

HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING

District Office

772 Chesapeake Dr., Shelton, WA 98584

January 26, 2017 1:00 P.M.

AGENDA

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

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized: Voucher 2017-02
 - Financial Report (pgs. 5-11)
9. Manager's Report

BUSINESS:

10. Evolution Controls WWT SCADA/Telemetry Proposal (pgs 12-15)
11. Authorize Reimbursement for 111 Liberty Sewer Line Clear and Investigation (pgs. 16-19)
12. Emergency Planning
13. Billing Delinquencies Procedures Review (pgs. 20-25)

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
January 12, 2017
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 1:00 pm.

SUBSCRIBER REMARKS: No subscribers present.

CORRESPONDENCE:

- FROM: Department of Ecology RE: October 2016 Discharge Monitoring Report (DMR). The letter noted two permit violations on the DMR:
 - The influent pH was 5.86 and the permit requirement is 6.0 The GM explained that this was due to the temperature of the sample when it was tested, as well as the high concentration of storm runoff due to high rains. The District's wastewater treatment plant operator (WWTPO) is monitoring the pH and ensuring that the sample is allowed to warm (per the permit) before the sample is tested. He is also monitoring to determine whether any further actions need to be taken to correct the pH level.
 - The results of one of the bi-weekly required samples was not reported. The letter noted that the WWTPO had contacted Ecology to notify them that the lab which performs our testing forgot to run one of the submitted samples, which is why the results could not be reported. The WWTPO spoke with the lab to ensure this will not happen again.

PRESENT AGENDA: The agenda for the January 12, 2017 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 22, 2016 regular meeting were presented. *Commissioner McNabb moved to approve the minutes as presented. Commissioner Hospador seconded. Hearing no objections, the minutes were approved.*

REPORTS:

Commissioner Reports:

- Commissioner McNabb: Presented an academic paper regarding polycentric systems governance.
- Commissioner Hospador:
 - Presented an article regarding Belfair Sewer expansion, rates, and connection fee increase.

- Presented an article regarding a water affordability study stating that water rates across the country have increased by 41% since 2010.

Financial/Administrative Report:

- Bills to Be Authorized: Early Voucher 2017-01, in the amount of \$41,707.58, was presented. *Commissioner Hospador moved to approve the voucher. Commissioner McNabb seconded. Hearing 3 aye votes and 0 nay votes, the voucher was approved.*
- Billing Report: Presented and discussed.

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

BUSINESS:

2017 Officers and Audit Commissioner: *Commissioner McNabb moved to elect Mary Alice Cary as Board President. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, Mary Alice Cary was elected Board President. President Cary moved to appoint David McNabb as Audit Commissioner. Commissioner Hospador seconded. Hearing 3 aye votes and 0 nay votes, David McNabb was appointed Audit Commissioner. Commissioner McNabb moved to elect Andrew Hospador as Board Secretary. President Cary seconded. Hearing 3 aye votes and 0 nay votes, Andrew Hospador was elected as Board Secretary.*

2017 Meeting Schedule: The Board will continue to meet on the second and fourth Thursdays of each month at 1:00 pm at the District Office. *Commissioner McNabb moved to schedule the Annual Meeting/Budget Hearing for 10:00 am on November 11, 2017 at the HPMA Clubhouse, 202 E Pointes Drive West, Shelton, WA 98584. Commissioner Hospador seconded. Hearing no objections, the motion passed.*

111 Liberty Sewer Line Replacement Project:

- Review Quotes Received: The bid tabulation was presented. The three lowest responsible bidders are:
 1. Raptor Excavating; \$5,642.00
 2. Brumfield Construction; \$6,444.90
 3. Diggin' It!; \$7,117.60
- Award Contract: *Commissioner Hospador moved to award the contract for 111 Liberty Sewer Line Replacement to the lowest bidder, Raptor Excavating and Contracting, LLC, in the amount of \$5,642.00, including tax. If the contract cannot be executed by the lowest bidder the contract will be awarded to the second lowest bidder, Brumfield Construction, Inc., and, if the second lowest bidder cannot execute the contract, to award the contract to the third lowest bidder, Diggin' It. Commissioner McNabb seconded. Hearing no objections, the contract was awarded. Commissioner McNabb moved to authorize the General Manager to authorize any change orders up to \$1,500 without prior approval from the Board. Commissioner Hospador seconded. Hearing 3 ayes and 0 nays, the motion passed.*

Emergency Planning: Board discussed the current limited availability of the Board and General Manager for emergency planning. There was also discussion surrounding a timeline/schedule for creating an emergency plan. Commissioner Hospador will prepare a draft agenda for a special

meeting for emergency planning to present to the Board at the next regular meeting. GM will work on putting together materials for the meeting.

Evergreen Rural Water of Washington Annual Conference, February 14-16, Yakima Convention Center: There was discussion regarding whether any of the Board members would attend. It was decided that the Pacific Northwest AWWA Conference would possibly be a more worthwhile conference.

Meeting was adjourned at 3:15 pm.

Respectfully Submitted By:

Andrew Hospador, Secretary

Approved at the Regular Meeting of the Board on: _____

Hartstene Pointe Water-Sewer District

Balance Sheet

4th Quarter, 2016

ASSETS		<u>As of 12/31/2016</u>
<u>CURRENT ASSETS</u>		
<u>Reserve Funds</u>		
Ecology Reserve		38,330.49
DWSRF Loan Reserve		68,000.00
USDA Revenue Bond Reserve		16,715.23
Total Reserved Funds		\$123,045.72
<u>Unreserved Funds</u>		
Operating Account		147,283.50
Capital Project Account		11,129.14
Electronic Funds Transfer Account		5,069.63
Xpress EFT Deposit Account		773.00
Petty Cash Account		1,390.91
Total Unreserved Funds		165,646.18
<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		133,066.55
Total Committed Funds		300,106.55
TOTAL CURRENT ASSETS		\$ 588,798.45
<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		1,376,893.92
TOTAL FIXED ASSETS		\$ 3,839,472.06
Total Assets		\$4,428,270.51
LIABILITIES AND EQUITIES		
<u>LIABILITIES</u>		
USDA Revenue Bond		505,730.23
DWSRF Loan		416,097.31
Dept. of Ecology Loan		385,038.33
TOTAL LIABILITIES		\$ 1,306,865.87
<u>EQUITY</u>		
Net Income for the Period		(86,803.74)
Equity		\$3,208,208.38
TOTAL EQUITY		\$ 3,121,404.64
Total Liabilities & Equity		\$4,428,270.51

CERTIFIED CORRECT

Date
1/23/2017

Miceal Carnahan
Miceal Carnahan, Acct. & Admin. Services Manager

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Hartstene Pointe Water Sewer District
Profit & Loss Budget vs. Actual
January through December 2016

	<u>Jan - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Non-Operating Revenue	73,724.04	574,100.00	-500,375.96	12.84%
Operating Revenue	591,257.90	577,711.00	13,546.90	102.35%
Total Income	<u>664,981.94</u>	<u>1,151,811.00</u>	<u>-486,829.06</u>	<u>57.73%</u>
Expense				
534 · Water Expenditures	344,923.61	833,642.00	-488,718.39	41.38%
535 · WW Treatment Expenditures	263,638.06	280,917.40	-17,279.34	93.85%
538 · Combined W/S Expenditures	143,224.01	133,942.00	9,282.01	106.93%
Total Expense	<u>751,785.68</u>	<u>1,248,501.40</u>	<u>-496,715.72</u>	<u>60.22%</u>
Net Ordinary Income	<u>-86,803.74</u>	<u>-96,690.40</u>	<u>9,886.66</u>	<u>89.78%</u>
Net Income	<u>-86,803.74</u>	<u>-96,690.40</u>	<u>9,886.66</u>	<u>89.78%</u>

Hartstene Pointe Water Sewer District
Profit & Loss Budget vs. Actual
 January through December 2016

	<u>Jan - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
Non-Operating Revenue				
379.40 · Capital Contributions - Water	3,400.00	1,700.00	1,700.00	200.0%
379.50 · Capital Contributions - Sewer	4,800.00	2,400.00	2,400.00	200.0%
391.80 · Intergovernmental Loan Proceeds	65,524.04	570,000.00	-504,475.96	11.5%
Total Non-Operating Revenue	<u>73,724.04</u>	<u>574,100.00</u>	<u>-500,375.96</u>	<u>12.84%</u>
Operating Revenue				
343.40 · Water Sales	316,169.52	311,040.00	5,129.52	101.65%
343.50 · Sewer Sales	265,017.18	258,120.00	6,897.18	102.67%
359.90 · Penalties and Fees	8,143.64	7,399.00	744.64	110.06%
361.11 · Interest earned	1,912.56	652.00	-652.00	293.34%
369.90 · Miscellaneous Revenue	15.00	500.00	-485.00	3.0%
Total Operating Revenue	<u>591,257.90</u>	<u>577,711.00</u>	<u>13,546.90</u>	<u>102.35%</u>
Total Income	664,981.94	1,151,811.00	-486,829.06	57.73%
Expense				
534 · Water Expenditures				
534.30 · Supplies - Water				
31 1010 · Supplies - Water	1,006.33	13,000.00	-11,993.67	7.74%
31 1011 · Chemicals - Water	3,420.29	3,500.00	-79.71	97.72%
Total 534.30 · Supplies - Water	<u>4,426.62</u>	<u>16,500.00</u>	<u>-12,073.38</u>	<u>26.83%</u>
534.40 · Services - Water				
Professional Services - Water				
Meter Reading				
41 1010 · Attorney Fees - Water	1,326.85	6,000.00	-4,673.15	22.11%
41 1020 · Consultant Fees - Water	0.00	500.00	-500.00	0.0%
41 1040 · Operations - Water	1,060.88	500.00	560.88	212.18%
41 1041 · Operations - Non-routine Water	29,869.00	29,988.00	-119.00	99.6%
41 1050 · Lab Testing - Water	210.00	420.00	-210.00	50.0%
Total Professional Services - Water	<u>1,064.00</u>	<u>1,700.00</u>	<u>-636.00</u>	<u>62.59%</u>
Total 534.40 · Services - Water	<u>33,530.73</u>	<u>39,108.00</u>	<u>-5,577.27</u>	<u>85.74%</u>
Water Repair and Maint.				
Total 48 1030 · Repair & Maintenance - Water	<u>19,170.10</u>	<u>75,000.00</u>	<u>-55,829.90</u>	<u>25.56%</u>
Total Water Repair and Maint.	19,170.10	75,000.00	-55,829.90	25.56%

Hartstene Pointe Water Sewer District
Profit & Loss Budget vs. Actual
 January through December 2016

	<u>Jan - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
47 1010 · Electric - Water	6,305.34	11,458.00	-5,152.66	55.03%
Total 534.40 · Services - Water	59,006.17	125,566.00	-66,559.83	46.99%
534.50 · Intergov - Water				
53 1010 · Excise Tax - Water	14,191.02	15,642.00	-1,450.98	90.72%
53 1020 · Permit Fees - Water	1,008.80	788.00	220.80	128.02%
534.50 · Intergov - Water - Other	1,122.00			
Total 534.50 · Intergov - Water	16,321.82	16,430.00	-108.18	99.34%
594.34 · Capital Expenditures - Water				
DWSRF Reimbursable	126,928.53	570,000.00	-443,071.47	22.27%
Other	0.00	26,000.00	-26,000.00	0.0%
Pressure Reducing Valve Replace	26,292.08			
Well #1 Replacement	72,618.39			
Total 594.34 · Capital Expenditures - Water	225,839.00	596,000.00	-370,161.00	37.89%
59X.34 · Debt Service - Water				
5913470 · Debt Service Principal - Water				
DWSRF Loan Principal	0.00	27,816.00	-27,816.00	0.0%
78 1010 · USDA Loan Principal	24,900.15	24,907.53	-7.38	99.97%
Total 5913470 · Debt Service Principal - Water	24,900.15	52,723.53	-27,823.38	47.23%
5923480 · Debt Service Interest - Water				
DWSRF Loan Interest	0.00	12,000.00	-12,000.00	0.0%
83 1010 · USDA Loan - Interest	14,429.85	14,422.47	7.38	100.05%
Total 5923480 · Debt Service Interest - Water	14,429.85	26,422.47	-11,992.62	54.61%
Total 59X.34 · Debt Service - Water	39,330.00	79,146.00	-39,816.00	49.69%
Total 534 · Water Expenditures	344,923.61	833,642.00	-488,718.39	41.38%

Hartstene Pointe Water Sewer District
Profit & Loss Budget vs. Actual
January through December 2016

	Jan - Dec 16	Budget	\$ Over Budget	% of Budget
535 · WW Treatment Expenditures				
535.30 · Supplies - WW Treatment				
31 3010 · Supplies - WW Treatment	1,565.74	4,200.00	-2,634.26	37.28%
31 3011 · Chemicals - WW Treatment	914.86	3,400.00	-2,485.14	26.91%
Total 535.30 · Supplies - WW Treatment	2,480.60	7,600.00	-5,119.40	32.64%
535.40 · Services - WW Treatment				
Professional Services - WWWT				
41 3010 · Attorney Fees - WW Treatment	0.00	500.00	-500.00	0.0%
41 3020 · Consultant Fees - WW Treatment	0.00	500.00	-500.00	0.0%
41 3040 · Operations - WW Treatment	48,954.17	38,588.00	10,366.17	126.86%
41 3041 · Operations - Non-routine WWT	5,207.91	4,200.00	1,007.91	124.0%
41 3050 · Lab Testing - WW Treatment	8,776.45	11,276.00	-2,499.55	77.83%
Total Professional Services - WWWT	62,938.53	55,064.00	7,874.53	114.3%
WW Treatment Maint. and Repair				
48 3010 · Biosolids Disposal	4,980.15			
48 3020 · SCADA - WW Treatment	3,640.00			
Total 48 3030 · Repair & Maint. - WW Treatment	36,152.72	28,000.00	8,152.72	129.12%
Total WW Treatment Maint. and Repair	44,772.87	28,000.00	16,772.87	159.9%
47 3010 · Electric - WW Treatment	7,885.01	10,200.00	-2,314.99	77.3%
Total 535.40 · Services - WW Treatment	115,596.41	93,284.00	22,332.41	123.95%
535.50 · Intergov - WW Treatment				
Total B&O/Excise Tax	4,739.78	3,872.00	867.78	122.41%
53 3020 · Permit Fees - WW Treatment	2,043.33	2,070.00	-26.67	98.71%
Total 535.50 · Intergov - WW Treatment	6,783.11	5,942.00	841.11	114.16%
594.35 · Capital Expenditures - WWWT				
Other				
WAS Pump Station Improvements	28,909.68	61,000.00	-32,090.32	47.39%
Total 594.35 · Capital Expenditures - WWWT	71,756.86	75,000.00	-3,243.14	95.68%
Total 594.35 · Capital Expenditures - WWWT	100,666.54	136,000.00	-35,333.46	74.02%

Hartstene Pointe Water Sewer District
Profit & Loss Budget vs. Actual
January through December 2016

	Jan - Dec 16	Budget	\$ Over Budget	% of Budget
59X.35 · Debt Service - WW Treatment				
5913570 · Debt Service Principal - WWWT				
78 3010 · Ecology Loan Principal	31,956.66	31,956.66	0.00	100.0%
Total 5913570 · Debt Service Principal - WWWT	31,956.66	31,956.66	0.00	100.0%
5923580 · Debt Service Interest - WWWT				
83 3010 · Ecology Loan - Interest	6,154.74	6,154.74	0.00	100.0%
Total 5923580 · Debt Service Interest - WWWT	6,154.74	6,154.74	0.00	100.0%
Total 59X.35 · Debt Service - WW Treatment	38,111.40	38,111.40	0.00	100.0%
Total 535 · WW Treatment Expenditures	263,638.06	280,917.40	-17,279.34	93.85%
538 · Combined W/S Expenditures				
538.10 · Salaries & Wages				
10 0010 · Commissioner 1	2,964.00	3,306.00	-342.00	89.66%
10 0020 · Commissioner 2	4,191.00	3,306.00	885.00	126.77%
10 0030 · Commissioner 3	4,218.00	3,306.00	912.00	127.59%
Total 538.10 · Salaries & Wages	11,373.00	9,918.00	1,455.00	114.67%
538.20 · Payroll Tax				
20 0010 · FICA/Medicare	-80.01			
Federal Withholding	777.27	759.00	18.27	102.41%
20 0010 · FICA/Medicare - Other	697.26	759.00	-61.74	91.87%
Total 20 0010 · FICA/Medicare	697.26	759.00	-61.74	91.87%
Total 538.20 · Payroll Tax	697.26	759.00	-61.74	91.87%
538.30 · Supplies - Combined W/S				
Tools/Equip/Supplies	1,142.77	4,800.00	-3,657.23	23.81%
31 4010 · Office Supplies	815.80	700.00	115.80	116.54%
Total 538.30 · Supplies - Combined W/S	1,958.57	5,500.00	-3,541.43	35.61%
538.40 · Services - Combined W/S				
Management				
41 4010 · General Manager	44,803.50	45,313.00	-509.50	98.88%
41 4020 · Acct & Admin Services	34,125.00	29,000.00	5,125.00	117.67%
Total Management	78,928.50	74,313.00	4,615.50	106.21%

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Hartstene Pointe Water Sewer District
Profit & Loss Budget vs. Actual
January through December 2016

	<u>Jan - Dec 16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Services - Combined W/S				
Bank Fees	41.00	1,200.00	-1,159.00	3.42%
Information Technology	2,861.53	2,700.00	161.53	105.98%
Lockbox	10,399.37	12,730.00	-2,330.63	81.69%
Storage Unit Rental	483.49			
361.19 · Investment Service Fees	2,091.23	2,000.00	91.23	104.56%
42 0010 · Postage	2,007.80	1,900.00	107.80	105.67%
42 0020 · Telephones	8,579.86	8,500.00	79.86	100.94%
44 0010 · Legal Notices & Publications	114.00	81.00	33.00	140.74%
46 0010 · Liability Insurance	10,070.00	7,854.00	2,216.00	128.22%
49 0010 · Professional Dues	1,631.07	1,100.00	531.07	148.28%
49 0020 · Printing to Subscribers	2,057.48	2,000.00	57.48	102.87%
Total Other Services - Combined W/S	40,336.83	40,065.00	271.83	100.68%
43 · Travel/Mileage/Training				
43 0010 · Commissioner Travel/Mileage	1,420.20			
43 0020 · General Manager Travel	490.72			
43 0040 · Operations Mileage	758.05			
43 · Travel/Mileage/Training - Other	731.47	2,550.00	-1,818.53	28.69%
Total 43 · Travel/Mileage/Training	3,400.44	2,550.00	850.44	133.35%
Total 538.40 · Services - Combined W/S	122,665.77	116,928.00	5,737.77	104.91%
538.50 · Intergov - Combined W/S				
B&O Tax - Fees/Penalties	71.69	180.00	-108.31	39.83%
Other	216.50	449.00	-232.50	48.22%
State Audit	6,034.50			
51 0010 · County Election Costs	206.72	208.00	-1.28	99.39%
Total 538.50 · Intergov - Combined W/S	6,529.41	837.00	5,692.41	780.1%
Total 538 · Combined W/S Expenditures	143,224.01	133,942.00	9,282.01	106.93%
Total Expense	751,785.68	1,248,501.40	-496,715.72	60.22%
Net Income	-86,803.74	-96,690.40	9,886.66	89.78%

Evolution Controls, LLC

Office: 425-359-5322
Mobile: 425-359-5322

CONTROL SYSTEM DESIGN, FABRICATION, PROGRAMMING & TESTING

Snohomish WA
AI@EvolutionControls.net

January 9, 2017

Subject: HPWSD Sewage Pump Station #2, #5 & #8 SCADA-Telemetry addition and WWTP SCADA Upgrade

As requested by the Hartstene Point Water & Sewer District, we have prepared the following scope of supply associated with adding the three Sewage Pump stations to the SCADA & Telemetry system. Also associated with this is the required efforts to merge the existing WWTP SCADA application to be compatible with the latest version of Indusoft as well as the Windows operating system and the latest Thin Client remote access features that are supplies with the Water System Improvements project.

SCOPE

Evolution Controls, LLC will supply the below outlined services for connecting the 3 sewage Pump Stations on to the soon to be installed radio network and SCADA system. Below is a breakdown of materials and services to be provided by Evolution Controls. See exclusions section near the bottom of this document for more details of what is not include.

Evolution Controls scope of supply is as follows:

- A. Project Management, Engineering, Fabrication and Miscellaneous Services:
 - 1. Coordination and scheduling with the District and Accu-Comm (Radio supplier) as necessary.
 - 2. MicroLogix 1100 PLC, communication cables, power supplies and other miscellaneous hardware required for installation new PLC in place of existing RUGID equipment.
 - 3. Viper Radio, Antenna, coax and installation at each of the 3 sewage pump stations.

- B. PLC Programming:
 - 1. New Micrologix 1100 local PLC programming for Sewage Pump Station #2, #5 & #8 as needed for SCADA monitoring, alarming and MTU data management. Monitoring and alarm points are limited to existing wiring in the as-is condition currently wired to the existing RUGID equipment. No additional signals will be provided unless otherwise determined necessary and justifiable within the budget limits of this scope. Data to be collected is as follows:
 - a) Pump 1 & 2 Run Status
 - b) Pump 1 & 2 Pump Fail

- c) High Wet Well Level
 - d) Power Fail
 - e) Runtimes and Start Counters
2. The Existing WWTP PLC, will be programmed to act as a master telemetry unit for remote pump station data collection and alarming as well as communication health monitoring and alarming.
- C. SCADA System Programming:
1. Existing WWTP SCADA system will be upgraded merged to be compatible with latest version of Indusoft supplied with the water system improvement project.
 2. The 3 sewage pump stations will be added to the existing SCADA system supplied with the water system improvement project and will consist of the following:
 - a) Graphical representation of pump station status
 - b) Runtimes & start counters
 - c) Alarm Summary & History
 - d) Event Logs
 - e) Trends as necessary
 - f) Communication Health status
- D. Startup, testing and operator training:
- a) Evolution Controls will coordinate with Accu-Comm and the District for scheduling installation of radios and PLC's in each of the three sewage pump stations.
 - b) Upon the completion of installation, each status point and alarm will be generated to verify data management accuracy as well as communication health integrity.
 - c) Operator training of local operations, SCADA interface utilization and alarm management including remote access.

EXCLUSIONS

- EVOLUTION CONTROLS will not be making any modifications to the sewage pump station control panel wiring or existing monitoring points.
- EVOLUTION CONTROLS is not responsible for providing or installing any motorized valves solenoid valves or any other equipment or instrumentation not specified above.
- EVOLUTION CONTROLS will not provide piping, tubing, taps, flanges, valves, ball-valves, manifolds, bushings, thermo wells, diaphragms, annular seals, purge assemblies, process connections, mounting brackets, stanchions, supports, mounting pads or fittings between the instrument and the process that are not an integral part of the instruments in our scope. This is provided BY OTHERS.

- EVOLUTION CONTROLS will not be providing labor to mount equipment or instrumentation not detailed above. This is supplied BY OTHERS.
- EVOLUTION CONTROLS will not be providing the cost, if due to local union regulations, to have local labor make adjustments or wiring changes to EVOLUTION CONTROLS supplied equipment.
- EVOLUTION CONTROLS will not be providing any material or services not quoted in our sections.

COMPENSATION

Total cost for above detailed scope is: **\$37,733**

All services will be billed on an hourly, not to exceed budget with the exception for resale materials and associated tax of \$15,733. The remaining \$22,000 will be billed monthly until the project is complete.

Al Friedli
Evolution Controls, LLC

AUTHORIZATION

I accept the above proposal and authorize Evolution Controls to proceed with above scope of work.

Company

Signature

Date _____

Printed Name

Title

Evolution Controls, LLC

ELECTRICAL ENGINEERING, CONSULTING & PROGRAMMING

Snohomish, WA 425-359-5322

Task	DESCRIPTION	Multiplier	Rate 1	Rate 2	Sub Total	Task Total
			\$100	\$110		
1	PROJECT MANAGEMENT, DESIGN, HARDWARE & FABRICATION Project Management (Coordination, Scheduling, Emails etc...)			12	\$1,320	
	<u>Taxable packaged hardware & associated services Resale</u> PLC's Power Supplies and other miscellaneous hardware				\$3,000	
	Accu-Comm Radio installation Sub				\$11,500	
	RESALE TAX (8.5%)				\$1,233	
	Task Total			12		\$17,053
2	PLC PROGRAMMING					
	Local PLC Data Collection for LS2, LS5 & LS8					
3	PLC I/O Configuration and Data Management Setup	2.00	6		\$600	
3	Pump Runtimes & Start Counter calcs and Data mapping for MTU	2.00	6		\$600	
3	Communication Port and polling logic For Radio Network and MTU	2.00	6		\$600	
	MTU Programming					
3	Polling Sequence updates/additions	2.00	6		\$600	
3	Health Monitoring and comm fail alarming	2.00	6		\$600	
3	Data Register mapping for SCADA comms	1.00	3		\$300	
3	Alarm management and alarm notification data registers	1.00	3		\$300	
3	Runtimes & Start Counters data polling and mapping for SCADA	1.00	3		\$300	
	Task Total		39			\$3,900
3	LOCAL OPERATOR INTERFACE PROGRAMMING (C-More)					
	N/A Local data display does not exist					
	Task Total					
4	SCADA PROGRAMMING					
3	Tag database development	1.00	3		\$300	
3	Pump Station Monitoring Overview Graphics Display	2.00	6		\$600	
3	Alarm interface display	1.00	3		\$300	
3	Historical Data Log Configuration and Trend Displays	1.00	3		\$300	
3	Runtimes & Start Counters Display	1.00	3		\$300	
5	Transfer/Merge OLD WWTP Graphic Displays, Tags and Historical Log Files	10.00	40		\$4,000	
	Task Total		58			\$5,800
5	STARTUP & TESTING					
	Local PLC Installation and testing for LS2, LS5 & LS8					
3	Shop/Office Bench Testing with PLC, SCADA and Radios	4.00		12	\$1,320	
3	Install Planning and prepping	1.00		3	\$330	
3	Rigid Removal, PLC install and test	4.00		12	\$1,320	
	MTU & SCADA Testing					
3	MTU PLC Updates Including Backup autodialer updates	1.00		3	\$330	
3	Data Collection integrity verification and radio polling fine tuning	2.00		6	\$660	
3	Graphic display testing	1.00	3	3	\$630	
3	Alarm management and alarm notification testing	1.00	3		\$300	
3	Totalizing data for Runtimes & Start Counters	1.00	3		\$300	
3	Travel and expenses	3.00	9	9	\$1,890	
2	WWTP Application improvement testing	10.00	20		\$2,000	
	Task Total		38	33		\$9,080
6	OPERATOR TRAINING & O&M MANUAL					
3	System Operations	1.00	3		\$300	
1	Help Screen Updates	4.00	4		\$400	
1	Continuing Operator Training and remote support	12.00	12		\$1,200	
	Task Total		19			\$1,900
	Total Hours		154	45	Total Cost	\$37,733

15

Reimbursement Request

Request for reimbursement for attached receipts:

- Robison Plumbing, \$306.82, 12/22/16: Clear sewer line attempt at 111 E Liberty Rd. (see attached receipt)
- Robison Plumbing, \$1,480.38, 12/26/16: Camera sewer line, locate line, dig up, install cleanout, jet line, cleared approx. 100 ft. outside of owner's property line (see attached receipt)
- Robison Plumbing, \$507.44, 01/07/17: Jet line up to 250 ft. (see attached receipt)

Total Reimbursement requested: \$2,294.64

Date Submitted: January 12, 2016

By:
Richard Hayward
111 E Liberty Rd
Shelton, WA 98584

16

Robison Plumbing

S E R V I C E Inc.

7 Days a Week - No Overtime (360)373-1700

JOB ADDRESS: PHONE 360 915-3516
 NAME RICHARD HAYWARD
 ADDRESS 111 LIBERTY RD
 CITY SHELT ST. WA ZIP CODE 98584

MAIL TO: PHONE _____

NAME _____

ADDRESS _____

CITY _____ ST. _____

ZIP CODE _____

PLEASE PAY FROM THIS INVOICE UPON COMPLETION OF SERVICE

DIAGNOSIS/SOLUTION

*main line stoppage no cameras
 est. pull toilet sawe main then drain
 attempt to clear includes resetting timer
 could not clear line tried several times.
 I feel like there is a belly/backgrade problem
 est. pull toilet, video line, locate outside dig it
 up, install a carbon foot reset line 1353147B*

DATE 12-2-16 CONTRACT NO. 136400
 Your Local Company is Independently Owned and Operated.
 www.robisonplumbing.com
 Visit us on Facebook
 P.O. Box 4009
 Bremerton, WA 98312
 Fax: (360) 373-6109

<input type="checkbox"/> ESTIMATE	<input type="checkbox"/> WARRANTY
STANDARD WARRANTY IS 12 MONTHS ON LABOR AND PARTS UNLESS OTHERWISE NOTED HEREIN (EXCLUDED STOPPAGES)	
<input type="checkbox"/> STANDARD RATE	<input type="checkbox"/> VALUE RATE
	274.50
	395.00
	+tax
BIO CLEAN	
MAINTENANCE PLAN	
SUBTOTAL	
<input type="checkbox"/> MILITARY SENIOR	
FUEL SURCHARGE	\$7.50
SUBTOTAL	282.00
TAX	24.82
TOTAL	306.82
ADJ. TOTAL	

MODEL NO. SERIAL NO. MAKE

CHECK BILLING NET 10 DAYS
 CASH CREDIT CARD Type Office Card No. _____ Exp. Date _____

I do hereby state that the above work has been installed in a workmanlike manner and to the applicable building codes. Print Name X Service Technician Signature Julie Alway

WORK AUTHORIZATION PAYMENT OF THIS INVOICE/CONTRACT DUE UPON COMPLETION OF WORK AUTHORIZATION TO PROCEED WITH ABOVE DIAGNOSIS/SOLUTION - I, THE UNDERSIGNED AM OWNER/AUTHORIZED REPRESENTATIVE OF THE PREMISES AT WHICH THE WORK MENTIONED ABOVE IS TO BE DONE. I HEREBY AUTHORIZE YOU TO PERFORM DIAGNOSIS/SOLUTION, AND TO USE SUCH LABOR AND MATERIALS AS YOU DEEM ADVISABLE. A MONTHLY SERVICE CHARGE OF 11/2% WILL BE ADDED AFTER 30 DAYS, UP TO \$1,000.00 AND 1% OVER \$1,000.00. I AGREE TO PAY REASONABLE ATTORNEY'S FEES AND COURT COSTS IN THE EVENT OF LEGAL ACTION. I HAVE READ, AGREE TO, AND HAVE RECEIVED A COPY OF THE CONTRACT.
 ALL PARTS REMOVED WILL BE DISCARDED UNLESS OTHERWISE SPECIFIED.
 I hereby authorize you to proceed with the above work at the rate of \$ 274.50 + tax 395.00

ACCEPTANCE OF WORK PERFORMED - I find the service and materials rendered and installed in connection with the above work mentioned, to have been completed in a satisfactory manner. I agree that the amount set forth in this contract in the space labeled "TOTAL" to be the total and complete flat rate/minimum charge. A monthly service charge of 11/2% will be added after 30 days. I acknowledge that I have read and received a legible copy of this contract. All checks returned for any reason are subject to a \$25.00 NSF fee.

ACCEPTANCE SIGNATURE X Julie Alway

PRINT NAME X SIGNATURE Julie Alway

Robison Plumbing

S E R V I C E Inc.

7 Days a Week - No Overtime (360) 373-1700

9373

DATE 12-26-14 CONTRACT NO. 136551

Your Local Company is Independently Owned and Operated.
www.robisonplumbing.com



P.O. Box 4009
Bremerton, WA 98512
Fax: (360) 373-6109

JOB ADDRESS: PHONE 253-278-1338 MAIL TO: PHONE _____
 NAME RICHARD HAYWARD NAME _____
 ADDRESS 111 LIBERTY RD ADDRESS _____
 CITY SHREVEPORT ST. LA CITY _____ ST. _____
 ZIP CODE 70584 ZIP CODE _____

PLEASE PAY FROM THIS INVOICE UPON COMPLETION OF SERVICE

DIAGNOSIS/SOLUTION

WORK PER ESTIMATE DUE TO TOILET SEWER CAMERA
FOUND SEWER LINE BROKE IT OUTSIDE, DUG IT UP INSIDE
A GUESS ABOUT GETTING ATTENDED TO SEWER
ANY UNSEEN PROBLEMS WILL BE EXTRA
I FOUND MAJOR BELLYS IN SEWER LINE
CLEARED APPROX 100 FT OUT OFF CURB
PROPERTY

1353.14
+774

MODEL NO. <u>1353.14</u>	SERIAL NO.	MAKE	Auth. Code	Exp. Date
<input type="checkbox"/> CHECK <input type="checkbox"/> BILLING NET 10 DAYS	Type	Card No	ACCEPTANCE OF WORK PERFORMED - I find the service and materials rendered and installed in connection with the above work mentioned, to have been completed in a satisfactory manner. I agree that the amount set forth in this contract in the space labeled "TOTAL" to be the total and complete flat rate/minimum charge. A monthly service charge of 11/2% will be added after 30 days. I acknowledge that I have read and received a legible copy of this contract. All checks returned for any reason are subject to a \$25.00 NSF fee.	
<input type="checkbox"/> CASH <input checked="" type="checkbox"/> CREDIT CARD	Print Name <u>X</u> <u>Bill</u>			
I do hereby state that the above work has been installed in a workmanlike manner and to the applicable building codes.				
Date	Service Technician Signature <u>[Signature]</u>			
WORK AUTHORIZATION PAYMENT OF THIS INVOICE/CONTRACT DUE UPON COMPLETION OF WORK AUTHORIZATION TO PROCEED WITH ABOVE DIAGNOSIS/SOLUTION - I, THE UNDERSIGNED AM OWNER/AUTHORIZED REPRESENTATIVE OF THE PREMISES AT WHICH THE WORK MENTIONED ABOVE IS TO BE DONE. I HEREBY AUTHORIZE YOU TO PERFORM DIAGNOSIS/SOLUTION, AND TO USE SUCH LABOR AND MATERIALS AS YOU DEEM ADVISABLE. A MONTHLY SERVICE CHARGE OF 11/2% WILL BE ADDED AFTER 30 DAYS, UP TO \$1,000.00 AND 1% OVER \$1,000.00. I AGREE TO PAY REASONABLE ATTORNEY'S FEES AND COURT COSTS IN THE EVENT OF LEGAL ACTION. I HAVE READ, AGREE TO, AND HAVE RECEIVED A COPY OF THE CONTRACT.				
I hereby authorize you to proceed with the above work at the rate of \$ <u>1353.14</u>				
PRINT NAME <u>X</u>	SIGNATURE <u>[Signature]</u>			
BIO CLEAN		MAINTENANCE PLAN		
SUBTOTAL		MILITARY SENIOR		
FUEL SURCHARGE		\$7.50		
SUBTOTAL		1360.64		
TAX		119.74		
TOTAL		1480.38		
ADJ. TOTAL				

Robison Plumbing

S E R V I C E Inc.

7 Days a Week - No Overtime (360)373-1700

JOB ADDRESS: PHONE 915-3516
 NAME Richard Hayward
 ADDRESS 111 Liberty Rd
 CITY Sheffton ST. WA ZIP CODE 98584

MAIL TO: PHONE _____
 NAME _____
 ADDRESS _____
 CITY _____ ST. _____
 ZIP CODE _____

0253

DATE 1/7/17 CONTRACT NO. 136782
 Your Local Company is Independently Owned and Operated.
 www.robisonplumbing.com



P.O. Box 4009
 Bremerton, WA 98312
 Fax: (360) 373-6109

PLEASE PAY FROM THIS INVOICE UPON COMPLETION OF SERVICE

DIAGNOSIS/SOLUTION

T207 Hydrojet Main Sewer Line up to 250'

<input type="checkbox"/> ESTIMATE	<input type="checkbox"/> WARRANTY
STANDARD WARRANTY IS 12 MONTHS ON LABOR AND PARTS UNLESS OTHERWISE NOTED HEREIN (EXCLUDED STOPPAGES)	
<input type="checkbox"/> STANDARD RATE	<input checked="" type="checkbox"/> VALUE RATE
<u>569.22</u>	<u>458.90</u>
BIO CLEAN	
MAINTENANCE PLAN	
SUBTOTAL	<u>458.90</u>
<input type="checkbox"/> MILITARY <input type="checkbox"/> SENIOR	
FUEL SURCHARGE	<u>\$7.50</u>
SUBTOTAL	<u>466.40</u>
TAX <u>8.8%</u>	<u>41.04</u>
TOTAL	<u>507.44</u>
ADJ. TOTAL	

MODEL NO. SERIAL NO. MAKE

CHECK BILLING NET 10 DAYS
 CASH CREDIT CARD Type _____ Card No _____

I do hereby state that the above work has been installed in a workmanlike manner and to the applicable building codes.
 Print Name X Anthony Batts Service Technician Signature
 Date 1/7/17

Auth. Code _____ Exp. Date _____
ACCEPTANCE OF WORK PERFORMED - I find the service and materials rendered and installed in connection with the above work mentioned, to have been completed in a satisfactory manner. I agree that the amount set forth in this contract in the space labeled "TOTAL" to be the total and complete flat rate/minimum charge. A monthly service charge of 11/2% will be added after 30 days. I acknowledge that I have read and received a legible copy of this contract. All checks returned for any reason are subject to a \$25.00 NSF fee.
 ACCEPTANCE SIGNATURE _____

WORK AUTHORIZATION PAYMENT OF THIS INVOICE/CONTRACT DUE UPON COMPLETION OF WORK
 AUTHORIZATION TO PROCEED WITH ABOVE DIAGNOSIS/SOLUTION - I, THE UNDERSIGNED AM OWNER/AUTHORIZED REPRESENTATIVE OF THE PREMISES AT WHICH THE WORK MENTIONED ABOVE IS TO BE DONE I HEREBY AUTHORIZE YOU TO PERFORM DIAGNOSIS/SOLUTION, AND TO USE SUCH LABOR AND MATERIALS AS YOU DEEM ADVISABLE. A MONTHLY SERVICE CHARGE OF 11/2% WILL BE ADDED AFTER 30 DAYS, UP TO \$1,000.00 AND 1% OVER \$1,000.00. I AGREE TO PAY REASONABLE ATTORNEY'S FEES AND COURT COSTS IN THE EVENT OF LEGAL ACTION. I HAVE READ, AGREE TO, AND HAVE RECEIVED A COPY OF THE CONTRACT.
 ALL PARTS REMOVED WILL BE DISCARDED UNLESS OTHERWISE SPECIFIED.
 I hereby authorize you to proceed with the above work at the rate of \$ _____

PRINT NAME X SIGNATURE CC on file

HARTSTENE POINTE WATER-SEWER DISTRICT
MASON COUNTY, WASHINGTON

RESOLUTION 2015-10

A RESOLUTION OF THE
HARTSTENE POINTE WATER-SEWER DISTRICT COMMISSIONERS
ADOPTING DISTRICT POLICY FOR WATER/SEWER ACCOUNTS,
DELINQUENCIES, SHUT-OFFS, LIENS, BILLING DISPUTES

WHEREAS, Hartstene Pointe Water-Sewer District is a special purpose district, governed by Title 57 of the Revised Code of Washington; and

WHEREAS, Hartstene Pointe Water-Sewer District will maintain its policies on customer accounts, delinquencies, shut-offs, liens, and billing disputes; now

THEREFORE, The Board of Commissioners of the Hartstene Pointe Water-Sewer District hereby resolves:

1. **Customer Accounts.** 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.

If a property served by the District is occupied by a tenant, the owner must provide the District, in writing, the name and contact information of the tenant within 30 days of occupancy.

2. **Billing.** The District hereby verifies the following District billing procedures:
 - a. All accounts are billed on a bi-monthly basis;
 - b. Payment of water and/or sewer account is due in full upon receipt. Accounts are considered delinquent if not paid by last day of the billing period;
 - c. Billing statements will clearly state that charges unpaid by last day of the billing period are subject to penalties;
 - d. The District may accept partial payments of past due bills. However, acceptances of any partial payments by the District will not exempt a past due account from further collection efforts by the District or in any way change the account's status as being delinquent.

3. **Allocation of Payment.** The following procedures shall govern the allocation of customer payments for sewer and water service:

- a. On combined billings for water and sewer service, payments will be allocated to any unpaid fees on the account first, then to the sewer balance, and then to the water balance;
- b. Any partial payment plans entered into between the District and the customer shall follow the standard allocation of payments, unless otherwise agreed to in writing by the District and rate payer for good reason shown;

4. Processing Procedures.

- a. Delinquent Account Charge. It is the policy of Hartstene Pointe Water-Sewer District to assess a penalty of ten percent (10%) of the unpaid balance, excluding late fees, for each account for which payment of a water/sewer bill is not received in full by the Hartstene Pointe Water-Sewer District by the last day of the billing period. A late notice will be sent to the water/sewer customer notifying them of the following:
 - i. The overdue balance;
 - ii. The amount of the assessed late fee;
 - iii. Services are subject to termination;
 - iv. The District's procedures regarding discontinuation of service, including notice of hearing rights, penalties, and additional charges for reestablishing service.
 - v. Discontinuation of service does not relieve them of the obligation to pay all outstanding bills and charges;
- b. Door Hangers. Should an overdue account balance exceed \$100.00 U.S., including penalties, for 30 calendar days or more, the customer will be notified by a "door hanger" that service will be "shut off" within 48 hours unless the water bill is paid in full or payment arrangements are made with the District within the 48 hour time period.
- c. Shut-offs. If it becomes necessary to discontinue service, all overdue account balances, including late fees, shut-off notice fee, and the service turn-on fee, must be paid in full or through payment arrangements before service is restored.

If the property is occupied by a tenant rather than the owner, service will not be discontinued.

- d. Collection Companies. The District may use the services of a collection company to pursue payment of any delinquent account when the District

General Manager or his/her designee considers the use of a collection company in the best interests of the District.

- e. Liens. Whenever the District's connection charges, rates, or charges for service, are delinquent in an amount equaling or exceeding \$250.00 for sixty (60) days or more, and at the discretion of the General Manager, the District shall certify the delinquencies to the Mason County Auditor. At the time certification is made, an additional lien processing fee shall be made against the delinquent property. At any time after delinquencies have been present for at least sixty (60) days, the District shall have the right to bring suit in Mason County Superior Court to foreclose against the delinquent property pursuant to the provisions of RCW 57.08.081.

A property against which the District has placed a lien and discontinued service will no longer be assessed charges for service until the lien has been satisfied. The account will continue to be charged a penalty of ten percent (10%) of the unpaid balance, excluding late fees, every two months.

A property against which the District has placed a lien but has not discontinued service will continue to be assessed charges for service and a penalty of ten percent (10%) of the unpaid balance, excluding late fees, every two months.

5. **Appeals.** Discontinuation of service, or shut-off procedures followed by the District, may be appealed to the Hartstene Pointe Water-Sewer District Board of Commissioners by the property owner. To be considered timely and subject to review by the District's Board of Commissioners, an appeal must be delivered to the District's General Manager or his designee within twenty days from the date service was discontinued. The appeal shall be in writing and succinctly state the full basis for the appeal and all reasons why the discontinuation should not have occurred and/or why the procedures followed by the District in discontinuing service were inappropriate. The Board shall use its best efforts to decide whether duly filed appeals should be granted or denied within thirty (30) days of its receipt by the District. An appeal shall be considered filed with the District on the date of delivery to the appropriate District official, with a receipt being signed by the District official, or three business days after the appeal is mailed to the District's General Manager at the District's headquarters by certified mail, return receipt requested.

6. **Billing Dispute Policy:**

- a. Time Limitation: Should any customer disagree with the amount of any bill, or relating to a customer account for any reason, the customer may request a meeting with the General Manager in writing within sixty calendar days following the due date of the contested utility bill. Such written request shall set forth the reasons for the disagreement and the customer's estimate of the proper amount of the bill if the customer has an opinion about the amount.

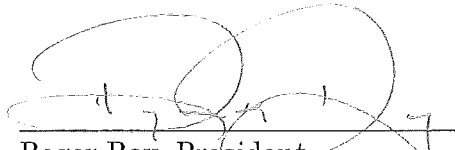
- b. Appeal to General Manager: The General Manager and customer should make their best efforts to meet within ten business days after the District receives the request. The General Manager may require the customer to produce reasonable evidence and documentation to support the customer's request. After reviewing the customer's request and supporting documentation, the General Manager shall have the authority to correct the bill should it be determined that the change results in a credit to the customer account of less than five hundred dollars or a further debit to the customer account. If the General Manager believes the customer account should be credited in an amount equal to or greater than five hundred dollars, the General Manager shall submit the recommendation to the Board of Commissioners.
7. **Unauthorized Connections:** If a property is discovered to have been connected to the water or sewer system without the required payment of fees, charges, and/or monthly service payments, the District shall require payment of the applicable fees, charges and/or monthly service payments.
- a. If a property is discovered that has expanded its facilities to a degree that additional fees, charges and/or monthly service payments are due to the District, the District shall require payment of the applicable fees, charges and/or monthly service payments.
 - b. The District has the authority to require back payment of up to 72 months of monthly service payments.
 - c. The General Manager or designated representative, is authorized to negotiate a payment plan for the payment of applicable fees, charges and/or monthly service payments that are due as a result of illegal water/sewer connections or uncollected charges and/or fees.
8. **Hearing Before Board of Commissioners:** If a real property owner objects to the amount of the water/sewer connection charges computed specifically by the District for the real property, the owner may request a hearing before the District's Board of Commissioners. The owner shall file a notice in writing with the District before connection, stating the owner's name, the legal description of the real property sought to be connected to the District's system, the total amount of the charges computed by the District, the owner's contention as to what the reasonable charges should be, if any, and the basis for the owner's calculation of the charges. The Board of Commissioners, upon receiving the notice, shall set a time and date for the hearing. At the hearing, the Board shall afford the property owner reasonable opportunity to present evidence and argument in support of the property owner's contention regarding the charges. After considering the evidence presented and the argument made, the Board shall render its decision, in writing, as to the correct charges.

9. **Savings Clause.** If any section, sentence, or portion of this resolution is for any reason determined to be unenforceable or invalid by a competent court of law, such determination shall not affect the remaining portions of this resolution.

10. **Repeal.** All other District resolutions, policies, and procedures, including Resolution 2015-08 and Resolution 2015-06, are hereby modified, repealed, and/or superseded to be in accordance with this resolution effective as of the date of adoption.

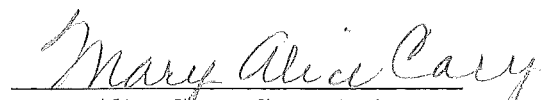
ADOPTED by the District Board of Commissioners at its scheduled meeting on this 12th day of November, 2015.

Hartstene Pointe Water-Sewer District
Mason County, Washington



Roger Ray, President

Nancy Nelson, Commissioner



Mary Alice Cary, Commissioner

Hartstene Pointe Water-Sewer District

Delinquent Accounts Procedures

Billing Cycle Timeline:

January 1: January/February Bill issued

January 15: Credit/Debit Card auto pay due

January 30: ACH auto pay due

February 20: All bills due

March 1: Jan/Feb bill, late fees assessed

March 10: Late Notices sent, minimum \$100 past due (10 days delinquent)

March 30: Shut-off notices posted, minimum \$100 past due (30 days past due)

April 1: Water shut-offs for Jan/Feb late accounts, lien notices mailed certified (32 days past due)

July 1: Place liens on Jan/Feb (plus Mar/Apr and May/June) past due (120 days past due, minimum \$250 past due for 60 days)