

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

District Office

772 E Chesapeake Drive, Shelton, WA 98584

April 13, 2017 1:00 P.M.

AGENDA

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

REPORTS:

7. Commissioner Reports
8. Emergency Preparedness Report
9. Financial/Administrative Report:
 - Bills to Be Authorized:
 - Early Voucher 2017-09
 - Voucher 2017-10
 - Voucher CP 46
 - 2017 1st Quarter Financial Report (pgs. 4-9)
10. Manager's Report

BUSINESS:

11. DWSRF Loan Contract Amendment (pgs. 10-13)
12. Sewer Line Camera Proposals and Recommendation (pgs. 14-16)
13. Proposal to Rent HPMA Security House for Office Space
14. Lab Renovation
15. Newsletter Topics

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
March 23, 2017
HPMA Clubhouse, 202 E Pointes Drive West, Shelton, WA 98584**

MINUTES

PRESENT: President M.A. Cary, Commissioner D. McNabb, General Manager (GM) M. Jeffreys, Accounting and Administrative Services Manager (AAS) M. Carnahan. Secretary A. Hospador arrived at 1:10 pm.

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

SUBSCRIBER REMARKS: Nancy Scarola from the Hartstene Pointe Emergency Preparedness Committee shared what the committee is doing, including training and educating the community about emergency preparedness and collaborating at the community level. She expressed the committee's desire to collaborate with and support the District in its emergency planning efforts and in the event of an emergency.

Commissioner Hospador arrived at 1:10 pm.

CORRESPONDENCE: No correspondence.

PRESENT AGENDA: The agenda for the March 23, 2017 regular meeting was presented. AAS requested the addition of Billing Report under Financial/Administrative Reports and the removal of Sewer Line Camera under Business. *Commissioner McNabb moved to adopt the agenda as amended. Commissioner Hospador seconded. Hearing no objections, the agenda was adopted as amended.*

MINUTES:

- The minutes of the March 9, 2017 regular meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*
- The minutes of the March 14, 2017 special meeting were presented. *Commissioner Hospador moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the minutes were approved as presented.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb:
 - Brought to the attention of Commissioner Hospador the Partners in Emergency Preparedness Conference is April 18 - 20 at the Tacoma Convention Center.
 - HPMA will be renting out the Security House for \$1,000 per month. He proposed that the District consider renting the facility for use as the District Office.

Emergency Planning Report: No report.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Voucher 2017-08, in the amount of \$20,258.97, was presented. *Commissioner Hospador moved to authorize payment of the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
 - Voucher CP 45, in the amount of \$84,502.32, was presented. *Commissioner Hospador moved to authorize Voucher CP 45. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Federal Grants Requirements and Management Class Report: provided a brief report on the federal grants class she attended on March 17th.
- Billing Report: presented and discussed.

Manager's Report: a written report was presented (attached). *Commissioner McNabb moved to authorize the GM to proceed with repair of the sewer line at 690 Portage, not to exceed \$5,000. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

BUSINESS:

District Funds Policy: AAS presented a memo regarding proposed revisions to the District Funds Policy, as well as a proposed draft revised Funds Policy. *Commissioner McNabb moved to adopt the revised District Funds Policy. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Resolution 2017-02 Establishing a Policy for Reimbursement of Expenses Incurred When Traveling for the Purposes of District Business: Presented. *Commissioner Hospador moved to adopt Resolution 2017-02. President Cary seconded. Hearing 3 aye votes and 0 nay votes, the Resolution was adopted.*

189 Cutty Sark Sewer Line Replacement Bid Review: The bid tabulation for the project was presented and the bids discussed. The AAS confirmed that the lowest bidder was a responsible bidder. *Commissioner McNabb moved to accept the bid from Zephyr's Inc., in the amount of \$3,906.00, for the 189 Cutty Sark Sewer Line Replacement. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

Meeting adjourned at 2:30 pm.

Respectfully Submitted By:

Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: _____

Hartstene Pointe Water Sewer District
Profit & Loss
January through March 2017

	<u>Jan - Mar 17</u>
Ordinary Income/Expense	
Income	
Non-Operating Revenue	144,356.81
Operating Revenue	165,233.18
Total Income	<u>309,589.99</u>
Expense	
534 · Water Expenditures	131,248.38
535 · WW Treatment Expenditures	86,523.10
538 · Combined W/S Expenditures	38,162.89
Total Expense	<u>255,934.37</u>
Net Ordinary Income	<u>53,655.62</u>
Net Income	<u><u>53,655.62</u></u>

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Hartseene Pointe Water Sewer District

Profit & Loss Budget vs. Actual

January through March 2017

1:16 PM
04/11/17
Cash Basis

	Jan - Mar 17	Budget	% of Budget
Ordinary Income/Expense			
Income			
Non-Operating Revenue			
391.80 · Intergovernmental Loan Proceeds	144,356.81	763,516.00	18.9%
Total Non-Operating Revenue	144,356.81	763,516.00	18.9%
Operating Revenue			
343.40 · Water Sales and Services			
Capital Contributions - Water	0.00	1,700.00	0.0%
343.40 · Water Sales and Services - Other	84,677.49	313,572.00	27.0%
Total 343.40 · Water Sales and Services	84,677.49	315,272.00	26.9%
343.50 · Sewer Sales and Services			
Capital Contributions - Sewer	0.00	2,400.00	0.0%
343.50 · Sewer Sales and Services - Other	75,553.25	281,467.00	26.8%
Total 343.50 · Sewer Sales and Services	75,553.25	283,867.00	26.6%
359.90 · Penalties and Fees	4,399.48	5,842.00	75.3%
361.11 · Interest earned			
010	137.60	200.00	68.8%
020	412.65	973.00	42.4%
030	52.71	100.00	52.7%
Total 361.11 · Interest earned	602.96	1,273.00	47.4%
369.90 · Miscellaneous Revenue	0.00	500.00	0.0%
Total Operating Revenue	165,233.18	606,754.00	27.2%
Total Income	309,589.99	1,370,270.00	22.6%
Expense			
534 · Water Expenditures			
534.30 · Supplies - Water			
31 1010 · Supplies - Water	823.44		
35 1010 · Tools/Equip - Water	27.14		
31 1010 · Supplies - Water - Other		1,375.00	2.0%
Total 31 1010 · Supplies - Water	850.58	1,375.00	61.9%
31 1011 · Chemicals - Water	188.80	4,000.00	4.7%
Total 534.30 · Supplies - Water	1,039.38	5,375.00	19.3%
534.40 · Services - Water			
Professional Services - Water			
Meter Reading	733.67	6,000.00	12.2%
41 1010 · Attorney Fees - Water	0.00	500.00	0.0%
41 1020 · Consultant Fees - Water	0.00	500.00	0.0%
41 1040 · Operations - Water	7,497.00	29,988.00	25.0%
41 1041 · Operations - Non-routine Water	210.00	350.00	60.0%
41 1050 · Lab Testing - Water	812.80	472.00	172.2%
Total Professional Services - Water	9,253.47	37,810.00	24.5%
Water Repair and Maint.			
48 1030 · Repair & Maintenance - Water			
JMS Contract	4,691.55	12,000.00	39.1%
48 1030 · Repair & Maintenance - Water - Other	688.96	10,000.00	6.9%
Total 48 1030 · Repair & Maintenance - Water	5,380.51	22,000.00	24.5%
Total Water Repair and Maint.	5,380.51	22,000.00	24.5%



Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual January through March 2017

1:16 PM

04/11/17

Cash Basis

	Jan - Mar 17	Budget	% of Budget
47 1010 · Electric - Water	1,956.01	11,500.00	17.0%
Total 534.40 · Services - Water	16,589.99	71,310.00	23.3%
534.50 · Intergov - Water	3,889.82	15,770.00	24.7%
53 1010 · Excise Tax - Water	0.00	774.00	0.0%
53 1020 · Permit Fees - Water	0.00	1,122.00	0.0%
534.50 · Intergov - Water - Other	3,889.82	17,666.00	22.0%
Total 534.50 · Intergov - Water			
594.34 · Capital Expenditures - Water	84,502.32	763,516.00	11.1%
DWSRF Reimbursable	792.06	33,719.00	2.3%
Other	4,769.81	25,000.00	19.1%
Well #1 Replacement	90,064.19	822,235.00	11.0%
Total 594.34 · Capital Expenditures - Water			
59X.34 · Debt Service - Water	0.00	45,558.00	0.0%
5913470 · Debt Service Principal - Water	12,711.24	25,597.00	49.7%
DWSRF Loan Principal	12,711.24	71,155.00	17.9%
78 1010 · USDA Loan Principal			
Total 5913470 · Debt Service Principal - Water			
5923480 · Debt Service Interest - Water	0.00	19,567.00	0.0%
DWSRF Loan Interest	6,953.76	13,733.00	50.6%
83 1010 · USDA Loan - Interest	6,953.76	33,300.00	20.9%
Total 5923480 · Debt Service Interest - Water			
Total 59X.34 · Debt Service - Water	19,665.00	104,455.00	18.8%
Total 534 · Water Expenditures	131,248.38	1,021,041.00	12.9%
535 · WW Treatment Expenditures			
535.30 · Supplies - WW Treatment	179.25	2,000.00	9.0%
31 3010 · Supplies - WW Treatment	898.14	3,000.00	29.9%
31 3011 · Chemicals - WW Treatment			
Total 535.30 · Supplies - WW Treatment	1,077.39	5,000.00	21.5%
535.40 · Services - WW Treatment			
Professional Services - WWWT			
41 3010 · Attorney Fees - WW Treatment	0.00	500.00	0.0%
41 3020 · Consultant Fees - WW Treatment	0.00	500.00	0.0%
41 3040 · Operations - WW Treatment	13,500.00	54,000.00	25.0%
41 3041 · Operations - Non-routine WWT	750.67	840.00	89.4%
41 3050 · Lab Testing - WW Treatment	3,281.40	7,900.00	41.5%
Total Professional Services - WWWT	17,532.07	63,740.00	27.5%
WW Treatment Maint. and Repair			
48 3010 · Biosolids Disposal	0.00	14,000.00	0.0%
48 3020 · SCADA - WW Treatment	0.00	2,000.00	0.0%
48 3030 · Repair & Maint. - WW Treatment			
JMS Contract	3,246.88	20,500.00	15.8%
Sewer Collection	12,015.80	15,000.00	80.1%
48 3030 · Repair & Maint. - WW Treatment - Other	506.69	5,000.00	10.1%
Total 48 3030 · Repair & Maint. - WW Treatment	15,769.37	40,500.00	38.9%
Total WW Treatment Maint. and Repair	15,769.37	56,500.00	27.9%
47 3010 · Electric - WW Treatment	2,570.12	13,000.00	19.8%
Total 535.40 · Services - WW Treatment	35,871.56	133,240.00	26.9%

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Hartstene Pointe Water Sewer District

Profit & Loss Budget vs. Actual

January through March 2017

1:16 PM
04/11/17
Cash Basis

	Jan - Mar 17	Budget	% of Budget
535.50 · Intergov - WW Treatment			
B&O/Excise Tax			
B&O Tax - Wastewater Treatment	891.37		
53 2010 · Excise Tax - Sewer	30.73		
B&O/Excise Tax - Other	0.00	5,000.00	0.0%
Total B&O/Excise Tax	922.10	5,000.00	18.4%
53 3020 · Permit Fees - WW Treatment	474.12	2,100.00	22.6%
Total 535.50 · Intergov - WW Treatment	1,396.22	7,100.00	19.7%
594.35 · Capital Expenditures - WWT			
Other	16,765.43	19,500.00	86.0%
WW SCADA/Telemetry Upgrade	31,412.50	37,900.00	82.9%
Total 594.35 · Capital Expenditures - WWT	48,177.93	57,400.00	83.9%
59X.35 · Debt Service - WW Treatment			
5913570 · Debt Service Principal - WWT			
78 3010 · Ecology Loan Principal	0.00	32,439.31	0.0%
Total 5913570 · Debt Service Principal - WWT	0.00	32,439.31	0.0%
5923580 · Debt Service Interest - WWT			
83 3010 · Ecology Loan - Interest	0.00	5,672.09	0.0%
Total 5923580 · Debt Service Interest - WWT	0.00	5,672.09	0.0%
Total 59X.35 · Debt Service - WW Treatment	0.00	38,111.40	0.0%
Total 535 · WW Treatment Expenditures	86,523.10	240,851.40	35.9%
538 · Combined W/S Expenditures			
538.10 · Salaries & Wages			
10 0010 · Commissioner 1	570.00	3,534.00	16.1%
10 0020 · Commissioner 2	789.00	4,094.00	19.3%
10 0030 · Commissioner 3	798.00	3,534.00	22.6%
Total 538.10 · Salaries & Wages	2,157.00	11,162.00	19.3%
538.20 · Payroll Tax			
20 0010 · FICA/Medicare	391.51	854.00	45.8%
Total 538.20 · Payroll Tax	391.51	854.00	45.8%
538.30 · Supplies - Combined W/S			
Tools/Equip/Supplies	203.90	3,000.00	6.8%
31 4010 · Office Supplies	330.80	750.00	44.1%
538.30 · Supplies - Combined W/S - Other	0.00		
Total 538.30 · Supplies - Combined W/S	534.70	3,760.00	14.3%
538.40 · Services - Combined W/S			
Management			
41 4010 · General Manager	11,245.50	45,313.00	24.8%
41 4020 · Acct & Admin Services	8,197.50	31,000.00	26.4%
Total Management	19,443.00	76,313.00	25.5%
Other Services - Combined W/S			
Information Technology	5,604.90	2,935.00	191.0%
Lockbox	2,601.69	10,000.00	26.0%

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Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual January through March 2017

	Jan - Mar 17	Budget	% of Budget
Online Payment System			
Monthly Fees	332.00		
Transaction Fees	95.30		
Online Payment System - Other	515.59	4,200.00	12.3%
Total Online Payment System	942.89	4,200.00	22.4%
Rent			
Storage Unit Rental	196.00	756.00	25.9%
Total Rent	196.00	756.00	25.9%
361.19 - Investment Service Fees	1,039.28	1,900.00	54.7%
42 0010 - Postage	539.00	1,500.00	35.9%
42 0020 - Telephones	2,118.07	9,000.00	23.5%
44 0010 - Legal Notices & Publications	0.00	250.00	0.0%
46 0010 - Liability Insurance	0.00	9,000.00	0.0%
49 0010 - Professional Dues	1,394.08	1,600.00	87.1%
49 0020 - Printing to Subscribers	183.30	1,900.00	9.6%
Total Other Services - Combined W/S	14,619.21	43,041.00	34.0%
43 - Travel/Mileage/Training			
43 0010 - Commissioner Travel/Mileage	474.54		
43 0020 - General Manager Travel	100.00		
43 0040 - Operations Mileage	205.01	3,500.00	4.1%
43 - Travel/Mileage/Training - Other	144.79		
Total 43 - Travel/Mileage/Training	924.34	3,500.00	26.4%
Total 538.40 - Services - Combined W/S	34,986.55	122,864.00	28.5%
538.50 - Intergov - Combined W/S			
B&O Tax - Fees/Penalties	63.13	88.00	71.7%
Other	30.00	200.00	15.0%
State Audit	0.00	6,500.00	0.0%
51 0010 - County Election Costs	0.00	210.00	0.0%
Total 538.50 - Intergov - Combined W/S	93.13	6,988.00	1.3%
Total 538 - Combined W/S Expenditures	38,162.89	145,618.00	26.2%
Total Expense	255,934.37	1,407,510.40	18.2%
Net Ordinary Income	53,655.62	-37,240.40	-144.1%
Net Income	53,655.62	-37,240.40	-144.1%

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Hartstene Pointe Water-Sewer District

Balance Sheet

1st Quarter, 2017

ASSETS		<u>As of 03/31/2017</u>
<u>CURRENT ASSETS</u>		
<u>Unreserved Funds</u>		
Operating Account		130,399.09
Capital Project Account		70,983.61
Electronic Funds Transfer Account		4,535.60
Xpress EFT Deposit Account		9,960.77
Petty Cash Account		1,974.10
Total Unreserved Funds		217,853.17
<u>Committed Funds</u>		
Asset Replacement Fund		12,540.00
Capital Improvement Fund		
I&I Repair	42,000.00	
Reservoir Repair	112,500.00	
Other Capital Improvements	-	
Total Capital Improvement Fund		154,500.00
Risk Management Fund		133,479.20
Total Committed Funds		300,519.20
<u>Reserve Funds</u>		
Ecology Reserve		38,383.20
DWSRF Loan Reserve		68,000.00
USDA Revenue Bond Reserve		17,698.48
Total Reserved Funds		\$124,081.68
TOTAL CURRENT ASSETS		\$ 642,454.05
<u>FIXED ASSETS</u>		
<u>Land and Improvements</u>		
Water		391,661.50
Wastewater/Sewer		1,679,874.50
<u>Equipment</u>		
Water		391,042.14
Wastewater/Sewer		1,393,659.27
TOTAL FIXED ASSETS		\$ 3,856,237.41
Total Assets		\$4,498,691.46
LIABILITIES AND EQUITIES		
<u>LIABILITIES</u>		
USDA Revenue Bond		493,016.76
DWSRF Loan		500,599.63
Dept. of Ecology Loan		385,038.33
TOTAL LIABILITIES		\$ 1,378,654.72
<u>EQUITY</u>		
Net Income for the Period		53,655.62
Equity		\$3,066,381.12
TOTAL EQUITY		\$ 3,120,036.74
Total Liabilities & Equity		\$4,498,691.46

CERTIFIED CORRECT

Date
4/10/2017


Miceal Carnahan, Acct. & Admin. Services Manager

9

<i>Amendment Title</i>	Drinking Water Extension Amendment
<i>Amendment Number</i>	C

CLIENT INFORMATION

<i>Legal Name</i>	Hartstene Pointe Water Sewer District
<i>Loan Number</i>	DM12-952-126

PROJECT INFORMATION

<i>Title</i>	Water Treatment Plant Improvements
<i>Project City</i>	Shelton
<i>Project State</i>	Washington
<i>Project Zip</i>	98584

LOAN TERMS and CONDITIONS

<i>Loan Amount</i>	\$1,304,479.00
<i>Loan Term</i>	24 years
<i>Interest Rate</i>	1.50%
<i>Repayment Start Date</i>	October
<i>Project Completion Date</i>	10/31/2017

AMENDMENT DECLARATIONS (continued)

SCOPE OF WORK	
<i>Amendment Title</i>	Drinking Water Extension Amendment
<i>Loan Number</i>	DM12-952-126
<i>Amendment #</i>	C
<i>Title</i>	Water Treatment Plant Improvements
<i>Scope of Work</i>	<p>Water Treatment Project – Replacement of the two existing deficient filtration systems. Two separate filtration systems will be provided for treatment of the Hartstene Point Water-Sewer District’s two well sources: Well No. 1 and Well No. 2. Existing District treatment structures near each well source will be reused to house the new filtration systems.</p> <p>The project includes the expansion of both water treatment buildings to house the chemical storage tanks and chemical injection equipment. The extension of the Well 2 building will displace a small storage facility owned by the local homeowner’s association which currently abuts the water treatment building. The District intends to include an additional 4’ by 10’ storage space in the plans for the extension of the water treatment building to replace the structure that the project will displace.</p> <p>The project includes replacement of the existing water telemetry system, integration with the booster pump, reservoir level sensor, well level transducers, chemical analyzers, chemical feed control and the addition of a SCADA system. The telemetry upgrade will require an approximately 20’ by 1’ trench for control system and electrical supply conduit to the existing reservoir from the existing booster pump station.</p>

AMENDMENT FACE SHEET

Loan Number: DM12-952-126

Amendment Number: C

Washington State Department of Commerce

**PUBLIC WORKS BOARD
DRINKING WATER STATE REVOLVING FUND**

1. Contractor Hartstene Pointe Water Sewer District 772 E Chesapeake Drive, Shelton, WA 98584		2. Contractor Doing Business As (optional) N/A	
3. Contractor Representative (only if updated) N/A		4. Public Works Board Representative (only if updated)	
5. Original Contract Amount \$1,304,479.00	6. Amendment Amount N/A	7. New Contract Amount N/A	
8. Amendment Funding Source Federal: <input checked="" type="checkbox"/> State: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>		9. Amendment Start Date At Execution	10. Amendment End Date October 1, 2036
11. Federal Funds (as applicable):		Federal Agency: EPA	CFDA Number: 66.468
12. Amendment Purpose: The purpose of this amendment is to extend the project completion date of this Drinking Water State Revolving Loan Agreement/Contract. The Board, defined as the Washington State Public Works Board, and Borrower/Contractor acknowledge and accept the terms of this Agreement/Contract As Amended and have executed this Agreement/Contract Amendment on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Agreement/Contract As Amended are governed by this Agreement/Contract Amendment and the following other documents incorporated by reference: Amendment Terms and Conditions. A copy of this Agreement/Contract Amendment shall be attached to and made a part of the original Agreement/Contract between the Board and the Borrower/Contractor. Any reference in the original Agreement/Contract to the "Agreement" or the "Contract" shall mean the "Agreement As Amended" or "Contract As Amended," respectively.			
FOR THE BORROWER/CONTRACTOR _____ Signature _____ Print Name _____ Title _____ Date		FOR PUBLIC WORKS BOARD _____ J.C. Baldwin, Interim Public Works Board Chair _____ Date This 5th Day of January 2015 Bob Ferguson Attorney General _____ Signature on File Kathryn Wyatt Assistant Attorney General	

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AMENDMENT TERMS AND CONDITIONS

PUBLIC WORKS BOARD
DRINKING WATER STATE REVOLVING FUND

Loan Number: DM12-952-126

Amendment Number: C

The purpose of this amendment is to extend the project completion date of the Drinking Water State Revolving Loan Contract displayed on the Declarations Page.

This amendment was approved by the Public Works Board, a department of the State of Washington, (hereinafter referred to as the "Board").

The Board and the Contractor agree to amend the Drinking Water State Revolving Fund Loan Contract as described below.

Section 1.7 Time of Performance, (first paragraph) is amended to read as follows:

The contractor shall begin the activities identified within the declared Scope of Work no later than 30 days after Contract execution. No later than eighteen (18) months after Contract execution, the Contractor must issue a Notice to Proceed which follows the formal award of a construction contract. The Contractor must reach project completion no later than the **Project Completion Date** stated on the Declarations page.

Section 1.9 Repayment, (first paragraph) is amended to read as follows:

Pursuant to 40 CFR Section 35.3525(a)(1)(i), an assistance recipient begins annual repayment of principal and interest no later than one year after project completion. The first repayment installment of principal and any interest accrued to date under this Contract is due on the **Repayment Start Date** shown on the Declarations page. All subsequent payments shall consist of principal and accrued interest due on October 1st of each year during the remaining term of the loan.

13

MEMORANDUM

TO: BOARD OF COMMISSIONERS
FROM: DAVID CARNAHAN, JEFFREYS MANAGEMENT SERVICES
SUBJECT: SEWER LINE INSPECTION CAMERA RECOMMENDATION
DATE: APRIL 11, 2017
CC: MONT JEFFREYS, GENERAL MANAGER
MICEAL CARNAHAN, ACCOUNTING & ADMINISTRATIVE SERVICES MANAGER

Over the past few months I have been looking into various sewer camera systems including the RIGID SeasSnake, the Triton SL, and the vCam 5. Upon completing my research into several camera systems I am ready to make my final recommendation.

I based my recommendation on several factors. Number one was that the camera be extremely durable and that it be rated for industrial use. The second was that the camera be user friendly. This one in particular was important because no one at HPWSD does camera work professionally. Third, I wanted to make sure that the camera we purchased would hold up in all weather conditions. Fourth, it was an absolute must that it come with support and training. Lastly, the camera we purchase must have a built-in DVR with storage.

After comparing some of the highest rated cameras on the market and collecting reviews from contractors actively using them in the field I feel confident in recommending the vCam 5 for HPWSD. It is my belief that this camera meets all of the criteria in the above paragraph.

Total cost for this unit will be \$10,460.10 after tax and shipping. For this price we will get the vCam and control module, 200ft of push length, an easily manageable reel, and a locating wand. We'll also get 3", 4", and 5" skids for the camera itself. This camera comes with a one year warranty and an option to extend the warranty at 10% of the purchase price per year.

I've included the final bid for the vCam5 from Owen Equipment in addition to a comparison spreadsheet.

vCam5: PN: VC5-C200A-D34N Sea Snake: RigidKD-325 Triton SL: Fiberscope

Price before Shipping and Sales Tax	\$9,862.00	\$8,946.20	\$9,580.00
Price Including Shipping and Sales Tax	\$10,460.10	\$9,706.63 + shipping (not provided)	\$10,616.73
Specifications	Control Module, 200' 12mm Cable and Type-CP Reel, D46 Camera and Accessory Bag, includes locator wand	RIDGID KD 200' 115V SeeSnake with Self-Leveling SeeSnake CS6 Digital Recording Monitor Kit Includes: (1) CS6 Monitor(2) Batteries(1) ChargerRIDGID Navitrack Scout Locator	200' coil, weather proof monitor, portable detection wand.
Self- Leveling	yes	yes	yes
WiFi/ Ethernet Ready	yes		
Wireless Monitor	no	yes	yes
DVR	yes/ 500GB storage	yes	yes
Length	200'	200'	200'
Locator Wand	yes	yes	yes
Support/ Training Included	yes	no	no
Reviews	Received 3 very strong reviews from contract camera operators who actively use the vCam 5	yes	no

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<p>David Carnahan Hartstene Point Water-Sewer District 772 E. Chesapeake Dr Shelton, WA 98584 dpcarnahan@gmail.com (360) 359-0884</p>		<p>Quote # 4-7-2017</p>
<p>Brett Wise Owen Equipment Company 8721 South 218th Street Kent, WA 98031 bwise@owenequipment.com (253) 249-6369</p>		

Thank you for the opportunity to quote on the following items. Please call me if I can be of any further assistance. **Training and Support included.**

Qty.	Description	Unit Price	Total
1	PN: VC5-C200A-D46N / Control Module, 200' 12mm Cable and Type-CP Reel, D46 Camera and Accessory Bag	\$ 8,807.00	\$ 8,807.00
1	PN: 1.215.05.00001 VM-540 Sonde Locator Receiver Comes with 60Hz power mode and two sonde frequencies of 512Hz and 33kHz. Also includes carry bag.	\$ 820.00	\$ 820.00
1	PN: 2.109.02.00006 3" Skid (4" Pipe)	\$ 60.00	\$ 60.00
1	PN: 2.109.02.00003 4" Skid (6" Pipe)	\$ 65.00	\$ 65.00
1	PN: 2.109.02.00004 5" Skid (6+'' Pipe)	\$ 110.00	\$ 110.00
		Sub Total:	\$ 9,862.00
		Shipping:	\$ 100.00
		Tax (8.8%):	\$ 876.66
		Total:	\$ 10,838.66*

Terms: Net 10 days

- * Credit Card purchase subject to 3% service charge.
- * Pricing valid for 60 days from above quote # date.

Customer Approval: _____

Customer PO#: _____

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