

HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING

District Office

772 Chesapeake Dr., Shelton, WA 98584

January 12, 2017 1:00 P.M.

AGENDA

1. Call to Order
2. Roll Call
3. Subscriber Remarks
4. Correspondence:
  - FROM: Dept. of Ecology RE: October 2016 Discharge Monitoring Report (pg. 2)
5. Present Agenda
6. Minutes (pgs. 3-4)

**REPORTS:**

7. Commissioner Reports
8. Financial/Administrative Report:
  - Bills to Be Authorized: Early Voucher 2017-01
  - Billing Report (pgs. 5-8)
9. Manager's Report

**BUSINESS:**

10. 2017 Officers and Audit Commissioner
11. 2017 Meeting Schedule
12. 111 Liberty Sewer Line Replacement Project
  - Review Quotes Received
  - Award Contract (pgs. 9-15)
13. Emergency Planning
14. Evergreen Rural Water of Washington Annual Conference, February 14-16, Yakima Convention Center (pgs. 16-17)



STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

PO Box 47775 • Olympia, Washington 98504-7775 • (360) 407-6300

December 21, 2016

Mr. Marty Grabill, Operator  
Hartstene Pointe Water-Sewer District  
772 Chesapeak Drive  
Shelton, WA 98584

Re: National Pollutant Discharge Elimination System (NPDES) Permit No. WA0038377, Hartstene Pointe Wastewater Treatment Plant

Dear Mr. Grabill:

Your October 2016 Discharge Monitoring Report (DMR) indicates that your discharge did not comply with your permit requirements.

<u>Monitoring Parameter</u>	<u>Sample Measurement</u>	<u>Permit Requirement</u>
pH (MIN)	5.86 SU	6.0 SU

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 October 2016 DMR also indicates that your discharge did not comply with your permit requirements.

Your permit requires that you: *Fecal Coliform is to be monitored and reported twice a week (2/week).*

But, based your DMR: *Fecal Coliform was only reported once the seek of October 2, through October 8, 2016. A note on the DMR states that this was due to a laboratory error.*

Failures to sample or report sample results 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 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](mailto:david.dougherty@ecy.wa.gov), or you can call me at 360-407-6368, or e-mail me at [greg.zentner@ecy.wa.gov](mailto:greg.zentner@ecy.wa.gov).



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**HARTSTENE POINTE WATER-SEWER DISTRICT  
REGULAR MEETING of the BOARD OF COMMISSIONERS  
December 22, 2016  
District Office, 772 Chesapeake Dr., 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 1:10 pm.

**SUBSCRIBER REMARKS:** Jim Anderson present.

**CORRESPONDENCE:** No correspondence.

**PRESENT AGENDA:** The agenda for the December 22, 2016 meeting was presented. *Commissioner McNabb moved to adopt the agenda as presented. Commissioner Hospador seconded. Hearing no objections, the agenda was adopted as presented.*

**MINUTES:** The minutes of the December 8, 2016 regular meeting were presented. *Commissioner Hospador moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing no objections, the minutes were approved.*

**REPORTS:**

**Commissioner Reports:**

- Commissioner McNabb:
  - Contacted AWWA regarding the District making a presentation on Asset Management for small utilities at the Northwest Subsection Conference. AWWA would like to have that for the 2018 Conference which will be held in Tacoma. AWWA has a scholarship for new operators/new entrants into the industry for which David Carnahan can apply.
  - Presented press releases for the water main breaks in Marysville and Everett.
- Commissioner Hospador: is working with David Carnahan to be able to access the District's electronic asset map.
- Commissioner Cary: Read an article about water system in Texas with chemical contamination.

**Financial/Administrative Report:**

- Bills to Be Authorized:
  - Voucher 2016-36, in the amount of \$3,904.32, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*

- Voucher CP 44, in the amount of 48,109.67, 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:** A written report was presented (attached).

**BUSINESS:**

**MDG Water & Wastewater Contract Amendment:** Presented. MDG agreed to extend the routine operations hours so that the non-routine, after-hours would be between 8:00 pm and 6:00 am. *Commissioner McNabb moved to adopt the Amendment No. 1 to the Agreement with MDG Water & Wastewater for Wastewater Treatment Plant Operations. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

**January/February 2017 Newsletter Draft:** Presented and discussed.

**WA Assoc. of Sewer and Water Districts 2017 Commissioners Workshop:** February 4th in Lynnwood. Hotel costs for all three commissioners will be \$469.20. Registration is \$100 each, however the Water-Sewer Risk Management Pool will pay for the first 50 registrants. *Commissioner Hospador moved to authorize attendance by the Board of Commissioners and General Manager and overnight lodging for each of the commissioners. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the motion passed.*

*Meeting adjourned at 1:55 pm.*

Respectfully Submitted By:

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

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

# Utilities Trial Balance

Hartstene Pointe Water-Sewer District

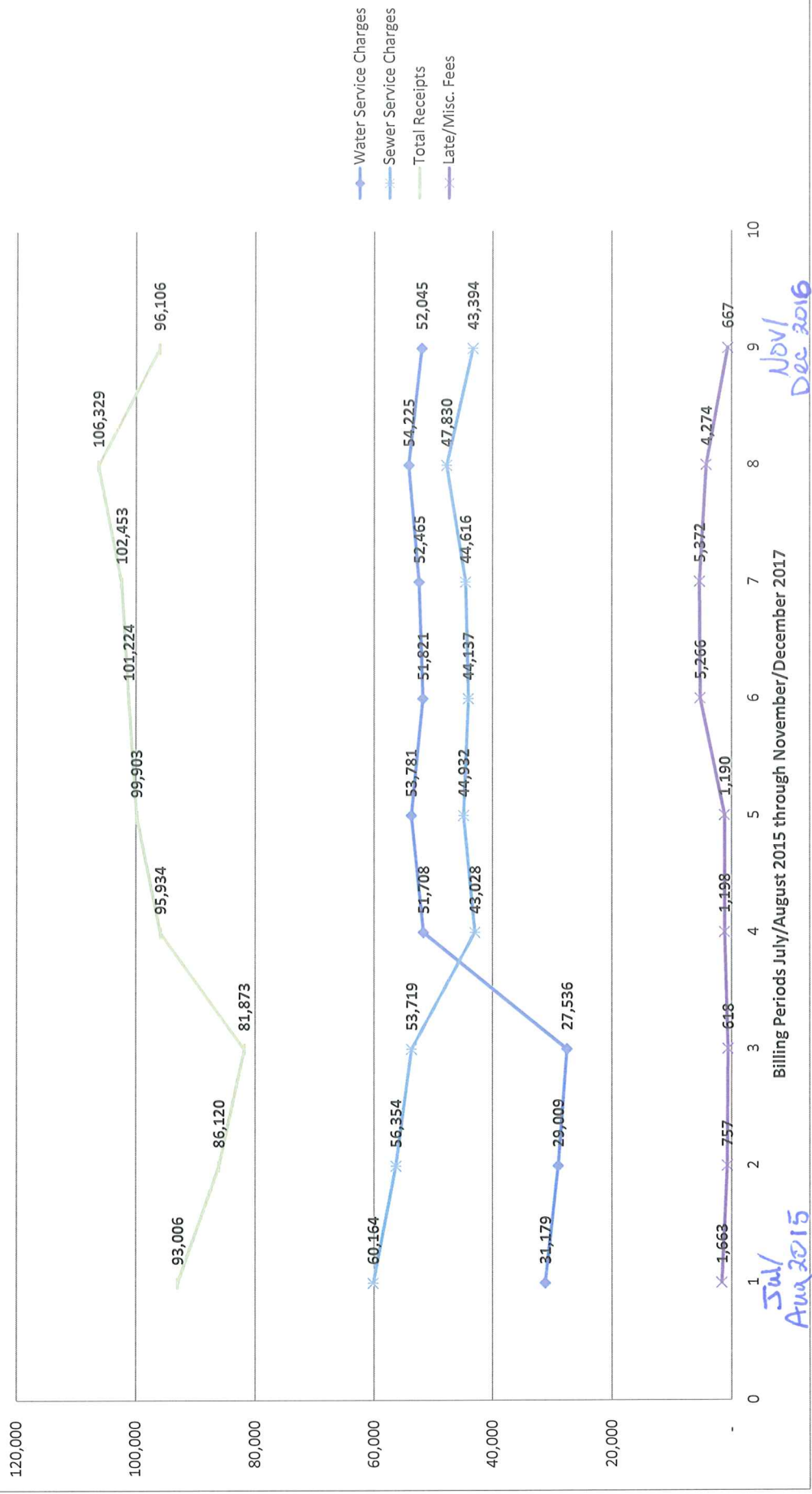
11/01/2016 To 12/31/2016

Utility		Beginning A/R Balance	Receipts	Billing	Ending A/R Balance
Water	Basic	4,911.18	52,045.06	52,562.12	5,428.24
	Other	379.84	210.00	235.00	404.84
	Late Fees	2,942.40	307.16	313.82	2,949.06
		<u>8,233.42</u>	<u>52,562.22</u>	<u>53,110.94</u>	<u>8,782.14</u>
Sewer	Basic	2,610.22	43,393.65	43,647.78	2,864.35
	Other	-	-	-	-
	Late Fees	169.40	150.13	93.51	112.78
		<u>2,779.62</u>	<u>43,543.78</u>	<u>43,741.29</u>	<u>2,977.13</u>
Totals		<u>11,013.04</u>	<u>96,106.00</u>	<u>96,852.23</u>	<u>11,759.27</u>

Notes:

*MLL* 1/5/17

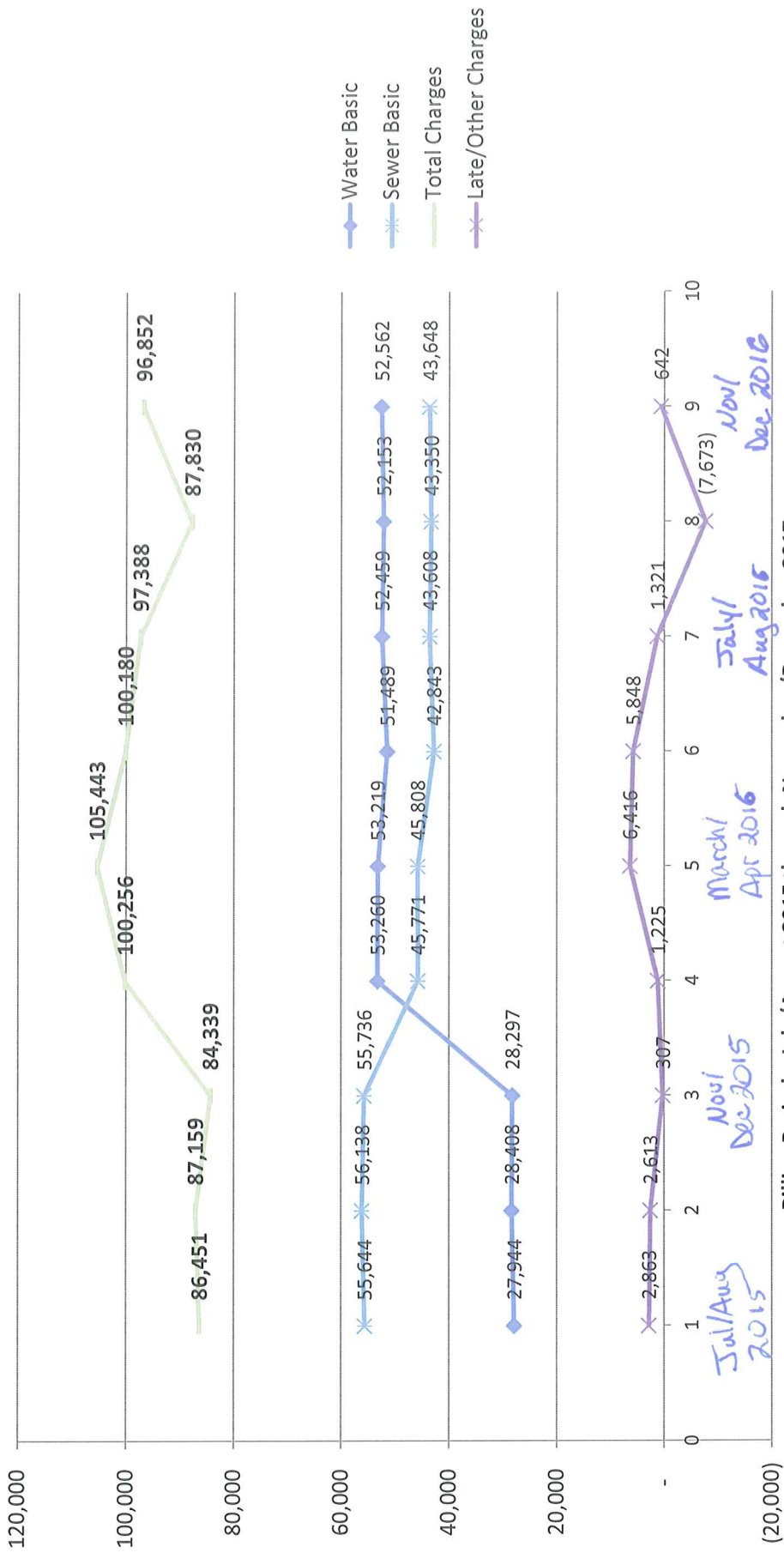
### Utility Receipts



Nov/ Dec 2016

Jul/Aug 2015

# Utility Billing Totals



Billing Periods: July/August 2015 through November/December 2017

# Regular Utility Bill Totals



80



## Small Public Works Contract

### 111 Liberty Sewer Line Replacement

THIS AGREEMENT is made this \_\_\_ day of January, 2017, between Hartstene Pointe Water-Sewer District (“District” or “Owner”), a municipal corporation, and \_\_\_\_\_ (“Contractor”).

In consideration of the terms and conditions contained in this Contract and attached to it, the parties agree as follows:

1. Project. The Contractor shall do all work and furnish all tools, materials, and equipment for the District’s public works project known as 111 Liberty Sewer Line Replacement (“Project”) in accordance with and as described in the following documents: 111 Liberty Sewer Line Replacement Request for Quote and Contractor’s signed quote submission, which are by this reference incorporated in this Contract.
2. District Agreement. The District employs the Contractor to provide the materials and to do and cause to be done the Project work described above, and to complete and finish the work according to the attached plans and specifications, if any, and the terms and conditions of this Contract, and agrees to pay for the work at the time, in the manner, and upon the conditions provided for in this Contract.
3. Contractor Agreement. The Contractor agrees to fully perform the work upon all terms and conditions as contained in this Contract. The Contractor shall provide and bear the expense of all equipment, work, and labor of any sort whatsoever that may be required for the transfer of materials and for constructing and completing the Project provided for in this Contract, except those that are mentioned in the specifications to be furnished by the District.
4. Completion Deadline/Liquidated Damages. The Project must be completed no later than January 20, 2017. If the Project is not completed within that time period, because of difficulty in computing the actual damages to the District arising from any delay in completing this Agreement, it is determined in advance and agreed by the parties that the Contractor shall pay the District the amount of \$200.00 per calendar day that the work remains uncompleted after expiration of the specified time for completion. The parties agree that this amount represents a reasonable forecast of the actual damages which the District will suffer by failure of the Contractor to complete the work within the agreed time period. The execution of this Agreement shall constitute acknowledgement by the Contractor that the Contractor has ascertained and agrees that the District will actually suffer damages in the above amount for each day during which the completion of the work is avoidably delayed beyond the agreed completion date.
5. Contractor Guarantee. The Contractor shall guarantee the materials and work for a period of one year after completion of this Contract.

6. Project Cost. The amount of the Project Contract is \$\_\_\_\_\_, plus Washington State sales tax of \$\_\_\_\_\_, for a total amount of \$\_\_\_\_\_, or as further described on the attachments.
7. Payment Terms. The District shall pay the Contractor on the following terms:
- a. Submittal and Processing of Payments: Contractor shall submit Applications for Payment for approval by the District. Payment shall be considered timely if made within 60 days of receipt of the Application for Payment.
  - b. Progress Payments; Retainage: The District shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment on or about the first day of each month during performance of the Work as provided in Section 7.b.i below.
    - i. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as the District may withhold, including but not limited to liquidated damages, in accordance with Section 4 of this Contract.
      - 1. If this Contract is for \$35,000 or more: 95 percent of Work completed (with the balance being retainage); or
      - 2. If this Contract is for less than \$35,000: 50 percent of Work completed (with the balance held as retainage in lieu of performance bond).
    - ii. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to:
      - 1. 95 percent of the Work completed, if this contract is for \$35,000 or more; or
      - 2. 50 percent of the Work completed, if this contract is for less than \$35,000.
  - c. Final Payment: Upon final completion and final acceptance of the Work, in accordance with RCW 60.28, the District shall pay the remainder of the Contract Price, less any claim or lien amounts.
8. Prevailing Wages. The Contractor shall pay prevailing wages and shall comply with RCW 39.12 and RCW 49.28. Current prevailing wage rates may be found at <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/>. Intent to Pay Prevailing Wages must be submitted to and approved by the Department of Labor and Industries before the Project may begin and before any payment shall be made to the Contractor. Prevailing Wages and prevailing wage rates for the Project must be posted for the benefit of workers. At the conclusion of the Project, the Contractor and its subcontractors shall submit Affidavits of Wages Paid to the Department of Labor and Industries for certification by the director. Final payment on the Contract shall be withheld until

certification by the director has been received by the District that the prevailing wage requirements of the law have been satisfied.

9. Bond: Contractor shall provide a performance and payment bond to the District in accordance with RCW 39.08.010. If this Contract is for less than \$35,000, Contractor authorizes the District, in lieu of the bond, to retain 50% of the contract amount in accordance with RCW 39.08.010.

10. Insurance.

- a. The contractor shall obtain and keep in force during the term of the contract, Commercial General Liability insurance policies with insurance companies which have an A.M. Best's rating of A: VII or better and who are approved by the Insurance Commissioner of the State of Washington pursuant to Title 48 RCW.
- b. Prior to the execution of the contract, the contractor shall purchase and maintain during the term of this project a Commercial General Liability insurance policy meeting the requirements set forth herein. The contractor shall file with the district either a certified copy of all policies with endorsements attached, or a certificate of insurance with endorsements attached as are necessary to comply with these specifications. Failure of the contractor to fully comply with the requirements regarding insurance will be considered a material breach of contract and shall be cause for immediate termination of the contract and of any and all district obligations, regarding same.
- c. The contractor shall not begin work under the contract or under any special condition until all required insurances have been obtained and until such insurances have been approved by the district. The insurance shall provide coverage for the contractor, the contractor's subcontractors and the district. The coverage so provided shall protect against claims from bodily injuries, including accidental death, as well as claims for property damage which may arise from any act or omission of the contractor, the contractor's subcontractors, or by anyone directly or indirectly employed by either of them.
- d. The insurance policies shall specifically name the district, its elected and appointed officials, officers, employees, agents and volunteers as insureds with regards to damages and defense of claims arising from: (a) activities performed by or on behalf of the contractor; (b) products and completed operations of the contractor, and (c) premises owned, leased or used by the contractor. The insurance shall be maintained in full force and effect at the contractor's expense throughout the term of the contract.
- e. The district shall be given at least 30 days written notice of cancellation, nonrenewal, material reduction or modification of coverage. Such notice shall be by certified mail to the district.
- f. The coverages provided by the contractor's insurance policies shall be primary to any insurance maintained by the district, except as respects losses attributable to

the sole negligence of the district. Any insurance that might cover this contract which are maintained by the district shall be in excess of the contractor's insurance and shall not contribute with the contractor's insurances.

- g. The contractor's insurance policies shall protect each insured in the same manner as though a separate policy had been issued to each. The inclusion of more than one insured shall not affect the rights of any insured as respects any claim, suit or judgment made or brought by or for any other insured or by or for any employee of any other insured. However this provision shall not increase the limits of the insurer's liability.
- h. The General Aggregate provision of the contractor's insurance policies shall be amended to show that the General Aggregate Limit of the policies applies separately to this project.
- i. The contractor's insurance policies shall not contain deductibles or self-insured retentions in excess of \$10,000 unless approved by the district.
- j. The contractor's insurance policies shall contain a provision that the district has no obligation to report events which might give rise to a claim until a claim has been filed with the district's Board of Commissioners.
- k. Types and Limits of Insurance Required:

- i. **Commercial General Liability**

- \$1,000,000 each occurrence Bodily Injury and Property Damage liability
    - \$2,000,000 annual aggregate
    - Employees and volunteers as Additional Insureds
    - Premises and operations
    - Broad form property damage including underground, explosion and collapse hazards (XCU)
    - Products completed operations
    - Blanket contractual
    - Subcontractors
    - Personal injury with employee exclusion deleted
    - Employers liability (Stop gap)

- ii. **Automobile Liability**

- \$1,000,000 per accident bodily injury and property damage liability, including:
      - Any owned automobile
      - Hired automobiles
      - Non-owned automobile

- iii. **Umbrella Liability**

- \$2,000,000 per occurrence
    - \$2,000,000 aggregate

- l. As an alternative to the above indicated Commercial General Liability and Umbrella Liability insurance policies the contractor may provide the district with an Owners and Contractors Protective (OCP) policy with a limit of coverage of \$5,000,000. If the contractor provides an OCP policy, the contractor shall additionally provide the district with evidence that the contractor's Commercial General Liability policy has been endorsed adding the district, its elected and appointed officials, officers, employees, agents and volunteers as insureds for at least products completed operations coverage.
- m. Providing of coverages in the stated amounts shall not be construed to relieve the contractor from liability in excess of such limits.
- n. The contractor shall have its insurance agent/representative complete the Insurance Coverage Questionnaire contained in Appendix A and attach it to the certificate of insurance for District's approval.
- o. The contractor shall maintain Workers Compensation insurance and/or Longshore and Harbor Workers insurance (or Jones Act coverage for all employees eligible for same) as required by state or federal statute for all of the contractor's employees to be engaged in work on the project under this contract and, in case any such work is sublet, the contractor shall require the subcontractor similarly to provide workers compensation insurance and/or longshore and harbor workers insurance (or Jones Act coverage) for all of the subcontractor's employees to be engaged in such work. The contractor's Department of Labor & Industries account number shall be noted on the certificate of insurance. In the event any class of employees engaged in the work under this contract is not covered under Workers Compensation insurance or Longshore and Harbor Workers insurance (or Jones Act coverage) as required by state and federal statute, the contractor shall maintain and cause each subcontractor to maintain, Employers Liability insurance for limits of at least \$1,000,000 for each employee for disease or accident, and shall furnish the district with satisfactory evidence of such.
- p. The Contractor shall be solely and completely responsible for safety and safety conditions on the job site, including the safety of all persons and property during performance of the work. The services of District staff or the engineer's personnel in conducting construction review of the contractor's performance is not intended to include review of the adequacy of the contractor's work methods, equipment, bracing, scaffolding, or trenching, or safety measures in, on, or near the construction site. The Contractor shall provide safe access for the district and its inspectors to adequately inspect the quality of work and the conformance with project specifications.
- q. The Contractor shall be solely and completely responsible to perform all work and furnish all materials in strict compliance with all applicable state, city, county and federal laws, regulations, ordinances, orders and codes. The Contractor's attention

is directed to the requirements of the Washington Industrial Safety and Health Act (WISHA), Chapter 49.17 RCW.

- r. The District will make no progress payments until the contractor has fully complied with this section. This remedy is not exclusive and the District may take such other action as is available under other provisions of this contract, or otherwise in law.
- s. The contractual coverage of the Contractor's policy shall be sufficiently broad enough to insure the provisions of the HOLD HARMLESS AND INDEMNIFICATION AGREEMENT of this contract.
- t. Nothing contained in these insurance requirements shall be construed as limiting the extent of the contractor's responsibility for payment of damages resulting from the contractor's operations under this contract.

11. Hold Harmless and Indemnification Agreement.

- a. Contractor shall defend, indemnify and hold harmless the District, its elected and appointed officers, officials, employees, agents and volunteers from and against any and every claim and risk and all losses, damages, demands, suits, judgments and attorney fees, and other expenses of any kind, on account of injury to or death of any and all persons and/or on account of all property damage of any kind, whether tangible or intangible, including loss of use resulting therefrom, in connection with the work performed under this contract, or caused or occasioned in whole or in part by reason of the presence of the Contractor or its subcontractors, or their property, employees or agents, upon or in proximity to the property of the District, or any other property upon which the Contractor is performing any work called for or in connection with this contract, except only for those losses resulting solely from the negligence of the District, its officers, officials, employees and agents.
- b. Should a court of competent jurisdiction determine that this Hold Harmless and Indemnification Agreement is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the District, its officials, officers, employees and agents, the Contractor's liability hereunder shall be only to the extent of the contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes Contractor's waiver of immunity under industrial insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.
- c. If a lawsuit arises in respect to this Hold Harmless and Indemnification Agreement, the Contractor shall appear and defend that lawsuit at its own cost and expense, and if judgment is rendered or settlement made requiring payment of

damages by the District, its elected or appointed officers, officials, employees, agents and volunteers, the Contractor shall pay the same.

12. Trench Safety Systems. All trenches shall be provided with adequate safety systems as required by RCW 49.17.

OWNER:

HARTSTENE POINTE WATER-SEWER  
DISTRICT

By:

\_\_\_\_\_

Its:

\_\_\_\_\_

CONTRACTOR:

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

State of Washington General Contractor's  
License No. \_\_\_\_\_

# CONFERENCE AT A GLANCE

## TUESDAY - THURSDAY

*Classes and times are subject to change. Please check website for updates.*

<b>Monday February 13, 2017- BAT Professional Growth Refresher: 8:00am-4:30pm</b>				
<b>Tuesday February 14, 2017</b>				
<ul style="list-style-type: none"> <li>• Attendee Registration &amp; Packet Pick Up ~ 7:00am</li> <li>• Opening Session / Lunch in Ballroom C</li> </ul>				
	<b>Water Tract 1</b>	<b>Water Tract 2</b>	<b>Wastewater Tract</b>	<b>Board/Management Tract</b>
<b>8:00am</b>	Opening Session			
<b>9:10am</b>	Operator Certification Update - Operator in Training	AMI Deployment - Lessons Learned	Basic Laboratory Tests	Importance of Updating Your Plans
<b>10:20am</b>	Flint Michigan	QA/QC Instrument Calibration		
<b>11:20am</b>	<b>Lunch &amp; Exhibit Hall Opening</b>			
<b>1:00pm</b>	CCC at Wastewater Treatment Plants	Drinking Water in the Post Hirst Decision Era	Next Generation of Vacuum Truck Dewater and Waste & Waste Management	Emergency Funding and Response
<b>2:10pm</b>	RTCR with a Focus on Updating Coliform Monitoring Plans	Field Mobile GIS Based Asset Management	Solids Handling/Digestion	Cost Effectiveness Analysis for Project Planning
<b>3:20pm</b>	Successful Sampling: Beyond Collecting Water	Perfluorinated Alkyl Substances (PFOS & PFOA)		Art of Communication in the Time of a Crisis
<b>4:20pm-6:00pm</b>	<b>Evening with Exhibitors ~ Snacks, a No Host Bar and Beer Samples</b>			
<b>Wednesday February 15, 2017</b>				
<ul style="list-style-type: none"> <li>• Attendee Registration &amp; Packet Pick Up ~ 7:00am</li> <li>• Breakfast in Ballroom C ~ 7:00am - 8:00am</li> </ul>				
<b>7:00am</b>	Breakfast - Tips & Tricks When Planning a Project: A Panel Discussion			
<b>8:00am</b>	Record Keeping / Reporting	Write Your Own O&M Manual	Wastewater: I&I "Search and Destroy" Mission-A Methods and Results Case Study	Rate Setting
<b>9:10am</b>		Chemical Metering Pumps	Certification Update	
<b>10:10am</b>	<b>Break in the Exhibit Hall</b>			
<b>10:45am</b>	Record Keeping/Reporting-Continued	Smart City: Metrology, Analytics, Scada	Why & How We Clean and CCTV Sewer & Storm Pipe	Healthy Benefits Insurance
<b>11:45am-1:30pm</b>	<b>Awards Luncheon</b>			
<b>1:30pm</b>	Flow Meters-Selection, Installation & Care	Water: Hydraulic Modeling Demystified	Biological and Chemical Phosphorus Removal	Dancing with the Wolves!
<b>2:40pm</b>	Preventative Maintenance Programs	Hiring a Consultant		What Does it Mean to Be a Manager
<b>3:50pm</b>		I Don't Want Pure Water		
<b>4:50pm</b>	<b>Raffle Ballroom C ~ Snacks and No Host Bar</b>			
<b>Thursday February 16, 2017</b>				
<ul style="list-style-type: none"> <li>• Breakfast in Ballroom C ~ 7:00am - 8:00am</li> </ul>				
<b>7:00am</b>	Breakfast - Circuit Rider Speed Dating			
<b>8:00am</b>	Unidirectional Flushing		Activated Sludge 101	
<b>9:10am</b>	Retrofitting Older Concrete Tanks			
<b>10:20am</b>				

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# Evergreen Rural Water - 2017 Annual Conference & Tradeshow

February 14-16, 2017 Yakima Convention Center • Yakima, Washington

## Registration Form (Please duplicate this form for each person attending.)

**\*If you are a system operator and bring a board member, mayor, or city councilmen with you to the full conference you will receive a 15% discount on your registration fee.**

### Four Easy Ways to Register:

- Register online at: [erwow.org/Conferences/2017AnnualConference/Attendees.aspx](http://erwow.org/Conferences/2017AnnualConference/Attendees.aspx)
- Mail completed form(s) with payment to: ERWoW, PO Box 2300, Shelton, WA 98584.
- Fax completed form(s) to: (360) 462.9289.
- Scan form and e-mail to: [info@erwow.org](mailto:info@erwow.org).

Name: \_\_\_\_\_ Water Cert #: \_\_\_\_\_ WW Cert. # \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Spouse/Guest Name: \_\_\_\_\_

Please check if you have any dietary restrictions:  Vegetarian  Vegan  Gluten-Free  Other: \_\_\_\_\_

First Time Attendee:  Yes  No Disabilities:  Yes  No Please indicate on separate sheet of paper if yes.

Annual Conference Registration Fees:	Reg. received on or before 1/31	Reg received on or after 2/1
<b>Full Registration</b> (Includes admission to conference, lunch on Tuesday, breakfast and lunch on Wednesday, breakfast on Thursday, breaks and exhibit hall access.)		
<input type="checkbox"/> ERWoW Member Full Conference	\$225.00	\$250.00
<input type="checkbox"/> Non Member Full Conference	\$275.00	\$300.00
<input type="checkbox"/> ERWoW Member Full Conference + Pre Conference	\$345.00	\$370.00
<input type="checkbox"/> Non Member Full Conference + Pre Conference	\$415.00	\$440.00
<div style="border: 1px solid black; padding: 5px; display: inline-block;">                     By signing up for the Full Conference and Pre Conference you receive a 10% discount. Discount is applied in prices shown.                 </div>		
<b>Single Day Conference Registration:</b> (Includes respective day's admission to conference, meals, classes & social events.)		
<input type="checkbox"/> Tuesday, February 14	M-\$160 / NM-\$185	M-\$185 / NM-\$210
<input type="checkbox"/> Wednesday, February 15	M-\$160 / NM-\$185	M-\$185 / NM-\$210
<input type="checkbox"/> Thursday, February 16	M-\$85 / NM-\$105	M-\$110 / NM-\$130
<b>Session Selection:</b> (Please select the session below you plan to attend most.)		
Main Session Preference: <input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> Management <input type="checkbox"/> Combined		
<b>Pre Conference Only</b>		
<input type="checkbox"/> ERWoW Member Pre Conference BAT Professional Growth	\$160.00	
<input type="checkbox"/> Non Member Pre Conference BAT Professional Growth	\$185.00	
<b>Spouse Registration:</b> (Includes respective day's meals and exhibitor pass. Excludes all classes.)		
<input type="checkbox"/> Spouse One Day Only - \$50 Please choose one: <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		
<input type="checkbox"/> Spouse Full Conference - \$125		
<b>Events:</b>		
<input type="checkbox"/> I will attend the Awards Luncheon on Wednesday.		
Total Amount Due: \$ _____ Payment Information: <input type="checkbox"/> Check enclosed <input type="checkbox"/> Purchase Order # _____		
Charge to my: <input type="checkbox"/> M/C <input type="checkbox"/> Visa Acct#: _____ - _____ - _____ Exp. Date: _____		

**Questions? Call 360.462.9287.** Registration and attendance at and/or participation in ERWoW's meetings and other activities constitutes an agreement by the registrant to ERWoW's use and distribution (both now and in the future) of the registrant or attendee's image in photographs, video and electronic reproduction of such events and activities. **Cancellation Policy:** Cancellations received on or before 1/31/2017 receive an 80% refund. There will be no refunds after 1/31/2017. Substitutions are welcome. No shows will be billed.

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