

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
District Office
772 Chesapeake Dr., Shelton, WA 98584
January 28, 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:
 - 750 Promontory Sewer Repair Reimbursement
 - Bills to Be Authorized:
 - Voucher 2016-03
 - Mason County Bank Update
 - 2015 3rd Quarter/Annual Financial Report
9. Manager's Report

BUSINESS:

10. Final Bill, New Account, Customer Refund Procedures
11. Wastewater Treatment Plant Security
12. Commissioner Laptops
13. American Water Works Association Membership
14. Online Bill Presentment, Login Payment System

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
January 14, 2016
District Office 772 Chesapeake Dr., Shelton, WA 98584**

MINUTES

PRESENT: President R. Ray, 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: Jeri Robinson and Mary Alice Cary present for commissioner appointment applicant interviews.

CORRESPONDENCE:

- FROM: WA State Auditor's Office RE: District's Accountability Audit Report
- FROM: WA Dept. of Health RE: Section 106 Process for Water Treatment Project

PRESENT AGENDA: The agenda for the January 14, 2016 Regular Meeting was presented. *President Ray moved to adopt the agenda as presented. Commissioner McNabb seconded. Hearing no objections, the agenda for the January 14, 2016 Regular Meeting was adopted.*

MINUTES:

- The minutes for the December 10, 2015 Regular Meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. President Ray seconded. Hearing no objections, the minutes were approved.*
- The minutes for the December 16, 2015 Special Meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. President Ray seconded. Hearing no objections, the minutes were approved.*
- The minutes for the December 23, 2015 Special Meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. President Ray seconded. Hearing no objections, the minutes were approved.*
- The minutes for the January 7, 2016 Special Meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. President Ray seconded. Hearing no objections, the minutes were approved.*

REPORTS:

Commissioner Reports:

- President Ray: Reported on lead contamination in the water in Flint, Michigan.
- Commissioner McNabb: Provided information from American Water Works Association.

Financial/Administrative Report:

- Bills to Be Authorized:

- Early Voucher 2016-01, in the amount of \$26,215.52, was presented. *President Ray moved to approve the voucher as presented. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*
- Voucher 2016-02, in the amount of \$3,345.25, was presented. *President Ray moved to approve the voucher as presented. Commissioner McNabb seconded. Hearing no objections, the voucher was approved.*

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

BUSINESS:

Commissioner 1 Applicant Interviews: President Ray and Commissioner McNabb conducted a joint interview with the two commissioner appointment applicants, Jeri Robinson and Mary Alice Cary. Ms. Robinson indicated that she would like to defer to Mary Alice Cary for the appointment, but would like to attend board meetings and learn about the business of the District. The commissioners decided to eschew an executive session to discuss the commissioner appointment.

Commissioner 1 Appointment and Certification: *Commissioner McNabb moved to appoint Mary Alice Cary to fulfill Commissioner 1 position for the remainder of the unexpired term. President Ray seconded. Hearing no objections, the motion passed.* Mary Alice Cary was sworn in as Hartstene Pointe Water-Sewer Commissioner 1.

2016 Officers and Meeting Dates: *Commissioner McNabb moved to nominate Roger Ray for the position of Board President for 2016. Commissioner Mary Alice Cary seconded. Hearing no objections, Roger Ray was elected Board President for 2016. Commissioner McNabb moved to nominate Commissioner Cary for the position of Board Secretary. President Ray seconded. Hearing no objections, Mary Alice Cary was elected Board Secretary. President Ray appointed Commissioner McNabb as the Audit Commissioner, per Resolution 2012-01. Commissioner Cary moved to cancel the regular meeting on the second Thursday of November and to schedule the annual budget hearing for November 12, 2016. Commissioner McNabb seconded. Hearing no objections, the motion passed.*

621 E Pointes Drive West Payment Plan Proposal: *Commissioner McNabb moved to approve the payment plan proposal for 621 E Pointes Drive West. Commissioner Cary seconded. Hearing no objections, the motion passed.*

Resolution 2016-01 Adopting a 2016 District Fee Schedule: *Commissioner McNabb moved to adopt Resolution 2016-01. Commissioner Cary seconded. The motion passed with 3 aye votes and 0 nay votes.*

Dept. of Natural Resources Easement Draft: The Department of Natural Resources Draft Easement for the outfall was presented and reviewed. The commissioners directed the GM to respond to DNR requesting to amend the title from "Sewer Outfall" to "Treated Wastewater Outfall."

RH2 Water Treatment Plant Improvements Contract Amendment No. 4: Commissioner Cary moved to approve the Water Treatment Plant Improvements Contract Amendment No.4, in the amount of \$22,933. Commissioner McNabb seconded. Hearing no objections, the contract amendment was approved.

RH2 WWTF Disinfection System Upgrades Engineering Report Contract: Commissioner Cary moved to approve the WWTF Disinfection System Upgrades Engineering Report Contract in the amount of \$9,983.00. Commissioner McNabb seconded. Hearing no objections, the motion passed.

Broadband Environmental Wastewater Certification: The GM informed the commissioners that the District's wastewater treatment operator, George Campbell, is appealing a decision by the Department of Ecology to suspend his wastewater certification for five years. He remains certified throughout the appeals process.

Meeting adjourned at 4:30 pm.

Respectfully Submitted By:

Signature

Printed Name and Title

Approved at the Regular Meeting of the Board on: _____

Hartstene Pointe Water Sewer District
Profit & Loss
 October through December 2015

	Oct - Dec 15
Ordinary Income/Expense	
Income	
Non-Operating Revenue	
391.80 · Intergovernmental Loan Proceeds	15,744.67
Total Non-Operating Revenue	15,744.67
Operating Revenue	
343.40 · Water Sales	43,362.01
343.50 · Sewer Sales	78,209.83
359.90 · Penalties and Fees	829.28
361.11 · Interest earned	154.55
Total Operating Revenue	122,555.67
Total Income	138,300.34
Expense	
10 · Salaries & Wages	
10 0010 · Commissioner District 1	912.00
10 0020 · Commissioner District 2	1,026.00
10 0030 · Commissioner District 3	570.00
Total 10 · Salaries & Wages	2,508.00
20 · Payroll Tax	
20 0010 · FICA/Medicare	122.12
Total 20 · Payroll Tax	122.12
30 · Supplies	
Combined W/S	
Tools/Equip/Supplies	310.35
31 4010 · Office Supplies	193.20
Total Combined W/S	503.55
Treatment Supplies	
31 3010 · Supplies - Treatment	13.94
31 3011 · Chemicals - Treatment	713.04
Total Treatment Supplies	726.98
Water Supplies	
31 1010 · Supplies - Water	3,685.33
31 1011 · Chemicals - Water	387.90
Total Water Supplies	4,073.23
Total 30 · Supplies	5,303.76
40 · Services	
Combined W/S Services	
Bank Fees	3.00
Customer Service	2,214.45
361.19 · Investment Service Fees	483.73
41 4010 · General Manager	10,710.00
41 4020 · Acct & Admin Services	9,270.00
42 0010 · Postage	294.00
42 0020 · Telephones	2,096.58
43 · Travel/Mileage/Training	
43 0040 · Operations Mileage	329.50
Total 43 · Travel/Mileage/Training	329.50
44 0010 · Legal Notices & Publications	162.00
46 0010 · Liability Insurance	7,916.00
49 0010 · Professional Dues	120.00
49 0020 · Printing to Subscribers	311.90
Total Combined W/S Services	33,911.16

Hartstene Pointe Water Sewer District
Profit & Loss
 October through December 2015

	Oct - Dec 15
Treatment Services	
Professional Services - Treatme	
41 3040 · Operations - Treatment	9,450.00
41 3041 · Operations - Non-routine Treat	2,373.00
41 3050 · Lab Testing - Treatment	2,815.00
Total Professional Services - Treatme	14,638.00
Treatment Maint. and Repair	
48 3010 · Biosolids Disposal	4,795.70
48 3030 · Repair & Maint. - Treatment	
Sewer Collection	2,248.37
48 3030 · Repair & Maint. - Treatment - Other	898.76
Total 48 3030 · Repair & Maint. - Treatment	3,147.13
Total Treatment Maint. and Repair	7,942.83
47 3010 · Electric - Treatment	2,200.69
Total Treatment Services	24,781.52
Water Services	
Professional Services - Water	
41 1040 · Operations - Water	7,140.00
41 1041 · Operations - Non-routine Water	140.00
41 1050 · Lab Testing - Water	199.00
Total Professional Services - Water	7,479.00
Water Repair and Maint.	
48 1030 · Repair & Maintenance - Water	
Water Leak Repair	5,679.62
48 1030 · Repair & Maintenance - Water - Other	8,166.06
Total 48 1030 · Repair & Maintenance - Water	13,845.68
Total Water Repair and Maint.	13,845.68
47 1010 · Electric - Water	1,626.24
Total Water Services	22,950.92
Total 40 · Services	81,643.60
50 · Intergovernmental Charges	
Intergov Treatment	
B&O Tax - Wastewater Treatment	1,300.97
53 2010 · Excise Tax - Sewer	84.43
53 3020 · Permit Fees - Treatment	1,102.47
Total Intergov Treatment	2,487.87
Intergov. Combined W/S	
B&O Tax - Fees/Penalties	31.48
Total Intergov. Combined W/S	31.48
Intergov. Water	
53 1010 · Excise Tax - Water	2,257.65
Total Intergov. Water	2,257.65
Total 50 · Intergovernmental Charges	4,777.00
591 · Debt Service- Principal	
35 · Princiipal Treatment	
78 3010 · Ecology Loan Principal	15,799.58
Total 35 · Princiipal Treatment	15,799.58
Total 591 · Debt Service- Principal	15,799.58

Hartstene Pointe Water Sewer District
Profit & Loss
October through December 2015

	<u>Oct - Dec 15</u>
592 · Debt Service Interest	
35* · Interest Treatment	
83 3010 · Ecology Loan - Interest	3,256.12
Total 35* · Interest Treatment	<u>3,256.12</u>
Total 592 · Debt Service Interest	3,256.12
594 00 · Capital Outlay	
63 3010 · Capital Improvements - Sewer	
WAS Pump Station Improvements	571.55
Total 63 3010 · Capital Improvements - Sewer	<u>571.55</u>
Total 594 00 · Capital Outlay	571.55
Total Expense	<u>113,981.73</u>
Net Ordinary Income	<u>24,318.61</u>
Net Income	<u><u>24,318.61</u></u>

Hartstene Pointe Water-Sewer District

Balance Sheet 4th Quarter, 2015

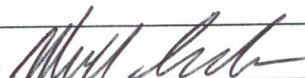
ASSETS	
<u>CURRENT ASSETS</u>	
<u>Reserve Funds</u>	
Ecology Reserve	38,170.37
DWSRF Loan Reserve	48,000.00
USDA Revenue Bond Reserve	12,782.23
Total Reserved Funds	\$98,952.60
<u>Unreserved Funds</u>	
Operating Account	167,801.03
Capital Project Account	70,983.61
Electronic Funds Transfer Account	3,222.20
Petty Cash Account	1,996.90
Total Unreserved Funds	244,003.74
<u>Committed Funds</u>	
Asset Replacement Fund	36,000.00
Capital Improvement Fund	
I&I Repair	26,000.00
Well 1 Replacement	75,000.00
Other Capital Improvements	50,000.00
Total Capital Improvement Fund	151,000.00
Risk Management Fund	141,788.65
Total Committed Funds	328,788.65
TOTAL CURRENT ASSETS	\$ 671,744.99
<u>FIXED ASSETS</u>	
<u>Land and Improvements</u>	
Water	391,661.50
Wastewater/Sewer	1,679,874.50
<u>Equipment</u>	
Water	369,016.19
Wastewater/Sewer	1,291,567.02
TOTAL FIXED ASSETS	\$ 3,732,119.21
Total Assets	\$4,403,864.20
LIABILITIES AND EQUITIES	
<u>LIABILITIES</u>	
<u>Current Liabilities</u>	
Payroll Liabilities	383.72
Accounts Payable	868.00
TOTAL CURRENT LIABILITIES	\$1,251.72
<u>Long-term Liabilities</u>	
USDA Revenue Bond	530,637.76
DWSRF Loan	290,718.78
Dept. of Ecology Loan	416,994.99
TOTAL LONG-TERM LIABILITIES	\$1,238,351.53
TOTAL LIABILITIES	\$ 1,239,603.25
<u>EQUITY</u>	
Net Income	78,521.52
Retained Earnings	\$3,085,739.43
TOTAL EQUITY	\$ 3,164,260.95
Total Liabilities & Equity	\$4,403,864.20

CERTIFIED CORRECT

Date

1/26/2016

(Signature)



Hartstene Pointe Water Sewer District Profit & Loss Budget vs. Actual January through December 2015

	Jan - Dec 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Non-Operating Revenue	15,744.67	595,000.00	-579,255.33	2.6%
Operating Revenue	508,037.59	511,197.00	-3,159.41	99.4%
Total Income	523,782.26	1,106,197.00	-582,414.74	47.3%
Expense				
10 · Salaries & Wages	8,550.00	11,628.00	-3,078.00	73.5%
20 · Payroll Tax	793.70	890.00	-96.30	89.2%
30 · Supplies	13,424.19	35,350.00	-21,925.81	38.0%
40 · Services	273,268.79	308,778.00	-35,509.21	88.5%
50 · Intergovernmental Charges	16,834.20	21,936.00	-5,101.80	76.7%
591 · Debt Service- Principal	55,703.18	55,703.17	0.01	100.0%
592 · Debt Service Interest	21,738.22	21,738.23	-0.01	100.0%
594 00 · Capital Outlay	54,948.46	788,000.00	-733,051.54	7.0%
Total Expense	445,260.74	1,244,023.40	-798,762.66	35.8%
Net Ordinary Income	78,521.52	-137,826.40	216,347.92	-57.0%
Net Income	78,521.52	-137,826.40	216,347.92	-57.0%



Hartstene Pointe Water-Sewer District
772 Chesapeake Drive Shelton, WA 98584
(360) 427-2413 • info@hpwatersewer.com

Final Bill, New Account, and Customer Refund Procedures

Introduction

When real property is being sold, it is important from the standpoint of a municipal utility that the seller's outstanding utility charges be paid – that unrecorded utility liens be satisfied – as part of the sale process. Chapter 60.80 RCW was enacted to establish a procedure to help ensure payment of outstanding utility charges owed up to the point of the sale.

Customer Accounts, Responsibility for Charges

All customer accounts will be in the name of the owner of the property receiving water/sewer service. The owner shall be responsible for payment of all charges and fees from the day after the purchase of the property is closed to the day the property is sold. Unless the purchaser and seller otherwise agree in writing, the seller is responsible at closing for paying outstanding utility charges and thus satisfying unrecorded utility liens. RCW 60.80.010(1). See RCW 60.80.005(1) for a definition of what those “charges” include.

Escrow Estimates

Unless the seller and purchaser have waived the services of a closing agent, the closing agent must submit a written request for final billing to the District, which, per RCW 60.80.020(1), must include (1) a legal description of the property, and (2) the address. If no closing agent is used, either the seller or purchaser may submit the request.

Once a request for final billing has been properly submitted, the District has seven days (or three business days if submitted by fax or messenger) to provide a response. Assuming the utility can locate the account, the District should prepare an estimate using the Escrow Estimate Form. The estimate should include: (1) all outstanding charges; (2) the estimated or actual final balance on the account as of the closing date; (3) the Escrow Estimate Fee per the District's adopted rate schedule; and (4) the average per diem rate for the utility. If the utility is unable to identify the account from the information provided, the utility must notify the requester that the request is insufficient.

If the utility fails to respond to a request for final billing in the manner described above, the utility loses its unrecorded lien and it may not recover the charges from the buyer.

When the closing of a property sale is delayed by 31 or more days, the closing agent, seller, or buyer must request a new estimated or actual final billing. Upon receipt, utilities must provide within seven business days (three business days if submitted by fax or messenger) either: (1) a written revised estimated or actual final billing statement; or (2) a written extension of the per diem rate.

Refunds, Final Bill, New Account Setup

When the estimated billing amount exceeds the total charges billed, the utility must refund the overpaid amount to the seller within 30 business days.

If the total charges billed exceed the estimated billing amount, the utility may not recover from the buyer those charges that exceed the estimated charges. The utility, however, may still recover such charges from the seller.

When a customer is due a refund due to property transfer, the District Accountant's responsibility is to:

- 1) Request a check from the Mason County Treasurer's Office for the refund amount, payable to the customer.
- 2) Send the check to the customer at the address listed on the final billing statement.
- 3) Enter the refund in the District Accounting System against water sales and sewer sales respectively.
- 4) Record the refund on the customer's account in the billing system to show a zero balance.

If the refund is for other purposes (ie: overpayment), responsibilities of the District Accountant are the same except after recording the refund on the customer's account as directed in step 4, the balance may not equal zero

Step By Step Procedures to Prepare Final Bill and Set Up New Customer Account

- 1) Receive final payment/notification of property sale. Post payment to customer account.
- 2) Prepare the customer's final bill:
 - a. Note the date the property sale closed in the memo line.
 - b. Assign credit to the customer's account for water and sewer charges for the remainder of the billing period following the close of the property sale.
 - c. If the Escrow Fee has not already been applied to the account, apply it to the final bill.
 - d. Check "Confirm to Write" and click "Write Bill."
- 3) When prompted by the billing software, begin setup of the new account.
- 4) Complete the account information with the new owner's information.
- 5) Prepare a new bill for the new customer:
 - a. Select the next regular billing date as the bill date.
 - b. Note the date the property sale closed in the memo line.
 - c. Apply water and sewer charges for the remainder of the current billing period and the upcoming billing period.
 - d. Apply the New Account Fee.
 - e. Check "Confirm to Write" and click "Write Bill."
 - f. On the next billing date the bill will be printed and mailed to the new customer.
 - g. Mail the New Customer Packet to the new customer.

Step By Step Procedures to Customer Refunds

- 1) Complete the Refund Request Template for the customer refund owed:
 - a. Locate the date of last payment listed in the customer's Account Activity.
 - b. Locate the receipt received from Mason County Treasurer for the same date as the date the customer's payment was deposited to the District General Fund.
 - c. On the Refund Request Template, enter **date of receipt** from step (b). Enter the 11 digit **Receipt Number**. Enter the Total **Amount** of the Receipt.
 - d. Enter the **Refund Amount** for water sales, sewer sales, Penalties/Fees, and the total refund amount due. These amounts are found in the Customer Balance. They will be a negative numbers, indicating the amount is a refund due. Enter it as a positive number on the Request for Refund form.
 - e. Enter the Customer Name (Name Only) under **Payable To**:
 - f. Enter today's date.
 - g. Have the General Manager sign the form to authorize the refund.
 - h. Scan and email to TreasTransmittals@co.mason.wa.us
- 2) Place final bill, escrow estimate, documentation of property sale, and a copy of the Request for Refund in the Customer Refunds Pending file.
- 3) Wait for refund check.

- 4) When check arrives, note the check number on the copy of the Request for Refund, make a copy of the final bill, note the date the refund is mailed, and file in Customer Refunds file.
- 5) Send check and final bill to address on record for customer.
- 6) Enter customer name, amount of check, and amount refunded for water sales, sewer sales, and penalties/fees in District Accounting System Operating Fund check register.
- 7) Record refund on customer's account in the billing software.



American Water Works Association

Dedicated to the World's Most Important Resource®

Contact Information

Main Contact Mr. Ms. Mrs. Dr.

Title _____

Company _____

Address _____

City _____

State/Province _____ ZIP/Postal Code _____ Country _____

Phone _____

Email _____

Were you referred by an AWWA member? Yes No

Referring Member Name _____ Email _____

Annual Dues (A1)

Please select the appropriate membership category based on your utility's size. If your utility is both water and wastewater, use the greater number of customer service connections. Customer Service Connections=Population Served / 3.5.

Service Connections	Grade	Annual Dues	Plus Points
0 to 5,000	80	\$300	0
5,001-10,000	81	\$1,738	125
10,001-25,000	82	\$3,279	250
25,001-50,000	83	\$5,380	425
50,001-100,000	84	\$8,681	650
100,001-150,000	85	\$12,052	825
150,001 and greater	86	\$19,439	1,225

By joining AWWA, you grant the association, through implied consent, authorization to send you commercial electronic messages.

Signature _____ Date _____

2016 Membership Application Utility

Mail to: AWWA Customer Service
6666 West Quincy Avenue
Denver, CO 80235-3098 USA

Fax to: 303.347.0804
Contact Customer Service at
1.800.926.7337 or 303.794.7711
service@awwa.org

Payment

Annual Dues (A1) \$ _____

Section Dues* (A2) \$ _____

Individual Member Section Dues* (A3) \$ _____

Additional Sections* (A4) \$ _____

Total \$ _____

*If applicable

Payment Method

- Check enclosed
(make payable to AWWA, US currency only, US bank only)
- American Express MasterCard
- Discover Visa

Card Holder Name _____

Card Number _____

Expiration Date _____

Your membership will be activated when payment is received.

Section Dues (A2)

AWWA has 43 local Sections in North America. You are automatically enrolled in a Section based on your company's address. Sections require additional fees to better serve you. Section dues are required if your address is located in one of the following areas:

Your State/Province	Utility Grade			
	80	81	82	83-86
Alaska, Colorado, Minnesota, Missouri, New Mexico, Ontario, Wyoming	\$15	\$87	\$164	\$182
Alberta, Arizona, Illinois, Kentucky, Manitoba, Northwest Territories, Saskatchewan, Tennessee, Texas, Wisconsin	\$30	\$174	\$182	\$182
Alabama, Arkansas, Connecticut, Idaho, Louisiana, Mississippi, New Jersey, New York, Oklahoma, Oregon, Pennsylvania, Utah, Washington	\$55	\$182	\$182	\$182
Florida, Georgia, Indiana, Iowa, North Carolina, South Carolina	\$60	\$182	\$182	\$182
California, Maine, Massachusetts, Nevada, New Hampshire, Rhode Island, Vermont	\$120	\$182	\$182	\$182

Benefits

As an AWWA member, your organization is awarded a specific number of Plus Points based on size. You will "spend" the points on Standards Subscriptions or additional Individual Members.

AWWA Standards Subscriptions

AWWA Standards are recognized as the consensus standards for products and procedures used in the treatment and supply of water. A Standards Subscription supplies you with all updates distributed in a given year.

Individual Memberships (A3)

You can select and assign Individual Membership to employees. While all employees will enjoy member pricing, Individual Members receive the full benefits of membership, including periodicals and Section membership.

If you have chosen additional Individual Members with your Plus Points, each member may be subject to Section dues.

Alaska, Colorado, Minnesota, Missouri, New Mexico, Ontario, Wyoming	\$9
Alberta, Arizona, Illinois, Kentucky, Manitoba, Northwest Territories, Saskatchewan, Tennessee, Texas, Wisconsin	\$18
Alabama, Arkansas, Connecticut, Idaho, Louisiana, Mississippi, New Jersey, New York, Oklahoma, Oregon, Pennsylvania, Utah, Washington	\$27
Florida, Georgia, Indiana, Iowa, North Carolina, South Carolina	\$36
California, Maine, Massachusetts, Nevada, New Hampshire, Rhode Island, Vermont	\$73

Benefits Selection

Selection	Value	Qty	Plus Points Needed	Plus Points Spent
AWWA Standards, Print	\$5,592	0 or 1	X 75	
AWWA Standards, Searchable CD-ROM	\$5,592		X 75	
Individual Memberships*	\$182		X 50	
Total Plus Points Spent				
Plus Points Available (see Section A1 chart)				

*Please attach a sheet to provide these details about your employees to activate their Individual Memberships: Name, Email, Mailing Address and Title

Additional Sections (A4)

In addition to your primary Section, your company may join other AWWA Sections. Please call 1.800.926.7337 for more information.

Tell Us About Your Company All applicants must complete this section.

What one business activity best describes your company?

(Please check only one)

- A Public Water Supply Utility—Municipally Owned
- B Public Water Supply Utility—Investor Owned
- C Government—Federal, State, Local
- D Consulting Firm
- E Contractor
- F Private Industrial System or Water Wholesaler
- G Manufacturer of Equipment & Supplies (including representatives)
- H Distributor of Equipment & Supplies (including representatives)
- I Educational Institutions (faculty & students), Libraries and other related organizations
- J Fully Retired
- K Research Lab
- L Other allied to the field (please specify) _____

What one category best describes your company's field served/principal activity? (Please check only one)

- 9 Both Water Supply & Wastewater
- 5 Water Supply Only
- 7 Wastewater Only
- 3 Other

What one category best describes your job title?

(Please check only one)

- A Executive (General Manager, Commissioner, Board Member, City Manager, Municipal Supt., Mayor, President, Vice President, Owner, Partner, Director, etc.)
- B Management/Non-Engineering (Division Head, Section Head, Manager, Dept. Head, Comptroller, etc.)
- C Design and Engineering/Both Managerial and Non-Managerial (Chief Engineer, Civil Engineer, Mechanical Engineer, Elect. Engineer, Environmental Engineer, Planning Manager, Field Engineer, System Designer, etc.)
- D Scientific/Non-Managerial (Chemist, Biologist, Biophysicist, Researcher, Analyst, etc.)
- E Purchasing (Purchasing Agent, Procurement Specialist, Buyer, etc.)
- F Operations (Foreman, Operator, Maintenance Crewman, Service Representative, etc.)
- G Marketing & Sales/Non-Managerial (Market Analyst, Marketing Representative, Salesperson, Sales Representative, etc.)
- I Professorial (Educator, Teacher, etc.)
- Z Other (please specify) _____

Gender Male Female (Optional)

Birth Year _____ (Optional)

Dues and Section assessment rates valid through December 31, 2016. Dues are not deductible as charitable contributions for income tax purposes. The following is for USPS periodical mailing requirements only. In some AWWA Sections, a portion of the Section allotment equal to 50% or more of the domestic subscription rate charged for the Section periodical will be allocated toward a subscription to that periodical. Allocation for each publication recipient authorized—*Journal - American Water Works Association*—\$50; *Opflow*—\$16. Members with APO/FPO addresses will receive e-periodicals only. Print periodicals may be purchased for an additional fee. **NOTE:** Members' phone numbers and email addresses are protected under AWWA's Privacy Policy.