

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING  
District Office  
772 E Chesapeake Drive, Shelton, WA 98584  
June 22, 2017 1:00 P.M.**

**AGENDA**

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

**REPORTS:**

7. Commissioner Reports
8. Emergency Preparedness Report
9. Financial/Administrative Report:
  - Bills to Be Authorized:
    - Voucher 2017-17
    - Voucher CP 48
  - Monthly Financial Report (pg. 4-6)
  - Records Rehab and Recovery Training in Tumwater (pg. 7)
10. Manager's Report

**BUSINESS:**

11. Dept. of Ecology Electronic Signature Agreement Form, Authorizing Jeff Palmer to Submit DMRs (pg. 8-10)
12. Water Shortage Plan
13. HPMA Security House, District Office
14. Newsletter Draft Review

**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
June 8, 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:** No subscribers present, but Robert Scarola provided comments via email, which were read by the AAS, regarding his support of the District moving the District Office to the HPMa Security House.

**CORRESPONDENCE:**

- FROM: Department of Ecology RE: March 2017 DMR

**PRESENT AGENDA:** The agenda for the June 8, 2017 regular meeting was presented. *McNabb moved to accept the agenda as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the agenda was accepted.*

**MINUTES:** The minutes of the May 25, 2017 regular meeting and the June 1, 2017 special meeting were presented. *Commissioner Hospador moved to accept the minutes of the May 25, 2017 regular meeting and the June 1, 2017 special meeting as presented. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved.*

**REPORTS:**

**Commissioner Reports:** Commissioner McNabb presented two articles regarding the City of Ilwaco firing its wastewater treatment plant employees and the subsequent Department of Ecology investigation and potential criminal charges against the former plant manager.

**Emergency Preparedness Report:** HPMa will be conducting a radio test for their new radios.

**Financial/Administrative Report:**

- Bills to Be Authorized: Voucher 2017-16, in the amount of \$3,051.52, 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:** The GM provided a report on the progress on the District's current projects. The Well 2 filtration system is now up and running. The contractor is attempting to have the Well 1 system up and running by the end of June. The GM will need a tablet or laptop for additional reporting which will be required by the Department of Health for the new systems.

**BUSINESS:**

**Review Water Shortage Plan, Resolution 2010-05:** The GM reported the plan has a lot of data which needs to be corrected, but overall it is a good plan. The plan was reviewed, and potential changes were discussed.

*Commissioner Hospador was excused for the remainder of the meeting.*

*Meeting was recessed at 2:30 pm. Meeting reconvened at 2:40 pm.*

*Commissioner McNabb moved to table review of the Water Shortage Plan until a later meeting. President Cary seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.*

**Review Resolution 2009-15, Rules for Public Inspection and Copying of Public Records:** AAS reported the legislature recently passed updates to the Public Records Act which will affect the District. The Attorney General's Office will be providing guidance to local governments regarding the updates.

**4th of July Community Outreach:** It was decided that the District would not take part in the 4th of July festivities at HPMA.

**HPMA Security House, District Office:** AAS and GM visited and toured the house. The issue was discussed. *Commissioner McNabb moved to table the discussion until a later meeting. President Cary seconded. Hearing no objections, the motion passed.*

**Lab Remodel:** The remodel of the wastewater treatment plan lab is underway. The contractor is working very slowly. GM spoke with the insurance adjuster regarding how long the project is taking.

**Newsletter Topics:** The board and management discussed potential topics for the upcoming District newsletter.

*Meeting adjourned at 3:25 pm.*

Respectfully Submitted By:

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

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

**Hartstene Pointe Water Sewer District**  
**Fund Balances**  
As of May 31, 2017

	<u>May 31, 17</u>
<b>District Funds</b>	
<b>Reserve Funds</b>	
030 · Ecology Reserve	38,429.75
050 · DWSRF Loan Reserve	68,046.54
070 · USDA Revenue Bond Reserve	<u>18,366.10</u>
<b>Total Reserve Funds</b>	124,842.39
<b>Unreserved Funds</b>	
EFT Account - Columbia Bank	2,422.64
Petty Cash Account	1,643.97
Xpress Deposit Account	10,075.29
010 · Operating Fund	
Operating Investment Fund	80,000.00
010 · Operating Fund - Other	<u>77,401.68</u>
<b>Total 010 · Operating Fund</b>	157,401.68
020 · Water/Sewer Committed Fund	
Asset Replacement Fund	12,540.00
Capital Improvement Fund	
I&I Repair	31,540.00
Reservoir Repair	<u>112,500.00</u>
<b>Total Capital Improvement Fund</b>	144,040.00
Risk Management Fund	<u>133,842.30</u>
<b>Total 020 · Water/Sewer Committed Fund</b>	290,422.30
065 · Capital Project Account	<u>70,983.61</u>
<b>Total Unreserved Funds</b>	<u>532,949.49</u>
 <b>Total District Funds</b>	 657,791.88

*MM 6/19/17*

# Financial Statement (SnapShot)

5/1/2017 - 5/31/2017

Elisabeth Frazier  
 Mason County Treasurer  
 411 N 5th Street, Building 1  
 P.O. Box 429  
 Shelton, WA 98584  
 360-427-9670 Ext. 475



Post Type	Real Property, Personal Property, State Assessed, Excess Mobile Home, Misc Receipt, Journal Entry, Compensation	YTD Receipts	YTD Disb	YTD Disb	Account Desc
<b>All Funds Total:</b>					
		216,616.46	874,539.35	-18.02	-21,321.44
<b>690.005010.000.000 - HARTSTENE POINTE WATER &amp; SEWER</b>					
3000 0000.					
343.40	00 00.	28,130.74	135,247.03	-10.58	-850.86 WATER SALES
3000 0000.					
343.50	00 00.	26,938.03	119,756.11	-7.44	-805.58 SEWER/RECLAIMED WATER SALES
3000 0000.					
359.90	00 00.	388.74	5,022.97	0.00	0.00 PENALTIES AND MISC FINES
3000 0000.					
361.11	00 00.	51.82	245.33	0.00	0.00 INVESTMENT INTEREST
Fund Totals:		55,509.33	260,271.44	-18.02	-1,656.44
<b>690.005020.000.000 - HARTSTENE POINTE WATER-SEWER COMMITTED FUND</b>					
3000 0000.					
361.11	00 00.	193.23	775.75	0.00	0.00 INVESTMENT INTEREST
Fund Totals:		193.23	775.75	0.00	0.00
<b>690.005030.000.000 - HARTSTENE POINTE WTR-SWR ECOLOGY</b>					
3000 0000.					
361.11	00 00.	24.85	99.26	0.00	0.00 INVESTMENT INTEREST
Fund Totals:		24.85	99.26	0.00	0.00
<b>690.005050.000.000 - HARTSTENE PTE DWSRF LOAN RESERVE</b>					
3000 0000.					
361.11	00 00.	44.05	46.54	0.00	0.00 INVESTMENT INTEREST
Fund Totals:		44.05	46.54	0.00	0.00
<b>690.005060.000.000 - HARTSTENE POINTE WTR-SWR BOND</b>					
5000 0000.					
591.00	00 00.	0.00	0.00	0.00	-12,703.63 PRINCIPAL AND OTHER DEBT SERVICE
5000 0000.					
592.00	00 00.	0.00	0.00	0.00	-6,961.37 INTEREST AND OTHER DEBT SERVICE
Fund Totals:		0.00	0.00	0.00	-19,665.00
<b>690.005065.000.000 - HARTSTENE POINTE CAPITAL PROJECT</b>					
3000 0000.					
391.80	00 00.	160,833.52	613,334.24	0.00	0.00 INTERGOVERNMENTAL LOAN PROCEEDS

5

Account Desc	YTD Receipts	YTD Disb	Account Desc	YTD Receipts	YTD Disb	Account Desc
Fund Totals:	613,334.24	0.00		0.00	0.00	
<b>690.005070.000.000 - HARTSTENE PTE WATER REVENUE BOND '12 DEBT SERV</b>						
361.11	11.47	0.00	INVESTMENT INTEREST	0.00	0.00	
Fund Totals:	11.47	0.00		0.00	0.00	

I hereby certify that the above statement is true

\_\_\_\_\_  
 Elisabeth Frazier  
 County Treasurer

by \_\_\_\_\_  
 Julie Richert  
 Deputy



# Training Signup - Registration Received

You have successfully signed up for the event.

## Records Rehab and Recovery - An 8 Step Program

You may know all the rules, but do you know HOW to implement records management for your organization? Loosely based on ISO 15469 for records management, these 8 repeatable steps will help get your records management into rehab and recovery AND can also serve as preparation for ECM! Session will cover each step along the way using the RM Rehab Toolkit. Materials provided prior to the session.

### **Date**

08/01/2017 1:00 PM

### **Location**

Dept of Revenue 6400 Bdlg Room 114A  
6400 Linderson Way SW  
Tumwater, WA 98501

### **Registration Information**

Miceal Carnahan  
772 E Chesapeake Dr  
Shelton, WA 98584

### **Payment Information**

Cost: \$0

Payment Method: Billing agency for payment - Hartstene Pointe Water-Sewer District

# Electronic Signature Agreement Form

**ESAF**

Washington State Department of Ecology  
Water Quality Program

Headquarters: (360) 407-7097  
Web site: [www.ecy.wa.gov/programs/wq](http://www.ecy.wa.gov/programs/wq)

For Ecology Use Only		Date Received:	
Form	Reviewed	Entered	Verified
ESAF			

## 1. Site Location Information

If you are applying for multiple facilities/permits, please include a list containing the site location information and permit numbers for all requested facilities/permits.

Site/Facility Name: HARTSTONE POINTE WWTP  
Site Location Address: 772 E. CHESAPEAKE DR  
City/State/Zip: SHELTON, WA 98584  
Permit Number: WA 0038377

## 2. Electronic Signer Contact Information

Role:  Facility Signer     Facility Coordinator

Signature Account User Name: JEFF PALMER  
Full Name: JEFFERY RONALD PALMER  
Work Mailing Address: PO BOX 2603  
City/State/Zip: BELFAIR, WA 98528  
Work Phone No. (Ext): 360-801-0272  
Work Email Address: DEROPAL69@GMAIL.COM

## 3. Proof of Identity

Please include a copy of one of the following documents, with your name on the document, with your ESAF to prove your association with the facility-(ies).

- Your permit's letter of coverage
- Your permit's cover sheet
- A previously submitted DMR
- A correspondence from Ecology that has both the facility name and permit number on the same page
- Signature authority delegation letter signed by the permittee (responsible official).

## 4. Electronic Signature Agreement and Certification Statement

By completing and submitting this form to Ecology, I agree to follow the rules and procedures governing the Electronic Signature account. I also agree that the reports and documents I submit under my Electronic Signature will be used as the corresponding paper report would. I want to submit the following report(s) or document(s) using WQWebPortal with an electronic signature.

Discharge Monitoring Reports/Submittals     Notice of Intent (Permit Applications)     Certificate of No Exposure

## 5. Clean Water Act Certification Statement

All submittals to the Department of Ecology under this WQWebPortal application are subject to the following certification, as required by federal and state regulations:

*I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete and I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.*



**6. Certification Statement**

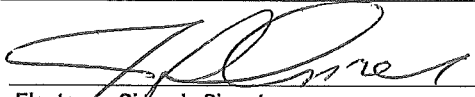
<p>I agree that I will:</p> <ul style="list-style-type: none"> <li>• Protect my Electronic Signature account, which includes my answers to the verification questions and my password;</li> <li>• Review the content and meaning of my submitted Annual Reports and Notifications;</li> <li>• Within 24 hours of discovery, report to Ecology if:             <ul style="list-style-type: none"> <li>○ My Electronic Signature account is lost, stolen or used by someone else;</li> <li>○ There is any difference between the information I submitted and the information displayed in WebDMR;</li> <li>○ My role as a signer for this organization changes.</li> </ul> </li> </ul> <p>Agree: <u>SRP</u> (initial here)</p>	<p>I agree that I will <i>not</i>:</p> <ul style="list-style-type: none"> <li>• Let anyone else use my Electronic Signature account.</li> </ul> <p>Agree: <u>SRP</u> (initial here)</p>
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I, JEFF PALMER (print Electronic Signer's name), understand that:

1. My electronic signature is legally the same as my handwritten signature for the purpose of compliance with the relevant environmental regulations;
2. A failure to timely notify Ecology of a possible misuse of my Electronic Signature account may result in my liability for the information submitted;
3. There are significant penalties for submitting false information, including possible fines and imprisonment, related to the federal Department of Justice and federal environmental program;
4. I will be asked to verify that I am following the rules outlined in this agreement when I electronically submit documents.

**7. Signature of Electronic Signer**

This form cannot be processed without a handwritten signature.

  
 Electronic Signer's Signature  
JEFF PALMER  
 Name (print or type)

6/8/17  
 Date  
ES&W WWTP0 II  
 Title  
 (JP)

**8. Signature of Permittee (Responsible Official)**

This form cannot be processed without a handwritten signature.

I, \_\_\_\_\_ (insert name of permittee or responsible official) acknowledge that the individual named above works at/for \_\_\_\_\_ (insert site/facility name) and is authorized to submit documents on the site's/facility's behalf. I understand that I will be contacted by Ecology to validate the account holder's employment at the site/facility name listed above.

\_\_\_\_\_  
 Signature  
 \_\_\_\_\_  
 Name (print or type)

\_\_\_\_\_  
 Date  
 \_\_\_\_\_  
 Title

**Note:** You may skip this section if the responsible official has written, signed, and attached a delegation letter to this form or if the responsible official completes this form.

If you need this document in a version for the visually impaired call the Water Quality Program at 360-407-6401. Persons with hearing loss, call 711 for Washington Relay Service. Persons with a speech disability, call 877-833-6341.

(9)

**9. Assign Administrator**

I, \_\_\_\_\_ (ins  
 \_\_\_\_\_  
 behalf. I understand that I will be contacted by  
 above.

Signature \_\_\_\_\_

Name (print or type) \_\_\_\_\_

Note: You may skip this section if the responsible c  
 completes this form, or if the responsible official is r

ONLY NEED  
 SECTION 8  
 FILLED OUT

out a handwritten signature.

e that  
 inistrator on the site's/facility's  
 the site/facility name listed

\_\_\_\_\_

\_\_\_\_\_

form, if the responsible official

\_\_\_\_\_

Mail the signed electronic signature agreement and additional document(s) to one of the following Ecology office.

*Stormwater Permit Facilities – Industrial and  
 Construction Stormwater*

*Major Industrial Unit*

**Washington Department of Ecology  
 Water Quality Program Stormwater IT  
 PO Box 47699  
 Olympia, WA 98504-7699  
 360-407-7097**

**Washington Department of Ecology  
 Major Industrial Unit  
 PO Box 47600  
 Olympia, WA 98504-7600  
 360-407-6945**

For all other permits, please contact one of the follow offices.

*Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason,  
 Lewis, Pacific, Pierce, Skamania, Thurston, and  
 Wahkiakum counties*

*Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant,  
 Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, and  
 Whitman counties*

**Washington Department of Ecology  
 Water Quality Program - SWRO  
 PO Box 47775  
 Olympia, WA 98504-7775  
 360-407-6300**

**Washington Department of Ecology  
 Water Quality Program - ERO  
 N. 4601 Monroe  
 Spokane, WA 99205-1295  
 509-329-3400**

*Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan,  
 and Yakima counties*

*Island, King, Kitsap, San Juan, Skagit, Snohomish, and  
 Whatcom counties*

**Washington Department of Ecology  
 Water Quality Program - CRO  
 1250 W ALDER ST  
 UNION GAP WA 98903-0009  
 509-575-2490**

**Washington Department of Ecology  
 Water Quality Program - NWRO  
 ATTN: Chris Smith  
 3190 - 160th Ave. SE  
 Bellevue, WA 98008-5452  
 425-649-7000**