

**HARTSTONE POINTE WATER-SEWER DISTRICT
REGULAR MEETING
District Office
772 Chesapeake Dr., Shelton, WA 98584
June 23, 2016 1:00 P.M.**

AGENDA

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

REPORTS:

7. Commissioner Reports
8. Financial/Administrative Report:
 - Bills to Be Authorized: Voucher 2016-19
9. Manager's Report

BUSINESS:

10. Wastewater Operator Certification
11. Wastewater Daily Monitoring Report (DMR) Audit Policy (pg 5)
12. RH2 Engineering Well 1 Replacement Contract (pg. 6-12)
13. Insurance Claim for 763 Promontory Sewer Backup
14. Water Treatment Project Budget (pg. 13)
15. Purchasing Manual (pg. 14)
16. Newsletter Review

**HARTSTENE POINTE WATER-SEWER DISTRICT
REGULAR MEETING of the BOARD OF COMMISSIONERS
June 9, 2016
District Office 772 Chesapeake Dr., Shelton, WA 98584**

MINUTES

PRESENT: Secretary M.A. Cary, Commissioner D. McNabb, Accounting and Administrative Services Manager (AAS) M. Carnahan, General Manager (GM) M. Jeffreys.

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

SUBSCRIBER REMARKS: Tom Brian, David Adams, Ann McDonald, and Andrew Hospador present for commissioner appointment interviews. Andrew Hospador commented that he attended the CERT meeting on June 8th. The subject of the water system came up. Mr. Hospador said he has some ideas about how to protect the water supply in an emergency. Tom Brian commented that the General Manager, Mont Jeffreys, does a great job and is very responsive to customer questions and concerns.

CORRESPONDENCE:

- FROM: Evergreen Rural Water of Washington RE: Fall Conference
- FROM: Dept. of Ecology RE: Compliance. Exceeded 85% of flow design due to I&I.

PRESENT AGENDA: The agenda for the June 9, 2016 regular meeting was presented. *Commissioner McNabb moved to approve the agenda as presented. Commissioner Cary seconded. Hearing no objections, the agenda was approved.*

MINUTES: The minutes for the May 26, 2016 regular meeting were presented. *Commissioner Cary moved to approve the minutes as presented. Commissioner McNabb seconded. Hearing no objections, the minutes were approved.*

SPECIAL BUSINESS:

Interview Commissioner 3 Applicants: Andrew Hospador and Ann McDonald were present to interview for the vacant office of Commissioner Position 3. The Board of Commissioners jointly conducted the interviews.

Executive Session: *The Board entered into Executive Session for the purpose of evaluating the qualifications of candidates for appointment to elective office, under RCW 42.30.110 section 1(h) until 1:40 pm.*

Commissioner 3 Appointment and Oath of Office: *Commissioner McNabb moved to appoint Andrew Hospador to Hartstene Pointe Water-Sewer District Commissioner Position 3. Commissioner Cary seconded. With 2 aye votes and 0 nay votes, the motion carried.* The sitting commissioners signed the Certificate of Appointment. Miceal Carnahan, Notary Public, administered the Oath of Office. *Commissioner McNabb nominated Mary Alice Cary as Board President. Commissioner Hospador seconded. Hearing no objections, Mary Alice Cary was*

appointed Board President. Commissioner McNabb nominated Andrew Hospador as Board Secretary. President Cary seconded. Hearing no objections, Andrew Hospador was appointed Board Secretary.

REPORTS:

Commissioner Reports:

- Commissioner McNabb: Presented a report about Washington State's drought which stated the drought will not affect drinking water systems in the state.

Financial/Administrative Report:

- Bills to Be Authorized:
 - Early Voucher 2016-16, in the amount of \$10,114.44, was presented. *Commissioner Hospador moved to approve the voucher. President Cary seconded. Hearing no objections, the voucher was approved.*
 - Voucher 2016-17, in the amount of \$4,610.18, was presented. *Commissioner Hospador moved to approve the voucher. President Cary seconded. Hearing no objections, the voucher was approved.*
 - Voucher CP 41, in the amount of \$3,322.64, was presented. *Commissioner Hospador moved to approve the voucher. President Cary seconded. Hearing no objections, the voucher was approved.*

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

Meeting was recessed at 2:20 pm. Meeting reconvened at 2:30 pm.

BUSINESS:

MDG Wastewater Contract Proposal: MDG Wastewater's proposal for wastewater operations, in the amount of \$4,500 per month, plus \$70 per hour (two hour minimum) for emergency after-hours call-out. GM negotiated to add two items to the proposed scope of work: create and maintain a wastewater plant asset inventory, and update and maintain the wastewater plant O&M manuals. *Commissioner McNabb moved to accept the proposal from MDG Wastewater & Water Treatment and award the contract for wastewater treatment plant operations to MDG Wastewater & Water Treatment, effective July 1, 2016. Commissioner Hospador seconded. With 3 aye votes and 0 nay votes, the contract was approved.*

Broadband Environmental Services Contract:

- *Commissioner McNabb moved to adopt Resolution 2016-02, terminating the District's contract with Broadband Environmental Service for Wastewater Treatment Services. Commissioner Hospador seconded. With 3 aye votes and 0 nay votes, the motion carried.*
- *Commissioner Hospador moved to approve Voucher 2016-18, in the amount of 3,180.83, for payment to Broadband Environmental Service for July 2016, fulfilling the District's contract. Commissioner McNabb seconded. With 3 aye votes and 0 nay votes, the voucher was approved.*

- *Commissioner Hospador moved approve, sign, and deliver the notice of contract termination letter to Broadband Environmental Services. Commissioner McNabb seconded. With 3 aye votes and 0 nay votes, the motion was approved.*

Water Treatment Project Bid Advertisement: The bid advertisement for the Water Treatment Project will be in the Daily Journal of Commerce and Shelton-Mason County Journal of Commerce for two weeks. The Bid Advertisement will also be posted on the State Office of Minority of Women’s Business Enterprises website. *Commissioner McNabb moved to authorize the bid advertisement for the Water Treatment Plant Improvement Project. Commissioner Hospador seconded. Hearing no objections, the motion passed.*

Purchasing Manual Sections 3 and 4, Vendor List and Small Purchases and Works: Commissioners requested that the AAS prepare an explanatory note to accompany the drafts presented. *Commissioner Hospador moved to table until the next meeting. Commissioner McNabb seconded. Hearing no objections, the motion passed.*

Well 1 Replacement and Project Funding: GM reported on the Well 1 Replacement project. The District is working with a hydrologist with RH2 Engineering to create specifications so the District can go out for bids. Early estimates indicate the project will cost under \$150,000, so the District may solicit bids through the Small Works Roster. The Well 1 replacement is included in the District’s 5-year Capital Improvement Fund to be spread over 2017-2019, however, due to the rapid deterioration of the well, the project has been moved to 2016. Thanks to the District’s financial reserves and 5-year Capital Improvement Plan there are funds available for the project to be completed this year without a special assessment or rate increase.

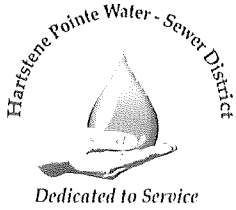
Newsletter Topics: Proposed topics for the July/August newsletter were discussed.

Meeting was adjourned at 3:55 pm.

Respectfully Submitted By:

Andrew Hospador, Board Secretary

Approved at the Regular Meeting of the Board on: _____



**Hartstene Pointe Water-Sewer District
772 Chesapeake Drive Shelton, WA 98584
WA0038377 DMR Audit Policy July 14, 2015**

Waste Water Treatment Plant Monitoring Report Audit Policy and Procedure.

The Waste Water Operator upon completion of the monthly monitoring report shall submit said report along with supporting lab test result records and daily monitoring logs to the General Manager.

The General Manager in the presents of the signing official shall check the records against the monitoring report for accuracy and initial each record.

In the event that corrections due to typos etc. need to be made the Operator shall make said corrections and resubmit to the General Manager for verification.

The General Manager and signing official shall review the report for operational content prior to signing and submittal to Ecology.

The report shall be mailed by the 15th of the month to:

Department of Ecology
Southwest Regional Office Water Quality Program
PO Box 47775
Olympia, WA 98504-7775

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT combines all understandings between RH2 Engineering, Inc., hereinafter called the "CONSULTANT," and the **Hartstene Pointe Water-Sewer District**, hereinafter called the "CLIENT," regarding professional services for **Well No. 1 Replacement – Drilling and Testing Support**. This agreement supersedes all prior proposals, quotations, solicitations, negotiations, representations, agreements, or understandings, whether written or oral. The performance of the professional services described in this Agreement as well as payment for the services shall be in accordance with the terms and conditions in this Agreement and the following Exhibits which are attached:

- Exhibit A: Scope of Work
- Exhibit B: Fee Estimate
- Exhibit C: Schedule of Rates and Charges

Authorization To Proceed

Signing this form is authorization by the CLIENT for the CONSULTANT to proceed with the work as described in the SCOPE OF WORK stated in the PROFESSIONAL SERVICES AGREEMENT, unless otherwise provided for in the Authorization.

Scope of Work

The CONSULTANT agrees to perform the work in **Exhibit A** and according to the rates shown in **Exhibit C**. The cost to perform this work shall not exceed \$11,140, as shown in **Exhibit B**, without the Client's prior written authorization. Direct expenses are defined as costs other than payroll costs which are directly attributable to the work. They shall include mileage and related expenses, long-distance telephone, facsimile, postage, and delivery, and other expenses incurred in the direct interest of the project. If the CONSULTANT is delayed in the performance of the work by conditions which are beyond their control, or by a change in the Scope of Work, the schedule may be revised.

Ownership of Products and Documents to Be Furnished By the Consultant

Upon completion of the project, the CONSULTANT shall provide the CLIENT with copies of the project documents in accordance with **Exhibit A**. The CONSULTANT shall retain ownership of the source files and information developed by the CONSULTANT in preparing the project documents. Upon request, the CONSULTANT shall provide the CLIENT with electronic copies of the project documents, in accordance with **Exhibit A**, in any of the following formats: Adobe Portable Document Format (PDF), AutoCAD® Drawing Web Format (DWF) or JPEG (JPG). Any reuse of the project documents that is beyond the scope of the project is prohibited without written authorization from the CONSULTANT. Any reuse of the project documents by the CLIENT or any third party shall be without liability to the CONSULTANT.

Professional Standards

The CONSULTANT shall be responsible to the level of competency presently maintained by other practicing professional engineers in the same type of work in the CLIENT's community, for the work furnished under this Authorization. The CONSULTANT makes no other warranty, expressed or implied. The CONSULTANT is entitled to rely on the accuracy and completeness of any data, information, or materials provided by the CLIENT or others in relation to the work.

Outside Services

When technical or professional services are furnished by an outside source, an additional 15% shall be added to the cost of these services for the CONSULTANT's administrative costs. Such services shall not be acquired without written approval of CLIENT.

Payment

The Consultant will send monthly invoices to the Client for completed work for services rendered under this Agreement as provided hereinafter and as specified in **Exhibit B** and **Exhibit C**. Such statements shall be for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work. All statements for work performed under this Agreement will list actual time (days and/or hours) and dates during which the work was performed and the compensation shall be figured using the rates in **Exhibit C**. Finance charges, computed by a "Periodic Rate" of 1% per month, which is an annual percentage rate of 12% (applied to the previous month's balance after deducting payments and credits for the current month), will be charged on all past-due amounts unless otherwise provided by law or by contract. Invoices not paid within 30 days shall be considered past due.

Termination

Either CLIENT or CONSULTANT may terminate this Authorization by giving ten (10) days' written notice to the other party. In such event, the CLIENT shall pay in full for all work previously authorized and performed prior to the effective date of termination. If no notice of termination is given, relationships and obligations created by this Authorization shall be terminated upon completion of all applicable requirements of this Authorization.

Legal Expenses

In the event legal action is brought by the CLIENT or CONSULTANT against the other to enforce any of the obligations hereunder or arising out of any dispute concerning the terms and conditions hereby created, the losing party shall pay the prevailing party such reasonable amounts for fees, costs and expenses as may be set by the court.

Richard L Ballard
APPROVED

APPROVED

Richard L Ballard Director
PRINT NAME and TITLE

PRINT NAME and TITLE

6/13/14
DATE

DATE

RH2 Engineering, Inc., 22722 29th Drive SE, Suite 210, Bothell, WA 98021

Hartstene Pointe Water-Sewer District, 772 E Chesapeake Drive, Shelton, WA 98584

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EXHIBIT A
Scope of Work
Hartstene Pointe Water-Sewer District
Well No. 1 Replacement – Drilling and Testing Support

June 2016

Background

The Hartstene Pointe Water-Sewer District (District) currently owns and operates Wells Nos. 1, 2, and 3. Well No. 1 is completed at a depth of 143 to 158 feet in a sand and gravel aquifer and has reportedly exhibited diminishing well yield. The District intends to replace Well No. 1 in order to continue full use of its associated instantaneous water right (G2-01016C) of 110 gallons per minute (gpm) and an annual withdrawal right of 44 acre-feet (af). The water right associated with Well Nos. 2 and 3 authorizes an instantaneous water right of 150 gpm and an annual withdrawal right of 240 af with a limitation that the combined annual withdrawal from both water rights will not exceed 267 af. Well No. 2 reportedly exhibits poor water quality, and the District has historically operated this well to provide additional supply when the system demand exceeds Well No. 1 capacity. Well No. 3 was drilled and tested and reportedly exhibited poor water quality and has not been used. The potential yield of Well No. 3 is unknown.

Well No. 1 was completed at a depth 143 to 158 feet using an 8-inch-diameter wire-wrapped screen with 0.080- to 0.100-inch (80- to 100-slot) openings positioned within a sand and gravel aquifer that also reportedly contained some fine-grained sediment. The static water level in the well at the time of drilling in 1964 was 112 feet. A replacement well would be completed in the same aquifer, although with a sand filter pack around the screen in order to reduce the entrainment of fine sediment into the well and reduce well fouling, both of which may have contributed to the well performance decline. The recommended approach to complete the well is to drill the boring to a depth of approximately 160 feet using a 12-inch-diameter drilling bit and casing, and completing the well with an 8-inch-diameter well screen and a sand filter pack sized for the aquifer materials encountered during drilling.

Replacing Well No. 1 at the same property should not require a water right change; water right regulations (Revised Code of Washington (RCW) 90.44.100(3)) require submitting a Showing of Compliance form to the Washington State Department of Ecology (Ecology) after the well is replaced with a well completed in the same body of water and in the same legal area of withdrawal of the original well. In May 2016, Hartstene Pointe obtained site approval from the Mason County Department of Health to locate the replacement well at the proposed drilling site.

This Scope of Work outlines work to be performed in supporting the design, construction, and testing of the replacement well (Well No. 1R); and preparing a project report to obtain source approval from Washington State Department of Health (DOH) for Well No. 1R.

Task 1 – Well No. 1 Replacement

Objective: Support driller selection; provide design, services during construction and testing of the replacement well; coordinate with DOH and local health during approval for the siting and use of the replacement well.

Hartstene Pointe Water-Sewer District
Well No. 1 Replacement - Drilling and Testing Support

Exhibit A
Scope of Work

Approach:

- 1.1 Support Drilling Contractor Selection – Prepare requirements and expected conditions for drilling and construction of the replacement well. *The District will provide legal contract documents and directly contract with the drilling contractor.* The drilling requirements will include the following:
- A summary of site hydrogeology, expected drilling conditions, and preliminary production well design for use by drilling contractors to prepare their cost estimates.
 - Well drilling, completion, and testing requirements based on the “Minimum Standards for Construction and Maintenance of Wells” (Washington Administrative Code (WAC) 173-160) and the anticipated site conditions. These specifications and bid documents will be used to form an agreement between the District and the drilling contractor.
 - An aquifer/well testing plan for the production well. *RH2 assumes a 4- to 8-hour step test and a 24- to 72-hour continuous test.*
 - Requirements for site activities, management of drilling cuttings, and development/testing water.
 - Assistance with the solicitation of drilling quotes from licensed well drillers. Responses to questions from drillers. Comparison of drilling quotes and recommendation of driller selection to the District. *It is assumed that the District will perform contract award and execution.*
- 1.2 Observe Well Drilling and Well Construction – Assist the District with the construction contract administration of the project during the construction phase. On-call technical assistance during replacement well drilling and testing with a licensed hydrogeologist experienced with production well construction, design, and operation to observe and document critical activities during the project. The specific elements of this work are as follows:
- Construction Observation – Provide a part-time, on-site licensed hydrogeologist to observe critical drilling, sampling, construction, and development activities. Document the progress and quality of construction per general conformance with the design. If necessary, notify the contractor and District and discuss rectification of work that has not been completed in accordance with the plans and specifications. *The level of involvement by RH2 will vary during construction and may be adjusted based on project performance and schedule.* Assist the District in reviewing pay requests from the contractor, including ascertaining quantities and percent completion of the work as stated by the contractor, and prepare progress reports. Consult with the District regarding construction costs and scheduling. *The District will process requests for payment.*
 - Observation of Replacement Well Construction and Development – Conduct final inspection in conjunction with District staff. Perform final check for satisfactory completion of project items and specified construction by the contractor, and that the project has been completed in general conformance with the contract documents. Recommend final payment and acceptance. *It is anticipated that the contractor will complete all contract items prior to the final inspection, including a well log for submittal to Ecology.*
 - Hydrogeologic Analysis – Submit three (3) lithologic samples from the borehole for grain-size analysis by a geotechnical laboratory. Design the well screen, based on field

Hartstene Pointe Water–Sewer District
Well No. 1 Replacement - Drilling and Testing Support

Exhibit A
Scope of Work

conditions and grain-size testing, and submit the design to the District and contractor for approval. Field-check well material specifications before well assembly.

- 1.3 Observe Pumping and Water Quality Tests – Provide a licensed hydrogeologist experienced with production well construction, design, and operation to observe the aquifer/well testing subtask, and professional staff to observe and document testing activities during this subtask. Observe the aquifer/well testing and review pump test equipment installation; provide a staff scientist to observe step testing and initial and final monitoring of continuous rate and recovery testing; install/download/remove electronic transducers and dataloggers in the replacement well and existing Well No. 1, and coordinate with the District to collect water quality samples at the end of the continuous test for laboratory analysis by the District’s laboratory.
- 1.4 Prepare Documentation and Report – Prepare a summary of findings of the replacement well drilling project for the District. Document the project activities and findings, and prepare a preliminary production well design, including pump setting, short-term and long-term well yield, treatment requirements, and recommended well operation and maintenance schedule. Prepare a draft report for District review, and, following District review and comment, prepare a final report. Prepare and submit source approval documentation, per DOH requirements. If requested, respond to one (1) round of comments from DOH.

Assumptions: *Well No. 1R would be sited and constructed without need for water right transfer. Drilling of Well No. 1R will encounter similar conditions observed at Well No. 1. RH2 will perform work for Task 1 up to the level in the attached fee estimate. Additional effort, if needed, will be mutually determined by RH2 and the District prior to RH2 performing any extra work.*

Provided by the District:

- Well drilling contract documents.
- Award and execution of contract.
- Payment for water quality analysis.
- Assistance with the pump operation and handling of water during the pumping test.

RH2 Deliverables:

- Drilling requirements.
- Estimate of anticipated drilling cost.
- Driller’s quote review and response.
- Review and response of requests for information.
- Construction observation reports.
- Pay request review.
- Aquifer/well testing records.
- Payment for soil laboratory sample analysis.
- Recommendation of project acceptance.
- Well log for submittal to Ecology.
- Draft and final well completion and testing reports.

**Hartstene Pointe Water-Sewer District
Well No. 1 Replacement - Drilling and Testing Support**

**Exhibit A
Scope of Work**

- Source approval documentation submittal.

Project Schedule

RH2 is prepared to begin this work within one (1) week of authorization.

EXHIBIT B

Hartstene Pointe Water-Sewer District

Well No. 1 Replacement - Drilling and Testing Support

Fee Estimate

Description Classification		Total Hours	Total Labor	Total Subconsultant	Total Expense	Total Cost
Task 1	Well No. 1 Replacement	56	\$ 10,370	\$ 288	\$ 482	\$ 11,140
PROJECT TOTAL		56	\$ 10,370	\$ 288	\$ 482	\$ 11,140

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EXHIBIT C
RH2 ENGINEERING, INC.
2016 SCHEDULE OF RATES AND CHARGES

RATE LIST	RATE	UNIT
Professional I	\$137	\$/hr
Professional II	\$150	\$/hr
Professional III	\$159	\$/hr
Professional IV	\$170	\$/hr
Professional V	\$180	\$/hr
Professional VI	\$189	\$/hr
Professional VII	\$204	\$/hr
Professional VIII	\$213	\$/hr
Professional IX	\$213	\$/hr
Technician I	\$96	\$/hr
Technician II	\$101	\$/hr
Technician III	\$129	\$/hr
Technician IV	\$137	\$/hr
Administrative I	\$65	\$/hr
Administrative II	\$77	\$/hr
Administrative III	\$92	\$/hr
Administrative IV	\$108	\$/hr
Administrative V	\$128	\$/hr
CAD/GIS System	\$27.50	\$/hr
CAD Plots - Half Size	\$2.50	price per plot
CAD Plots - Full Size	\$10.00	price per plot
CAD Plots - Large	\$25.00	price per plot
Copies (bw) 8.5" X 11"	\$0.09	price per copy
Copies (bw) 8.5" X 14"	\$0.14	price per copy
Copies (bw) 11" X 17"	\$0.20	price per copy
Copies (color) 8.5" X 11"	\$0.90	price per copy
Copies (color) 8.5" X 14"	\$1.20	price per copy
Copies (color) 11" X 17"	\$2.00	price per copy
Technology Charge	2.50%	% of Direct Labor
Mileage	\$0.540	price per mile (or Current IRS Rate)
Subconsultants	15%	Cost +
Outside Services	at cost	

Hartstene Pointe Water-Sewer District
 Water Treatment Plant Improvements
 Prepared by RH2 Engineering, Inc.
 Engineer's Estimate for Probable Construction Cost - Bid-ready Design

Note: this estimate was prepared in June, 2016 to reflect the probable project construction costs based on the improvements in the Bid-ready Design Plans and Specifications

Construction Cost Breakdown		Matl Units	Total Cost
1	Mob, Demob, Project Site Prep and Clean-up (10% maximum)	LS	\$72,000
2	Well 1 Removal of Existing Mechanical	LS	\$12,000
3	Well 1 Structural	LS	\$25,000
4	Well 1 Filter System Installation and Mechanical	LS	\$77,000
5	Well 1 Electrical	LS	\$60,000
6	Well 2 Removal of Existing Mechanical	LS	\$12,000
7	Well 2 Structural and Pathway	LS	\$47,000
8	Well 2 Filter System Installation and Mechanical	LS	\$98,000
9	Well 2, Reservoir and WWTP Electrical	LS	\$129,000
10	Well 1, Well 2, Reservoir and WWTP Automatic Control	LS	\$234,910
11	As-builts and O&M Manuals	LS	\$10,000
12	Minor Change	LS	\$15,000
Subtotal Construction Cost			\$791,910
Sales Tax - Effective 4/1 (2016)		8.5%	\$67,312
Total Probable Construction Cost			\$859,222
District Direct Costs			
Well No. 2 Electrical Utility Upgrade			\$5,000
Well No. 1 Filter System - ATEC (pre-purchased)			\$67,133
Well No. 2 Filter System - ATEC (pre-purchased)			\$100,052
Sales Tax - Effective 4/1 (2016)		8.5%	\$14,636
Total District Direct Costs			\$186,821
Total Probable Construction and District Direct Costs			\$1,050,000

Estimated total Engineering \$ 178,276

Other Direct costs paid 6,660.

Total Project Cost \$ 1,228,936

Loan Amount \$ 1,099,144

District's Cost (difference) = \$ 129,792

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MEMORANDUM

TO: BOARD OF COMMISSIONERS
FROM: MICEAL CARNAHAN, ACCOUNTING AND ADMINISTRATIVE SERVICES MANAGER
SUBJECT: PURCHASING MANUAL DRAFT
DATE: JUNE 20, 2016
CC: MONT JEFFREYS, GENERAL MANAGER

To date I have provided sections 1 through 4 of the proposed District Purchasing Manual. For this week's meeting, I would like to draw your attention specifically to section 4. This section covers purchasing equipment with an estimated cost under \$40,000 and work under \$35,000. State law allows the District to set its own policies for obtaining quotes and contracting with vendors for projects under these dollar thresholds, therefore section 4 aims to create new policies specific to the District. Here are some questions to consider as you read through the proposed policies:

1. What should be the dollar threshold for which the General Manager must seek Board approval for purchases (currently it is set at \$500). Should he be required to seek approval from a quorum, or may he seek approval from at least one commissioner?
2. Should multiple quotes be required for all small purchases/projects, only for projects over a certain dollar amount, or only encouraged?
3. If multiple quotes are to be required, how many need to be obtained? Do they need to be written or can they be obtained over the phone?
4. Does the District want to allow contractors for small public works projects to use the combined intent/affidavit forms and thus take on the liability if contractors do not actually pay prevailing wages to its employees?

Each section of the purchasing manual gives an overview of the District's purchasing regulatory requirements, as well as the applicable RCWs. Please take some time to study the supplied sections of the proposed manual and the accompanying RCWs (available online), as I believe it is helpful and important to have an understanding of the District's requirements. These are the items at which the auditor looks most during our accountability audits, and it is the responsibility of the Board of Commissioners to make sure the District has policies and procedures in place to ensure the District operates within state law.

If you have any questions about the proposed manual, the District's requirements, prevailing wage, etc., please let me know.