

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

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
 - FROM: Department of Ecology RE: November and December Discharge Monitoring Reports, Permit Violations
 - FROM: MRSC RE: Strategic Long-Term Budgeting Webinar
5. Present Agenda
6. Minutes

REPORTS:

7. Commissioner Reports
8. Emergency Preparedness Report
9. Financial/Administrative Report:
 - Bills to Be Authorized: Voucher 2018-05
 - AAS Status Update
10. Manager's Report

BUSINESS:

11. District Project Priorities Discussion
12. Long Range and Succession Planning Discussion
13. Marina Water Usage Review
14. Well 4 Fitting Contract Award
15. Minor Reservoir Repairs
16. Marty Milander Tree Trimming Request



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

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711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

February 15, 2018

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 November and December 2017 Discharge Monitoring Reports (DMRs) indicates that your discharge did not comply with your permit requirements.

November 2017

<u>Monitoring Parameter</u>	<u>Sample Measurement</u>	<u>Permit Requirement</u>
BOD Percent Removal	83.1%	85%
TSS Percent Removal	82.6%	85%

December 2017

<u>Monitoring Parameter</u>	<u>Sample Measurement</u>	<u>Permit Requirement</u>
TSS Percent Removal	62.75%	85%

Fecal Coliform needs to be calculated correctly: Reporting >200 is not a correct calculation. If you need assistance to calculate Fecal Coliforms, please contact Carl Jones at 360-407-6431.

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 November and December 2017 DMRs indicates your influent reached 85 percent of the following design criteria:

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November 2017

<u>Monitoring Parameter</u>	<u>Sample Measurement</u>	<u>Design Criteria</u>
Flow	0.176867 mgd	0.186 mgd

December 2017


<u>Monitoring Parameter</u>	<u>Sample Measurement</u>	<u>Design Criteria</u>
BOD 5-Day	256.2 lbs/day	270 lbs/day

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.

If you have any questions regarding this matter (or if our information is incorrect), please contact your facility manager, David Dougherty, at 360-407-6278 or david.dougherty@ecy.wa.gov, or you can call me at 360-407-6368, or e-mail me at greg.zentner@ecy.wa.gov.

If you need technical assistance, please contact your facility manager or call our technical assistance specialist Carl Jones at 360-407-6431 or by e-mail at carl.jones@ecy.wa.gov.

Sincerely,


Gregory S. Zentner, P.E., Supervisor
Municipal Operations Unit
Water Quality Program
Southwest Regional Office

GZ:CC(hartstene pt)

cc: Mont Jeffreys, Hartstene Point Water-Sewer District
Dave Dougherty, Ecology
Permit Compliance File

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Webinar: Strategic Long-Term Budgeting

Wednesday, March 28, 2018

10 AM - 11 AM

Credits Available: 1.0 CPE, 1.0 CML – see below

Cost: \$35

REGISTER

Registration closes Tuesday, March 27 at 11 am. Read about [scholarship opportunities](#).

Webinar Overview

Financial plans and budgets are an integral part of an organization's strategic, long-term focus and an organization that has aligned the budget planning and strategic planning can be more effective and efficient in use of resources. How can a local government deploy and effectively allocate its resources to achieve long- and short-term policy objectives?

Educational Objectives

This webinar will review how (and why) local governments can create a comprehensive financial plan that

- covers operating and capital budgets aspects
- addresses long-term financial planning
- closes the loop with performance assessments
- creates and carries out evaluations to determine success

Through this webinar, we will explore real community issues through the lens of the budget, understand and develop a policy-level perspective on financial planning and create approaches and solutions that work.

Who Should Attend?

- Local government managers, administrators, directors, clerk treasurers, treasurers, finance directors and any other elected or appointed individuals responsible for revenue strategies associated with budget development or financial planning.

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
February 15, 2018
District Office, 772 E Chesapeake Drive, Shelton, WA 98584**

MINUTES

PRESENT: Commissioner D. McNabb, President R. Scarola, General Manager (GM) M. Jeffreys, Accounting and Administrative Services Manager (AAS) M. Carnahan. Secretary A. Hospador was granted and excused absence.

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

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE:

- FROM: Connie Rivera, Department of Commerce RE: DWSRF loan proceeds. She will release the remaining amount requested, foregoing the 10% retainage.
- FROM: AWWA-PNWS RE: Waterworks 101 in University Place on March 29th
- FROM: WASWD RE: HB 2407 did not pass out of committee before the deadline for the 2018 legislative session
- FROM: WASWD RE: Action Alert: Proposed bill requiring changes to customer monthly billing statements

PRESENT AGENDA: The agenda for the February 15, 2018 regular meeting was presented. President Scarola requested addition of the Firesafe Consul Hydrant Report Discussion to the agenda under business. AAS requested the addition of Voucher CP 55 under Financial/Administrative Report. *Commissioner McNabb moved to adopt the agenda as amended. President Scarola seconded. Hearing 2 aye votes and 0 nay votes, the agenda was adopted as amended.*

MINUTES: The minutes of the February 1, 2018 regular meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. President Scarola seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports: President Scarola presented a blog post from MRSC regarding Executive Sessions.

Emergency Preparedness Report: HPMa Emergency Preparedness Committee is continuing its discussion regarding the location of emergency supplies storage and communication center.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2018-04, in the amount of \$15,057.05, was presented. *Commissioner McNabb moved to authorize payment of Voucher 2018-04. President Scarola seconded. Hearing 2 aye votes and 0 nay votes, payment of the voucher was authorized.*

- Voucher CP 55, in the amount of \$11,200, was presented. *Commissioner McNabb moved to authorize payment of Voucher CP 55. President Scarola seconded. Hearing 2 aye votes and 0 nay votes, the voucher was authorized.*
- January 2018 Financial Report: presented and discussed. Commissioner McNabb moved to approve the January 2018 Financial Report. President Scarola seconded. Hearing 2 aye votes and 0 nay votes, the report was approved.
- Drinking Water State Revolving Fund Loan Status Update: A portion of the District's requested reimbursement under the loan has been disbursed. The remaining amount was withheld under the loan contract's 10% retainage requirement. The loan contract manager, Connie Rivera, called AAS and offered to waive the retainage requirement and disburse the remaining amount requested given the difficulty the District underwent with the loan suspension. The remaining amount should be disbursed within one to two weeks.
- AAS Position: AAS informed the Board that she has been offered a position with another organization, pending reference checks and compensation negotiation. *President Scarola moved to authorize the AAS to initiate a search for a replacement AAS. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.*

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

BUSINESS:

Lockbox Service Provider: As discussed at the Board's September 28, 2017 regular meeting, Xpress Bill Pay, the District's online payment services vendor provides lockbox services at a much lower cost than the District's current vendor, Retail Lockbox. The AAS estimates the District would save \$8,344 per year given the District's current check payment processing volume. The District's agreement its current vendor expires June 1, 2018. *President Scarola moved to provide written notice to Retail Lockbox of District's intent to not renew contract and to enter into an agreement with Xpress Bill Pay for lockbox services. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.*

Reservoir Electrical Contract Award: The District received two quotes for electrical installation for the reservoir mixer. The low bid was from Sare Electric for \$3,500 plus sales tax of \$297.50. *President Scarola moved to accept the quote and award the contract for electrical installation for the reservoir mixer to Sare Electric in the amount of \$3,797.50. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.*

House Bill 2407 Discussion: The bill would impact reporting requirements regarding the usage and transport of materials from out of state on public works projects. HB 2407 did not pass out of committee.

District Project Priorities Discussion: The recap of President Scarola's meeting with GM and AAS on priority setting for the District was presented and discussed. *President Scarola made a motion to approve the development of a project timeline plan for the District. Commissioner McNabb seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.*

March/April Newsletter Topics: Topics for the March/April newsletter were discussed.

Firesafe Consul Hydrant Report Discussion: Fire Safety Committee has requested the District connect the water supply line to the repaired fire hydrant on Lagoon Drive. GM indicated that he would

get the hydrant connected. Fire Safety Committee has requested the District forward to HPMA the cost of replacing the fire hydrant at Pointes Drive West north. GM indicated he would send that information to the HPMA GM.

Commissioner McNabb moved to adjourn. President Scarola seconded. Hearing 2 aye votes and 0 nay votes, the meeting was adjourned at 3:50 pm.

Respectfully Submitted By:

Signature

Name and Title

Approved at the Regular Meeting of the Board on: _____