and Discount
Owner Repair Responsibility:	1,045.00	20%	1,079.76
District Repair Responsibility:	4,173.89	80%	4,312.71
Subtotal:	5,218.89		
Discount:	(260.94)		
Fuel Surcharge	7.50		
Tax	427.03		
Total:	5,392.47	100%	5,392.47

Reimbursement Amount For Approval: \$4,312.71



Hartstene Pointe Water-Sewer District
772 Chesapeake Drive Shelton, WA 98584
(360) 427-2413 • info@hpwatersewer.com

February 10, 2016

Greg Faker and James Laughlin
7626 36th St Ct NW
Gig Harbor, WA 98335

Dear Mr. Faker and Mr. Laughlin:

Due to a recent audit of Hartstene Pointe Water-Sewer District customer accounts it has come to the attention of the District that your property at 446 E Pointes Drive East, Shelton WA 98584 has been under billed for water and sewer services since construction on the home was completed in May of 2009. At that time Mason County was managing the water and sewer systems and billing for those services. The County failed to convert the property's billing status from a Prepaid Connection Lot to a Residential Connection after construction of the dwelling on the property was completed. The Hartstene Pointe Water-Sewer District took over management of the systems and the billing in the fall of 2009, however the County's error was not discovered at that time and your property continued to be billed as a Prepaid Connection Lot. According to District Resolutions 2013-06, "'Residential' shall mean a residence designed or used for residential occupancy as a residential unit, such as a single family residence, apartment, or condominium. Residences under construction will be classified as a Connected Lot until the Mason County Building Department has approved the structure for occupancy, at which time the property's classification will change to Residential," and "'Prepaid Connection Lot' shall mean all lots on which there is no residential structure, for which water and sewer connection fees had been pre-paid prior to 2009..." As a result of the County's error, the property has been erroneously billed at a reduced rate despite receiving full services since May of 2009 and no longer qualifying as a Prepaid Connection Lot.

I have consulted the District's attorney to ascertain whether the District could waive the amount owed for the services provided but not charged. The District's attorney, however, has advised me that the District is required, under state law, to collect the amount owed as a result of the under billing. The District's policy, per Resolution 2015-10, is to collect up to seventy-two (72) months on an undercharged account.

Over the last seventy-two months, from March 2010 through February 2016, your account has been billed the Prepaid Connection Lot rates rather than the full Residential rates as shown in the enclosed spreadsheet. The under-billed amount owed on your account totals \$3,756. I am authorized to negotiate with you, on behalf of the District, a payment plan for the amount owed. You have sixty days from the date of this letter to contact me to negotiate such a plan or to pay the full amount owed. If payment is not received or a payment plan is not agreed upon within that time, the District will be forced to shut off water service and place a lien on your property per District Resolution 2015-10.

Additionally, you will see the corrected rate in your March billing statement, and you will continue to be billed the full Residential rate going forward.

If you have any questions, or to discuss a payment plan, please contact me at the District Office, (360) 427-2413.

Sincerely,

Mont Jeffreys
General Manager

Enclosure

Under-Billed Correction

446 E Pointes Drive East, Parcel #12119-53-00050

Final Inspection Passed 05/22/2009

Billed through February 2016

72 months prior: March 2010 through February 2016

2010 Monthly Rates	2011-2015 Monthly Rates	2016 Monthly Rates
Prepaid Connection	Prepaid Connection	Prepaid Connection
Rate	Rate	Rate
\$23.00	\$40.00	\$45.00
Residential Rate	Residential Rate	Residential Rate
\$56.00	\$95.00	\$108.00

Under-Billed Amount Owed

Rate Period	# of Months	Monthly Rate	Difference Owing	Total Owed/Rate Period
2010	10	\$33.00	\$330.00	\$330.00
2011-2015	60	\$55.00	\$3,300.00	\$3,300.00
2016	2	\$63.00	\$126.00	\$126.00
Totals:	72	\$	3,756.00	3,756.00