



Mission Statement: Meeting the challenge of protecting the environment and providing quality sewer service to the community.

**DRAFT AGENDA
COMMISSIONER MEETING
July 22, 2021 at 9:00 AM**

IN PERSON /VIRTUAL MEETING:

Please join our meeting at 1106 Vernon Rd, James B Mitchell Conference Room
or join virtually

Virtual Meeting is via Go To Meeting: (You will be asked to identify yourself for our sign in sheet)

<https://global.gotomeeting.com/join/646704685>

You can dial in using your phone:

United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(312\) 757-3129](tel:+13127573129)

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **AGENDA APPROVAL**
4. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail):

	AMOUNT	CHECK #'s
A. Minutes: June 29 & July 8 & 13		
B. Lien Placements (0)	NA	
Lien Releases (0)	NA	
C. Investments	\$184,562.94	
Withdrawals	\$83,599.27	
Transfers	\$11,065.32	
D. Payroll	NA	
E. 40 – Maintenance	\$150,460.13	8841-8881, EFT 149
F. 48 – SRF Principle & Interest Payment	\$135,201.29	8882
G. 50 – City of Lake Stevens Bond Payment	NA	
H. 58 – Capital Expenditures	\$90,928.15	8883-8884
I. 60 – PWTF Principle & Interest Payment	NA	

5. **PUBLIC FORUM – Non-action Items** (please limit comments to 3 minutes)
6. **OLD BUSINESS**
 - A.
7. **NEW BUSINESS**
 - A. Mission Control Upgrade
8. **MANAGERS' REPORTS**
 - A. General Manager
 - B. Assistant General Manager
9. **CITY REPORT**
10. **COMMISSIONERS' REPORT**
11. **EXECUTIVE SESSION**
12. **CONCLUDE**

NOTICE: All proceedings of this meeting are audio recorded, except Executive Sessions

****PLEASE NOTE:** The LAKE STEVENS SEWER DISTRICT will accept in-person, verbal citizen comments during the regular meetings and alternatively, those wishing to provide public comment who are not in attendance will have the opportunity to deliver public comment via the following: (*You must include your name and address)

1. Email: melonie.grieser@lkssd.org or mariah.low@lkssd.org
2. Phone: 425-334-8588

All comments received before the meeting start time will be addressed during the public comment at the regular meeting.

If you would like to listen to the Lake Stevens Sewer District Board Meeting via Go To Meeting, please check out the posted Agenda or the Districts Calendar for call in info for each meeting.



**LAKE STEVENS
SEWER DISTRICT**
Serving You Since 1957

1106 Vernon Road · Suite A,
Lake Stevens, WA 98258
(425) 334-8588 · Fax (425) 335-5947
Web Address: lkstevenssewer.org

Mission Statement: Meeting the challenge of protecting the environment and providing quality sewer service to the community.

**NOTICE OF SPECIAL
COMMISSIONER MEETING ON
June 29, 2021 at 10:00 AM**

**Location: Lake Stevens Sewer District Office
1106 Vernon Rd Suite A, Lake Stevens WA 98258**

Attendees: Commissioners Dan Lorentzen and Jennifer Stephenson. District Staff: Mariah Low, Jonathan Dix, Melonie Grieser and Mickie Cooper. Via GoToMeeting: Commissioner Kevin Kosche

- 1. CALL TO ORDER** – Commissioner Lorentzen called the meeting to order at 10:04 AM
- 2. COMMISSIONER WORKSHOP AGENDA ITEMS:**

- A. Johnathan Dix shared a review of last year's Comp Plan/2020 Capital project summaries which included budgeted costs versus actual costs with explanations of overruns and a 2021 projects summary. Presented slides attached.

Commissioner Kosche commented that the 2021 projects total about \$8 million in projects and that the District has about \$10M in capital funds now, and assume about \$1M to be set aside for emergencies; so, this list pretty much spends the current capital funds and leaves us with agreements or creatively funding expansion. Johnathan Dix agreed and that for the new Comp Plan work, the District could take on more upgrades or new lift station construction at the cost of a higher general facility charge or rely on donated facilities. Gray & Osborne performed a flow model and it showed the collection system is over capacity. This puts a high demand on capital revenue, but buildable lands are getting smaller and smaller. Mariah added that in the new Comp plan the District has asked G&O to include a couple of versions of financing so the District can have options on how to balance capital projects with rates versus just GFCs. Looking at different billing methods could help with that. The District could contribute a portion of the rate revenue to capital projects.

Commissioners discussion of the projects ensued.

Commissioner Lorentzen asked if the other commissioners would like to add any other projects not discussed. Johnathan Dix said the mid-year budget will bring those discussions which will include unexpected costs, like the \$180,000 to rehabilitate the headworks and primary band screens at the Treatment Plant. The Field and Plant supervisors have been asked to compile a wish list. The mid-year budget should be presented to the Board about September 2021. Commissioner Kosche mentioned that it might be a good time to get the Treatment Plant ratered while addressing the new DOE nutrient requirements since the District is already spending capital money. Discussion ensued about the Treatment Plant and how the District can attain a different rating.

Commissioner Kosche mentioned that cyber security is important and should be an operational expense item especially since the District is having a cyber security audit soon and the results will have to be addressed. Mariah Low stated that our current insurer, Travelers, does include cyber security insurance and this will continue. Johnathan Dix and Mariah Low are putting a proposal together for a network administrator for the treatment plant since it falls outside of the Snohomish County IT scope of work because of SCADA and other technology.

3. EXECUTIVE SESSION – The Commissioners did not recess into Executive Session.

4. CONCLUDE – Commissioner Lorentzen concluded the meeting at 11:01 AM with no action taken.

Signed in a regular open public meeting this 22nd day of July 2021

Dan Lorentzen, President and Commissioner

Kevin Kosche, Secretary and Commissioner

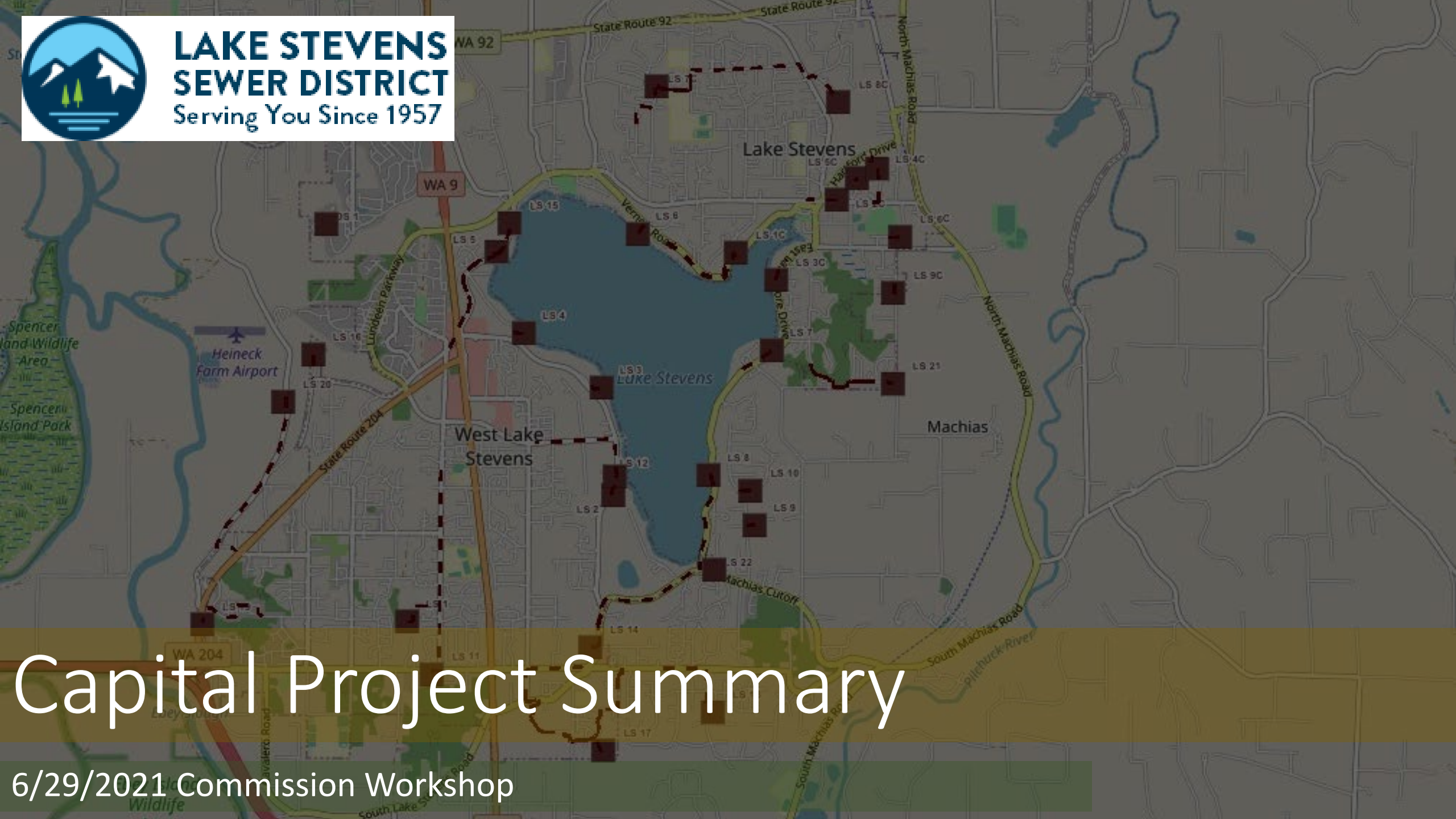
Jennifer Stevenson, Commissioner



**LAKE STEVENS
SEWER DISTRICT**
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Capital Project Summary

6/29/2021 Commission Workshop



Summary of 2020 Projects

• Grace Lane Overlay

- Design Budget - \$39,500
- Construction Bid - \$56,289.50
 - 1 change order - \$11,445.00 for additional paving of shoulder as requested by City.

Design Actual - \$33,730
Construction Actual \$67,743.50

• Cityworks Implementation

- Approved Budget \$163,000
- Cost overrun associated with tax on software renewal and Legal review of ULA.

Implementation Actual \$165,848.00

• South Lake Regional Lift Station

- Design and CM Budget - \$329,647.03
- Construction Bid - \$4,282,177.33
 - 13 change orders - \$100,728.77

Design and CM Actual - \$335,760.37
Construction Actual - \$4,675,329.11
31 Force Account Items - \$159,734.01
Paving MOU - \$132,689

• VBC Structural Repair

- Design and CM Budget - \$69,110
- Construction Bid - \$251,274.43
 - 4 change orders - \$55,852.68

Design and CM Actual - \$73,443.45
Construction Actual - \$320,640.02
Minor Changes - \$17,785.47

• 91st AVE NE Emergency Pipe Replacement

- Design Budget – T&M
- Construction Bid - \$270,910
 - 4 change orders - \$32,715.55 for emergency replacement rather than repair, additional by-pass pumping and additional paving.

Design Actual – \$12,122.45
Construction Actual - \$317,676.41

• VBC Parking Lot

- Design Budget - \$74,612.00
- Construction Bid - \$359,222.58
 - 1 change order - \$10,500 for sidewalk repair and additional quantities.

Design Actual - \$70,859.29
Construction Actual - \$383,106.26

• 2016 Comprehensive Plan Amendment

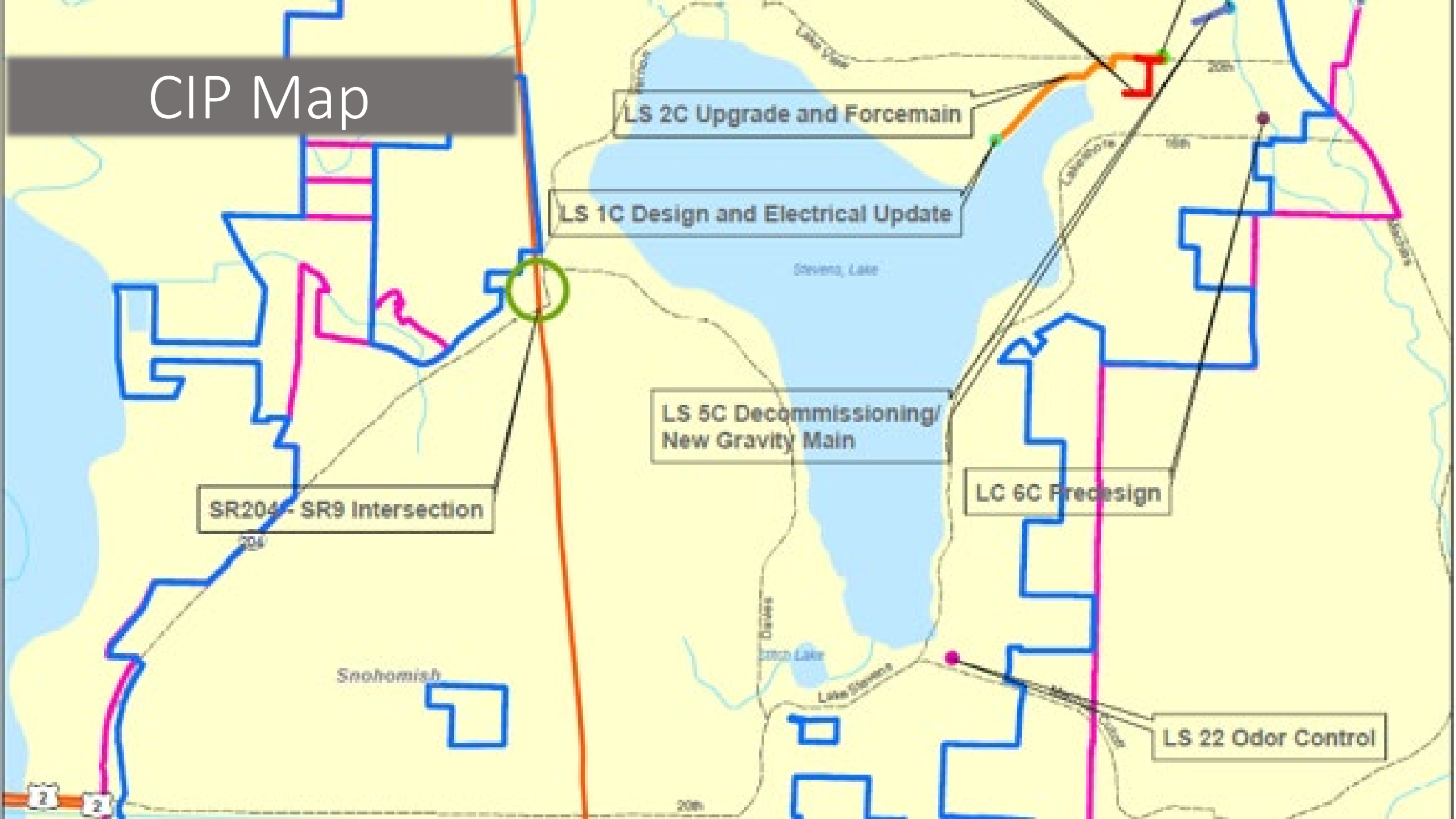
- Budget - \$60,000

Actual - \$66,162.85

Summary of 2021 Projects

- **SR9 Gravity Sewer Main Crossing**
 - Comp Plan Estimate - \$604,000
 - Revised Estimate - \$262,000
- **Lift Station 2C Upgrade**
 - Comp Plan Estimate - \$2,067,000
 - Revised Estimate - \$1,880,000
 - Bid in 2022
- **Lift Station 2C Force main**
 - Comp Plan Estimate - \$2,108,000
 - Revised Estimate - \$2,220,000
 - Bid in 2022
- **20th ST NE and Bus. Loop RD (Downtown Gravity System)**
 - Comp Plan Estimate - \$968,000
 - Revised Estimate - \$880,000
 - Bid in 2022
- **Lift Station 1C Rehabilitation**
 - Comp Plan Estimate - \$619,000
 - Revised Estimate - \$740,000
 - Bid in 2022
- **Lift Station 4C and 6C Upgrade (5C Decommissioning)**
 - Comp Plan Estimate - \$1,354,000
 - Revised Estimate - \$1,710,000
 - Bid in 2022
- **2022 Comprehensive Plan and Engineering Report**
 - Comp Plan Estimate - \$285,000
 - Revised Estimate - \$344,843.44
- **Lift Station 22 Odor Control**
 - Engineers Estimate \$60,000
 - Bid - \$120,227.00
 - Start work late Aug. to mid Sept.
- **Decant Facility**
 - Bid \$1,210,697.30
 - Actual - \$2,505,545.00
 - LSSD Cost - \$1,282,709.54
- **SR9/204 Intersection**
 - Engineers Estimate \$?
 - Project Start - ?

CIP Map

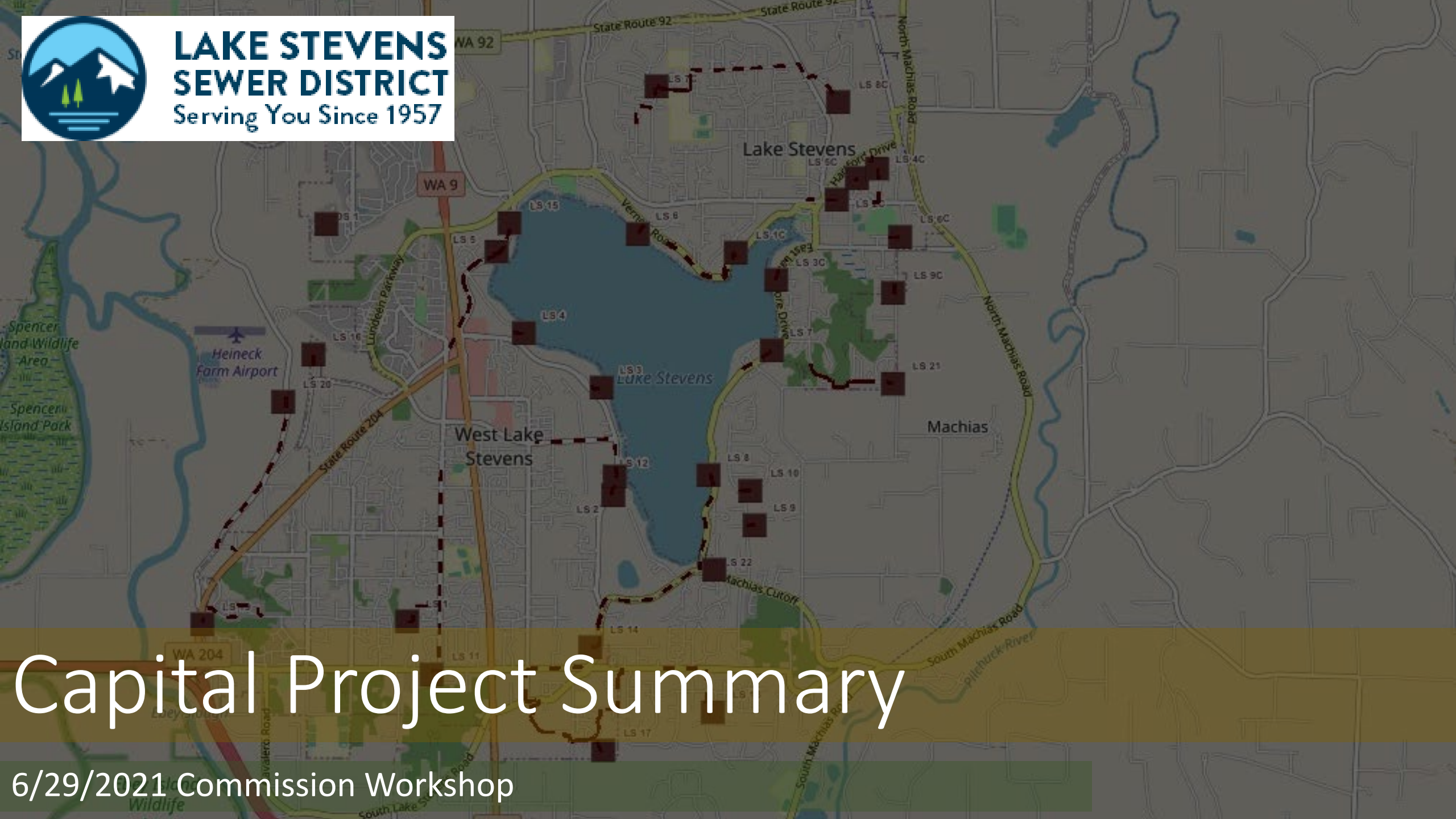




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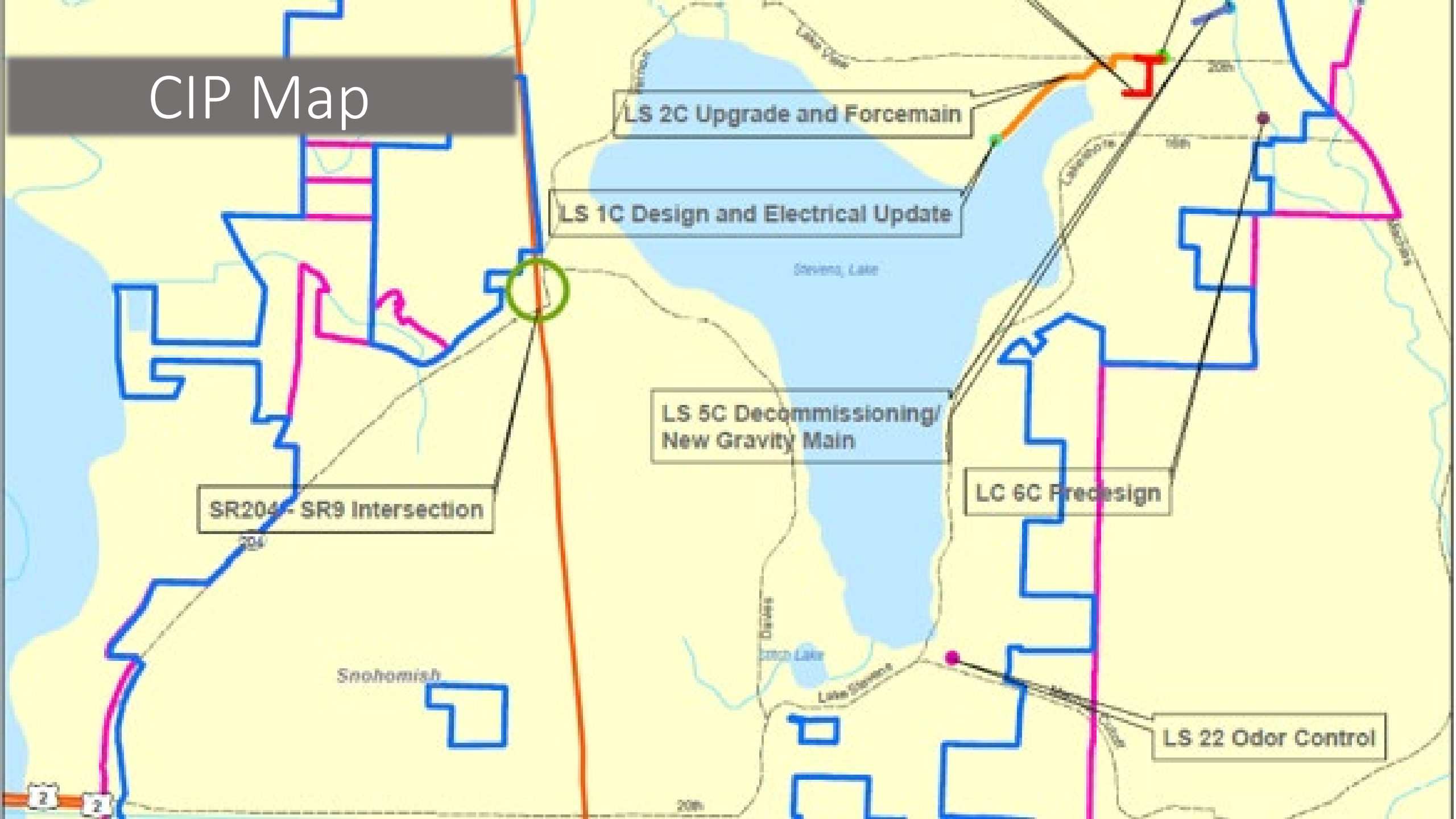
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CIP Map





Mission Statement: Meeting the challenge of protecting the environment and providing quality sewer service to the community.

**MINUTES OF
COMMISSIONER MEETING
July 8, 2021 at 9:00 AM**

Attendees: By Remote Participation via GoToMeeting Commissioners Dan Lorentzen, Commissioner Kevin Kosche, and Jennifer Stevenson. District Staff: Mariah Low, Johnathan Dix, Mickie Cooper and Melonie Grieser. District Engineers: Leigh Nelson, G&O. Legal Counsel: Brad Cattle and Kinnon Williams, City: Gene Brazel, Administrator and Gary Petershagen, City Councilman.

1. **CALL TO ORDER** – At 9:00 AM, Commissioner Lorentzen called the meeting to order and read a prepared statement regarding our virtual meeting and public comment.
2. **PLEDGE OF ALLEGIANCE** – Commissioner Lorentzen led those present in the Flag Salute.
3. **AGENDA APPROVAL** – Commissioner Kosche moved to approve the revised agenda, New Business item A. Commissioner Stevenson seconded the Motion. The Motion passed unanimously.
4. **CONSENT ITEMS** (The Commissioners have previously reviewed these in detail) – Commissioner Stevenson moved to approve Consent Items A through I. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

	AMOUNT	CHECK #'s
A. Minutes: June 24		
B. Lien Placements (0)	N/A	
Lien Releases (0)	N/A	
C. Investments	\$750,000.00	
Withdrawals	\$52,804.24	
Transfers	N/A	
D. Payroll	\$221,295.89	
E. 40 – Maintenance	\$134,830.07	8786-8836
F. 48 – SRF Principle & Interest Payment	N/A	
G. 50 – City of Lake Stevens Bond Payment	N/A	
H. 58 – Capital Expenditures	\$52,804.24	8837-8840
I. 60 – PWTF Principle & Interest Payment	N/A	

5. **PUBLIC FORUM – Non-action Items** (please limit comments to 3 minutes) Commissioner Lorentzen asked if there were any public comments or questions submitted. No public comments received.

6. OLD BUSINESS

- A. Pellerin II DEA, 2nd Addendum – Johnathan stated that this addendum adds 23 latecomer parcels to the plat, part of sewer construction benefited 23 plats outside of the Pellerin plat. Reviewed by staff and legal and recommended for approval. Commissioner Stevenson moved to approve the Motion. Commissioner Kosche seconded the Motion. The Motion passed unanimously.

7. NEW BUSINESS

- A. Void check 8711 for \$17,306.00 to Jacobsen Homes and reissued new check 8785. Mickie Cooper stated that the address in the vendor files was incorrect, the check was never received or returned. Customer was contacted and they have since picked up the new check from the District office. Housekeeping item, motion not needed.

8. MANAGERS' REPORTS

- A. General Manager – Mariah Low stated Caring by Sharing is \$1238 and enough to help 14 families. The Treatment Plant flows are at 2.5MGD, the membranes are performing well, TMP (trans membrane pressure) is at -.27 which is great, there has been some maintenance done on the centrifuges, and Snohomish County Fire and Rescue toured the plant. New employees are being cross-trained and the Treatment Plant staff is training for ER Portal provided through Llumin. Mariah also gave a big thank you to the Granite Falls Treatment Plant. Mariah and staff toured the plant which uses magnesium hydroxide so the District can learn from them. Next plant visit is Brightwater.
- B. Assistant General Manager – Johnathan Dix stated that the District to date has collected 319.59 ERUs connection fees and issued 370 permits. Commend collections staff who have been having an issue with Lift Station 14. It went down for a time yesterday but through the quick work of the entire crew there were no spills. It was back up and running by end of day. Angeline and our consulting inspector from G&O did the final walk through for Mountain View lift station which is getting close to completion. Still waiting on a few items for the lift station acceptance. On Feb. 25, 2021 commissioners approved the band screen rehabilitation which was not to exceed \$90,000. The project was over limit by \$408.15.

- 9. CITY REPORT** – Gene Brazel stated that work continues downtown and a lot of maintenance happening.

- 10. COMMISSIONERS' REPORT** – Commissioner Stevenson thanked everyone and was impressed that there was only a slight delay in getting Lift Station 14 up and running. Commissioner Kosche and Commissioner Lorentzen agreed.

- 11. EXECUTIVE SESSION** – Brad Cattle stated the Commission will now recess into Executive Session at 9:20 AM and excused the general public; it is estimated the executive session will last until 9:30 AM. The purpose of the Executive Session, under RCW 42.30.110.i, is to discuss with legal pending litigation. At the conclusion of the Executive Session, there will not be action taken by the Board of Commissioners and there will not be any announcements made. The Commission Meeting will be adjourned at the conclusion of the Executive Session without an announcement.

12. CONCLUDE – Commissioner Kosche moved to adjourn the Board Meeting. Commissioner Severson seconded the Motion. The Motion passed unanimously at 9:30 AM.

Signed at a regular open public meeting this 22nd day of July 2021

Dan Lorentzen, President and Commissioner

Jennifer Stevenson, Commissioner

Kevin Kosche, Secretary and Commissioner



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Mission Statement: Meeting the challenge of protecting the environment and providing quality sewer service to the community.

**MINUTES OF SPECIAL
COMMISSIONERS MEETING ON
July 13, 2021**

**Location: Section III of the Washington Association of Sewer and Water Districts
By Remote Participation via Zoom**

Attendees: Virtual Meeting on Zoom, Commissioners Dan Lorentzen, Kevin Kosche and Jennifer Stevenson

1. **Called to Order** at 7:00 pm by Commissioner Lorentzen
2. **Section III Meeting** – Topics of general concern to the Water and Sewer Districts were discussed.

Members of the Association reported on and discussed matters of mutual concern to Special Purpose Districts.
3. **Concluded** at 8:00 pm with no action taken.

Signed in a regular open public meeting this 22 day of July 2021

Dan Lorentzen, President and Commissioner

Jennifer Stevenson, Commissioner

Kevin Kosche, Secretary and Commissioner

SOLE SOURCE STATEMENT

Requestor: Bryan Steen

Date: July 20, 2021

Vendor/Contractor: Mission Communications

Department: Collections

Purchase Order Number:

Why is this product needed?

This procurement request is for the Collections Department. Our service provider AT&T will be discontinuing 3G service in February 2022 and upgrading to 4G. This will render the radios in our remote terminal units [RTU] at our sewer lift stations useless and unable to communicate with our Mission server. The upgrade from our current Legacy models to Mydro models will allow us access to 4G. In addition, the Legacy models are currently being phased out and will only be supported as long as the supply chain allows.

How will it be used?

The Mission SCADA will be used to monitor and manage the collection systems lift stations. This will enable us to receive real time alarms, hourly summaries, streaming data, daily, weekly and monthly reports and ease in troubleshooting and much more.

Were alternative goods/services evaluated? / Why can only this vendor provide your needed product or service?

No. The Mydro is a direct replacement for our current Mission Legacy RTU's.

Why is this price fair and reasonable?

For a limited time, Mission is offering a trade-in allowance for all RTU's, even those older than 5 years, as well as 20% better allowance for those aged 5 years or less. By upgrading all RTU's and taking advantage of this trade-in we would see savings of \$17,582

Amount to be paid:

Estimated cost \$33,623



Correct Equipment (Redmond,WA)

Distributor Website



Legacy RTU Upgrade/Trade In Options

★ Priority Upgrades (Needs LTE or LAT3 Firmware)

Lake Stevens Sewer District (WA)
1106 Vernon Road, Suite A
Lake Stevens, WA 98258

Create Accounting Note

Contact Name:

Interest level: ▼

Send Quote: Distributor Customer

Comments:

Device Name	Device Type	Option Board	Radio	New Radio	Months Since Installed	Trade In %	Trade In \$	Net Mydro Upgrade \$	"Upgrade All" New RTU Cost
Lift Station City 1	M800	-	AT&T PXS8	Yes	58	20%	\$419	\$1926	\$1507
Lift Station City 2	M110	-	AT&T PXS8	Yes	58	20%	\$259	\$1286	\$1027
Lift Station City 3	M110	-	AT&T PXS8	Yes	58	20%	\$259	\$1286	\$1027
Lift Station City 4	M110	-	AT&T PXS8	Yes	58	20%	\$259	\$1286	\$1027
Lift Station City 5	M110	-	AT&T PXS8	Yes	58	20%	\$259	\$1286	\$1027
Lift Station City 6	M110	-	AT&T PXS8	Yes	58	20%	\$259	\$1286	\$1027
Lift Station City 8	M800	-	AT&T PXS8	Yes	58	20%	\$419	\$1926	\$1507
Lift Station City 9	M110	-	AT&T PXS8	Yes	58	20%	\$259	\$1286	\$1027
LS 1	M110	-	AT&T PXS8	Yes	51	20%	\$259	\$1286	\$1027
LS 2	M110	-	AT&T PXS8	Yes	52	20%	\$259	\$1286	\$1027
LS 3	M110	-	AT&T PXS8	Yes	50	20%	\$259	\$1286	\$1027
LS 4	M110	-	AT&T PXS8	Yes	50	20%	\$259	\$1286	\$1027
LS 5	M800	-	AT&T PXS8	Yes	51	20%	\$419	\$1926	\$1507
LS 6	M110	-	AT&T PXS8	Yes	51	20%	\$259	\$1286	\$1027
LS 7	M110	-	AT&T PXS8	Yes	50	20%	\$259	\$1286	\$1027
LS 8	M800	-	AT&T PXS8	Yes	50	20%	\$419	\$1926	\$1507
LS 9	M110	-	AT&T PXS8	Yes	50	20%	\$259	\$1286	\$1027
LS 10	M110	-	AT&T PXS8	Yes	50	20%	\$259	\$1286	\$1027
LS 11	M110	-	AT&T PXS8	Yes	51	20%	\$259	\$1286	\$1027
LS 12	M800	-	AT&T PXS8	Yes	50	20%	\$419	\$1926	\$1507
LS 14	M110	-	AT&T PXS8	Yes	50	20%	\$259	\$1286	\$1027
LS 15	M800	D	AT&T PXS8	Yes	51	20%	\$419	\$1926	\$1507
LS 16	M110	-	AT&T PXS8	Yes	50	20%	\$259	\$1286	\$1027
LS 17	M800	-	AT&T PXS8	Yes	51	20%	\$419	\$1926	\$1507
LS 18	M110	-	AT&T PXS8	Yes	50	20%	\$259	\$1286	\$1027
LS 19	M110	-	AT&T PXS8	Yes	51	20%	\$259	\$1286	\$1027
LS 20	M800	-	AT&T PXS8	Yes	50	20%	\$419	\$1926	\$1507
LS 21	M110	-	AT&T PXS8	Yes	51	20%	\$259	\$1286	\$1027
z* (Unused) Lift Station City 7 Shirewood	M110	-	AT&T PXS8	Yes	51	20%	\$259	\$1286	\$1027

Radio Upgrade Option

Radios will be upgraded at no cost when they no longer work. Buy some or all radios now to avoid down time.

(29 @ \$250) \$7,250

Current Trade-in Value

This trade-in allowance is based on our printed guarantee shown on the back of the Managed SCADA document.

\$8,791

Total Mydro Upgrade

This is the list cost for the similar new model. For example M110 and M800 upgrade to MyDro 150 and 850, ManHole Monitor upgrades to ManHole Monitor Plus.

\$51,205

Mydro Upgrade Less Trade-In

This shows the net cost to upgrade all RTUs, but they can be individually upgraded with the benefit of the individual trade in allowance shown adjacent to the RTU. Save up to \$8,791!

\$42,414

"Upgrade All" Bonus Trade-In

For a limited time Mission is offering a trade-in allowance for all RTUs, even those older than 5 years, as well as 20% better allowance for those aged 5 years or less. Save an additional \$17,582 by upgrading all RTUs to get all the benefits of our latest features.

\$33,623

* Economics of RTUs with option boards not illustrated. Mission will address each case individually.