

**HARTSTONE POINTE WATER-SEWER DISTRICT
SPECIAL MEETING
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584
May 11, 2023 1:00 P.M.**

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence
5. Present Agenda
6. Minutes of the April 20, 2023 Regular Meeting (2-3)

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Voucher 2023-19
 - Bills to Be Reviewed:
 - Voucher 2023-18
 - Monthly Billing Report (4)
9. General Manager's Report

BUSINESS:

10. Review Employee Summer Work Schedules
11. Review Robison Plumbing Invoices
12. Review & Discuss District Sewer Policy (5-11)

OLD BUSINESS

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
April 20, 2023
DISTRICT OFFICE 119 E LIBERTY RD SHELTON WA 98584**

MINUTES

PRESENT: President E. J. Anderson, Secretary S. Swart, Project & Accounts Manager (PM) J. Sartori

CALL TO ORDER: The meeting was called to order at 1:05 pm

SUBSCRIBER REMARKS: No subscribers present

CORRESPONDENCE: No correspondence

PRESENT AGENDA: *Commissioner Swart moved to adopt the agenda. Commissioner Anderson seconded. Hearing 2 aye votes and 0 nay votes, the agenda was adopted as presented.*

MINUTES: The minutes of the April 6, 2023 regular meeting were presented. *Commissioner Anderson moved to approve the minutes. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved.*

The minutes of the April 13, 2023 special meeting were presented. *Commissioner Swart moved to approve the minutes. Commissioner Anderson seconded. Hearing 2 aye votes and 0 nay votes, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner Anderson informed of a resident with wastewater treatment administrative experience
- Commissioner Anderson shared an article about microplastics in wastewater
- Commissioner Anderson participated an Open Public Meetings training refresher course
- Commissioner Anderson noted he will be out of town from April 21-28
- Commissioner Swart shared potential candidates for filling a commissioner seat
- Commissioner Swart informed that WASWD will be holding its semi-annual member meeting
- Commissioner Swart noted that Dept. of Ecology is promoting *National Preparedness Day*

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2023-16 in the amount of \$ 46,319.99 was presented. *Commissioner Anderson moved to approve voucher 2023-16 in the amount of \$ 46,319.99. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the voucher was approved.*
- Bills to Be Reviewed:
 - Voucher 2023-15 was presented for review
- Monthly Financial Report: PM Presented the Monthly Financial Report for March 2023

BUSINESS:

Approve Publishing Engineering Services Advertisement: Commissioners inquired regarding reasonable timeline for posting an advertisement for engineering services. *Commissioner Anderson made a motion to post advertisement by May 11 and set a due date of June 1, 2023 for Statements of Qualifications submittals. Commissioner Swart seconded. Hearing 2 aye votes and 0 nay votes, the motion passed.*

OLD BUSINESS:

Commissioner Swart noted GM review should be put on the agenda

Commissioner Swart moved to adjourn the meeting. Commissioner Anderson seconded. Hearing 2 aye votes and 0 nay votes, the meeting adjourned at 2:35 pm.

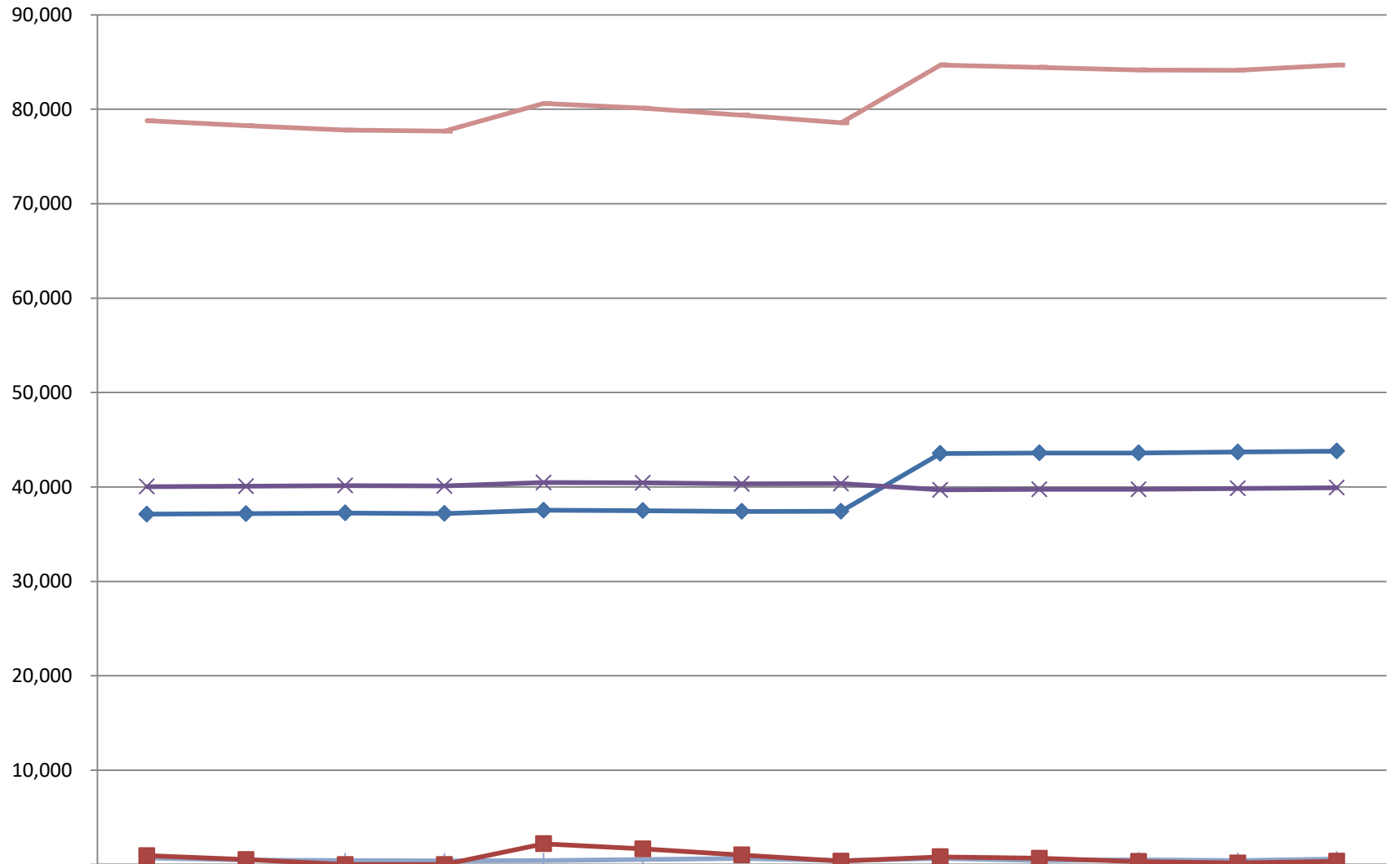
Respectfully Submitted By:

Signature

Stacy Swart, Secretary, Commissioner #3
Name and Title

Approved at the Regular Meeting of the Board on: 5-11-2023

Regular Utility Billing



	May 2022	June 2022	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023
Water Service	37,118	37,170	37,233	37,189	37,524	37,491	37,398	37,419	43,537	43,604	43,592	43,701	43,797
Sewer Service	40,025	40,077	40,145	40,095	40,465	40,426	40,326	40,350	39,686	39,747	39,736	39,835	39,922
Late/Misc. Fees	694	483	416	393	414	525	645	436	648	427	516	437	602
Consumption	950	530	-	-	2,210	1,665	1,015	365	820	665	320	165	355
Total Charges	78,786	78,260	77,793	77,677	80,613	80,107	79,384	78,569	84,690	84,442	84,164	84,139	84,676



Hartstene Pointe Water-Sewer District

772 Chesapeake Drive, Shelton, WA 98584

(360) 427-2413 • info@hpwatersewer.com

SEWER SYSTEM POLICY AND REGULATIONS

INTRODUCTION

These policies and regulations are necessary to provide and maintain the best possible service for all customers of the Hartstene Pointe Water-Sewer District. Adherence to these regulations are a condition for receiving sewer service and are necessary for maintaining a properly operating and efficient sewer collection system and waste water treatment facility in conformance with our National Pollution Elimination Discharge permit and our Washington State Waste Water Treatment permit. These policies and regulations are intended to establish Rules, funding Guidelines and Enforcement Procedures that are fair and equitable for all concerned.

1. No plumber or other person(s) are authorized to make connection to the District sewer mains or make alternations without prior approval of the District General Manager. **Approvals must be confirmed in writing.**
2. **New Residential Construction and Property Development:** Property owners within District boundaries (all areas within the Hartstene Pointe Residential Community) are required to connect to District water and sewer service at the time of residential construction. Water and sewer service is also available to property owners developing lots for recreational use. For any new construction and property development the property owner must submit a completed application for water-sewer service to the District office prior to initiating construction.
3. **Connection Fees and Capital Facilities Charges:** Owners of real property within the District seeking to connect improvements of real property to the District's sewer system shall pay, as a condition of the District's grant of the right to so connect, connection charges and Capital Facilities Charges as established by the current District Fee Schedule. The following fees and charges are required:
 - a. **Sewer Connection Fee:** Applicants are required to pay a **non-refundable Sewer Connection Fee**. Sewer Connection Fees are established to cover costs associated with plan review, installation inspection and service set-up. The Sewer Connection Fee is due at time of application.
 - b. **Sewer Capital Facilities Charge: A Sewer Capital Facilities Charge is due prior to issuing a permit.** The Capital Facilities Charge is the required financial contribution of new customers to fund existing and future capital improvements necessary for an efficient and

proper functioning utility. The Capital Facilities Charge is established so that property owners bear an equitable share of the cost of the District sewer and waste water treatment system.

4. **Review, inspection and construction of sewer facilities built by a property owner or developer.** Prior to the construction, installation and operation of residential connections to the District sewer utility, owners and developers or other entities responsible for the construction shall be required to obtain a Hartstene Pointe Water-Sewer District permit and pay all required fees and charges. In addition, owners are required to obtain other permits required by other governing entities.
 - a. The District may require the entity responsible for the construction to demonstrate satisfactory completion of all lines installed by the owner. If defects are discovered by the District, the party responsible for the constructions will be responsible for incurring all costs for repairing all defects.
5. **Authorization of inspection of existing sewers and appurtenances.** The District shall be authorized to enter upon premises served by the sewer at all reasonable hours to ascertain or make necessary tests as to whether the provisions of local, state and federal laws relative to sewerage have been complied with.
 - a. In the event that entry is refused, necessary steps shall be taken to discontinue water and/or sewer service.
 - b. If said sewer, or its attachments, are in conflict with provisions of any law or resolution in regard thereto, the owner of said premises, or his agents, shall be notified to cause said sewer or its attachments to be so altered, repaired or reconstructed at the owner's expense, so as to make them conform to the requirements of the laws and resolutions within a reasonable time limit established by the General Manager from the time of receipt of such notice.
6. **Treatment of waste water required.** It is unlawful to discharge into any natural outlet within Hartstene Pointe, or onto any land or body of water within the exterior boundaries, any sewage, waste water, or other polluted waters, except where suitable treatment has been provided in accordance with state and federal regulations or the provisions of this chapter.
7. **Property required to connect to public sewer.** Buildings on platted residential lots requiring sewer service shall be connected to the central community sewer system at the owner's expense and in a manner which meets with the approval of the Hartstene Pointe Water-Sewer District. The plans for and specifications of such connection shall be reviewed by the District to assure compliance with District standards.
8. **Extent of sewerage development.** The extent of sewerage development shall be the boundaries of the Hartstene Pointe development and shall be confined to the five hundred thirty-three lots and the common areas maintained by the Hartstene Pointe Maintenance Association.
9. **Connection to public sewers.** All connections to the District sewers shall be made in a permanent and sanitary manner in accordance to District standards and shall be sufficient to carry all the waste water of every kind from the building or structure to the public sewer.
10. **Repairs to connections.** For assessed properties within Hartstene Pointe, any needed repair to a building sewer or connection to a public sewer shall be made within thirty days after the date of mailing or personal service of a notice by the General Manager to the owner of the property

served notifying such owner to make such repair. In the event of an emergency, the General Manager may establish a shorter period of time for the repair to be made or, if the owners cannot be located or does not promptly make such repairs, the District may make the repairs under the procedures of these regulations and charge for the work based on the staff's hourly rate.

11. Connection Standards

- a. Old building sewers may be used in connection with new buildings, or new building sewers only when they are found to meet all the District requirements.
- b. The building sewer shall conform to all District, county, and state building codes and/or with the manufacturer's recommended practices, whichever is more restrictive. Sewer pipe and fittings at a minimum shall be PVC and shall meet or exceed ASTM (American Society for Testing and Materials) recommended specifications D3034-73, SDR 35, current revisions.
- c. Connections between dissimilar pipe materials shall be by adaptors approved by the District. The first fitting at the connection of the building sewer to the public sewer service connection shall be a tee, furnished by the owner. Immediately after installation of the tee, an expandable watertight plug shall be installed in the tee branch connected to the public sewer. After plug has been removed, the tee riser shall be extended vertically to within six inches to eighteen inches of finished ground surface and shall be sealed with an approved cap or plug. The riser shall be used as an auxiliary cleanout.
- d. The size and slope of the building sewer shall be subject to the approval of the General Manager, but in no event shall the diameter be less than four inches. The slope of said four-inch pipe shall not be less than one-eighth inch per foot. A minimum of eighteen inches of cover shall be maintained over the top of service pipe at all times.
- e. The building sewer shall be laid at uniform grade and in a straight alignment insofar as is possible. Changes in direction shall be made only with curved pipe of no greater than forty-five degree bends. All pipe shall be laid on a four-inch granular base of a three-fourths minus rock, pea gravel, sand or combination thereof.
- f. Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to public sewer, sanitary sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.
- g. All excavation required for the installation of a building sewer shall be open trench work unless otherwise approved by the District. No backfilling of the trench shall be done until inspection by the District has been conducted.
- h. All joints and connections shall be made gastight and watertight.
- i. The applicant for building permit shall notify the General Manager when the building sewer is ready for inspection and connection to the public sewer. After final approval and testing of the building sewer by the District, the owner shall make the final connection to the building drain, unless otherwise authorized by the District. A thirty-minute internal hydrostatic test may be required on all building sewers before connection is made to the building drain. All water plugs and other facilities for making the test shall be furnished by the applicant. Minimum head over the top of the pipe shall be two feet and a maximum allowable leakage shall be four gallons per hour per one hundred feet.

- j. Any structure having a plumbing outlet that serves fixtures with flood level rims located below the elevation of the next upstream manhole cover shall install an approved backwater valve.
12. **Costs of building sewer or sewer-line extension borne by owner.** All costs and expense incidental to the installation, connection, maintenance, cleaning, repair and /or addition to or of the building sewer shall be borne by the owner. This responsibility includes paying all costs incidental to the aforementioned activities performed on all segments of the sewer and including but not limited to side sewer stub, sewer tee, sewer wye and all other sewer appurtenances.
13. **Reuse of old building sewers.** Old building sewers may be used only when they are found, on examination and test by the District to meet all requirements of this chapter. This examination and test shall be at the owner's expense. The owner or his/her agent shall demonstrate to the District that no connection to such building sewer line exists which conveys any material prohibited by the District.
14. **Protection of excavations and restoration of public property.** All excavations for building sewer or sewer-line extension installations shall be adequately guarded with barricades and lights in accordance with state and county requirements so as to protect the public from hazard. Roads, parkways and other public property disturbed in the course of the work shall be restored to original or better.
15. **Permits required.** No unauthorized person shall uncover, make any connections with or opening into, use, alter or disturb any public sewer or appurtenance thereof or construct any sewer disposal systems without first obtaining a written permit from the District.
16. **Building sewer permit- Term and fee.** A District sewer permit is valid for 180 calendar days from the date of issuance. If a building sewer permit expires but the owner still wishes to connect to a sewer, a new permit shall be obtained and the District shall collect another full permit fee unless circumstances, in the judgment of the General Manager, warrant a variance. If a building sewer permit is canceled by the owner, the full permit fee shall be forfeited.
17. **Unlawful waste water disposal facilities.** Except as hereinafter provided, it is unlawful to construct or maintain any septic tank or other sewage holding facility intended or used for the disposal of waste water within the boundaries of Hartstene Pointe where sewers are available except as permitted by this resolution. This does not include portable privies or other temporary waste water disposal system, such as those used at construction sites.
18. **Unlawful deposit of waste.**
 - a. It is unlawful for any person to place, deposit or permit to be deposited in an unapproved and unacceptable manner into the District sanitary sewer system any human excrement, garbage, hazardous wastes, and/or other unlawful wastes except in accordance with these regulations.
 - b. No person shall discharge or cause to be discharged any of the following described waters or wastes to any public sewer:
 - i. Any liquid or vapor having a temperature higher than 150 degrees F.
 - ii. Any water or waste which may contain more than 100 parts per million by weight of fat, oil, or grease.
 - iii. Any gasoline, benzene naphtha, fuel oil, or other flammable or explosive liquid, solid, or gas.
 - iv. Food waste that has not been properly shredded.

- v. Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, paunch manure of any other solid or viscous capable of causing obstruction to the flow in sewers or other interference with the proper operation of the waste water system.
 - vi. Any waters or wastes having a pH lower than 5.5 or higher than 9.0 or having other corrosive property capable of causing damage or hazard to structures, the public or agents of the District.
 - vii. Any waters or wastes that contain a toxic or poisonous substance in sufficient quantity to injure or interfere with any waste water treatment process.
 - viii. Any waters or wastes containing suspended solids of such character and quantity that unusual attention or expertise is required to handle such materials at the waste water treatment plant.
 - ix. Any waters or wastes containing a Biological Oxygen Demand (BOD) greater than 300 parts per million and/or suspended solids greater than 350 parts per million.
 - x. Any noxious or malodorous gas or substance capable of creating a public nuisance.
- c. Any discharger of water to the public sewer that is not in compliance with this Section shall submit plans, specifications, and other pertinent information required to provide preliminary treatment shall be approved by the District prior to connection to the public sewer. The preliminary treatment facilities shall be maintained continuously in satisfactory and effective operation at the Owner's expense.

19. Unlawful discharge of storm waters and other waters into sewers. No person shall discharge or cause to be discharged any storm drainage water, surface water, roof runoff or subsurface drainage into the sanitary sewer system.

20. Limitations on discharge locations. No person shall discharge any unlawful substance directly into a manhole or other opening in the District sewer system other than through an approved building sewer without the written authorization of the General Manager in compliance with this resolution, nor until said person or entity has paid all applicable charges and fees and has met any other conditions required by this chapter and the General Manager.

21. Unlawful damage to sewer facilities. It is unlawful for any unauthorized person to maliciously or willfully break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or piece of equipment which is part of the District sewer facilities by throwing, dumping, discharging or otherwise introducing any dirt, rocks, sticks, debris, other foreign matter or any other matter prohibited by this chapter in to the District sewer system.

22. Discharge of septic tank contents

- a. It is unlawful for anyone to discharge the contents of any septic tank, chemical toilet or sewage holding tank into the District sewer system, except in accordance with the provisions of these regulations.
- b. The General Manager shall designate in writing the particular locations, if any, where the contents of chemical toilets, or sewage holding tanks may be discharged into the District sewer system.
- c. No matter prohibited from sewers by this chapter shall be permitted to be discharged under this section.

23. Failure to connect or repair building sewer.

- a. If any connection to or repair of a public sewer is not made within the time and in the manner provided in these regulations, the General Manager may forthwith cause to be placed a recoded notice against the property that no new buildings, remodeling or change in ownership will be allowed until the connection or repairs of all sanitary sewer facilities are made. Said notice may be recorded by the General Manager with the Mason County Auditor.
 - b. If at this time or after a reasonable period so determined by the General Manager, connection of or repairs to the building sewer or sewer-line extension remain to be completed and the General Manager has exhausted the means or methods available to the General Manager to make said connections or repairs as prescribed in these regulations, the District may make said connections or repairs for and at the total expense of the owner provided the District takes the following steps:
 - i. Notifies the owner that the connections or repairs are delinquent pursuant to the provisions of these regulations and informs said owner that the District intends to make said connections or repairs itself; and
 - ii. Notifies the owner that the District shall charge said owner for all costs associated with said connections or repairs including, but not limited to, all construction or repair costs and any other applicable costs which would normally be incurred by said owner pursuant to the provisions of this chapter; and
 - iii. Notifies the owner that any failure to reimburse the District for said costs shall result in the District filing a lien upon the property in the amount of said unpaid cost plus interest and plus any applicable penalties.
- 24. Unlawful connections to or disturbances of public sewers.** Any person who makes or causes to be made any connection to, opening into, use alteration and/or disturbance of the public sewers of the District without receiving a permit authorizing such a connection and/or use, alteration, etc., shall be subject to the provisions set forth in these regulations.
- 25. Disconnection of building sewer.** No structure may be disconnected from a building sewer and no building sewer may be disconnected from a public sewer for any reason without prior written notification to, and approval by the General Manager. No approval shall be given unless the disconnection is lawful under these regulations and other applicable laws, and satisfactory protection is given by the owner or his contractor to the District sewers including, but not limited to, the satisfactory capping of the building sewer. Sewer service charges for any structure disconnected or to be disconnected shall continue until such disconnection is approved by the District and the building sewer capped and otherwise protected to the District's satisfaction.
- 26. Building sewer for each building – Exceptions.** A single building sewer shall be provided for each building unless the connection of more than one building to a single building sewer is approved in writing by the General Manager prior to the construction of such building sewer.
- 27. Notice of Violation.** Any person or contractors found to be violating any provision of this resolution shall be served with written notice stating the nature of the violation and providing a time limit for the satisfactory correction thereof. The violator of these regulations shall, within the period of time stated in such notice, permanently cease all violation and make all necessary corrections.
- 28. Appeal process.** If a property owner objects to the District actions or fines computed specifically by the District for the property, the owner may request a hearing before the District's Board of

Commissioners. The owner shall file a notice in writing with the District before connection, stating the owner's name, the legal description of the property sought to be connected to the District's system, and the basis of the appeal. The Board of Commissioners, upon receiving the notice, shall set a time and date for the hearing. At the hearing, the Board shall afford the property owner reasonable opportunity to present evidence and argument in support of the property owner's contention. After considering the evidence presented and the argument made, the Board shall render its decision, in writing.

- 29. Civil liability.** Any person or commercial entity who violates any provision of these regulations shall be liable to the District for any penalty or fine; plus the expense, loss, damage, cost of inspection or cost of correction incurred by the District by reason of such violation, including any expenses incurred by the District in collecting from such person or commercial entity any penalty, fine loss, damage, expense, cost of inspection or cost of correction.
- 30. Continued violation-Penalty.** Any person who shall continue any violation beyond the time limit provided for in the notice of violation or in the hearing order on appeal, shall in addition to the items of expense provided in this chapter, become liable to the District for a penalty in the amount of ten per cent of such expense items, together with ten per cent annual interest accrued daily upon the account.