

Board of Public Affairs
Village of Russells Point
September 28, 2020

1. Call meeting to order
2. Roll Call
3. Approval of September 14, 2020 minutes
4. Approval of Vouchers
5. Reports
6. Account Adjustments
 - a. Robert Reynolds, 9406-F-Willow
7. Resolutions
8. Tabled Items
9. Citizen's Comments
10. Old Business
 - a. South water tower light
 - b. Hydrant flushing
 - c. Valve Exercising
 - d. Ownership of Orchard Island water main
 - e. EPA Survey Items issued 8/2019
 1. Item #3 Periodic surveys of cross connections – need to confirm completion date
 2. Item #6 Contingency Plan Exercises – extension 10/31/20
 3. Item #10 Preventive maintenance program – extension 9/30/20
11. New Business
 - a. Access to water plant – keys & security code
 - b. CUSI – water billing software UMS quote
 - c. Columbus Day - next meeting is on Tuesday, October 13th
12. Adjournment

Next Scheduled Meeting: Tuesday, October 13, 2020

**INDIAN LAKE OHIO
VILLAGE OF RUSSELLS POINT
BOARD OF PUBLIC AFFAIRS MEETING**

MINUTES: September 14, 2020

This meeting was held via teleconference due to COVID-19
Ms. Pat Cochenour called the meeting to order at 6:00 p.m.

Roll Call: Ms. Pat Cochenour, present; Ms. Libby Stidam, present; Ms. Mary Herring, present

Recorder: Mr. Jeff Weidner, Fiscal Officer

Guests: Mr. Greg Iiams, Council Member
Ms. Dianne Gauder, Mayors Assistant

Minutes: August 24, 2020 Meeting

Ms. Pat Cochenour made a motion to approve the minutes of August 24, 2020.

Ms. Mary Herring seconded the motion.

The Vote: Ms. Pat Cochenour, yea; Ms. Libby Stidam, yea; Ms. Mary Herring, yea.

The motion passed: 3 yeas – 0 nays

Vouchers: *Ms. Libby Stidam made a motion to approve the bills that were paid for the board.*

Ms. Mary Herring seconded the motion.

The Vote: Ms. Pat Cochenour, yea; Ms. Libby Stidam, yea; Ms. Mary Herring, yea.

The motion passed: 3 yeas – 0 nays

REPORTS:

A. July & August Water Loss Reports

Both reports were provide to the board members. The July loss was 27.5% and the August loss was 6.7%.

B. Lab Results

The board received a copy of the results of the HAA5 and TTHM provided by MASI labs.

ADJUSTMENTS:

A. Marianne Freeland, Acct. 4750-5, 31-Lot (-\$50.00)

Customer paid but was not removed from the shut-off list prior to assessing fee.

Ms. Libby Stidam made a motion to approve the adjustment.

Ms. Pat Cochenour seconded the motion.

The Vote: Ms. Pat Cochenour, yea; Ms. Libby Stidam, yea; Ms. Mary Herring, yea.

The motion passed: 3 yeas – 0 nays

RESOLUTIONS: None

TABLED ITEMS: None

CITIZEN'S COMMENTS: None

OLD BUSINESS:

A. South Water Tower Light

It was unknown if Dale contacted Corpro for repairs.

B. Hydrant Flushing

No flushing has been done due to leak repairs and shut-offs.

C. Fence Around the New Well

The new fence has been installed around well #5.

D. Ownership of Orchard Island Water Main

Mr. Iiams has been researching meeting minutes around the time that the Sunny Cove park was tapped into the water main on Orchard Island. He has been making an outline of all discussions regarding this installation but has not found anything regarding ownership of the main. He is still working on the project.

E. Backflow Test Reports (item #4)/Cross Connections (item #3)

In the last meeting it was discussed that EPA request a copy of the test reports for backflow testing (an annual test conducted by a certified plumber) that have been received to date to complete this item on the EPA survey items. After carefully reviewing the initial survey and the most recent email from Dan Osika of the EPA, Mr. Weidner pointed out that the annual backflow inspection (item #4) is not mentioned as an outstanding violation from the EPA.

In the email, Mr. Osika cites that test reports are needed for item #3 backflow on-site investigations. Reading the initial survey, item #3 requires periodic surveys of water use practices within consumer premises to determine whether there are actual or potential cross-connections to the public water system.

Mr. Weidner argued that item #4 is merely the testing of a backflow preventer device which needs to be done annually, where item #3 is a visual inspection of the consumer's premises to determine actual or potential cross connections to the system – and the documentation of the inspection/test results which needs to be done at least every five year.

F. Contingency Plan Exercises

There was question as to whether this has been completed. The board thought that all workers went to the water plant after the July 27, 2020 meeting to complete this exercise. During that meeting Mr. Albert submitted documentation that was sent to the EPA and signed by all water workers that they had read the first three chapter of the contingency plan. However, it was later determined that simply reading the chapters did not suffice the exercise. It will need to be determined if workers did go to the water plant to review those chapters with Mr. Albert and the EPA just needs the documentation of the synopsis of discussion. This is to be completed by October 31, 2020.

G. Preventative Maintenance Program

Tim has been logging the maintenance that is performed on equipment, but the actual written program has not been completed. This is to be done by September 30, 2020.

H. Lead and Copper Samples

The samples have been collected and delivered to MASI for testing. Mr. Albert has made the required updates to the sample ID form and was sent to the EPA for approval.

NEW BUSINESS:**A. GAC Room Butterfly Valve Replacement**

Mr. Albert's written report states that he has been in the process of replacing an eight-inch butterfly valve in the GAC room that has been allowing water to leak past the valve and return to the clearwell. This has contributed to the high service numbers to be elevated. This is not a loss of water as the water is returned to the clearwell.

B. Valuation for Easement of Municipal Building Drainage

Jeff reported that the MacDonald property has in fact sold. The new owner is now listed on the Auditor's website and has established water service. The solicitor was informed of the change and will be contacting

the new owner to discuss the easement on the property. The firm that was intended to be used for the valuation has not yet been informed to proceed as this may not be needed.

Ms. Libby Stidam moved to adjourn the meeting. Ms. Mary Herring seconded the motion.

The Vote: Ms. Pat Cochenour, yea; Ms. Libby Stidam, yea; Ms. Mary Herring, yea

The motion passed: 3 yeas – 0 nays

The meeting was adjourned at 6:27 p.m.

Next Meeting Date: **Monday, September 28, 2020 at 6:00 p.m.**

Jeff Weidner, Fiscal Officer

BPA Chairperson Pat Cochenour

Date Accepted _____

Customer Transaction Summary

Customer Information

Account No: 3365-1-RO
 ROBERT REYNOLDS
 77 S.E. US 40
 LONDON, OH 43140-

Location Information

Location No: 9406-F-WILLOW
 9406 F WILLOW ISLE
 RUSSELLS POINT, OH 43348-

Date	Type	More Info	Reading	Usage	Prior Balance	Transaction Amount	Balance
01/03/2020	Payment	CHECK			46.16	-46.16	0.00
01/21/2020	Charge	01/20/2020	2413	0	0.00	46.16	46.16
02/03/2020	Payment	CHECK			46.16	-46.16	0.00
02/20/2020	Charge	02/20/2020	2414	100	0.00	47.03	47.03
03/12/2020	Payment	CHECK			47.03	-47.03	0.00
03/20/2020	Charge	03/20/2020	2414	0	0.00	46.16	46.16
04/09/2020	Payment	CHECK			46.16	-46.16	0.00
04/21/2020	Charge	04/20/2020	2416	200	0.00	47.89	47.89
05/07/2020	Payment	CHECK			47.89	-47.89	0.00
05/19/2020	Charge	05/18/2020	2416	0	0.00	46.16	46.16
06/08/2020	Payment	CHECK			46.16	-46.16	0.00
06/18/2020	Charge	06/18/2020	2429	1300	0.00	57.41	57.41
07/09/2020	Payment	CHECK			57.41	-57.41	0.00
07/20/2020	Charge	07/16/2020	2441	1200	0.00	56.54	56.54
08/06/2020	Payment	CHECK			56.54	-56.54	0.00
08/21/2020	Charge	08/20/2020	3371	93000	0.00	850.61	850.61
09/04/2020	Payment	CHECK			850.61	-283.53	567.08
09/16/2020	Penalty				567.08	56.71	623.79
09/21/2020	Charge	09/18/2020	3375	400	623.79	49.62	673.41
09/21/2020	Adjustment				673.41	-56.71	616.70

* Removed late penalties in the amount of \$56.71. Customer had a large leak and is on a 3-month payment plan and should be penalized

Jeff Weidner

From: Robin Reames
Sent: Tuesday, September 15, 2020 12:59 PM
To: Joe Freyhof
Cc: Tim Reese; Jeff Weidner; Kyle Myers
Subject: RE: Water plant security

All,

I have been granted keys however I do not carry any with me. I am reconsidering that decision. In addition to keys, we (Chief and Mayor) will need access codes to the security system. The RPPD should also have access to view the camera system.

Jeff: Please include this issue on the agenda for the next BPA meeting.

I am relieved that this incident was not a serious event. We would have looked like fools.

Robin

Respectfully Yours,
Robin Reames
Mayor, Russells Point, OH

Phone (937) 843-2245 option 7
Fax (937) 843-9956
Cell (937) 843-2601

Please visit our web site www.russellspoint-oh.gov

According to Ohio Public Records Law, written communication to or from staff/elected officials regarding this agency are public records and may be available to the public and media upon request. Your e-mail may be subject to public disclosure.

From: Joe Freyhof <Policechief@russellspoint-oh.gov>
Sent: Tuesday, September 15, 2020 7:58 AM
To: Robin Reames <mayor@russellspoint-oh.gov>
Cc: Tim Reese <Streetsuperintendent@russellspoint-oh.gov>; Jeff Weidner <fiscalofficer@russellspoint-oh.gov>; Kyle Myers <myersk@russellspoint-oh.gov>
Subject: Re: Water plant security

Kyle is correct, we do not have keys to the water plant gates or facility. We also do not have access to the camera system. From what I understand the BPA did not want anyone to have access to the camera system.

I have an old key to the plant that no longer works.

My suggestion is to put a lock box out there on the concession stand with keys to whatever we would need keys to.

Joe Freyhof
Chief of Police
Russells Point Police Department

Sent from mobile device

Notice: The information contained in this electronic message is law enforcement privileged, confidential and intended for the use of the individual or entity named as the recipient. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, copying, or distribution of this communication is strictly prohibited. If you have received this communication in error, please immediately delete all content, or if there are any problems with its reception, please contact (937) 843-2245 opt. 2 Thank You!

On Sep 15, 2020, at 4:01 AM, Robin Reames <mayor@russellspoint-oh.gov> wrote:

Good morning,

Officer Myers advised me at approximately 3:06 am that the security system at the water plant had alarmed twice. The first time was approximately 2 am. He advised that he had patrolled the area both times and considering his limited access found nothing unusual or any explanation for the alarms. I learned from our conversation that he has no physical access to the plant nor access to view the camera system.

The water plant is our most critical infrastructure. In the event of criminal activity or the need of safety services the lack of access could have been detrimental to his ability to respond.

If my assumption of lack of access is incorrect, our officers need to be educated. If my assumption is correct, we need to allow both physical and viewing access to our officers.

This problem needs to be addressed immediately.

Robin

Get [Outlook for Android](#)



CONTINENTAL UTILITY SOLUTIONS, INC.

Sales Representative: Charli Jo Ledgerwood

P. O. Box 1515

Jonesboro, AR 72403

www.cusi.com

(870) 336-2203

Quote #: cj200922135513

Sales Agreement

September 22, 2020



Russells Point Utility

P.O. Box 30

Russells Point, OH

43348

Jeff Weidner

937-843-2245

fiscalofficer@russellspoint-oh.gov



Economic Summary

Utility Billing Solution

\$13,940.00

Monthly Services

\$0.00

Total \$13,940.00

Billing and Payment Terms

15 Days From Date of Invoice. Unused CBSW TSM will be netted on the first of the month following UMS Go Live.



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UMS On-Premise Utility Billing Software

2,000 Service Location Licenses	\$1.50	\$3,000.00
2 Named User Licenses	\$500.00	\$1,000.00

UMS On-Premise Utility Billing Software Core Modules

- 1 ACH Bank Draft (First Layout Included)
- 1 Secure Ebill Module

Add-On Modules

1 Communication Module - Email, Text, IVR	\$1,000.00	\$1,000.00
1 Electronic Payment Module	\$1,000.00	\$1,000.00

Add-On Interfaces

1 Website Interface to Cusi Customer Web Portal	\$1,000.00	\$1,000.00
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Technical Support & Maintenance - Annual Service

Annual Technical Support & Maintenance: 800 Line Voice, Online, Email Support, Client Services Website, Application Updates	22%	\$1,540.00
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Add-On Online Services

1 Customer Web Portal Includes Design, Setup, Configuration, and Training Services.	\$1,500.00	\$1,500.00
1 Customer Web Portal - Annual Service Includes Technical Support, Maintenance, and Hosting.	\$1,500.00	\$1,500.00



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UMS On-Premise Implementation Services

1 Advanced Data Conversion Package for up to 2,000 locations*	\$2.00	\$4,000.00
Includes 1 year data conversion of customers, locations, usages, readings, deposits, meter information, owner records and backflow data. *Complete data must be provided in a ASCII, delimited, or SQL format. Data extraction and data cleanup will be invoiced based upon time and effort at CUSI current services rate. CUSI will invoice client the greater of the number of service locations provided in this Sales Agreement or the actual number of service locations converted.		
1 CUSI Certified Implementation	\$4,200.00	\$4,200.00
Includes Business Requirements Gathering, Application Implementation, Installation, Setup, Formatting, Testing, Transition Support, & Project Management		
2 Days of CUSI Certified Training	\$1,400.00	\$2,800.00
Includes Application Training for All Users as Contracted		

Travel expenses for on-site work will be billed separately.



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Economic Summary

UMS On-Premise Utility Billing Software	\$7,000.00
Technical Support & Maintenance - Annual Service	\$1,540.00
Customer Web Portal	\$1,500.00
Customer Web Portal - Annual Service	\$1,500.00
UMS On-Premise Implementation Services	\$11,000.00
2020 CBSW to UMS Software and Services Discount	-\$3,600.00
CUSI Turnkey Merchant Services Discount	-\$1,500.00
CUSI Turnkey Merchant Services Annual Discount	-\$1,500.00
CUSI Discount Epay and Web Interface	-\$2,000.00
Total	<u>\$13,940.00</u>



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Monthly Services

Turnkey Merchant Services

billed by provider

- | | | |
|---------------------------------------------------------------------------|--------------|-----------------|
| 1 Turnkey Merchant Services Package - Service fee will be the greater of: | \$1.75 or 3% | per transaction |
|---------------------------------------------------------------------------|--------------|-----------------|

Includes Visa, MasterCard, Discover Merchant Services, Payment Gateway Service, and Electronic Check Merchant Services. Figures based on an Average Bill Estimate of \$40 and a High Bill Estimate of \$150. Average bill estimate and service fee subject to annual review. CUSI reserves the right to bill a minimum monthly fee of \$20.00 to recover any losses from inactive merchant accounts or accounts that do not cover fixed processing costs.

In conjunction with the Turnkey Merchant Services, CUSI is providing software licenses at no cost. In the event that client terminates Turnkey Merchant Services, any and all software licenses provided at no cost shall be billable at then current retail price.

IVR Service

- | | | |
|-----------------------------------------------------|---------|-----------------|
| 1 CUSI IVR Service - Inbound and Outbound IVR | \$50.00 | per month |
| Rates: | | |
| 5% Monthly Regulatory Fees | | |
| Inbound per transaction (includes balance inquiry) | \$0.25 | per transaction |
| Inbound per minute (billed in 6 second increments) | \$0.04 | per minute |
| Outbound per minute (billed in 6 second increments) | \$0.07 | per minute |

Text Messaging Service

- | | | |
|--------------------------------------------------------------------|----------|------------|
| 1 CUSI SMS Messaging Service Monthly Fee | \$100.00 | per month |
| 1 CUSI SMS Messaging Service Usage Fee | \$0.05 | per sms |
| 1 CUSI SMS Messaging Service Carrier and Number Format Lookups Fee | \$0.01 | per lookup |



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Comments

Turnkey services for this rate includes the use of electronic checks. Should you opt out of offering electronic check services your rate will be amended to \$2.00 or 3% per transaction.



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Terms of Sale

Company has ordered and agrees to purchase from CUSI the products and services defined under this Sales Agreement at the listed quantities and rates. Upon receipt of an executed Sales Agreement CUSI shall ship all products to the Company address and contact defined above and services shall be scheduled and initiated. Company acknowledges that CUSI's products and services are subject to the terms and conditions of a separate Software License Agreement between Company and CUSI located at www.cusi.com/legal. Any service requiring CUSI or third parties to travel will incur corresponding expenses that will be billed actual as incurred unless otherwise noted. Travel requiring more than 5 hours of travel time will be billed an additional charge equal to 50% of the daily rate. If Company is not tax exempt or does not provide exemption documentation, CUSI shall invoice for such applicable taxes on each invoice. In the event the tax exemption documentation provided by the Company is disallowed or deemed invalid, Company agrees to pay in full all such taxes, including any applicable interest or penalties.

Tax Exempt Status

Initial where appropriate:

_____ This entity **IS EXEMPT** from sales tax and will provide or has provided our exemption certificate

_____ This entity **IS NOT EXEMPT** from sales tax

Quotation Terms

This quote is valid until 10/22/2020. Quote was created using Sales Agreement Version: 2020.09.22

Execution Instructions

Execute, date, and email all pages to sales representative.



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Purchaser Authorization

I certify that as the person signing this form I have purchasing authority for Russells Point Utility.

Print Name: _____

Title: _____

Authorized Signature: _____

Date: _____

UMS ON-PREMISE UTILITY BILLING SOFTWARE -----

2,000 Service location licenses	\$3,000
2 Named user licenses (Jeff & Sue)	\$1,000

If we add a tablet (with air card at monthly cost) for out in the field that the guys can use to receive work orders, they can complete them in the field and don't need to come in to complete the work order. If we do this, we would need to add a field license at a cost of \$250 each one time and it increases the annual maintenance cost is 22% or \$55.00 annually per field user.

UMS ON-PREMISE UTILITY SOFTWARE CORE MODULES -----

ACH bank draft (first layout included)	0
Secure Ebill Module	0

The ACH bank draft layout is the NACHA layout to issue withdrawals for automatic payments that customers have setup with their bank account information. This also automatically posts those payments to the customers accounts. This bank withdrawal does not cost the customer anything, no fees. May be a bank charge. Normally the withdrawal is sent to the bank a day before or day of the bill due date. This gives customer option to review charges and make any changes if needed. Customers can setup a maximum amount that can be withdrawn. If their bill is over their maximum set, they can go into the portal and pay the remainder (with fee).

ADD-ON MODULES -----

Communication Module – Email, Text, IVR	1,000
-----------------------------------------	-------

This is so that we can send out a blast email, text, or robo call notification. Customers can opt into one of these options to receive. Can be used for boil water, dig notices, bill is ready, and can also be used to alert customers that their water will be disconnected for non-payment. The text can be setup so that the customer can go directly into the web portal to pay the bill. Robo call can be setup to say "press 9 to pay your bill now". These notifications also form a part of that accounts history so that we know what information was sent, whether text message was received, whether a person or answering machine took the call...etc. Templates can also be setup to use. Due to our volume, we could possibly do the email notifications without a monthly charge/transaction fee – this depends on our current limitations of how many emails can be sent at one time.

Electronic Payment Module	1,000
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ADD-ON INTERFACES -----

Website Interface to CUSI Customer Web Portal	1,000
-----------------------------------------------	-------

This is the connection between the portal and the UMS software that allow customers to see information from their account. Security exchange of information.

TECHNICAL SUPPORT & MAINTENANCE – Annual Service -----

Annual Technical Support & Maintenance: 800 Line Voice, Online,
Email Support, Client Services Website, Application Updates 1,540

The 800 Line Voice under this section is the 800 number that we use to call for technical support.

ADD-ON ONLINE SERVICES -----

Customer Web Portal: Includes design, setup, configuration, and training services 1,500

Customer Web Portal – Annual Service: Includes tech support, maintenance and hosting 1,500

This is the actual design of the portal itself. This is later discounted so there is no cost. This actually gets paid for through what is collected in costs for paying online. Though this shows an annual service, we will not be charged an annual fee – again discounted later. The only annual cost is the \$1,540 above.

UMS ON-PREMISE IMPLEMENTATION SERVICES -----

Advanced Data Conversion Package for up to 2,000 locations* 4,000

Includes 1 year data conversion of customers, locations, usages, readings
deposits, meter information, owner records and backflow data.

*Complete data must be provided in a ASCII, delimited, or SQL format. Data extraction and data cleanup will be invoiced based on time and effort at CUSI current services rate. CUSI will invoice client the greater of the number of service locations provided in this Sales Agreement or the actual number of service locations converted.

Thought this only converts one year of information into UMS, the current software is still available and usable (we own it) to look up and review prior history. Data clause is standard since we are going from CBSW to UMS we will not have to worry about this.

CUSI Certified Implementation 4,200

Includes business requirements gathering, application implementation, installation, setup, formatting, testing, transition support, and project management.

2 Days of CUSI Certified Training \$1,400

Includes Application training for all Users as contracted

This is done via online sessions. This is normally broken down into 4 hour sessions and could be scheduled on Wednesdays to avoid interruptions. We will have access to the software to get familiar with the system prior to training and going live.

MONTHLY SERVICES

TURNKEY MERCHANT SERVICES -----

Turnkey Merchant Services Package – Service fee will be the greater of \$1.75 or 3%

Includes Visa, MC, Discover Merchant Services, Payment Gateway Service, and Electronic Check Merchant Services. Figures based on an average bill estimate and service fee subject to annual review. CUSI reserves the right to bill a minimum monthly fee of \$20.00 to recover any losses from inactive merchant accounts or accounts that do not cover fixed processing costs.

In conjunction with the Turnkey Merchant Services, CUSI is providing software licenses at no cost. In the event that client terminates Turnkey Merchant Services, any and all software licenses provided at no cost shall be billable at then current retail price.

**The next two monthly charges are if we would like to send out notifications
via Robo Call or Text Message**

IVR Service (robo call) -----

CUSI IVR Service – Inbound & Outbound (monthly fee)	\$50.00
Inbound – per transaction	\$0.25
Inbound per minute (billed in 6 second increments)	\$0.04
Outbound per minute (billed in 6 second increments)	\$0.07

Text Messaging Service -----

SMS Messaging Service Monthly Fee	\$100.00
SMS Messaging Service Usage Fee (per SMS)	\$0.05
SMS Carrier and Number Format Lookup Fee	\$0.01

Other discussion:

We suggest changing the way account numbers are issued. Account numbers should follow the person. If a person owns more than one property – they have one account number. If a person had an account, moves away, and later comes back their account number is reactivated and doesn't change. All notes associated with the customer always stays with the customer.

The current account number can be setup as a legacy field that is searchable. This way if a customer continues to write their old account number on their check, we can still search for that old account number to post the payment.

One customer with several locations will be setup as separate bills for each location – same as now.