

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

District Office

772 Chesapeake Dr., Shelton, WA 98584

March 10, 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:
 - Early Voucher 2016-07
 - Voucher 2016-08
9. Manager's Report

BUSINESS:

10. Retail Lockbox Change Requests
11. Grundfos Preventative Maintenance Proposal
12. Online Payment System

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
February 25, 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: Clear Recon Corp. RE: Notice of Trustee's Sale of 688 Portage. The District has a lien placed on this property.
- FROM: Mason Co. Treasurer's Office RE: New accounts at Columbia Bank. The new accounts are open and ready to use. AAS is corresponding with the District's payment processing vendors to change deposits to the new account.
- FROM: WASWD RE: Spring Conference

PRESENT AGENDA: The agenda for the February 25, 2016 regular meeting was presented. *Commissioner Cary moved to adopt the agenda as presented. Commissioner McNabb seconded. Hearing no objections, the agenda was adopted.*

MINUTES: The minutes for the February 11, 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: Commissioner McNabb presented two articles about black water in Crystal City, TX.

Financial/Administrative Report:

- Bills to Be Authorized: Voucher 2016-06, in the amount of \$6,576.97, was presented. *Commissioner Cary moved to approve the voucher. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*

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

BUSINESS:

DNR Easement Agreement: Presented. *Commissioner Cary moved to approve the agreement. Commissioner McNabb seconded. Hearing no objections, the motion passed.*

Online Payment System Proposals: Discussed. *Commissioners directed the AAS to prepare a more detailed, comprehensive cost comparison/savings estimate.*

March/April Newsletter Topics:

- Accountability Audit
- Summer/holiday water conservation
- Mind what you flush
- Customer appreciation
- Outfall issue complete

Meeting adjourned at 4:00 pm.

Respectfully Submitted By:

Signature

Printed Name and Title

Approved at the Regular Meeting of the Board on: _____



Retail Lockbox Merchant Services
105 14th Avenue, Suite 300
Seattle, WA 98122
206-624-2871

Change Request Form

Hartstene Pointe Water-Sewer District CR #002

Description
Bank Change

March 7, 2016

Roger Ray
Commission President
Hartstene Pointe Water-Sewer District
772 E Chesapeake Dr.
Shelton, WA 98584

Dear Mr. Ray,

Please use this change request form as an Addendum to our Agreement to Provide Payment Processing Services. This Addendum provides for the following additional changes for services and corresponding fees as listed under Attachment A of this document.

- Retail Lockbox Merchant Services will deposit Hartstene Pointe Water-Sewer District payments to the following account at Columbia Bank:
 - Account Number: to be provided
 - ACH Routing Number: to be provided
- Hartstene Point will provide a void check or bank letter that reflects the ACH Routing and Account number shown above
- Hartstene Point will execute the Bank Change form that accompanies this document and return it along with the executed change request.

****IMPORTANT – Hartstene Pointe Water-Sewer District must add the following ACH Originator ID's to their incoming ACH filter and allow BOTH credits and debits from the originators listed below. Failure to do so may result in a funding hold****

ACH Originator ID : 900005503
Associated Names: 3003MERCH SERVICES, TRISOURCE SOLUTIONS LLC
Associated Address: 2117 State Street, Ste 301
Bettendorf, IA 52722

ACH Originator ID: 9000056584
Associated Names: Retail Lockbox Merchant Services LLC
Associated Address: PO BOX 84451
SEATTLE , WA 98124

The terms defined in the original Agreement, which are used herein, shall have the same meaning and duration except as stipulated below.



Retail Lockbox Merchant Services
105 14th Avenue, Suite 300
Seattle, WA 98122
206-624-2871

Attachment A

Services and Corresponding Fees

Implementation and Programming Fee \$ 185.00 one-time
(2 hours @ \$185.00/hour, discounted to one hour)

Hartstene Pointe Water-Sewer District

Sign: _____

Print: _____

Date: _____

Title: _____

Address:
772 E Chesapeake Dr.
Shelton, WA 98584

Retail Lockbox Merchant Services

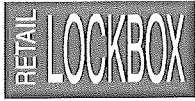
Sign: _____

Print: _____

Date: _____

Title: President/CEO

Address:
105 14th Avenue, Suite 300
Seattle, WA 98122



Retail Lockbox, Inc.
105 14th Avenue, Suite 300
Seattle, WA 98122
(206) 624-2871

Change Request Form

Hartstene Pointe Water-Sewer District Change Request #9445001

Description

Bank Change, Check 21

March 7, 2016

Roger Ray
Commission President
Hartstene Pointe Water-Sewer District
772 E Chesapeake Dr.
Shelton, WA 98584

Dear Mr. Ray,

Please use this change request form as an Addendum to our Agreement to Provide "Lock Box" and Payment Processing Services. This Addendum provides for the following additional changes for Lockbox services and corresponding fees as listed under Attachment A of this document.

- Retail Lockbox, Inc. will deposit Hartstene Pointe Water-Sewer District payments to the following account at Columbia Bank:
 - Account Number: to be provided
 - Routing Number: to be provided
- Retail Lockbox, Inc. will make deposits to Columbia Bank via Check 21

The terms defined in the original Agreement, which are used herein, shall have the same meaning and duration except as stipulated below.

Attachment A

Pricing for change(s) to Lockbox Processing Services and Corresponding Fees:

Programming, Implementation, Testing (10 hrs @ \$185.00/hr, discounted to 5 hours)	\$ 925.00 one-time
---	--------------------

Hartstene Pointe Water-Sewer District

Retail Lockbox, Inc.

Sign: _____

Sign: _____

Print: _____

Print: _____

Date: _____

Date: _____

Title: _____

Title: President/CEO

Address:
772 E Chesapeake Dr.
Shelton, WA 98584

Address:
105 14th Ave., Suite 300
Seattle, Washington 98122

Grundfos CBS, Inc.

3113 South Pine Street, Unit C-2
Tacoma, Washington 98409
Phone: 206-730-0539 Fax: 206-433-0263
Email: mgjerstad@grundfos.com

Proposal from the desk of Matt Gjerstad

To: Hartstene Pointe Water- Sewer District
772 East Chesapeake Drive
Shelton, WA 98584

February 29, 2016

Proposal # 022916
4-pages

Attn: Mont Jeffreys, General Manager

Phone: 360-427-2413 Email: gm@hpwatersewer.com Gate Code: key key 5403

Grundfos CBS Inc. is pleased to offer the following proposal for your review and approval:

Hartstene Point – 2016 Preventative Maintenance Service on the following systems:

- ◆ **In Plant- Duplex- Effluent Pumps- 10HP-Weinman 4403SM-VS s/n T1268229-112**
#1 Pump Rebuilt 2/24/10 s/n1971044607
Location-772 Chesapeake Drive
- ◆ **In Plant -Duplex Lift Station- 3HP-ABS AF-22-4 (EX) s/n B42667 (Pumps and Controls**
#1 Pump Rebuilt 4/19/12 s/n1971071669
New Pump ABS Pump Model #XFP100 CB1.5, PE28/4 Installed10-29-13 s/n 1971087389
Location-772 Chesapeake Drive
- ◆ **#2- Duplex Lift Station- 6.4HP-ABS-AF60-4 (EX) CB62 s/n B43142 Pumps and Controls**
Location-801 Promontory
- ◆ **#5- Duplex Lift Station- 3.75HP-ABS-AF28-4W (EX) s/n XXXXX Pumps and Controls**
#2 Pump Rebuilt 8/31/07 s/n 1971013552
#1 Pump Rebuilt 12/18/07 s/n 1971017420
Location-450 Pointes Drive East
- ◆ **#8- Duplex Lift Station- 6.4HP-ABS-AF60-4 (EX) CB66 s/n B43149 Pumps and Controls**
#2 Pump Rebuilt 6/07 (ABS s/n B43149) s/n1971009614
Location-189 Nantucket
- ◆ **Well #1-XXXXXXXXX Pump and Controls**
Location-121 Pointes Dr. West
- ◆ **Well #2-XXXXXXXXX Pump and Controls**
Location-202 Pointes Dr. West
- ◆ **Booster Pump Station- Grundfos Submersible Pumps and Controls**
Pump #1Grundfos .5HP model 255- 30gpm @ 30'tdh with integral check valve
Pump #2Grundfos 15HP model 300S- 260gpm @ 125'tdh with integral check valve
Installed: March 2012
Location-Reservoir site off of Nantucket Dr. through RV parking lot

Preventative Maintenance Service Contract Includes:

- ◆ Prevailing Wage Labor Rates and Filing of Intent and Affidavit of Wages Paid
- ◆ Electrical Evaluations and Testing (*amp check, volt check, and meg check*)
- ◆ Visual Observation and Evaluations
- ◆ System Adjustments and Calibrations
- ◆ 1-Technician and Crane Truck (*If we determine that a pump requires service, the pump will be pulled at No Additional Charge if it is performed the same day as the Preventative Maintenance Service*)
- ◆ \$25 Discount off our Standard Prevailing Wage Hourly Labor Rate of \$175.00

Preventative Maintenance Service Contract Excludes:

- ◆ Pit Cleaning to be performed by others, schedule prior to Preventative Maintenance Service.
- ◆ Any needed Parts or Repairs (*No Charge for Labor, if repair can be completed during time allotted for P.M. Service*)
- ◆ Confined Space Entry Equipment (*Use Requires a 2nd Technician at a rate of \$150.00 per Hour*)
- ◆ Service Technician Labor Rates are \$150.00 per Hour per Technician M-F 7:30am- 4:30pm
- ◆ Overtime and After Hours Service Technician Labor Rates are \$225.00 per Hour
- ◆ Multiple Service Calls (*Pricing is based on performing P.M. Services all on the same day*)

Line	Qty	<u>Option #1</u> Description	Price Each	Total
1	1 Long Day	<u>Annual Preventative Maintenance Service</u> Includes: 1- Service Technician, Crane Truck, Service Equipment and Travel Time to and from Job	\$2,850.00	\$ 2,850.00
2	LS	8.6% Sales Tax		\$ -245.10
3		Total for Annual Preventative Maintenance Service		\$ 3,095.10

242.25
~~3,095.10~~
 \$ 3,092.25

Prices are FOB Tacoma, and do not include sales tax if applicable. Proposal excludes overtime and any work not specified. **Service is scheduled approximately 2 weeks after receipt of approved order.** Standard Grundfos CBS Inc. terms and conditions apply, and credit is subject to approval. **Prices are valid for 2 years, if signed within 30 days of quote.**

If you should have any questions, or require any additional information, please do not hesitate to call me at your earliest convenience. I can be reached at the numbers above. **Please complete information below to accept and return to the above Email.**

Sincerely,

Customer Signature: _____

Date Signed: _____

Matt Gjerstad
 Service Sales Manager

Purchase Order: _____

Hartstene Pointe Water-Sewer System Online Payment System Proposals Comparison

	Payment Service Network	Xpress Bill Pay	Retail Lockbox	Current Systems
Monthly Fees				
Monthly Service Fee	-	19.00	-	18.00
Monthly Platform/Support Fee	39.95	75.00	175.00	25.00
Total Monthly Fees	\$ 39.95	\$ 94.00	\$ 175.00	\$ 43.00
Annual Fees				
Annual PCI Compliance Fee	89.00	-	-	-
Total Annual Fees	\$ 89.00	\$ -	\$ -	\$ -
Transaction Fees				
Credit/Debit Card	0.50	0.30	0.95	0.25
EFT/eCheck Payment	0.50	0.40	0.95	0.90
Online Banking Consolidation	0.50	0.20		
EFT Returned items	-	10.00	18.00	18.00
Total Average Monthly Transaction Fees	\$ 85.00	\$ 45.50	\$ 85.50	\$ 20.75
One-time Charges				
Set-up/Implementation Fee	2,149.00	2,000.00	3,500.00	
Training	500.00	500.00	500.00	
Customization Fee (optional)	200.00	500.00	950.00	
Total One-time Charges	\$ 2,649.00	\$ 2,500.00	\$ 4,000.00	
Contract Cancellation Costs (July-Dec 2015):				
Paystation	200.00	200.00	-	-
Nationwide Payments	250.00	250.00	250.00	-
Total Contract Cancellation Costs	\$ 450.00	\$ 450.00	\$ 250.00	\$ -
Estimated 1st year cost (July-December 2016):	\$ 3,937.70	\$ 3,787.00	\$ 5,813.00	\$ 382.50
Estimated annual cost after 1st year (2017):	\$ 1,588.40	\$ 1,674.00	\$ 3,126.00	\$ 765.00
Potential Savings				
Printing/mailling bills (10% reduction)	(135.00)	(135.00)	(135.00)	-
Upload EFT Payments	(900.00)	(900.00)		-
C/C Autopay time reduction	(225.00)	(225.00)	(225.00)	-
Total Potential Savings	\$ (1,260.00)	\$ (1,260.00)	\$ (360.00)	\$ -
Total Estimated additional cost (July-December 2016):	\$ 2,677.70	\$ 2,527.00	\$ 5,453.00	\$ -