

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

**District Office**

**772 Chesapeake Dr., Shelton, WA 98584**

**February 25, 2016 1:00 P.M.**

**AGENDA**

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes

**REPORTS:**

7. Commissioner Reports
8. Financial/Administrative Report:
  - Bills to Be Authorized: Voucher 2016-06
9. Manager's Report

**BUSINESS:**

10. DNR Easement Agreement
11. Online Payment System Proposals
12. March/April Newsletter Topics

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
February 11, 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: Evergreen Rural Water of Washington RE: Annual Membership Meeting
- FROM: Mason County Auditor's Office RE: 2015 General Election Validation
- FROM: Dana Chynoweth RE: Signed Payment Arrangement Form
- FROM: Dept. of Ecology RE: Compliance notice. Wastewater treatment plan reached 85% of design criteria for influent flow maximum in November 2015.

**PRESENT AGENDA:** The agenda for the February 11, 2016 regular meeting was presented. AAS requested the addition of Voucher CP 37 under Bills to Be Authorized. *Commissioner Cary moved to approve the agenda with the addition of Voucher CP 37. Commissioner McNabb seconded. Hearing no objections, the agenda was adopted as amended.*

**MINUTES:** The minutes for the January 28, 2016 regular meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. Commissioner Cary seconded. Hearing no objections, the minutes were approved.*

**REPORTS:**

**Commissioner Reports:** no reports.

**Financial/Administrative Report:**

- 750 Promontory Sewer Repair Reimbursement: Robison Plumbing provided a written breakout of the invoice for the repair work at 750 Promontory Rd. *Commissioner Cary moved to approve the reimbursement to Jim Atwood and Dan Metzen, in the amount of \$4,312.71, for the sewer repair at 750 Promontory Rd. Commissioner McNabb seconded. The motion passed with 3 aye votes and 0 nay votes.*
- Bills to Be Authorized:
  - Early Voucher 2016-04, in the amount of \$17,535.44, was presented. *Commissioner Cary moved to approve the voucher. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*

- Voucher 2016-05, in the amount of \$6,923.06, was presented. *Commissioner Cary moved to approve the voucher. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*
- Voucher CP 37, in the amount of \$2,049.85, was presented. *Commissioner Cary moved to approve the voucher. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*
- Online Bill Presentment Proposals: AAS is soliciting proposals for online bill presentment and a login online payment system.
- USDA Annual Report: Presented. *Commissioner Cary moved to approve the USDA Annual Report for 2014. Commissioner McNabb seconded. Hearing no objections, the report was approved.*
- 446 Pointes Drive East, under-billed account: The property has been billed as a Prepaid Lot since the District took over billing. It was discovered that there is a home on the property and county records show it passed final inspection in May of 2009. GM has drafted a letter to the owners informing them that they are responsible for the under-billed amount for the past 72 months.

**Manager’s Report:** Working on replacing the SBR #2 blower pump with the backup pump and will send the old pump out to be refurbished. Draining SBR #2 because hose has failed and needs to be replaced.

**BUSINESS:**

**WASWD Commissioner Workshop Digest:** Board discussed the sessions and the takeaways from the workshop.

**Commissioner Laptops:** It was decided that laptops for the commissioners are not necessary at this time. Management will look into online storage of the District’s electronic records.

*Meeting was adjourned at 4:05 pm.*

Respectfully Submitted By:

---

Signature

---

Printed Name and Title

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

## Online Payment System Proposals

	Payment		
	Service Network	Xpress Bill Pay	Retail Lockbox
<b>Recurring Fees</b>			
Monthly Fees			
Monthly Service Fee	-	19.00	-
Monthly Platform/Support Fee	39.95	75.00	175.00
<b>Total Monthly Fees</b>	<b>\$ 39.95</b>	<b>\$ 94.00</b>	<b>\$ 175.00</b>
Annual Fees			
Annual PCI Compliance Fee	89.00	-	-
<b>Total Annual Fees</b>	<b>\$ 89.00</b>	<b>\$ -</b>	<b>\$ -</b>
Transaction Fees			
Credit/Debit Card	0.50	0.30	0.95
EFT/eCheck Payment	0.50	0.40	0.95
Online Banking Consolidation		0.20	
EFT Returned items	-	10.00	18.00
<b>Total Average Monthly Transaction Fees</b>	<b>\$ 45.00</b>	<b>\$ 29.50</b>	<b>\$ 85.50</b>
<b>One-time Charges</b>			
Set-up/Implementation Fee	149.00	2,000.00	1,500.00
Training	-	500.00	-
Customization Fee (optional)	200.00	500.00	950.00
<b>Total One-time Charges</b>	<b>\$ 149.00</b>	<b>\$ 2,500.00</b>	<b>\$ 1,500.00</b>
<b>Estimated 1st year cost</b>	<b>\$ 1,257.40</b>	<b>\$ 3,982.00</b>	<b>\$ 4,626.00</b>
<b>Estimated annual cost after 1st year</b>	<b>\$ 1,108.40</b>	<b>\$ 1,482.00</b>	<b>\$ 3,126.00</b>