

**SNOHOMISH COUNTY PUBLIC UTILITY DISTRICT
BOARD OF COMMISSIONERS REGULAR MEETING
Everett Headquarters Building, 2320 California Street
Zoom Online Platform Option Available**

August 2, 2022

**CONVENE REGULAR MEETING – 9:00 a.m. – Commission Meeting Room/Virtual
Meeting Participation Information**

Join Zoom Meeting:

- Use link
<https://us06web.zoom.us/j/85245220530?pwd=Q3QxM0lrU0ZJTmd5dWhienhTQzdYUT09>
- Dial in: (253) 215-8782
- Meeting ID: 852 4522 0530
- Passcode: 683311

1. CEO/GENERAL MANAGER BRIEFING AND STUDY SESSION

- A. Great District Board Meetings - Training with Ann Macfarlane, Professional Registered Parliamentarian, Jurassic Parliament

**RECONVENE REGULAR MEETING - 1:30 p.m. - Commission Meeting Room/Virtual
Meeting Participation**

2. RECOGNITION/DECLARATIONS

- A. [Employee of the Month for August – Hope Linder](#)
B. [Certified Municipal Clerk Accomplishment – Allison Morrison](#)

3. COMMENTS FROM THE PUBLIC

If you are attending the meeting virtually (using the link or number provided above) please indicate that you would like to speak by clicking “raise hand” and the Board President will call on attendees to speak at the appropriate time. If you are joining by phone, dial *9 to “raise hand.”

4. CONSENT AGENDA

- A. [Approval of Minutes for the Regular Meeting of July 19, 2022](#)
B. [Bid Awards, Professional Services Contracts and Amendments](#)
C. [Consideration of Certification/Ratification and Approval of District Checks and Vouchers](#)

5. PUBLIC HEARING AND ACTION

- A. [Consideration of a Resolution Declaring Certain Property Interests Over a Portion of Certain District Property \(Tax Parcel Nos. 31052200405500 and 31052200405400\) with an Address of 17601 59th Ave NE, Arlington, Washington, and in Sewer Lines and Water Lines on Said Property, to be Surplus and Authorizing the Transfer of Ownership of the Utility Lines and Granting of Utility Easements in Favor of the City of Arlington](#)

Continued →

6. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. [Consideration of a Resolution Amending the District's Customer Service Regulations for Electric Service](#)

7. [CEO/GENERAL MANAGER REPORT](#)

8. COMMISSION BUSINESS

- A. [Commission Reports](#)
- B. [Commissioner Event Calendar](#)
- C. [2022 Budget, Forecast, and Major Project Status Report – June - Second Quarter Results](#)

9. GOVERNANCE PLANNING

- A. [Governance Planning Calendar](#)

ADJOURNMENT

The next scheduled regular meeting is August 16, 2022

Agendas can be found in their entirety on the Snohomish County Public Utility District No. 1 web page at www.snopud.com. The public is invited to attend. Parking and meeting rooms are accessible for persons with disabilities. Contact the Commission Office at 425.783.8611 for special accommodations or additional information.



BUSINESS OF THE COMMISSION

Meeting Date: August 2, 2022

Agenda Item: 1

TITLE:

CEO/General Manager's Briefing and Study Session

SUBMITTED FOR: Briefing and Study Session

CEO/General Manager	John Haarlow	8473
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing:	<u>N/A</u>	
Estimated Expenditure:	<u></u>	Presentation Planned <input type="checkbox"/>

ACTION REQUIRED:

- | | | |
|--|-------------------------------------|--|
| <input checked="" type="checkbox"/> Decision Preparation | <input type="checkbox"/> Incidental | <input type="checkbox"/> Monitoring Report |
| <input type="checkbox"/> Policy Discussion | (Information) | |
| <input type="checkbox"/> Policy Decision | | |
| <input type="checkbox"/> Statutory | | |

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

Executive Limitations, EL-9, Communications and Support to the Board – the CEO/General Manager shall...marshal for the board as many...points of view, issues and options as needed for fully informed Board choices.

List Attachments:

CEO/General Manager's Briefing and Study Session attachments

Great District Board Meetings

Ann G. Macfarlane, Professional Registered Parliamentarian

Jurassic Parliament

Snohomish County PUD #1

By videoconference

Tuesday, August 2, 2022

Our topics

- I. Introduction
- II. Organizing the meeting
- III. Meeting discussion, Point of Order, Appeal
- IV. How to do this?
- V. Motions and Amendments
- VI. Inappropriate remarks
- VII. Who's in charge?
- VIII. Board/staff relations at meetings
- IX. Public comment
- X. Review and conclusion

I. Introduction

Why are we here?

To invigorate you to participate
in effective board meetings
and serve your district community.

After taking this training you will be able to:

1. Apply the principle that the group has more authority than any individual, even the chair.
2. Conduct efficient and fair meeting discussions.
3. Respond to disorder or difficult people.
4. Make motions and amendments.
5. Run effective public comment sessions.

Disclaimer

The material contained in this presentation is based upon the principles and practices of parliamentary procedure. I am not an attorney and nothing in this presentation constitutes legal advice.





We are better than chimps

- Most adult human beings are peaceful and compliant.
- When group expectations are clear, they will follow them.
- Many of our boards and local governments do just fine.



KEN KANNEGAARD
DIRECTOR
PRESIDENT
OF THE BOARD



DANNY REBER
DIRECTOR
VICE PRESIDENT
OF THE BOARD



Solution

Adopt common guidelines
as a group
and make a personal and
whole-hearted commitment
to following them.

Personal? Whole-hearted?

Emotion is the artesian spring
of our being.

It is far more important
than procedure.



I think, therefore I am.

Rene Descartes, French philosopher



I feel, therefore I am.

Dacher Keltner, American psychologist

Your personal commitment
is essential
to achieving the goal
of better meetings.

II. Organizing the meeting

Workshop method

- We are in the League of Northwest Dino Cities.
- This is not entirely realistic – it is a fantasy – but there is some overlap with real life!
- We use broad strokes to convey the big picture.
- You are going to be the members of the Coppertown PUD Board of Directors.

League of Northwest Dino Cities



Coppertown PUD Regular Board Meeting

Motto: *We do our best for all our customers,
whether we like them or not!*



Call meeting to order

- Sit in the chair reserved for the person running the meeting.
- Rap the gavel lightly one time and announce, “This meeting of the Copppertown PUD Board of Directors is called to order.”
- Ask the clerk to take the roll.
- Announce that a quorum is present (or not).

Quorum

- The “quorum” is the minimum number of voting members who must be present for business to be done.
- Usually it is a majority (more than half) of the members in office—the members who are actually serving on the board.
- “Quorum” is different from “votes cast.”
- If you lose your quorum, you can’t do business.

Serial meeting

- Local government bodies must not create a “walking quorum” or a “serial meeting.”
- When members of the body talk or email with each other outside of meetings, such that a quorum is discussing the body’s business, the Open Public Meetings Act has been violated.
- In your case, as you know, commissioners may not speak with one another about commission business outside of a meeting.

Serial meeting

- In addition, your Rules of Procedure require that commissioners notify the Clerk of the Board of their scheduled attendance at community events and conferences for the upcoming months.
- This is a sensible protective measure for you and the Commission.
- Violations of the OPMA can be expensive for public bodies.

Draft agenda

- Prepared by leadership, but within control of body (subject to notice requirements, of course).
- Robert's Rules says that if you follow the standard "Order of Business," you don't need to vote to adopt an agenda.
- However, many bodies do vote. Takes a majority vote to adopt, and a 2/3 vote to change later in the meeting.

Your rules

Any commissioner may place an item on the agenda during a board meeting.

- As written, this seems problematic.
- Does it mean that any commissioner may introduce a new item during the meeting itself?
- If so, this is not good process.

- *The City Council desires to provide adequate time for administration and staff analysis, fact finding, and preparation.*
- *Except in extraordinary or unusual circumstances, all items that are not routine in nature shall, when presented, include a completed Council agenda bill.*

City of SeaTac Administrative Procedures

Regular agenda/consent agenda

Question: What's the difference between the regular agenda and the consent agenda?

- The regular agenda lays out the items to be taken up at a particular meeting.
- It follows your "Order of Business."
- The agenda may include, as a single item, "Adoption of the consent agenda."

Consent agenda/consent calendar

- A “consent agenda” lists items that are expected not to be controversial.
- If any member requests that an item be removed from the consent agenda, it is done on request.
- The item is placed on the regular agenda at its proper place.

No discussion!

- The consent agenda CANNOT BE DISCUSSED OR DEBATED.
- It is adopted with a single vote.
- The minutes must list all the items that were approved.
- Why? The minutes should form a complete record of action taken, without reference to another document.

Don't vote to approve the Financial/Monitoring Report

- This can be noted as “received for filing.”
- A vote to APPROVE, ADOPT or ACCEPT a report means that the body accepts the report in its entirety.
- You have no way of knowing if the financial report is accurate.
- You will vote to adopt the annual auditor's report.

Approval of minutes

Chair, these minutes have my remarks completely wrong. They say that I said that the staff had done a GREAT job arranging community relations day, but what I actually said was that the staff had done a LOUSY job. I demand that this be corrected!

Purpose of minutes

According to Robert's Rules, the purpose of minutes is:

**to record the actions taken
by the body.**

Minutes record what is DONE, not what is SAID.

Types of minutes

- Action minutes
- Summary minutes
- Detailed minutes
- Transcript (word-for-word or “verbatim” – court-recorder level of detail)

Meeting minutes

- We recommend “action” or “summary” minutes, not detailed minutes.
- Should record what is done, not what is said.
- For certain topics such as conflict of interest, main points made should be included.
- Do not include “he said, she said.” This is a waste of time and effort and makes minutes less useful.

Detailed minutes are a bad idea because...

- It violates the fundamental purpose of minutes.
- It can create liability for the organization or individuals in case of a lawsuit.
- It tends to personalize and politicize the discussion.
- It can intimidate participants, preventing them from speaking freely.
- It absorbs too much staff time and takes the group's time.
- It makes it harder to find the actions taken.

- Your current minutes are excellent.

III. Meeting discussion, Point of Order, and Appeal

EXERCISE

Script Reading

Watch for

- Rules for discussion
- Inappropriate remarks
- Point of Order and Appeal
- Chair out of line

- In real life, members must be recognized by the chair before speaking.
- In this script, the numbers take the place of recognition.

Raise parking fees?

- Chair
- Banker
- Elderly member
- Environmentalist
- Photographer
- Teacher

Principle of Equality

All members have equal rights,
privileges and obligations.

Key Point

Discussion in board and
committee meetings is
NOT A CONVERSATION.

It is **DEBATE** and has its own rules.

Fundamental guideline

- No one may speak a second time until everyone who wishes to do so has spoken once.

Fundamental guideline

- No one may speak a second time until everyone who wishes to do so has spoken once.

Why don't we follow this?

- Boards tend to discuss their affairs in conversational mode.
- In conversations, dominant people tend to dominate.
- Agreeable people tend to let them.
- Must have a structure to make sure that everyone has an equal chance to speak.
- This is both fair and efficient.

Equity and inclusion

- This rule is also the best way to ensure that each person has an equal voice.
- The system is formal but inclusive.
- It will make for robust discussion and advance your equity goals.

POINT OF

ORDER



Point of Order
flying dinosaur

Point of Order

flying dinosaur

- When ANOTHER MEMBER breaks one of the rules, a member may make a POINT OF ORDER.
- Chair rules on the point.

Point of Order

- A motion claiming that a procedural mistake has been made.
- According to Robert, can be made only by a member.
- We recommend that key staff be authorized also.
- Public may not raise a Point of Order.



Process Point of Order

1. Member: *Point of Order!*
2. Chair: *State your point.*
3. Member: *That remark breaks our rule against interrupting.*
4. Chair: *The point is well taken. Members will refrain from interrupting each other.*

Point of Order

- You can make this at any time, except during voting.
- Do not have to be recognized.
- May interrupt a speaker if necessary.
- Must be timely – made at the time of the offense.

Language tip

- Use the “third person” to keep things neutral and lessen conflict.
- Note that the chair states the general rule.
- The chair is speaking on behalf of the rules of procedure.
- DO NOT SAY “You are out of order” or “You made a mistake.”

What is the role of the chair?

It is the duty of the presiding officer to enforce the rules relating to debate and those relating to order and decorum within the assembly.

Robert's Rules of Order, 47:7

Chair doesn't have to say "Point of Order"

- The chair has the duty of maintaining order and decorum, so doesn't need to say "Point of Order."
- Just needs to take appropriate action.

When in doubt, ask the group!

- Chair can always ask the group to decide if a Point of Order is correct (“well-taken”) or not.

Chair: *The chair is uncertain about the word “malarkey.” The chair will ask the board to decide this matter. All those who believe that the word “malarkey” is insulting, please say “aye.”*

Board members in favor: *Aye.*

Chair: *All those who believe the word “malarkey” is not insulting, please say “no.”*

Board members opposed: No.

Chair: *The ayes have it and the word “malarkey” may not be used, OR the noes have it and the word “malarkey” is acceptable.*

Chair subject to same rules

- If the chair breaks one of the rules, a member may raise a Point of Order.
- The chair rules on own behavior, which seems odd, but is the way the system works.

No further discussion

- Once the chair has ruled on a Point of Order, the only allowable form of discussion is to appeal the ruling.

APPEAL

Appeal

The most important motion in all of
Robert's Rules –
and the least known!

Chair's rulings can be appealed

- The CHAIR enforces order and decorum.
- The GROUP is the final authority.
- Any TWO MEMBERS can appeal a ruling of the chair (one member appeals and one seconds the appeal).
- EXCEPTION: If the ruling is a matter on which there cannot be two reasonable interpretations, the ruling cannot be appealed.

A simple way to appeal

Any member shall have the right to challenge any action or ruling of the Mayor, in which case the decision of the majority shall govern.

City of SeaTac Administrative Procedures

Further points

- Point of Order and Appeal are processed immediately. No other business can take place until they are dealt with.
- Points of Order and Appeals do not count against a member's turn to speak in debate.

Debatable?

- Point of Order cannot be debated.
- Appeals pertaining to language, decorum, and the order of business cannot be debated.
- When an appeal can be debated, the process is different from anything else in Robert's Rules.

Point of Order and Appeal are the heart of democracy



In our view, the motions Point of Order and Appeal are the heart of our democracy. They provide the mechanism to stop a dictatorial chair who is acting like a “boss.” They are essential for every local

IV. How to do this?

- Seek recognition before speaking.
- No one may speak a second time until everyone who wishes to do so has spoken once.
- No interrupting (in general).
- No sidebar conversations.
- Set time limits.
- Courtesy and respect are required.

Seeking recognition

- Members must seek recognition from the presider before speaking.

Seeking recognition

- Raise your hand and wait to speak until the presider (chair) calls your name, nods at you, or gives some other sign that you have permission to speak (you “have the floor”)
- Online, you can use the “raise hand” function or raise your physical hand.
- For Zoom on the telephone, press *9 (star nine).

Duty to remain silent

- When you have not been recognized, you have a duty to remain silent.
- The exception is a Point of Order when essential.

Rights and Responsibilities of the Member



Weldon L. Merritt, FRP, CPE, has graciously authorized Jurassic Parliament to publish this listing of the rights and responsibilities of ordinary members of an organization.

Please note that neither the list of member rights nor the list of member responsibilities is intended to be exhaustive. In addition, neither the rights nor the responsibilities are necessarily absolute in every instance. For example, the right to debate may be cut off or limited by motions for the Previous Question or to Limit Debate. And, while a member should not vote on a matter of direct personal interest, under Robert's

Fundamental guideline

- No one may speak a second time until everyone who wishes to do so has spoken once.

**NO CROSS TALK
BETWEEN BOARD
MEMBERS!**

HOW to do this?

- Chair can keep track of who has spoken and who wishes to speak, using a chart.
- Chair can empower vice-chair to do this – good training for them.

A great method – the “round robin”

- The chair goes around the table, asking each person in turn for their opinion. People may pass and speak at the end.
- Important to have a pencil in hand, to jot down points or questions for when your turn arrives.
- Chair must wait their turn also!
- You can vary the order of speaking.

Interrupting

- When a member has the floor, they have the right to speak until they have completed their comments.
- Members may not interrupt each other.
- Chair may interrupt members when necessary to bring them to order.
- Members may interrupt to make a Point of Order when essential.

No sidebars or texting

- No “sidebar conversations”
- No whispering! Disable the chat!
- No texting to each other or people outside during meetings.
- No posting on social media during meetings.

Keep your camera on

- Unless technical considerations prevent it, all board members should keep their camera on while participating online.
- Otherwise you are “lurking,” observing your colleagues without yourself being observed.
- This is disturbing and creates an unpleasant emotional imbalance.

Frustrating

- Structuring discussion in these ways can be frustrating.
- Board members sometimes say, “I wish we could just hash it out and have a free-form discussion.”
- Open meetings laws, and the press of time, mean that usually, this won’t serve your board well.
- However...

An occasional exception...

- Sometimes there is benefit in the conversational style or “informal discussion.”
- It can be useful at study sessions (Committee of the Whole), or in committee meetings.
- Chair must still ensure that no one dominates.
- Do not make the conversational style your ordinary or “default” style of discussion.

It is the duty of the chair...

*To expedite business in every way
compatible with the rights of members.*

Robert's Rules of Order Newly Revised, 12th edition 47:7 (7)

Set time limits

- Jurassic Parliament recommends that boards set estimated times for agenda items.
- We recommend time limits on individual board member speeches – 3 or 5 minutes.
- Time limits cannot be debated.
- They can be suspended or changed by a two-thirds vote without debate.

Your rules

Members should try to limit their remarks to ten minutes or less.

- In our view, ten minutes is too long!
- As Yoda says – “there is no try.”
- Rules should be rules, not exhortations to try to do something.

How many times?

- In large assemblies, each member may speak twice on each motion, per day.
- In small boards, this limit does not apply.
- Some boards adopt a two-time limit.
- This can be suspended by a two-thirds vote without debate.

Time limits create productive meetings



The mayor of Alexandria, Virginia began council meetings by responding to each person giving public comment, sometimes delaying the start of regular business three hours or more. Was this reasonable? No. We need time limits to establish structure and create productive meetings. Robert's Rules says that members have the right to an efficient meeting. It takes effort to do this, and for the chair to maintain the limits, but the effort will pay off big time.

SET AN OVERALL TIME LIMIT FOR THE MEETING

If you are a private nonprofit board, a good target for a regular board meeting is two hours. After

DISCUSSION

How do these ideas seem to you?



Stand at ease
10 minutes

IV. Motions and amendments



Main Motion
Tyrannosaurus rex

Main Motion

Tyrannosaurus rex

- For public bodies, a main motion is the usual and customary way to start the action of discussion and decision making.

When can you make a new motion?

- 1) If the agenda contains a draft motion in an agenda bill, you can move it at the proper time.
- 2) You can make a motion spontaneously when a subject is being discussed, if it is germane.
- 3) You can make a motion spontaneously under “New Business,” if your board includes that heading in its agenda.

New Business

- Many local governments do not include the agenda item “new business,” because of the need to ensure that action items are thoroughly prepared.
- Sometimes, bodies must publish their preliminary agenda. They may have the right to add items on the spot.
- Adding something may be unwise. The public should know when important topics will be considered.

Main Motion

We recommend this sequence:

- Staff presents proposal in writing and answers any questions.
- Motion is moved and seconded.
- Members discuss motion and may amend it.
- Members vote on motion.

Main Motion

Tyrannosaurus rex

- It should be **in writing** if at all possible.
- It should be **clear** and unambiguous. Don't say, "I move what he just said!" or "So moved!"
- It should be phrased in the grammatical **positive**.
- It must comply with the **bylaws** and the **procedural** law of the land.
- You may only have **one main motion** at a time.

Fundamental Guideline

One thing at a time

- One subject is discussed at a time.
- Robert's Rules is very linear!
- Chair, and members, must insist on this.

How do you introduce a Main Motion?

Three little words:

I move that...

Member must be clear

- The member has the responsibility of formulating the motion.
- Don't mix up your ideas about the subject with the motion itself. Save those for debate.

Our employees are really under a lot of stress right now, they're worried about an asteroid striking the earth and wiping us all out, and I think that giving them pharmaceutical help would be great, Valium would make a big difference, they deserve our assistance.

State the exact motion clearly

*I move that all employees will be issued a
monthly supply of Valium WITHOUT
CHARGE.*

You can request a moment to write it down

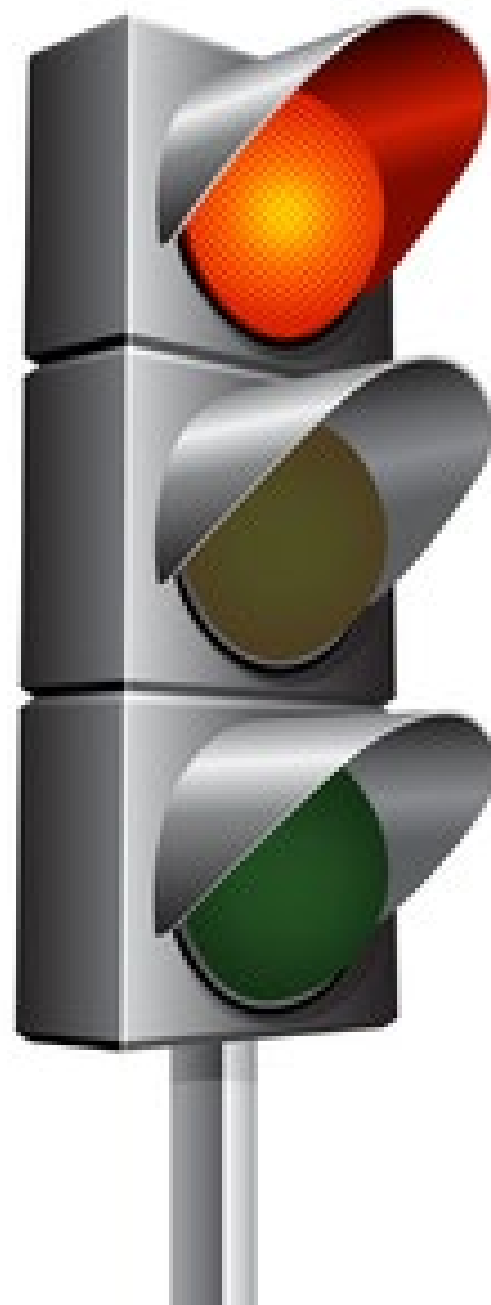
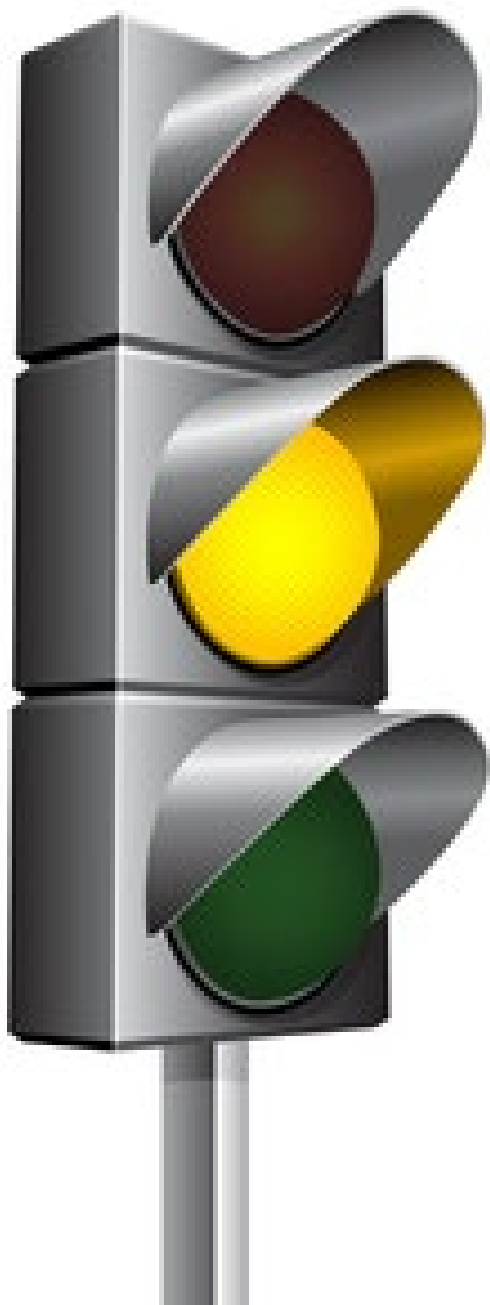
- May I have a few minutes to write this motion down?
- Chair may also request that motion be written.
- Can use 3-part motion forms.

Second

Director Smith seconds the motion!

Your rules

All business shall be brought before the Board by a motion. All motions, including those made by the Chair, are automatically seconded.



Eight steps to process a motion

1. **Member makes motion.**
2. Another member seconds motion.
3. **Presider states motion.**
4. Members debate and/or amend motion.
5. **Presider restates motion.**
6. Members vote on motion.
7. Presider states results of vote, whether motion passes or fails, and what happens next as a result of the vote.
8. Presider states next item of business.

EXERCISE

Eight Steps Worksheet

- Fill in the blanks on the Eight Steps worksheet.

Step #3 is very important!

- Presider **MUST** repeat the motion, or have the clerk repeat it.
- **WHY?**
 - So that everyone knows what we are actually discussing.
 - The text of the motion as stated by chair is the official text.
 - After step #3, the motion belongs to the group as a whole, not to the person who made it.

Chair must be precise

- The chair has the duty of repeating the exact words of the motion made by the board member.
- If some change is made, board member should speak up and repeat exact words.
- Other board members should not be speaking at this point.

Don't be hasty

The presiding officer must not permit members to press on so rapidly that the parliamentary steps are abridged or go un-observed. When a motion is made, he must not recognize any member or allow anyone to speak until the motion is seconded and he has stated the question. RONR 47:16

Step #5 is also very important!

- Chair must repeat the motion before the vote is taken.
- WHY? So that everyone knows what we are actually voting on.
- Have you ever been at a meeting when once the vote is taken, someone says, “What did we just approve?” and no one knows exactly what it was?

DISCUSSION

- *[blah blah blah]*

Moving to vote

- When it seems that discussion is finished, chair asks, “Is there any further discussion?” or “Are you ready to vote?”

Voice vote

- Chair repeats the motion.
- Chair says, “All those in favor say ‘aye,’ all those opposed say ‘no.’”
- Chair announces results of vote, whether motion passes or fails, and what will happen next as a result of the vote.
- Chair announces next item of business.

Voice vote

- *The “ayes” have it, the motion passes, and we will issue all employees a monthly supply of Valium without charge, OR*
- *The “noes” have it, the motion fails, and we will not institute this program.*

Changing your vote

- Up until the chair announces the vote, you may change your vote.
- After the chair has announced the vote, you may change it only with unanimous consent of the body.
- After the board has gone on to other business, your vote cannot be changed (according to Robert's Rules).

Other points

- Check your requirements for a vote to pass.
- On a voice vote, the chair must call for the negative vote, even if it seems obvious that the motion is unanimous.
- Robert's Rules says that "to abstain" is to do nothing, and that the chair should not call for abstentions.
- However, local government bodies generally will call for abstentions, and that is fine.

Abstain

- If you abstain, it means that you aren't taking any position on the matter.
- Of course you must abstain if you have a conflict of interest.
- Some boards have a rule that an abstention is counted as a “yes” vote, or as a “no” vote.
- Jurassic Parliament does not recommend this.

Conflict of interest

- Determining whether you have a conflict of interest is sometimes complicated.
- For example, under Robert's Rules, a person may vote on something that affects a class of persons of which they are a member. But city rules might be different.
- Please consult your attorney before the meeting, so they can determine the correct situation.

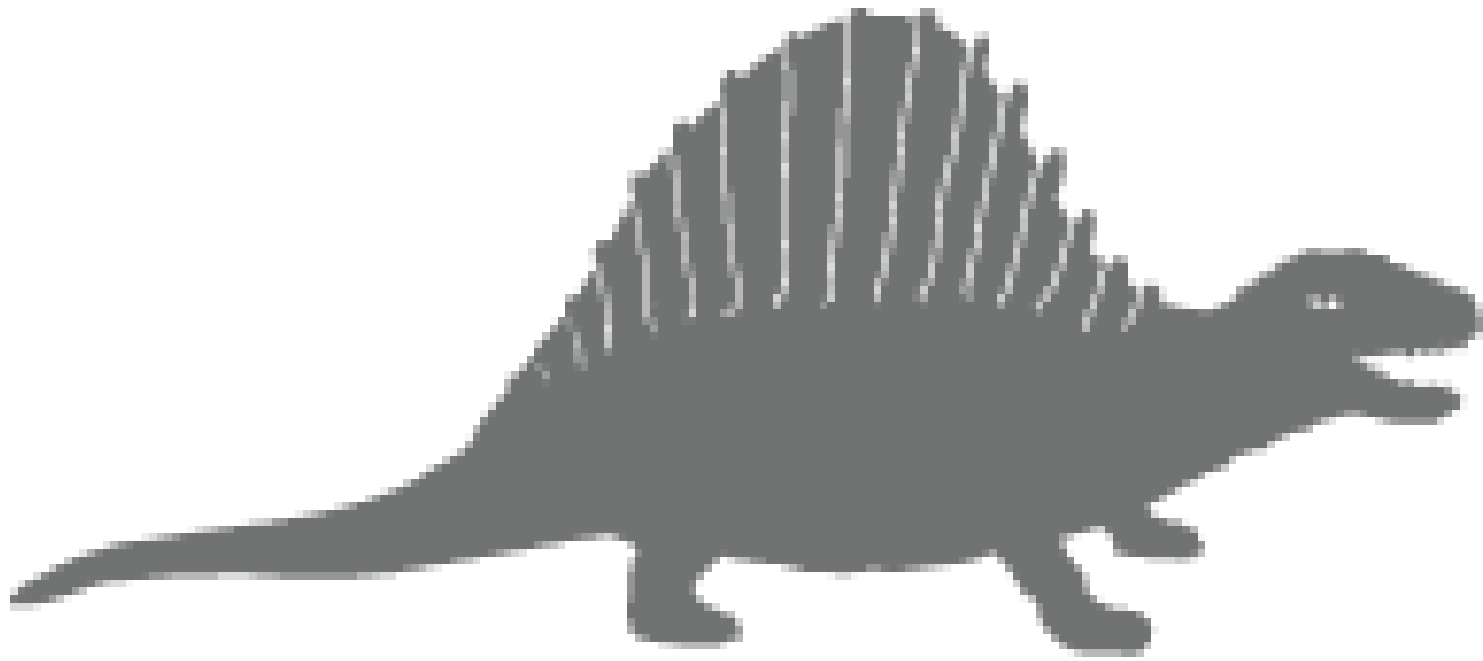
Your rules

Board members are prohibited from acquiring or having a financial interest in any property that the District acquires, or a direct or indirect financial interest in a supplier, contractor, consultant, or other entity with which the District does business.

Amendment

Dimetrodon

- You amend a motion to improve it.
- The amendment applies to the main motion.
- The amendment must be germane (relevant).
- Anyone may move to amend, even the person who made the motion.



Amendment
Dimetrodon

Psychiatrist

I move that we amend the motion by adding the words “after receiving a psychiatric evaluation.”

If adopted, motion will read:

All employees will be issued a monthly supply of Valium WITHOUT CHARGE,
after receiving a psychiatric evaluation.

Four ways to amend

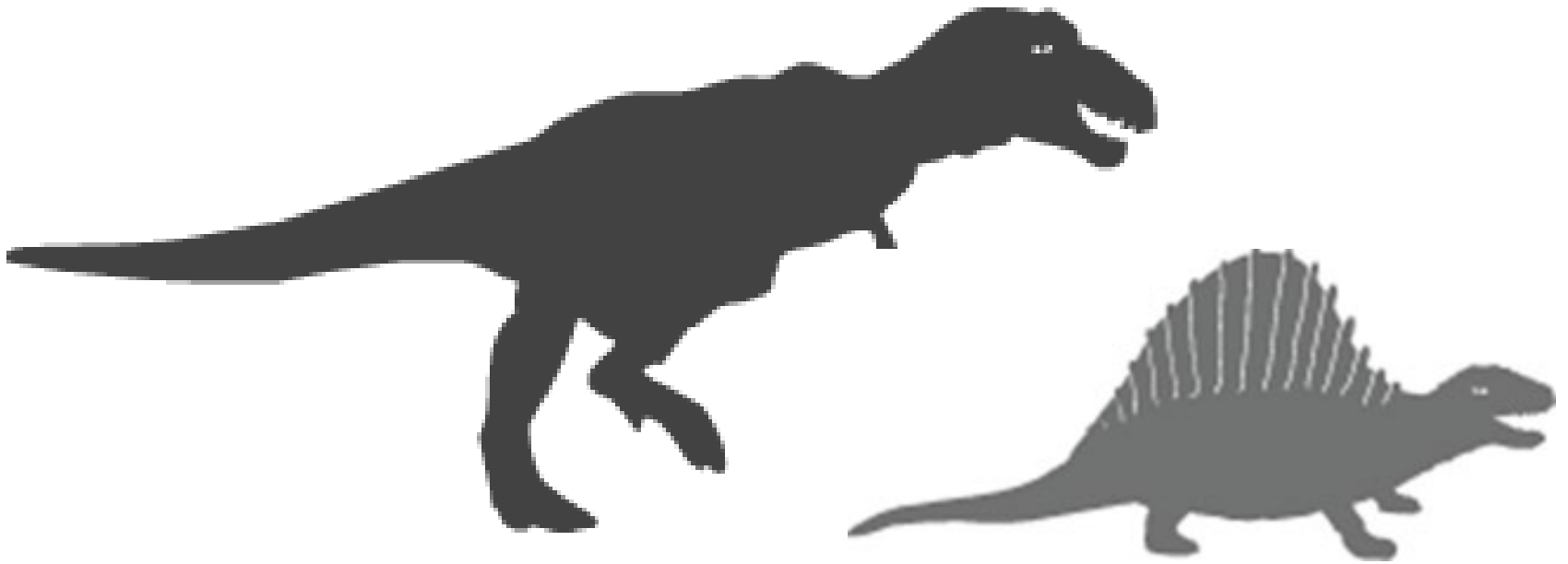
1. Add or insert words.
2. Strike out words.
3. Strike out words and insert words in their place.
4. Substitute (tricky!).

Process Amendment

- The amendment is processed using the same eight steps that we just saw for a main motion.

The challenge is...

- We vote on amendments before we vote on the main motion, in order to make the main motion as good as possible - to **perfect** the motion.



Amendment blocks Main Motion

Fate of the Amendment

- Once the fate of the amendment has been decided, debate continues on the main motion.
- Don't forget to vote on the main motion "as amended."

More amendments are possible...

- Once you've dealt with one amendment, you may have others...
- provided that they apply to a *different aspect* of the main motion.
- It takes special actions ("reconsideration") to go back and change something we've already amended.

The process continues

- After all amendments have been processed, the body still must vote on the AMENDED MAIN MOTION.

“Friendly amendment”

- People often process “friendly amendment” the wrong way.
- DO NOT turn to maker and seconder to ask if they accept the amendment – this give them improper power.
- Handle this the same as any other amendment.
- Ask, “Is there a second?” etc.
- Once a motion has been stated by the chair, the maker and seconder have same rights as any other member.

VI. Inappropriate remarks

- It is a basic principle of parliamentary procedure that debate must be “germane” (relevant) to the topic at hand.
- Certain kinds of remarks are inappropriate because they are not relevant to the discussion.
- Therefore, courtesy and respect are required at all times.

Fundamental guideline

Courtesy and respect are required.

These remarks are inappropriate

1. Personal remarks about others (except for conflict of interest issues)
2. Discourteous remarks – insulting language, attacks
3. Inflammatory language
4. Criticizing past actions of the group (unless subject is under discussion, or member is about to propose a change)
5. Remarks that are not germane (relevant) to the discussion

Inappropriate Remarks on Local Government Councils



If you serve as an elected official on a local government council or board, you should know the types of remarks that are inappropriate during discussion at a meeting. Robert's Rules of Order and the common parliamentary law it is based on require that:

- Members of a council or board must be courteous to one another.

Duty to be polite

- During the meeting, board members have a duty to be polite to their colleagues, staff, and everyone else.
- This is part of their fiduciary duty of obedience to the goals of the organization.



Personal remarks

*The measure, not the member, is the
subject of debate.*

Robert's Rules of Order Newly Revised, 12th edition, 43:21

The focus of our meeting is...

- Words on paper.
- Focus on the motions and not on the people who make the motions.
- We recommend that board members take this approach outside the meeting also.
- Focus on actions taken and do not criticize colleagues outside the meeting.



Discourteous remarks

- Speaks for itself!
- No insulting language, no vulgarity, no personal attacks.
- This also applies to remarks about the public and other non-members.



Inflammatory language

That's a lie!

VS.

*I believe that there is strong evidence
that the member is mistaken.*

The moment the chair hears such words as “fraud,” “liar,” or “lie” used about a member in debate, he must act immediately and decisively to correct the matter and prevent its repetition.

Robert's Rules of Order Newly Revised, 12th edition, Section 43:21



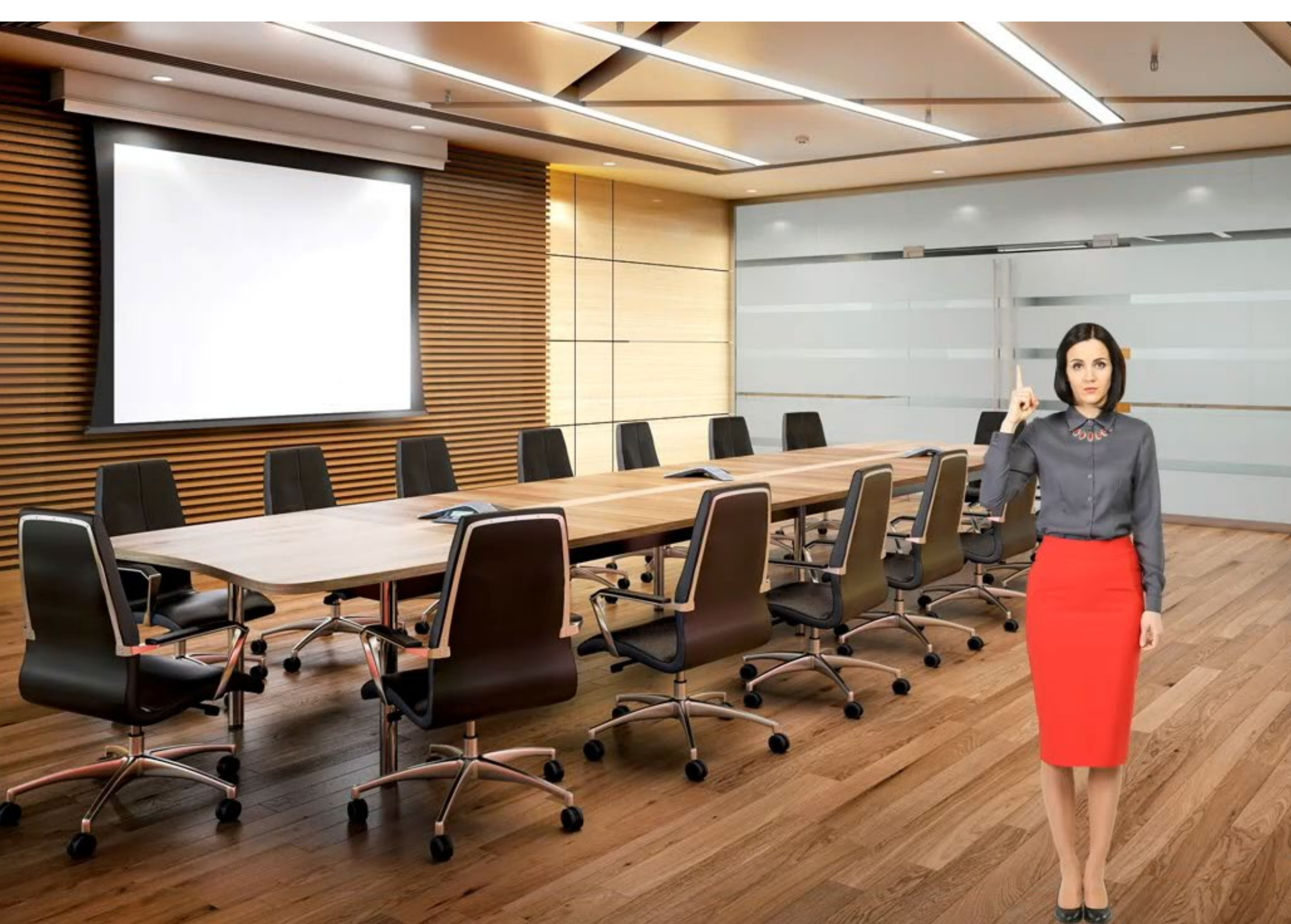
Criticizing past actions

- Members may not criticize a past action of the group during a meeting, with two exceptions.



May not criticize past actions

- Two exceptions:
 - If the body as a whole is discussing the matter
 - If the member plans to introduce a motion to rescind or amend the motion at the end of their speech.
- Members may not criticize the body as a whole



Fundamental guideline again

One thing at a time.

Remarks that are not germane

- Discussion must be relevant to the topic at hand.
- Be vigilant (but reasonable) about this!
- Chair can call a member to order if remarks are not germane.
- A member can call another member to order.

Language tip

Members will kindly keep their remarks strictly to the topic under discussion.

Who decides?

- If any question arises whether a remark is appropriate or not, or a comment is germane, the chair rules, subject to appeal.
- The chair may also turn immediately to the group to ask the members to decide.
- Ultimately it is the GROUP'S CALL.



PHOTO: BRYAN ALLE

CHEAT SHEET

WAIT! WAIT! WHAT SHOULD I SAY?

If you are the chair, say...

If you are a member speaking about
another member, say...

If you are a member speaking about
the chair, say...

BIG MISTAKES

speaking twice in a row	Members are reminded that no one may speak a second time until everyone who wishes to do so has spoken once.	Point of order...The member has spoken twice while others are waiting to speak.	Point of order...The chair does not have the right to dominate the discussion, but must speak in turn.
not seeking recognition	Members will kindly seek recognition before speaking.	Point of order...Members must seek recognition before speaking.	[not applicable]
speaking directly to another member	Members will kindly address all remarks to the chair.	Point of order...Members are supposed to speak to the chair.	[not applicable]
interrupting another person	Members will kindly refrain from interrupting one another.	Point of order...Interrupting is not allowed.	Point of order...The chair does not have the right to interrupt a member.

INAPPROPRIATE REMARKS

personal remarks	Members will refrain from making personal remarks.	Point of order...Personal remarks are not allowed.	Point of order...Personal remarks are not allowed.
insulting language, vulgarity, attacks	Insulting or vulgar language is not allowed at our meetings.	Point of order...The language used by the member is insulting/vulgar.	Point of order...The chair is using insulting/vulgar language.
inflammatory language	Inflammatory language is not allowed.	Point of order...That remark is inflammatory.	Point of order...That remark is inflammatory.
criticizing past actions	Members may not criticize a past action of the group during a meeting, with two exceptions.*	Point of order...Members may not criticize a past action of the group during a meeting, with two exceptions.*	Point of order...The chair may not criticize a past action of the group during a meeting, with two exceptions.*
speeches that are not germane	Members will keep all speeches strictly to the	Point of order...In germane that topic is not	Point of order...In germane that topic is not

Note that this is proprietary information. Do not duplicate.

Important note

- We are speaking here about discussion within board meetings.
- These prohibitions DO NOT APPLY to the public when they are giving public comment.

EXERCISE

Script Reading

Weed control at headquarters

- Chair
- Fiscal conservative
- Gardener
- Dancer
- Photographer
- Football fan

VII. Who's in charge?

Note on role of chair

- Robert has different rules for small boards (up to about 12 people).
- In a small board, chair may make motions, discuss, and vote, unless law, regulations or bylaws say otherwise.

*Robert's Rules of Order Newly Revised,
12th edition*

Abbreviated RONR
“Rules of Order Newly Revised”

THE ONLY CURRENT AUTHORIZED EDITION *of the*
CLASSIC WORK ON PARLIAMENTARY PROCEDURE

ROBERT'S RULES OF ORDER

NEWLY REVISED



12TH EDITION

Henry M. Robert III,
Daniel H. Honemann, Thomas J. Balch,
Daniel E. Scabold, and Shmuel Gerber

THE RULES YOU NEED IN A MEETING
MADE SIMPLE AND EASY

ROBERT'S RULES OF ORDER

— NEWLY REVISED —

IN BRIEF



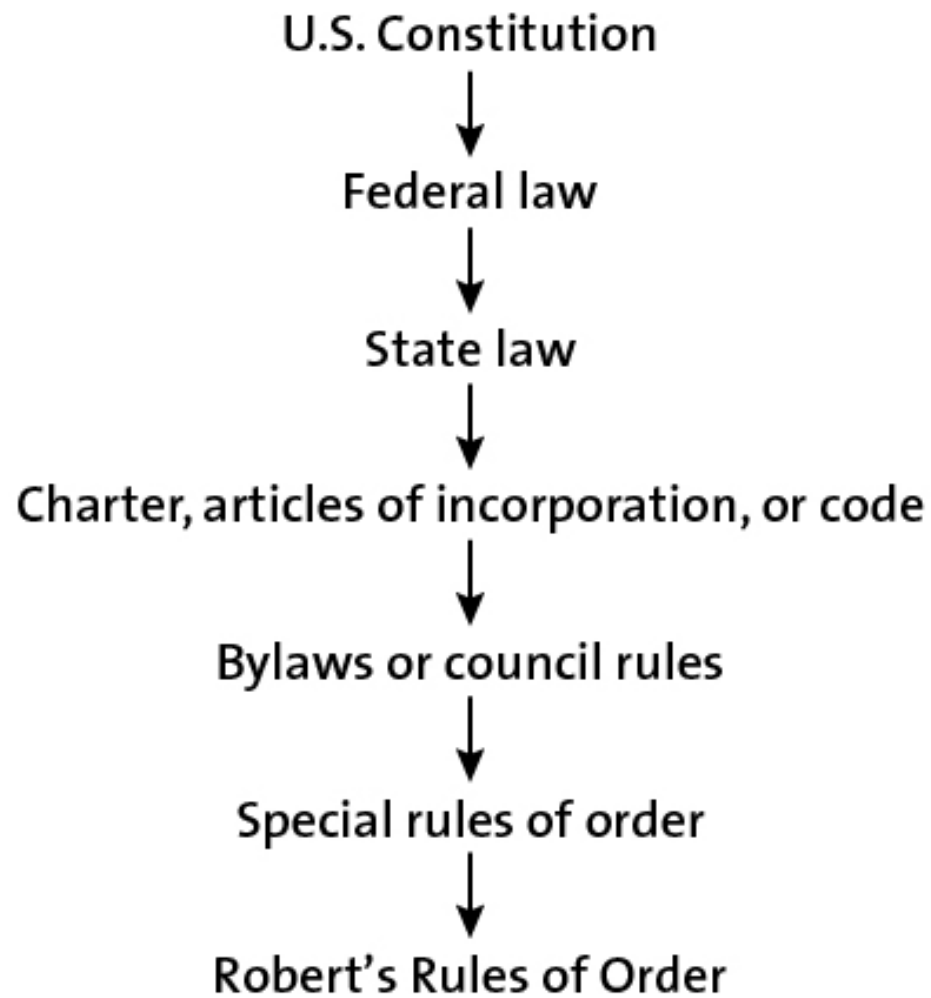
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FULLY UPDATED 3rd EDITION

We recommend spiral-bound editions,
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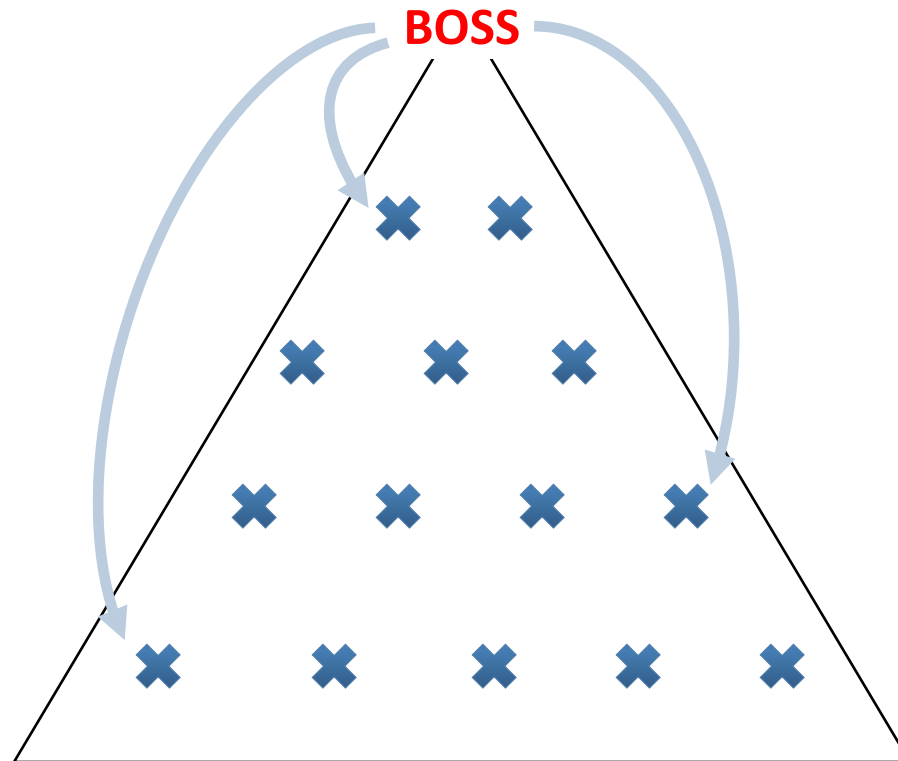
www.parliamentarians.org



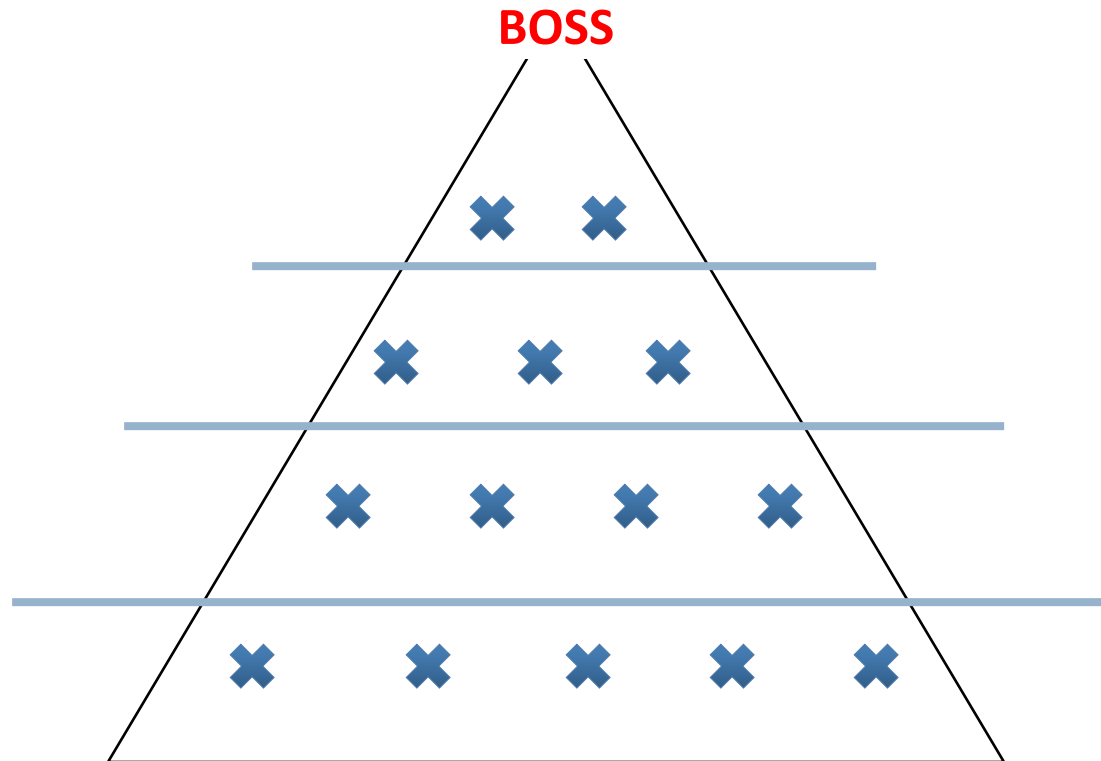
Your rules have higher authority

- You may choose the rules that suit the board best, and they have higher authority than Robert's Rules.

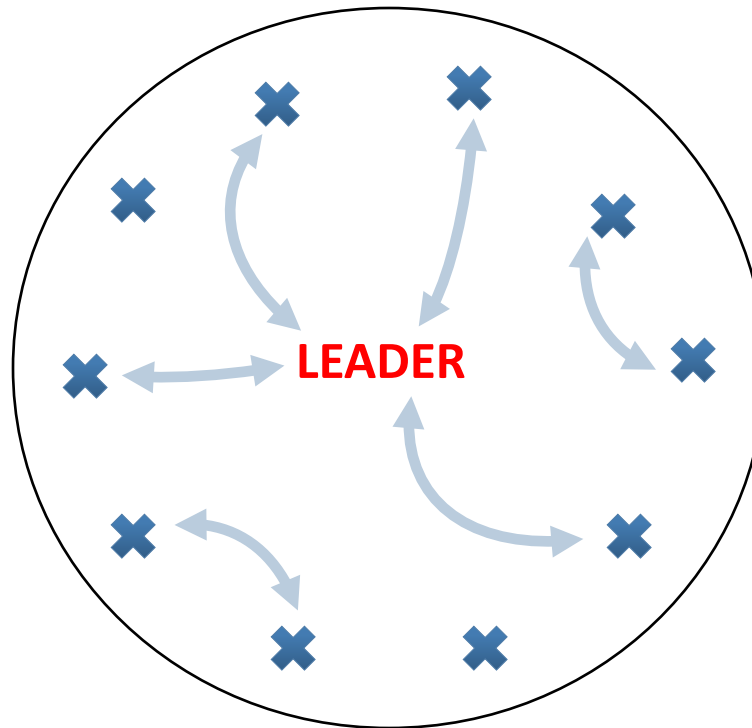
Accountability Hierarchy



Accountability Hierarchy



Voluntary Association



Key Point

Each member has an equal right to speak and to try to persuade others to accept their view.

Key Point

During meetings,
the chair controls the process
so the group can make the decisions.

Fundamental guideline

During meetings,
the chair is the servant of the group,
and the group is the final authority.

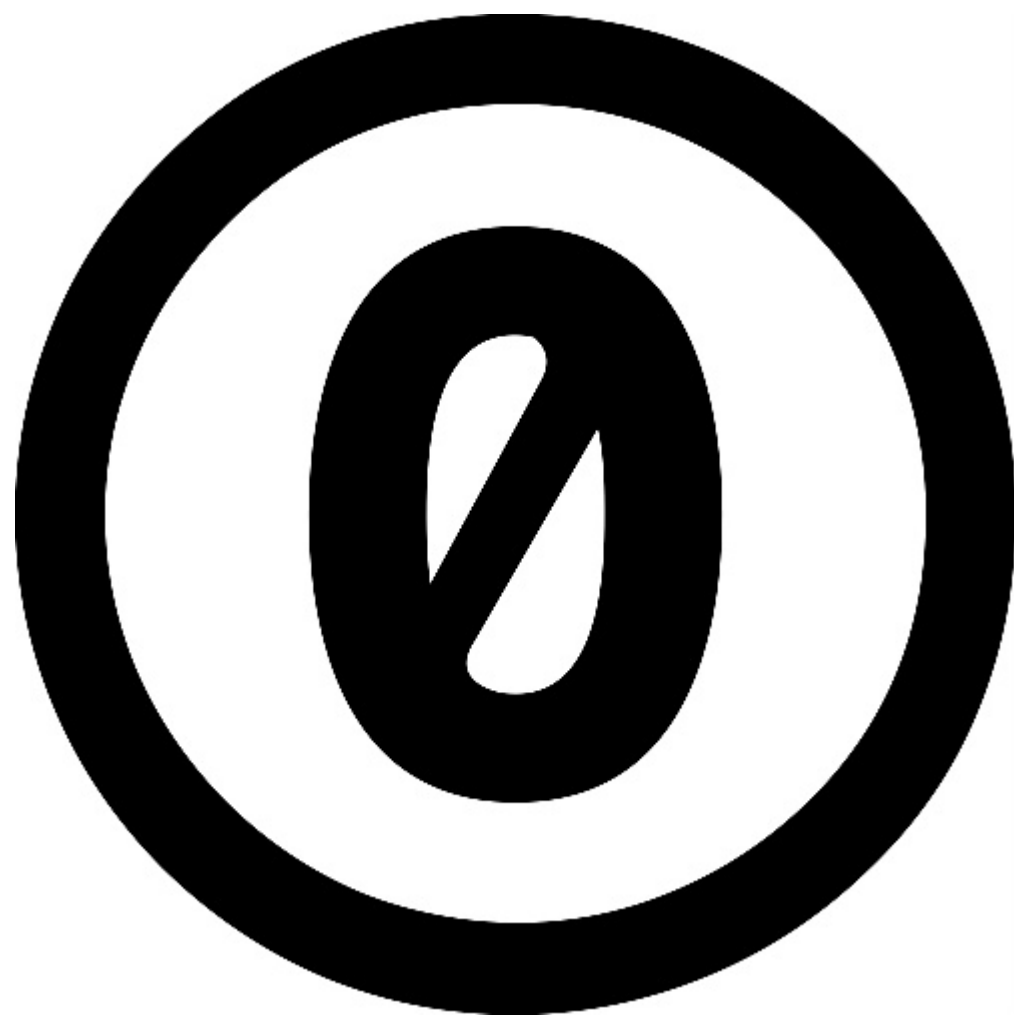
Fundamental guideline

During meetings,
the chair is the servant of the group,
and the group is the final authority.

You have both types of structure

- The board forms a voluntary association.
- The CEO and staff form an accountability hierarchy.

What is each person's individual authority?



ZERO
Nothing
Nada
Zip
0

All members of a governing board share in a joint and collective authority which exists and can be exercised only when the group is in session.

The Standard Code of Parliamentary Procedure

What is your individual power?

- LEGISLATION is the prerogative of the board. CEO supports board, but does not decide.
- ADMINISTRATION is the prerogative of the CEO. Board may not interfere.

Board members may not do the work of the district

- Elected officials care deeply about their district.
- Sometimes they have special knowledge and expertise.
- They may make suggestions to the staff, but they may not do the work of the district themselves.
- Why? They must not cross the line between legislation and administration.
- This is a legal requirement!

Your duty as a board member

- Debate and determine overall strategy, policy, and legislation for your district.
- Leave the details of operations to the CEO and staff.

Vigorous discussion

- Discussion on board motions can and should be vigorous!
- Express your views freely and don't hold back.
- Once the vote has been taken, however, things change.

It's OK to disagree

- The fact that people have different opinions is a strength. It's a good thing!
- BUT we tend to identify with our own position.
- When we are defeated, we sometimes take it personally.
- This is a mistake.

At the end of the day, the body must unite behind its decision.

- It is a basic democratic principle that the decision of the majority, voting at a properly called meeting, is the decision of the body as a whole.
- The minority must make it their decision as well.



Democracy is the worst system of government in all the world, with the exception of those others that have been tried from time to time.

Winston Churchill

Members have a duty

- When serving on a public body, members have a duty to uphold the decision of that body, even if they disagree with it.

Disagreement

- Members may express their disagreement in public, but may not attempt to UNDERMINE the decision.
- They are free to try to persuade their colleagues, during the meeting, to change the decision (within limits).

We all want to be right

- It's human nature to be unhappy when you oppose the decision.
- Our current culture places a strong premium on individuality.
- I invite you to commit yourself to a bigger principle than your own views.

WHY?

After everyone's voice is heard, including the minority, it is the majority that make the decision.

Your rules

The Board will enforce upon itself whatever discipline is needed to govern with excellence.

Your rules

These governance policies are adopted with the intent that they are fully enforceable and that violations of the provisions of these policies will result in action against Board members as provided herein.

Lost the vote? Don't sabotage the council's action



We've had inquiries recently about elected officials who lost a vote, and then actively worked against the outcome. This amounts to trying to sabotage the council. It is wrong, wrong, wrong.

THE MAJORITY RULES

General Henry Martyn Robert, the original author of *Robert's Rules of Order*, expresses it this way:

What is the alternative?

*The ballot box is sacred
because the alternative is blood.*

Elias Canetti

Three things you must have:

1. Knowledge of how this system works
2. A majority on your board in favor of civility and this system.
3. The personal moxie,chutzpah, energy and drive to put it all into practice.

Chair must control who speaks when

- The chair serves as a BENEVOLENT DICTATOR, enforcing the rules the group has chosen.
- Individual members must SEEK RECOGNITION before speaking.

We don't like this

- The modern style is completely opposite.
- We're encouraged to speak softly, gently, indirectly.
- We're encouraged to use "I" statements.
- Forget all that when running a meeting.

Don't be intimidated by anger

- Evolutionary psychologists tell us that anger evolved “in the service of bargaining, to resolve conflicts of interest in favor of the angry individual.”

Leonard Mlodinow, *Emotion: How Feelings Shape Our Thinking*

Two qualities for the chair

Strength and warmth

John Neffinger and Matthew Kohut

Compelling People:

*The Hidden Qualities that
Make Us Influential*

"A must read for all leaders who want to maximize their influence on others."
—ART MARKMAN, *author of Smart Thinking and Habits of Leadership*

COMPELLING PEOPLE



THE HIDDEN QUALITIES
THAT MAKE US INFLUENTIAL

JOHN NEFFINGER + MATTHEW KOHUT

“Generous authority”

- It's important to be business-like and focused.
- Keep things moving.
- At the same time, show humanity and humor when appropriate.



THE ART OF GATHERING

HOW WE
MEET AND
WHY IT
MATTERS

PRIYA PARKER

Chair controls who speaks when

- If someone speaks up without being recognized, STOP THEM.
- If someone speaks out of turn, INTERRUPT THEM.
- If someone makes insulting remarks, CUT THEM OFF.

Duty to obey the chair

- Members have a duty to obey the chair's directions.
- If they disagree, they can't argue back.
- What can they do?

HOW to control?



Guide your members by stating the obvious

- You as chair know more about the process than anybody else.
- You must repeat yourself, and state the obvious, to help bring everyone along.

Keep things moving! Be brisk! Speak crisply!

- *Well, I guess the agenda is adopted...*
- *I'll kind of get a thumbs up from the board next week...*

Language tips

- Phrase things in the positive.

We're not trying to hide anything here vs.

We're committed to being transparent.

- Give up on the word "but." Always say "and."
- Say "kindly" not "please," which sounds like pleading.
- Say "very well" and move on.

CHEAT SHEET

LANGUAGE TIPS FOR MEETING MANAGEMENT

SITUATION	CHAIR CAN SAY
Call to order	<i>This meeting of the [name of organization] is called to order.</i>
Unanimous consent	<i>Without objection... If there is no objection...</i>
To begin discussion	<i>It has been moved and seconded that... Is there any discussion?</i>
If there is no second	<i>Since there is no second, the motion will not be considered.</i>
To end discussion	<i>Is there any further discussion? or Are you ready to vote?</i>
Process Point of Order	<ol style="list-style-type: none"> 1. Member says, "Point of Order." 2. Chair says, "State your point." 3. Member explains issue. 4. Chair says, "The point is well taken," or "The point is not well taken."
When someone says "Point of Order" but can't explain what they mean	<i>What rule has been broken?</i>
Process Point of Information	<ol style="list-style-type: none"> 1. Member says, "Point of Information." 2. Chair replies, "State your question."

When in doubt, ask the group!

- Chair can always ask the group to decide a question.

1. Chair: *The chair believes that remarks about UFOs landing at our county airfield are not germane, and will ask the commission to decide whether the commissioner may continue speaking on this topic. All those who believe that the commissioner may continue speaking, please say “aye.”*
2. Commissioners in favor: *Aye!*

3. Chair: *All those who believe that the commissioner may not continue, please say "No."*
4. Commissioners opposed: "No."
5. Chair: *The ayes have it and the commissioner may continue speaking, OR the noes have it and the commissioner will cease from speaking. Our next speaker is...*

HOW to control?

The chair should never get excited.

Robert's Rules of Order Newly Revised, 12th edition, 47:19



VIII. Board/staff relations at meetings

Board members may not criticize staff

- Board members must respect the role of the CEO/General Manager as the administrative head of the utility.

Your rules

Except for participation in Board deliberation about whether a reasonable interpretation of Board policy has been achieved by the CEO/General Manager, members will not make express individual judgments of either CEO/General Manager or other employees' performance.

Your rules

Board members shall not publicly state or imply that the CEO/General Manager is out of compliance with any policies or decisions of the Board or District absent a determination of non-compliance by the Board.

This means that...

- Board members must speak politely to staff and may not criticize them as individuals at meetings.
- They may not make blanket condemnations of the work of the staff.
- Of course board members may address positions or information provided by staff.

If it happens...

- The presiding officer must interrupt and put an immediate stop to it.
- The style is firm, but not harsh.
- Use the “third person.”

Presiding officer says...

The board member is reminded that under our commission policy, remarks of this type are not allowed. Concerns about staff performance must be directed privately to the CEO/General Manager. Kindly refrain from these comments.

If the board member persists in objecting, or appeals...

- Chair: *The chair will ask the Board to decide this matter. In the chair's view, these remarks are not appropriate. All those who agree, please say "aye."*
- Board Members in favor: *Aye!*
- Chair: All those who disagree, please say "no."
- Board Members opposed: *No!*

- Chair: *The “ayes” have it, and the Board Member may not continue with these remarks, OR The “noes” have it, and the Board Member may continue.*

Successful staff interaction in local government meetings



IX. Public comment

Another disclaimer

Robert's Rules of Order contains very little guidance on public comment. In general, this information comes from Jurassic Parliament's experience over 15 years of working with local governments.

WHY public comment?

- A board meeting is NOT A MEETING OF THE PUBLIC.
- It is a MEETING OF THE BOARD that is held in public.
- The purpose of the “public comment” period is to allow the board members to become informed about the views of the public.
- It should be carefully structured.

Be consistent

- Best to announce rules at beginning of each session, and provide written handout.
- For the sake of fairness, rules for public comment **MUST** be enforced consistently.
- Public must address remarks to chair, not to individual board members or the audience.

Follow time limits

- Ask staff to time speakers so chair is not distracted.
- Some bodies have a visible timer so speakers know when their limit is approaching.
- Speakers may not donate their time to someone else.

Do not dialogue

- This is not a dialogue.
- Do not get into back-and-forth with the public. If chair starts dialoguing with the public, the situation can quickly become confusing.
- If you respond to some speakers but not to others, it can be interpreted as showing bias.

We tell the public it is a one-way communication to the board.

Differing expectations

- The public may have different expectations.
- They may come to the meeting looking for answers to specific questions.
- They may want to argue.
- They may want their remarks “on the record.”
- They may want to raise a “Point of Order,” which they cannot do.
- Education is critical!

Audience relations

- Only the chair may speak to the audience as a whole.
- Individual board members may not speak to the public or recognize people in the audience.
- Discourage demonstrations—clapping, booing, whistling, stamping of feet, etc. These can chill free speech, both for board members and public.

Time, place and manner

- The courts have found that local governments may limit the time, place and manner of public comment.
- All such restrictions must be viewpoint-neutral.
- We recommend setting a time period for public comment (for example, 30 minutes).
- We recommend setting a 3-minute limit for individual speakers.

If a speaker runs over...

- If a speaker runs over the limit, interrupt and request that they conclude their remarks, or simply inform them, “Your time is up.”

Comment vs. disruption

- Attendees do not have the right to DISRUPT the meeting.
- However, the courts have found that mere words do not usually constitute disruption.
- In general, residents can say whatever they like during public comment.

When can you kick someone out?

- Be very careful about this!



DANGER WILL ROBINSON: ADVISING CITY COUNCILS ON ENFORCEMENT OF COUNCIL RULES OF DECORUM¹

“The city that silences a critic will injure itself as much as it injures the critic, for the gadfly’s task is to stir into life the massive beast of the city, to ‘rouse each and every one of you, to persuade and reproach you all day long.’”

Capturing public comment?

- We believe that it is best NOT to include oral comments in the minutes.
- Capturing those remarks requires a substantial staff effort.
- Sometimes citizens want corrections to their remarks, which wastes time.
- Organizations can be found liable on the basis of comments included in minutes – this has happened.
- The purpose of public comment is fulfilled when the board members have heard the remarks.

How to act on dais?

- Chair and members convey interest and concern by their body language.
- They should listen to each person speaking as if there were no one else in the room (this is hard!).
- Keep a warm and pleasant expression, or a neutral face if speaker is not complimentary.

How to respond?

- Best approach is to thank each speaker, even if negative, and move on.
- Chair may provide brief factual information, if appropriate, which must not degenerate into lecturing or criticism.
- Don't put staff on the spot. Invite people to address questions to staff separately.

Commissioner may not speak as a member of the public

- Sometimes commissioners seek to comment during the public comment period, as residents.
- A recent court decision found that this was not permissible.
- The commissioner, in this setting, does not have the right to speak as if they were an ordinary resident.

Conclude with thanks

- At the end of the public comment period, the chair should thank the public for attending.
- Explain again that while this is not a time for dialogue, all comments and questions are taken seriously by the body.
- Sincerity and warmth on the part of the chair will make a big difference to the experience the public has at your meeting.

Other channels

- It is essential for you to be in touch with your public, to be responsive, and to appear responsive.
- Given the limitations of the public comment period, we recommend maintaining other channels for dialogue with the public.
- Community forums, personal discussions, “coffee with a commissioner” (only one), a form on your website, surveys, etc.

Guidelines for Public Comment in Local Government



The public comment period is an essential part of local government meetings. These are our guidelines for public comment periods in local government. They refer to ordinary business and work or study meetings of councils, boards and committees. Public hearings and quasi-judicial hearings are governed by different rules.

SAMPLE PUBLIC COMMENT ANNOUNCEMENT

Now is the time to hear from our public. We welcome your comments which are very important to us.

Please go to the podium, speak into the microphone, and give your name and city of residence.

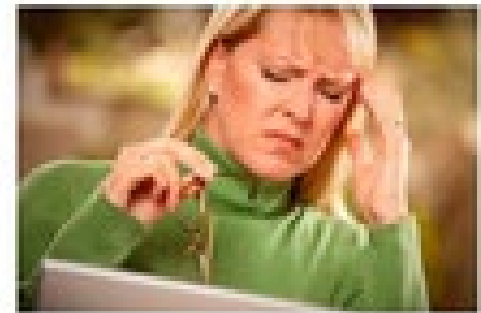
Address your comments to the mayor/council as a whole, not to individuals. Courtesy is appreciated.

Comments are welcome on general city business or specific agenda items. Each speaker is limited to 3 minutes. You may not donate your time to another speaker. If several people are here to speak on the same subject, we invite you to choose a single representative who may speak for 5 minutes.

What is your job?

To serve your district and community with your best judgment, even if public pressure urges you to do something different.

When public pressure is intense



At a recent workshop, a director from a school board split by pandemic-related decisions asked me what board members can do in the face of intense public pressure. These are tough times for local non-partisan government bodies, for sure. Here are some thoughts about what can be done.

X. Review and conclusion

Keep in touch!

- **You are invited to subscribe to our monthly enewsletter.**
- **Subscribe to the blog on our website** for insight, tips and inspiration, including our new advice column, “Dear Dinosaur.”
- Email any time.

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MASTERING COUNCIL MEETINGS

A GUIDEBOOK FOR ELECTED OFFICIALS
AND LOCAL GOVERNMENTS

*Ann G. Macfarlane, PRP, CAE
and Andrew L. Estep, CAE*

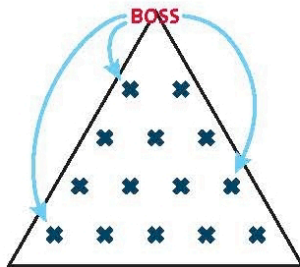
 **Jurassic
Parliament**

After taking this training you will be able to:

1. Apply the principle that the group has more authority than any individual, even the chair.
2. Conduct efficient and fair meeting discussions.
3. Respond to disorder or difficult people.
4. Make motions and amendments.
5. Run effective public comment sessions.

The chair is not in charge of your meeting

It is a little-known fact that ultimately it is the board that is in charge of your meeting, not the chair. According to the principles of parliamentary procedure and Robert's Rules of Order, the chair runs the meeting while subject to the will of the body as a whole.



This is very different from the workplace, the military, or many other institutions in our society. Those institutions are structured as an **ACCOUNTABILITY HIERARCHY**, in which everyone reports, through the appropriate channels, to the **BOSS** at the top of the pyramid. The boss makes the ultimate decisions and is responsible for the organization's performance.

Four fundamental guidelines

1. The chair is the servant of the group, and the group is the final authority.
2. All members have equal rights, privileges and obligations. To ensure this, no one may speak a second time until everyone who wishes to do so has spoken once.
3. Courtesy and respect are required.
4. One thing at a time.

Follow four fundamental guidelines for successful meetings



Gig Harbor, Washington City Council. ©Jurassic Parliament 2018.

Robert's Rules of Order includes **four fundamental guidelines** that will create successful meetings. They are easy to say but take some effort to apply, since prevailing culture is often very different. Run your meetings according to these guidelines so your meetings—and your organization—will flourish.

These remarks are inappropriate

1. Personal remarks about others (except for conflict of interest issues)
2. Discourteous remarks – insulting language, attacks
3. Inflammatory language
4. Criticizing past actions of the group (unless subject is under discussion, or member is about to propose a change)
5. Remarks that are not germane (relevant) to the discussion

Motions review

- At the right time, seek recognition from the chair.
- State your motion.

Chair, I move that we issue each board member a \$500 bonus in recognition of their service during this pandemic.

- After the motion is seconded by another member and stated by the chair, explain why you think it's a good idea.

Seconding a motion

- After another member makes a motion, just call out “second!”
- You do not need to be recognized.

Eight steps to process a motion

1. **Member makes motion.**
2. Another member seconds motion.
3. **Chair states motion.**
4. Members debate and/or amend motion.
5. **Chair restates motion and calls for vote.**
6. Members vote on motion.
7. Chair states results of vote, whether motion passes or fails, and what happens next as a result of the vote.
8. Chair states next item of business.

Amending a motion

- During discussion on the motion, seek recognition.
- Once recognized, state your proposed amendment.
Chair, I move to amend the motion by striking out the number \$500 and inserting the number \$5000.
- Once another member seconds the amendment, explain why it's a good idea.

Remember...

- The amendment is voted on first.
- Once the amendment is resolved, discussion may continue on the main motion.
- Further amendments may be made.
- Finally, the vote will be taken on the MAIN MOTION AS AMENDED.

Best practices

1. Set time limits for public comment and for individual speeches.
2. Have the public address the chair, and have the chair respond.
3. Don't engage in dialogue with the public, but have arrangements to answer their questions afterwards.
4. Speakers may not donate their time.
5. On the dais, make the effort to be, and to appear to be, listening intently to all speakers.

Essential Guidelines for Special District Boards



© Scotts Valley Water District, 2017. All rights reserved.

Follow these essential guidelines of parliamentary procedure to take the pain out of your meetings, hold productive discussions, and serve your district and community better.

► BASICS

A quorum must be present for business to be done. Usually a quorum means a majority (more than

Why are we here?

To invigorate you to participate
in effective board meetings
and serve your district community.

Disclaimer: Nothing in this presentation constitutes business or legal advice.

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BUSINESS OF THE COMMISSION

Meeting Date: August 2, 2022

Agenda Item: 2A

TITLE

Employee of the Month for August – Hope Linder

SUBMITTED FOR: Recognition/Declarations

<u>Human Resources</u>	<u>Traci Brumbaugh</u>	<u>8626</u>
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing:	_____	
Estimated Expenditure:	_____	Presentation Planned <input checked="" type="checkbox"/>

ACTION REQUIRED:

- | | | |
|---|--|--|
| <input type="checkbox"/> Decision Preparation | <input checked="" type="checkbox"/> Incidental | <input type="checkbox"/> Monitoring Report |
| <input type="checkbox"/> Policy Discussion | (Information) | |
| <input type="checkbox"/> Policy Decision | | |
| <input type="checkbox"/> Statutory | | |

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

Hope Linder was hired at the District in December 2015, as a Contracts/Purchasing Agent III. The title she still holds today.

Hope will be presented by her manager Clark Langstraat, Manager Contracts and Purchasing.

List Attachments:

Employee Profile

You have probably heard the saying that “nothing worth doing is easy.” This old saying has proven true for the Connect Up program. A team of dedicated employees have been working hard for months to get this important program up and running. This month, we recognize the contributions of one of those team members, Hope Linder.

Hope was nominated by Travis Olson, Project Manager for consistently going above and beyond to help project managers with the RFP process. The Connect Up program consisted of four separate RFPs that were all different in scope and size. Hope was instrumental in getting all four RFPs assembled and released in a timely fashion.

“With a project of this size, the RFP process can be incredibly complex,” said Scott Jones, Chief Financial Officer. “Hope’s contributions were vital in making sure that these documents were prepared accurately and on-time. Often the success of a project rests on how well you’ve built the foundation during the RFP process.”

In addition to working on the Connect Up program, Hope is responsible for complex purchasing and contracts, including administering, coordinating, analyzing, and evaluating requests, specifications, and contract documents. In her role, Hope helps to ensure that we minimize the risks to the District and that we are compliant with State statutes and Directive 70. Hope is also the point of contact for RFP/RFQs for Technology Procurements, is a member of the P-Card Support team, maintains the PCard C/P site, and serves as a Change Champion for AMI.

But it is not just Hope’s technical acumen that got her nominated as Employee of the Month, it is her positive attitude and willingness to support her co-workers.

“Hope is always available to answer questions, sometimes multiple times for us who don't seem to get it the first time!” said Travis Olson, Project Manager. “We all benefit from her great work ethic and her positive attitude.”

Even when faced with a challenge, Hope delivers a high-quality work product with a Team PUD attitude.

“The last of the four RFPs tied to Connect Up were challenging. Hope handled them with grace and professionalism,” said Clark Langstraat, Manager Contracts and Purchasing. “I’m always confident that Hope will get the job done and that she’ll do an excellent job of representing our department while doing it.”

Hope was born in Everett at what was formally called the Everett General Hospital, and she was raised in Snohomish on a 185-acre Dairy Farm. She is recently widowed and currently lives in Lake Stevens, and has one adult son living in Michigan.

When asked about her favorite thing about her job, she chose to highlight her team:

“Wow, there are so many things I like about my job,” said Hope. “If I had to choose one thing it would be the team environment. Everyone in my department supports each other, we all share ideas and work to do our best in supporting the various District departments. If someone is out, others don't hesitate to back you up. As with all departments, we are busy, but working with such a talented team makes it so you don't dread coming to work.”



BUSINESS OF THE COMMISSION

Meeting Date: August 2, 2022

Agenda Item: 2B

TITLE

Recognition of Allison Morrison, Assistant Clerk of the Board – Achieving her Certified Municipal Clerk Designation

SUBMITTED FOR: Recognition/Declarations

CEO/General Manager	<u>Melissa Collins</u>	<u>8616</u>
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing:	_____	
Estimated Expenditure:	_____	Presentation Planned <input checked="" type="checkbox"/>

ACTION REQUIRED:

- | | | |
|---|--|--|
| <input type="checkbox"/> Decision Preparation | <input checked="" type="checkbox"/> Incidental | <input type="checkbox"/> Monitoring Report |
| <input type="checkbox"/> Policy Discussion | (Information) | |
| <input type="checkbox"/> Policy Decision | | |
| <input type="checkbox"/> Statutory | | |

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

In recognition of Allison Morrison, Assistant Clerk of the Board for successfully achieving her Certified Municipal Clerk (CMC) Designation from the International Institute of Municipal Clerks (IIMC).

Allison began the process of earning her CMC in 2018 and was presented with a certificate of completion on May 16, 2022.

Please join me in congratulating Allison for her hard work and dedication in earning her Certified Municipal Clerk Designation. This is quite an accomplishment. Congratulations Allison, you are Amazing!

List Attachments:

Employee Profile

In recognition of Allison Morrison, Assistant Clerk of the Board for achieving her Certified Municipal Clerk (CMC) Designation from the International Institute of Municipal Clerks (IIMC).

The International Institute of Municipal Clerks (IIMC) is a professional, non-profit association that promotes continuing education and certification through university and college-based institutes and provides networking solutions, services, and benefits to its members worldwide.

The Certified Municipal Clerk program is designed to enhance the job performance of the Clerk. To earn the CMC designation, a Municipal Clerk must attend extensive education programs and requires pertinent experience in a municipality. The CMC program prepares the applicants to meet the challenges of the complex role of the Municipal Clerk by providing them with quality education in partnership with institutions of higher learning, as well as State / Provincial / National Associations. The CMC program has been assisting clerks to excel since 1970.

To obtain her CMC, Allison had to meet the following requirements:

1. Be a clerk or a deputy clerk or perform the duties as defined by IIMC.
2. Be an active member of IIMC for two years
3. Affirm and practice the IIMC Code of Ethics.
4. Perform the core duties of a municipal clerk by serving a Legislative Government Body (LGB) in an administrative capacity with management responsibilities.
5. Attain 120-hours of Education
6. Attain points in the Experience category; Work Experience, Conference Attendance, Continuing Education, Business or Vocational Courses, College or University courses, and committee work.

Allison began the process of earning her CMC in 2018 and was presented with a certificate of completion on May 16, 2022.

Please join me in congratulating Allison for her hard work and dedication in earning her Certified Municipal Clerk Designation. This is quite an accomplishment. Congratulations Allison, you are Amazing!

International Institute



Municipal Clerks

Hereby Confers The Title of

Certified Municipal Clerk

upon

Allison M. Morrison, CMC

who has completed the requirements prescribed by the
International Institute of Municipal Clerks for Certification.

(You must remain an active member for IIMC to recognize your CMC)

Certified This 16 Day Of May A.D. 2022

Sheri L. Pierce

IIMC President

8/110

Chris Shalh

IIMC Director of Education

COMMENTS FROM THE PUBLIC

BUSINESS OF THE COMMISSION

Meeting Date: August 2, 2022

Agenda Item: 4A

TITLE

Approval of the Minutes for the Regular Meeting of July 19, 2022

SUBMITTED FOR: Consent Agenda

Commission

Allison Morrison

8037

Department

Contact

Extension

Date of Previous Briefing:

Estimated Expenditure:

Presentation Planned ☐

ACTION REQUIRED:

☐ Decision Preparation
☐ Policy Discussion
☐ Policy Decision
☒ Statutory

☐ Incidental
(Information)

□ Monitoring Report

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

Governance Process, Board Job Description: GP-3(4) ... a non-delegable, statutorily assigned Board duty as defined under RCW 54.12.090 - minutes.

List Attachments:

Preliminary Minutes

**PRELIMINARY
SNOHOMISH COUNTY PUBLIC UTILITY DISTRICT**

Regular Meeting

July 19, 2022

The Regular Meeting was convened by President Tanya Olson at 9:00 a.m. Those attending were Rebecca Wolfe, Vice-President; Sidney Logan, Secretary; CEO/General Manager John Haarlow; General Counsel Anne Spangler; Assistant General Managers Pam Baley, Guy Payne, Brant Wood, and Jason Zyskowski; Chief Financial Officer Scott Jones (virtually); Chief Information Officer Kristi Sterling; other District staff; Commission & Executive Services Director Melissa Collins; and Assistant Clerk of the Board Allison Morrison.

*** Items Taken Out of Order**

****Non-Agenda Items**

1. CEO/GENERAL MANAGER BRIEFING AND STUDY SESSION

A. Updates

1. Community Engagement. Senior Customer & Energy Services Program Manager Kelly Strand presented a summary of the District's Flex Energy programs.
2. Legislative. Director, Government/External Affairs and Strategy Kim Johnston responded to the Board's questions on the report.
3. Other. Senior Manager, Treasury, Risk Management & Supply Chain Jim Herrling provided an update on the 2022 Electric System Bond Issuance.

B. Everest Camano Site License Agreement Amendment

Manager Telecommunications Nick Johnston briefed the Board on an amendment to the Everest Camano Site License Agreement to include an antenna for the Advanced Meter Infrastructure (AMI) and Distribution Automation (DA) communication network.

The next step would be consideration of a resolution at the August 2, 2022, Commission meeting.

C. City of Arlington – North County Binding Site Plan & Easement Dedication

Commissioner Logan recused himself from this agenda item.

Manager Real Estate Services Maureen Barnes provided a presentation on the North County Binding Site Plan and Easement Dedication with the City of Arlington.

The next step would be a Public Hearing and request for Board approval at the August 2, 2022, Commission meeting.

D. Qualco Clean Fuels Program Agreement

Principal Utility Analyst, Power Supply Adam Cornelius provided an overview of the Clean Fuels Program Agreement with Qualco that included the background and proposed agreement updates.

The resolution will return for Board approval at the August 16, 2022, Commission meeting.

E. Customer Service Regulations Updates

Updates to the Customer Service Regulations was presented by Senior Manager, Customer Experience Cyndy Nance, and Program Manager Tim Epp.

Included were redlined updates to Section 2 Requirements; Section 3 Finances; Section 5 Non-Standard Service; and Section 7 Fees and Charges.

The next step would be to return for Board approval at the August 2, 2022, Commission meeting.

The meeting recessed at 10:13 a.m.

RECONVENE REGULAR MEETING

The Regular Meeting was reconvened by President Tanya Olson at 1:30 p.m. Those attending were Rebecca Wolfe, Vice-President; Sidney Logan, Secretary; CEO/General Manager John Haarlow; General Counsel Anne Spangler; Assistant General Managers Pam Baley, Guy Payne, Brant Wood (virtually), and Jason Zyskowski; Chief Financial Officer Scott Jones (virtually); Chief Information Officer Kristi Sterling; other District staff; members of the public; Commission & Executive Services Director Melissa Collins; and Assistant Clerk of the Board Allison Morrison.

*** Items Taken Out of Order******Non-Agenda Items****2. COMMENTS FROM THE PUBLIC**

The following public provided comments.

- Gayla Shoemake, Edmonds
- Ryan Espegard, with Gordon Thomas Honeywell

3. CONSENT AGENDA

A. Approval of Minutes for the Regular Meeting of July 5, 2022, and the Special Meeting of July 13, 2022

B. Bid Awards, Professional Services Contracts and Amendments

Public Works Contract Award Recommendations Over \$25,000:

None

Formal Bid Award Recommendations \$120,000 and Over:

RFQ No. 22-1292-CS with Stella-Jones Corporation

Professional Services Contract Award Recommendations \$200,000 and Over:

Professional Services Contract No. CW2248274 with BHC Consultants, LLC

Miscellaneous Contract Award Recommendations \$200,000 and Over:

None

Interlocal Agreements and Cooperative Purchase Recommendations:

Contracts:

Cooperative Purchase Recommendation, Contract No. CW2248477 with Hewlett Packard, Inc.

Cooperative Purchase Recommendation, Contract No. Sourcewell 020221-GEO with Mobilizz, Inc.

Cooperative Purchase Recommendation, Purchase Order No. 4500072362 with Clary Longview Ford

Amendments:

None

Sole Source Purchase Recommendations:

None

Emergency Declarations, Purchases and Public Works Contracts:

None

Purchases Involving Special Facilities or Market Condition Recommendations:

None

Formal Bid and Contract Amendments:

RFQ 21-1172-CS with Howard Industries, Incorporated

PSC No. CW2240261 with Jackaren Consulting

PSC No. CW2242009 with OAC Services, Inc.

PSC No. CW2242537 with Robert Half International, Inc. dba Accountemps

PSC No. CW2246475 with Burns & McDonnell Engineering Company, Inc.

Contract Acceptance Recommendations:

None

- C. Consideration of Certification/Ratification and Approval of District Checks and Vouchers
- D. Consideration of a Resolution Adopting and Approving a Restated Adoption Agreement Regarding the Public Utility No. 1 of Snohomish County 401(k) Savings Plan and Trust, an Addendum to the Adoption Agreement, and Two Amendments to the Public Utility No. 1 of Snohomish County 401(k) Savings Plan and Trust

Commissioner Olson moved to take Agenda Item 3B - Bid Awards, Professional Services Contracts and Amendments as an individual item.

A motion unanimously passed approving Agenda Items 3A – Approval of the Minutes for the Regular Meeting of July 5, 2022, and the Special Meeting of July 13, 2022; 3C – Consideration of Certification/Ratification and Approval of District Checks and Vouchers; and 3D – Approving Resolution No. 6069 Adopting and Approving a Restated Adoption Agreement Regarding the Public Utility No. 1 of Snohomish County 401(k) Savings Plan and Trust, an Addendum to the Adoption Agreement, and Two Amendments to the Public Utility No. 1 of Snohomish County 401(k) Savings Plan and Trust.

A motion unanimously passed approving Agenda Item 3B – Bid Awards, Professional Services Contracts and Amendments.

4. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Consideration of a Resolution Authorizing the CEO/General Manager or His Designee to Execute the Necessary Contracts with Faber Construction Corporation for Construction of the North County Community Office Project

A motion unanimously passed approving Resolution No. 6070 authorizing the CEO/General Manager or his designee to execute the necessary contracts with Faber Construction for construction of the North County Community Office Project.

5. CEO/GENERAL MANAGER REPORT

CEO/General Manager John Haarlow reported on District related topics and accomplishments.

6. COMMISSION BUSINESS

- A. Commission Reports

The Commissioners reported on Commission related activities and Board related topics.

B. Commissioner Event Calendar

Commissioner Wolfe advised that she would be attending Safety Days.

7. GOVERNANCE PLANNING**A. Governance Planning Calendar**

A Qualco Ribbon Cutting would be added to the Governance Planning Calendar, under to be scheduled.

EXECUTIVE SESSION

The Regular Meeting recessed at 2:11 p.m. and reconvened at 2:22 p.m. into Executive Session to discuss the performance of a public employee, under the terms set forth in the Open Public Meetings Act. It was anticipated the Executive Session would last approximately 60 minutes, with no public announcements. Those in attendance were Commissioners Tanya Olson, Rebecca Wolfe, and Sidney Logan; General Counsel Anne Spangler; other District staff; and Commission & Executive Services Director Melissa Collins. At 3:22 p.m. the Executive Session was extended by 15 minutes. At 3:35 p.m. the Executive Session was extended by 15 minutes. At 3:48 p.m. the Executive Session was extended an additional 15 minutes. The Commission immediately adjourned the Regular Meeting upon the conclusion of the Executive Session.

ADJOURNMENT

There being no further business or discussion to come before the Board, the Regular Meeting of July 19, 2022, adjourned at 3:53 p.m. An audio file of the meeting is on file in the Commission Office and available for review.

Approved this 2nd day of August, 2022.

Secretary

President

Vice President



BUSINESS OF THE COMMISSION

Meeting Date: August 2, 2022

Agenda Item: 4B

TITLE

CEO/General Manager's Report of Public Works Contract Award Recommendations; Formal Bid Award Recommendations; Professional Services Contract Award Recommendations; Miscellaneous Contract Award Recommendations; Cooperative Purchase Recommendations; Sole Source Purchase Recommendations; Emergency Declarations, Purchases and Public Works Contracts; Purchases Involving Special Facilities or Market Condition Recommendations; Formal Bid and Contract Amendments; and Contract Acceptance Recommendations

SUBMITTED FOR: Consent Agenda

<u>Contracts/Purchasing</u>	<u>Clark Langstraat</u>	<u>5539</u>
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing:		
Estimated Expenditure:		Presentation Planned <input type="checkbox"/>

ACTION REQUIRED:

- | | | |
|---|-------------------------------------|--|
| <input type="checkbox"/> Decision Preparation | <input type="checkbox"/> Incidental | <input type="checkbox"/> Monitoring Report |
| <input type="checkbox"/> Policy Discussion | (Information) | |
| <input type="checkbox"/> Policy Decision | | |
| <input checked="" type="checkbox"/> Statutory | | |

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

Governance Process, Board Job Description, GP-3(4) ... non-delegable, statutorily assigned Board duty – Contracts and Purchasing.

The CEO/General Manager's Report of Public Works Contract Award Recommendations Over \$25,000; Formal Bid Award Recommendations \$120,000 and Over; Professional Services Contract Award Recommendations \$200,000 and Over; Miscellaneous Contract Award Recommendations \$200,000 and Over; Cooperative Purchase Recommendations; Sole Source Purchase Recommendations; Emergency Declarations, Purchases and Public Works Contracts; Purchases Involving Special Facilities or Market Condition Recommendations; Formal Bid and Contract Amendments; and Contract Acceptance Recommendations contains the following sections:

Public Works Contract Award Recommendations Over \$25,000;
None

Formal Bid Award Recommendations \$120,000 and Over;
None

Professional Services Contract Award Recommendations \$200,000 and Over;
None

Miscellaneous Contract Award Recommendations \$200,000 and Over (Page 1);
Recommend Rejection for Request for Proposal No. 22-1296-SF

Interlocal Agreements and Cooperative Purchase Recommendations;
Contracts:
None
Amendments:
None

Sole Source Purchase Recommendations;
None

Emergency Declarations, Purchases and Public Works Contracts;
None

Purchases Involving Special Facilities or Market Condition Recommendations;
None

Formal Bid and Contract Amendments (Pages 2-3);
Miscellaneous No. 76965 with Benefitfocus.com, Inc.
Professional Services Contract No. CW2242399 with Stoel Rives LLP

Contract Acceptance Recommendations;
None

List Attachments:
August 2, 2022 Report

Miscellaneous Contract Award Recommendation(s) \$200,000 And Over
August 2, 2022

RFP No. 22-1296-SF

Portable Chemical Toilets Services

No. of Bids Solicited:	3	
No. of Bids Received:	2	
Project Leader & Phone No.:	Erin Callar	x4401
Estimate:	\$220,000.00	

The District is seeking a supplier to furnish all labor, materials, transportation, traffic control, tools, equipment and supplies necessary to install, maintain and service chemical toilets with hand sanitizers at Substation sites and related facilities for two years.

Supplier

Subtotal (w/o tax)

United Site Services of Nevada, Inc

\$177,040.00

Northwest Cascade

\$98,584.00

Summary
Statement:

Addendum No. 1 was issued for this bid changing the specifications and replacing the Bid Proposal Form. Neither of the above bidders used the revised form to account for the changed specifications. Therefore, staff recommends that the Board of Commissioners reject all bids as non-responsive and allow for a new bid. Staff will adjust specifications and instructions as necessary and prepare a revised bid package for the new bid.

Formal Bid and Contract Amendment(s)
August 2, 2022

MISC No. 76965
Benefitfocus InTouch
Managed Services

Contractor/Consultant/Supplier:	Benefitfocus.com Inc.	
Project Leader & Phone No.:	ITS Steve Eaton	x1763
	ER Dana Pollow	x8735
Amendment No.:	6	
Amendment:	\$333,778.38	

Approximate Original Contract Amount:	\$176,950.00	
Present Contract Amount:	\$649,576.62	Original Start/End: 3/31/14 - 8/31/17
Amendment Amount:	\$333,778.38	Present Start/End: 3/31/14 - 8/31/22
Approximate New Contract Amount:	\$983,355.00	New End Date: 8/31/25

Summary Statement: The Benefitfocus InTouch Managed Services Contract is a Software as a Service (SaaS) agreement that integrates with the District Enterprise Resource Planning (ERP) system to manage employee/retiree benefits and was originally awarded for a three-year term. Benefitfocus has consistently met the District's business requirements to provide benefit management services and provides self-service options for employees (employees can renew and make changes to their benefits online from work or home). Benefitfocus stays current with all regulations and programs that may impact the District. For this reason, staff recommend continued use of the InTouch Managed Services for benefits management to continue to meet the District's current business requirements.

Staff recommends approval of Amendment No. 6 to extend the contract for 3 years and increase the contract value by \$333,778.38, plus tax. The extension will include the following existing services: Monthly Managed Services, IRS Reporting Services, Payroll Connect Annual Maintenance, Advanced Reporting, and COBRA Administrative Services in the amount of \$333,778.38 (\$111,259.46 annually).

Summary of Amendments:

Amendment No. 1 approved by Commission on August 22, 2017 increased the contract value by \$125,288.16, extended the contract term through August 31, 2018, and added Advanced Reporting Services to the scope of the contract.

Amendment No. 2 approved by Commission on August 21, 2018 increased the contract value by \$37,175.30 and extended the contract term through August 31, 2019.

Amendment No. 3 approved by Commission on July 23, 2019 increased the contract value by \$310,163.16 and extended the contract term through August 31, 2022.

Amendment No. 4 dated March 29, 2021 changed the third-party vendor from Navia Benefit Solutions to now be ThrivePass regarding Health Savings Accounts (HSAs), Flex Spending Accounts (FSAs), Dependent Care FSA, and Retiree HRA.

Amendment No. 5 dated September 7, 2021 permitted BenefitFocus to mail American Recovery Plan Act (ARPA) COBRA subsidy notices to eligible District employees.

Formal Bid and Contract Amendment(s)
August 2, 2022

PSC No. CW2242399

Legal Services for Employee
Benefits and Deferred
Compensation Issues

Contractor/Consultant/Supplier:	Stoel Rives LLP
Project Leader & Phone No.:	Branda Andrade Ext. 8657
Amendment No.:	1
Amendment:	\$75,000.00

Original Contract Amount: \$185,000.00
Present Contract Amount: \$185,000.00
Amendment Amount: \$75,000.00
New Contract Amount: \$260,000.00

Original Start/End: 1/4/21 – 12/31/24
Present Start/End: 1/4/21 – 12/31/24
New End Date: N/A

Summary Statement: Staff recommends approval of amendment No. 1 to increase contract amount by \$75,000.00 so that Counsel may continue to provide advice and recommendations regarding employee benefits and deferred compensation including retirement, health and other welfare benefits.



BUSINESS OF THE COMMISSION

Meeting Date: August 2, 2022

Agenda Item: 4C

TITLE:

Consideration of Certification/Ratification and Approval of District Checks and Vouchers

SUBMITTED FOR: Consent Agenda

General Accounting & Financial Systems
Department

Julia Anderson
Contact

8027
Extension

Date of Previous Briefing: _____

Estimated Expenditure: _____

Presentation Planned ☐

ACTION REQUIRED:

- ☐ Decision Preparation
- ☐ Policy Discussion
- ☐ Policy Decision
- ☒ Statutory

☐ Incidental
(Information)

☐ Monitoring Report

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

Governance Process, Board Job Description: GP-3(4)(B)(2)a non-delegable, statutorily assigned Board duty to approve vouchers for all warrants issued.

The attached District checks and vouchers are submitted for the Board's certification, ratification and approval.

List Attachments:
Voucher Listing



CERTIFICATION/RATIFICATION AND APPROVAL

We, the undersigned of the Public Utility District No. 1 of Snohomish County, Everett, Washington, do hereby certify that the merchandise or services hereinafter specified have been received, and the Checks or Warrants listed below are ratified/approved for payment this 2nd day of August 2022.

CERTIFICATION:

Certified as correct:

CEO/General Manager

Julia A Anderson

Auditor

[Signature]

Chief Financial Officer/Treasurer

RATIFIED AND APPROVED:

Board of Commissioners:

President

Vice-President

Secretary

TYPE OF DISBURSEMENT	PAYMENT REF NO.	DOLLAR AMOUNT	PAGE NO.
REVOLVING FUND			
Customer Refunds, Incentives and Other	1117950 - 1118151	\$51,522.17	2 - 8
Electronic Customer Refunds		\$11,668.33	9 - 12
WARRANT SUMMARY			
Warrants	8069511 - 8069698	\$2,581,307.54	13 - 18
ACH	6031364 - 6031631	\$4,473,492.18	19 - 27
Wires	7002584 - 7002594	\$25,103,055.23	28
Payroll - Direct Deposit	5300000657 - 5300000657	\$4,035,798.66	29
Payroll - Warrants	844705 - 844714	\$17,195.40	29
Automatic Debit Payments	5300000653 - 5300000659	\$2,897,790.55	30
	GRAND TOTAL	\$39,171,830.06	

Detailed Disbursement Report

Revolving Fund - Customer Refunds, Incentives and Other			
Payment Date	Payment Ref Nbr	Payee	Amount
7/11/22	1117950	DIONNE MILLER	\$17.50
7/11/22	1117951	MOLLY QUICK	\$92.00
7/11/22	1117952	MEGAN HAYES	\$30.69
7/11/22	1117953	MANNY HADLOCK	\$1,235.08
7/11/22	1117954	MARK THOMAS	\$34.36
7/11/22	1117955	VOID	\$0.00
7/11/22	1117956	CONNIE DELP	\$113.00
7/11/22	1117957	BETANIA GEBREMARIAM	\$83.83
7/12/22	1117958	SERENITY MORRIS	\$140.25
7/12/22	1117959	DANIEL ROMERO	\$20.00
7/12/22	1117960	TREAT YOURSELF DAY SPA LLC	\$2,841.67
7/12/22	1117961	JOHN SILVER	\$351.86
7/12/22	1117962	ACACIA TERRACE LLC	\$16.29
7/12/22	1117963	ACACIA TERRACE LLC	\$16.29
7/12/22	1117964	JABRIL HASSEN	\$87.05
7/12/22	1117965	KARL-HEINZ FINKEN	\$14.66
7/12/22	1117966	STEVEN GARRETT	\$12.37
7/12/22	1117967	DANA WILLIAMS	\$106.20
7/12/22	1117968	JOANNE GRIMSHAW	\$87.94
7/12/22	1117969	JOANNE KIRK	\$82.60
7/12/22	1117970	DEREK GEORGE	\$11.29
7/12/22	1117971	RICHARD MCDOWELL	\$438.01
7/12/22	1117972	CREEKSIDE 2020 LLC	\$30.42
7/12/22	1117973	TOBY GREEN	\$52.87
7/12/22	1117974	MAURISA MILLER	\$79.63
7/12/22	1117975	JIT ROOPRA	\$135.01
7/12/22	1117976	CHRISTOPHER HAYMAN	\$18.61
7/12/22	1117977	JR KEVIN CONNORS	\$11.15
7/12/22	1117978	SAEED ROHANI SADR	\$197.08
7/12/22	1117979	CINDY UMPIG	\$20.28
7/12/22	1117980	HUNTER CHRISTENSEN	\$157.66
7/12/22	1117981	MASK PROPERTIES LLC	\$26.30

Detailed Disbursement Report

Revolving Fund - Customer Refunds, Incentives and Other			
Payment Date	Payment Ref Nbr	Payee	Amount
7/12/22	1117982	MYGIFT ENTERPRISE LLC	\$1,159.20
7/12/22	1117983	JANAKI DONNELLY	\$90.01
7/13/22	1117984	WILLIAM KELLEY	\$307.00
7/13/22	1117985	LAURA JONES	\$60.19
7/13/22	1117986	SPEEDWAY II LLC	\$5.36
7/13/22	1117987	SPEEDWAY II LLC	\$71.86
7/13/22	1117988	SPEEDWAY II LLC	\$102.04
7/13/22	1117989	DEBBIE GUZMAN	\$52.29
7/13/22	1117990	MITCHEL HILL	\$108.58
7/13/22	1117991	TERRY OSTENBERG	\$91.00
7/13/22	1117992	VICKI PHILLIPS	\$15.17
7/13/22	1117993	DEAN ZEVENBERGEN	\$19.57
7/13/22	1117994	JENNA BERNDT	\$106.86
7/13/22	1117995	JAMES BRINTON	\$64.43
7/13/22	1117996	PAMELA JOHNSON	\$10.43
7/13/22	1117997	NATALIE FAY	\$105.60
7/13/22	1117998	TAYLORS LAND COMPANY LLC	\$186.99
7/13/22	1117999	NEHAL RAVAL	\$260.01
7/13/22	1118000	CALIZA INC	\$16.12
7/13/22	1118001	DENNIS IDE	\$1,000.00
7/13/22	1118002	SHARON SCHAMP	\$306.92
7/13/22	1118003	VOLUNTEERS OF AMERICA	\$160.00
7/13/22	1118004	LOW INCOME HOUSING INSTITUTE	\$17.98
7/13/22	1118005	NEIL VIRNIG	\$1,153.76
7/13/22	1118006	MAXINE COX	\$91.41
7/13/22	1118007	DON BROWN	\$78.06
7/13/22	1118008	TINA FLAHERTY	\$110.00
7/14/22	1118009	ROBERT POOLE	\$45.54
7/14/22	1118010	METER AT 4632 FOWLER, LLC	\$15.74
7/14/22	1118011	BLUFFS AT EVERGREEN PRESERVATION LLC	\$90.89
7/14/22	1118012	JOANNE BIGELOW	\$125.00
7/14/22	1118013	LAURA RUIZ	\$157.62

Detailed Disbursement Report

Revolving Fund - Customer Refunds, Incentives and Other			
Payment Date	Payment Ref Nbr	Payee	Amount
7/14/22	1118014	GARY NELSON	\$88.97
7/14/22	1118015	ZHENI HIMA	\$137.64
7/14/22	1118016	KEELERS CORNER APTS	\$94.22
7/14/22	1118017	TRAVELERS HAVEN LLC	\$16.29
7/14/22	1118018	LANGSHOLT PROPERTIES LLC	\$110.70
7/14/22	1118019	CHRISTOPHER JIMENEZ	\$83.19
7/14/22	1118020	MOLLY MCILQUHAM	\$47.39
7/14/22	1118021	MITCHELL MAR	\$6.36
7/14/22	1118022	JOAN HELBACKA	\$170.11
7/14/22	1118023	MMI GREEN LLC	\$103.72
7/15/22	1118024	CORNERSTONE HOMES	\$29.60
7/15/22	1118025	ANDREA JEPSEN	\$403.73
7/15/22	1118026	SHANNON PEREZ	\$103.38
7/15/22	1118027	MATTHEW RUNTE	\$319.81
7/15/22	1118028	MICHELLE DEWITT	\$260.83
7/15/22	1118029	PATRICIA APARTMENTS	\$80.12
7/15/22	1118030	SUSAN MCDUGALL	\$108.48
7/15/22	1118031	ESSEX PORTFOLIO, L.P.	\$24.63
7/15/22	1118032	JAMES MCCOY	\$27.73
7/15/22	1118033	PAT GLAEFKE	\$75.59
7/15/22	1118034	HEARTLAND CONSTRUCTION LLC	\$1,091.05
7/15/22	1118035	DARLENE JAMES	\$263.07
7/15/22	1118036	HEARTLAND CONSTRUCTION LLC	\$29.69
7/15/22	1118037	MOUNTLAKE TERRACE INVESTORS LLC	\$726.50
7/15/22	1118038	TALUSWOOD APARTMENTS OWNER LLC	\$39.19
7/15/22	1118039	DA KISWANI	\$144.75
7/15/22	1118040	202112WY 05 LLC	\$234.82
7/15/22	1118041	KACI PREVOST	\$57.87
7/15/22	1118042	SARAH ROGERS	\$356.78
7/18/22	1118043	PATRICIA BOETTCHER	\$110.00
7/18/22	1118044	MARK SEARS	\$608.00
7/18/22	1118045	LUCILLE TWIGGS	\$427.21

Detailed Disbursement Report

Revolving Fund - Customer Refunds, Incentives and Other			
Payment Date	Payment Ref Nbr	Payee	Amount
7/18/22	1118046	HAI NGUYEN	\$138.16
7/18/22	1118047	EVGENY ANDREYCHUK	\$15.37
7/18/22	1118048	STRATA NICKEL LLC	\$1,167.37
7/18/22	1118049	TAMARON RANCH	\$96.35
7/18/22	1118050	WESTERN BLOSSOM HILL INVESTORS, LP	\$13.07
7/18/22	1118051	DEBORAH GILE	\$2,622.51
7/18/22	1118052	THOR STENFJORD	\$125.86
7/18/22	1118053	JORGE TORRES	\$85.42
7/18/22	1118054	WILLIAM HARA	\$44.68
7/18/22	1118055	SUSANNE WILSON	\$53.31
7/18/22	1118056	LENNAR NORTHWEST INC	\$24.59
7/18/22	1118057	TOSH HICKMANN	\$150.04
7/19/22	1118058	SLOANE ROGERS	\$54.41
7/19/22	1118059	ECLECTIC ECHOS	\$34.77
7/19/22	1118060	JONATHAN CARDIFF	\$1,248.25
7/19/22	1118061	CINDY HOERATH	\$232.58
7/19/22	1118062	MARIUS GRIGORE	\$50.13
7/19/22	1118063	B9 MF ALDERWOOD PARK LLC	\$39.49
7/19/22	1118064	TRAVIS GAFF	\$19.67
7/19/22	1118065	SUNDARRAJAN GANAPATHISUBRAMANIAN	\$37.30
7/19/22	1118066	AMBYR MILLER	\$473.86
7/19/22	1118067	JIHONG YE	\$189.86
7/19/22	1118068	JACKIE GILBERT	\$59.00
7/19/22	1118069	J ALLEN CRIPE	\$76.07
7/19/22	1118070	XIN LI	\$148.47
7/19/22	1118071	PULTE HOMES OF WASHINGTON, INC.	\$30.27
7/19/22	1118072	JUSTIN HAYES	\$340.90
7/19/22	1118073	ARRINGTON EVANS	\$105.90
7/19/22	1118074	BRIAN MCINTYRE	\$67.97
7/19/22	1118075	PACIFIC HEIGHTS HOMES LLC	\$19.23
7/19/22	1118076	REBECCA DAVIES	\$216.72
7/19/22	1118077	J DAVID HANSARD	\$385.47

Detailed Disbursement Report

Revolving Fund - Customer Refunds, Incentives and Other			
Payment Date	Payment Ref Nbr	Payee	Amount
7/19/22	1118078	MICHAEL JOHNSON	\$39.13
7/19/22	1118079	HEALTH SERVICES SEATTLE LLC	\$8.79
7/19/22	1118080	CHRISTOPHER KIKIKIS	\$415.80
7/19/22	1118081	ALLISON SCHWAM	\$18.91
7/19/22	1118082	CHRIS STERLING	\$295.00
7/19/22	1118083	ALAN TAGLE	\$20.22
7/19/22	1118084	TRAVIS VERLINDE	\$511.34
7/20/22	1118085	DESIREE SALGADO	\$91.33
7/20/22	1118086	GRAHAM CONSTRUCTION & MANAGEMENT, INC.	\$177.93
7/20/22	1118087	GRAHAM CONSTRUCTION & MANAGEMENT, INC.	\$74.08
7/20/22	1118088	ALIAKSANDR SINIAK	\$159.56
7/20/22	1118089	MEGAN WINTER	\$87.29
7/20/22	1118090	CYNTHIA PETTY	\$329.09
7/20/22	1118091	EVERGREEN PROPERTY VENTURES LP	\$283.23
7/20/22	1118092	EVERGREEN PROPERTY VENTURES LP	\$75.96
7/20/22	1118093	DIMENSION TOWNHOUSES LLC	\$856.91
7/20/22	1118094	STACI MCSTOTTS	\$47.25
7/20/22	1118095	JAIRO QUISTE	\$145.37
7/20/22	1118096	OMER ALI	\$126.83
7/20/22	1118097	BEXAEW BOTHELL RIDGE LP	\$56.77
7/20/22	1118098	LORNA DONADIO	\$243.39
7/20/22	1118099	STEPHEN LANG	\$108.67
7/21/22	1118100	KATHRYN WESTMILLER	\$4,137.21
7/21/22	1118101	MERCY PROPERTIES WASHINGTON III LLC	\$36.73
7/21/22	1118102	GS14 LLC	\$15.25
7/21/22	1118103	GUN JUNG PARK	\$17.97
7/21/22	1118104	TALUSWOOD APARTMENTS OWNER LLC	\$31.18
7/21/22	1118105	TALUSWOOD APARTMENTS OWNER LLC	\$46.95
7/21/22	1118106	JESSICA GRUVMAN	\$8.88
7/21/22	1118107	DENA HAGEN	\$187.50
7/21/22	1118108	CRYSTAL HARMAN	\$57.69
7/21/22	1118109	LIN ZHANG	\$30.29

Detailed Disbursement Report

Revolving Fund - Customer Refunds, Incentives and Other			
Payment Date	Payment Ref Nbr	Payee	Amount
7/21/22	1118110	LGI HOMES - WASHINGTON, LLC	\$41.75
7/21/22	1118111	ROY TETER	\$0.17
7/21/22	1118112	MARISSA MARTINEZ	\$14.61
7/21/22	1118113	JACOB HOUVENER	\$2,038.43
7/21/22	1118114	GRAHAM CONSTRUCTION & MANAGEMENT, INC.	\$75.74
7/21/22	1118115	GRAHAM CONSTRUCTION & MANAGEMENT, INC.	\$20.65
7/21/22	1118116	RADICAL RENOVATIONS 56 LLC	\$396.69
7/21/22	1118117	ERIC NEGLER	\$38.31
7/21/22	1118118	PEYTON REED-HENDERSON	\$122.65
7/21/22	1118119	GALEYN SCHUERENBERG	\$1,000.00
7/21/22	1118120	LEILA BETTYS	\$1,000.00
7/21/22	1118121	LOWELL WICKMAN	\$310.87
7/21/22	1118122	SHARON COLEMAN	\$49.96
7/22/22	1118123	THOMAS ABBOTT	\$68.65
7/22/22	1118124	HANAA HASOON	\$10.99
7/22/22	1118125	RANDOLPH SCHNABEL	\$16.96
7/22/22	1118126	STRIX USA INC	\$5,349.58
7/22/22	1118127	THU BUI	\$49.36
7/22/22	1118128	LORIBETH SILVER	\$110.95
7/22/22	1118129	LEONEL MARTINEZ AGUIRRE	\$49.92
7/22/22	1118130	KATELYNN GODIN	\$34.22
7/22/22	1118131	NANCY SCHALLER	\$14.44
7/22/22	1118132	NICHOLAS MILLER	\$46.03
7/22/22	1118133	PILCHUCK PROPERTIES & INVESTMENTS LLC	\$30.35
7/22/22	1118134	LENNAR NORTHWEST INC	\$120.32
7/22/22	1118135	MICHELE VONFELDT	\$20.09
7/22/22	1118136	ALDERWOOD HEIGHTS APTS	\$42.09
7/22/22	1118137	CAITLIN ADAMS	\$206.62
7/22/22	1118138	EMPIRE INDUSTRIAL PARK	\$347.05
7/22/22	1118139	METER AT 4632 FOWLER, LLC	\$15.27
7/22/22	1118140	KYLE GOCHNOUR	\$60.63
7/22/22	1118141	RONDA METCALF	\$856.40

Detailed Disbursement Report

Revolving Fund - Customer Refunds, Incentives and Other			
Payment Date	Payment Ref Nbr	Payee	Amount
7/22/22	1118142	HAMZA ALBADAN	\$407.10
7/22/22	1118143	DALE JONES	\$860.69
7/22/22	1118144	FERN GRINDE	\$56.37
7/22/22	1118145	DEBORAH SPRAGUE	\$161.67
7/22/22	1118146	SARAH HO	\$541.95
7/22/22	1118147	MARIA GETZ	\$155.40
7/22/22	1118148	RICK REINERTSEN	\$242.87
7/22/22	1118149	VIRGINIA GUERRERO	\$104.59
7/22/22	1118150	FENG-CHU HSU	\$91.58
7/22/22	1118151	CENTENNIAL PARK 5J LLC	\$101.65

Total: \$51,522.17

Detailed Disbursement Report

Revolving Fund - Electronic Customer Refunds			
Payment Date	Payment Ref Nbr	Payee	Amount
7/11/22	000204751135	SAMUEL RUSH	\$141.05
7/11/22	000204751136	WILLIAM CALHOUN	\$72.30
7/11/22	000204751137	ISAIAH ACKERLUND	\$40.43
7/11/22	000204751138	WILLIAM CALHOUN	\$53.47
7/11/22	000204751139	CHRISTINA MABRY	\$20.10
7/11/22	000204751140	MELISSA DAVIS	\$54.52
7/11/22	000204751141	ANIL KUMAR KALLAKURI	\$100.83
7/11/22	000204751142	AKEMI LANE	\$8.32
7/11/22	000204751143	RACHEL WINKLER	\$7.18
7/11/22	000204751144	JASON BARKEMA	\$12.81
7/11/22	000204751145	KATIE BURNS	\$36.25
7/11/22	000204751146	NANCY VOS	\$131.29
7/11/22	000204751147	SHAWNA MELBY	\$59.56
7/11/22	000204751148	LINDA GUNNARSON	\$1,339.67
7/11/22	000204751149	DAVID CHOI	\$119.16
7/11/22	000204751150	JOSE ISLAS VIRRUETA	\$102.88
7/11/22	000204751151	RACHEL DAUGHERTY	\$7.23
7/11/22	000204751152	TRAVIS DANNER	\$63.20
7/11/22	000204751153	KHADDIJATOU MANJANG	\$57.21
7/11/22	000204751154	MICHAEL HEATH	\$88.27
7/11/22	000204751155	MANUEL CHAVEZ LOPEZ	\$341.40
7/11/22	000204751156	ERIC KILCUP	\$12.36
7/11/22	000204751157	DONNA MILES	\$44.14
7/11/22	000204751158	MARTIN BRADLEY	\$250.00
7/12/22	000204760396	LILY CUTLER	\$239.86
7/12/22	000204760397	SEPEHR MOGHAREH ABED	\$72.61
7/12/22	000204760398	LARRY BOUTWELL	\$39.27
7/12/22	000204760399	JACOB ANDERSON	\$22.69
7/12/22	000204760400	GARY SOULSBY	\$63.34
7/12/22	000204760401	REBECCA PHARE	\$22.47
7/12/22	000204760402	DAVID KIESELL	\$27.22
7/12/22	000204760403	LUKE SMILEY	\$40.53

Detailed Disbursement Report

Revolving Fund - Electronic Customer Refunds			
Payment Date	Payment Ref Nbr	Payee	Amount
7/12/22	000204760404	JON LARSON	\$35.78
7/12/22	000204760405	JOHN WATSON	\$22.42
7/12/22	000204760406	PATRICK DAVIS	\$15.79
7/13/22	000204768814	DIDIER IKEZWE	\$33.37
7/13/22	000204768815	DIDIER IKEZWE	\$58.84
7/13/22	000204768816	DIDIER IKEZWE	\$43.95
7/13/22	000204768817	KATHLEEN HACK	\$93.89
7/14/22	000204777160	AZAR JINDAL	\$75.51
7/14/22	000204777161	AZAR JINDAL	\$61.88
7/14/22	000204777162	DOROTHY CROSHAW	\$124.38
7/14/22	000204777163	LINDA ENGLERT	\$104.99
7/14/22	000204777164	ANDREW SCOGIN	\$53.06
7/14/22	000204777165	JADEN CALLOWAY	\$368.81
7/15/22	000204784650	ANAN DERAWEI	\$73.78
7/15/22	000204784651	CAITLYNN BOHUSLAVEK	\$139.77
7/15/22	000204784652	DANIELLE CRUZ	\$137.35
7/15/22	000204784653	DINA KHRIES	\$107.40
7/15/22	000204784654	JACOB WEAVER	\$148.64
7/15/22	000204784655	DANIIL IVANOV	\$84.36
7/15/22	000204784656	WILLIAM KILLING	\$35.38
7/15/22	000204784657	DANNY HESS	\$68.90
7/15/22	000204784658	CLIFTON FARR JR	\$78.21
7/15/22	000204784659	JUSTIN GREEN	\$70.80
7/15/22	000204784660	JUNE JOHNSTON	\$67.57
7/15/22	000204784661	TAMMERA WHITNEY	\$21.85
7/15/22	000204784662	JOLIE FOOTE	\$17.85
7/15/22	000204784663	JEREMIAH HASTINGS	\$11.50
7/15/22	000204784664	CHRISTOPHER MESHER	\$30.92
7/15/22	000204784665	MADISON TREAT	\$87.00
7/15/22	000204784666	DANIEL PHELPS	\$50.20
7/15/22	000204784667	MARIA FISHER	\$72.69
7/15/22	000204784668	EARL HAAS	\$113.86

Detailed Disbursement Report

Revolving Fund - Electronic Customer Refunds			
Payment Date	Payment Ref Nbr	Payee	Amount
7/15/22	000204784669	CLIFTON FARR JR	\$49.94
7/15/22	000204784670	JERIMIAH NELSON	\$10.79
7/15/22	000204784671	JUNE JOHNSTON	\$94.00
7/15/22	000204784672	SUNDANCE SHERMAN	\$1,038.38
7/15/22	000204784673	ALAGIE SANNEH	\$40.54
7/15/22	000204784674	I'AN JACKSON	\$119.16
7/18/22	000204800131	DMITRY VINNIK	\$111.36
7/18/22	000204800132	JACQUELINE SUAREZ	\$61.39
7/18/22	000204800133	MAY INGRAM	\$27.88
7/18/22	000204800134	SHANNON PEDDYCORD	\$51.05
7/18/22	000204800135	JESSE DIGREGORIO	\$44.98
7/19/22	000204809108	EASTER LYNN	\$634.00
7/19/22	000204809109	AIMEE MOHRHAUSER	\$13.39
7/19/22	000204809110	EASTER LYNN	\$279.08
7/19/22	000204809111	WENDIE FOUARD	\$122.49
7/19/22	000204809112	KIMBERLY RUDOLPH	\$17.17
7/19/22	000204809113	SRI SAI ANIRUDH VEMULAKONDA	\$125.10
7/19/22	000204809114	ALICE SMITH	\$194.89
7/19/22	000204809115	LAUREN MIORI	\$21.61
7/19/22	000204809116	BRITTANY DALY	\$73.74
7/20/22	000204816590	CASSANDRA SATHER	\$221.82
7/20/22	000204816591	WILLIAM HUOTTE	\$49.59
7/20/22	000204816592	DONNAMAE WILLIAMS	\$33.42
7/20/22	000204816593	JONATHAN MUN	\$17.42
7/20/22	000204816594	CASSANDRA SATHER	\$249.00
7/20/22	000204816595	EMILY BECK	\$22.74
7/20/22	000204816596	CONRAD ALBRECHT BUEHLER	\$37.72
7/21/22	000204824867	JACK LUCERO	\$151.20
7/21/22	000204824868	JAMESON CULLER	\$61.12
7/21/22	000204824869	SAMUEL SIEGEL	\$30.34
7/21/22	000204824870	BRITTANY BROWN	\$51.69
7/21/22	000204824871	MIKKEL SMYTHE	\$24.34

Detailed Disbursement Report

Revolving Fund - Electronic Customer Refunds			
Payment Date	Payment Ref Nbr	Payee	Amount
7/21/22	000204824872	JACOB GOLLIET	\$14.76
7/21/22	000204824873	HENRY JACOBSON JR	\$200.95
7/22/22	000204833982	JEANETTE FRANCKE	\$43.80
7/22/22	000204833983	CAMERON NORRIS	\$114.46
7/22/22	000204833984	JOHN MEDA	\$132.07
7/22/22	000204833985	MARIA MCFIELDS	\$151.11
7/22/22	000204833986	WILLIAM LINN	\$67.55
7/22/22	000204833987	IAN SYLVIA	\$22.86
7/22/22	000204833988	DAVID AIKEN	\$44.67
7/22/22	000204833989	HEYAN CAI	\$13.37
7/22/22	000204833990	COLIN FISHER	\$28.26
7/22/22	000204833991	MARTIN MOLLAT	\$57.10
7/22/22	000204833992	JAMES HOLLAND	\$312.00
7/22/22	000204833993	BRITTANY KELLY	\$181.71
Total:			\$11,668.33

Detailed Disbursement Report

Accounts Payable Warrants			
Payment Date	Payment Ref Nbr	Payee	Amount
7/12/22	8069511	MARK ERNST	\$269.92
7/12/22	8069512	LGI HOMES-WASHINGTON LLC	\$3,556.93
7/12/22	8069513	EVERETT COMMUNITY COLLEGE	\$3,480.00
7/12/22	8069514	CITY OF EVERETT	\$4,112.09
7/12/22	8069515	GLOBAL RENTAL COMPANY INC	\$4,670.75
7/12/22	8069516	IVANTI INC	\$8,087.99
7/12/22	8069517	LYNNWOOD AUTOMOTIVE LLC	\$75.30
7/12/22	8069518	MOTOROLA SOLUTIONS INC	\$3,844.40
7/12/22	8069519	GENUINE PARTS COMPANY	\$1,388.45
7/12/22	8069520	FERGUSON ENTERPRISES INC	\$550.17
7/12/22	8069521	ROBERT HALF INTERNATIONAL INC	\$1,632.00
7/12/22	8069522	SIX ROBBLEES INC	\$120.05
7/12/22	8069523	SNOHOMISH COUNTY	\$10.00
7/12/22	8069524	SNOHOMISH COUNTY	\$10.00
7/12/22	8069525	SNOHOMISH COUNTY	\$10.00
7/12/22	8069526	SOUND PUBLISHING INC	\$70.56
7/12/22	8069527	SNOHOMISH COUNTY COUNCIL OF THE	\$2,700.00
7/12/22	8069528	SEPTIC SERVICES INC	\$2,675.92
7/12/22	8069529	VALMONT COMPOSITE STRUCTURES INC	\$6,060.00
7/12/22	8069530	ALDERWOOD WATER & WASTEWATER DISTRI	\$75.62
7/12/22	8069531	BICKFORD MOTORS INC	\$1,649.01
7/12/22	8069532	ENGINUIITY ADVANTAGE LLC	\$2,666.00
7/12/22	8069533	SEVEN LAKES WATER ASSOC INC	\$63.00
7/12/22	8069534	TOTAL LANDSCAPE CORP	\$5,290.76
7/12/22	8069535	DEPARTMENT OF THE TREASURY	\$8,353.26
7/12/22	8069536	LAMAR TEXAS LTD PARTNERSHIP	\$6,165.00
7/12/22	8069537	CASCADE COLLISION CENTER INC	\$2,598.71
7/12/22	8069538	FSX EQUIPMENT INC	\$3,217.56
7/12/22	8069539	CADMAN MATERIALS INC	\$586.93
7/12/22	8069540	BCC DIRECTORIES LLC	\$995.00
7/12/22	8069541	SELECTIVE INSURANCE COMPANY OF AMER	\$3,175.00
7/12/22	8069542	KENDALL DEALERSHIP HOLDINGS LLC	\$572.50

Detailed Disbursement Report

Accounts Payable Warrants			
Payment Date	Payment Ref Nbr	Payee	Amount
7/12/22	8069543	CONCENTRIC LLC	\$698.25
7/12/22	8069544	MODEM EXPRESS INC	\$18,285.00
7/12/22	8069545	MARK A OSBORN	\$750.00
7/12/22	8069546	EVERGREEN STATE SHEET METAL INC	\$2,650.00
7/12/22	8069547	GB ENTERPRISES OF WASHINGTON LLC	\$550.00
7/15/22	8069548	MCIMETRO ACCESS TRANS. SERV. CO	\$6,551.73
7/15/22	8069549	BP WEST COAST PRODUCTS LLC	\$14,234.61
7/15/22	8069550	PAMELA VALADEZ	\$2,327.71
7/15/22	8069551	CAMANO WATER ASSN	\$92.00
7/15/22	8069552	CITY OF EVERETT	\$32.43
7/15/22	8069553	CITY OF GOLD BAR	\$404.59
7/15/22	8069554	CORE & MAIN LP	\$4,140.32
7/15/22	8069555	DNV GL ENERGY INSIGHTS USA INC	\$3,000.00
7/15/22	8069556	KENT D BRUCE	\$1,569.76
7/15/22	8069557	CITY OF LYNNWOOD	\$2,173.49
7/15/22	8069558	CITY OF MARYSVILLE	\$1,859.85
7/15/22	8069559	GENUINE PARTS COMPANY	\$651.62
7/15/22	8069560	PACIFIC SAFETY SUPPLY INC	\$5,000.89
7/15/22	8069561	PUGET SOUND ENERGY INC	\$5,333.64
7/15/22	8069562	REPUBLIC SERVICES INC	\$312.36
7/15/22	8069563	RIVERSIDE TOPSOIL INC	\$210.00
7/15/22	8069564	ROBERT HALF INTERNATIONAL INC	\$3,264.00
7/15/22	8069565	SILVER LAKE WATER & SEWER DISTRICT	\$93.00
7/15/22	8069566	SIX ROBBLEES INC	\$463.14
7/15/22	8069567	SOUND PUBLISHING INC	\$99.96
7/15/22	8069568	OLDCASTLE PRECAST INC	\$62,414.18
7/15/22	8069569	WESCO GROUP INC	\$613.99
7/15/22	8069570	WILBUR-ELLIS HOLDINGS II INC	\$2,689.18
7/15/22	8069571	ALDERWOOD WATER & WASTEWATER DISTRI	\$299.42
7/15/22	8069572	BICKFORD MOTORS INC	\$1,436.57
7/15/22	8069573	D & G BACKHOE INC	\$42,879.91
7/15/22	8069574	CITY OF INDEX	\$596.68

Detailed Disbursement Report

Accounts Payable Warrants			
Payment Date	Payment Ref Nbr	Payee	Amount
7/15/22	8069575	LAKE STEVENS SEWER DIST	\$99.00
7/15/22	8069576	REX ELECTRIC SERVICE INC	\$4,017.35
7/15/22	8069577	RODLAND MOTOR COMPANY	\$937.17
7/15/22	8069578	RUBATINO REFUSE REMOVAL INC	\$6,994.94
7/15/22	8069579	T-MOBILE USA INC	\$1,369.93
7/15/22	8069580	TOOLWATCH CORP	\$11,539.60
7/15/22	8069581	TOWN OF WOODWAY	\$4,271.18
7/15/22	8069582	WORDEN SAFETY PRODUCTS LLC	\$2,360.00
7/15/22	8069583	COMCAST CORPORATION	\$514.06
7/15/22	8069584	TRACKER A DIVISION OF C2 LLC	\$3,645.00
7/15/22	8069585	THE PAPE GROUP INC	\$3,809.11
7/15/22	8069586	OSW EQUIPMENT & REPAIR LLC	\$1,712.43
7/15/22	8069587	NELSON JOHNSON 201 LLC	\$1,000.00
7/15/22	8069588	BCC SOFTWARE LLC	\$25.00
7/15/22	8069589	LIBERTY MUTUAL GROUP INC	\$16,400.00
7/15/22	8069590	KENDALL DEALERSHIP HOLDINGS LLC	\$68.07
7/15/22	8069591	MCKINSTRY ESSENTION LLC	\$144.12
7/15/22	8069592	PUBLIC STORAGE	\$13,778.00
7/15/22	8069593	US BANK/BROOKFIELD RENEWABLE	\$75.00
7/15/22	8069594	UNIVERSAL PROTECTION SERVICE LP	\$1,035.60
7/15/22	8069595	BACKFLOWS NORTHWEST INC	\$2,235.69
7/15/22	8069596	EARTH SAVERS ENERGY SERVICES INC	\$1,704.48
7/15/22	8069597	EVERGREEN STATE SHEET METAL INC	\$1,650.00
7/15/22	8069598	GLASS BY LUND INC	\$750.00
7/15/22	8069599	MUKILTEO SCHOOL DISTRICT NO 6	\$7,638.36
7/15/22	8069600	SUPERIOR GLASS INSTALLATIONS INC	\$600.00
7/19/22	8069601	CITY OF EVERETT	\$157.41
7/19/22	8069602	GLOBAL RENTAL COMPANY INC	\$1,004.84
7/19/22	8069603	CITY OF MOUNTLAKE TERRACE	\$6,149.36
7/19/22	8069604	CITY OF ARLINGTON	\$694.54
7/19/22	8069605	CITY OF SULTAN	\$25,955.75
7/19/22	8069606	TURLOCK IRRIGATION DIST	\$75.00

Detailed Disbursement Report

Accounts Payable Warrants			
Payment Date	Payment Ref Nbr	Payee	Amount
7/19/22	8069607	BILLS BLUEPRINT INC	\$24.68
7/19/22	8069608	EBEY HILL HYDROELECTRIC INC	\$1,772.60
7/19/22	8069609	CITY OF LAKE STEVENS	\$36,245.20
7/19/22	8069610	CITY OF STANWOOD	\$26,320.18
7/19/22	8069611	S-R BROADCASTING INC	\$198.00
7/19/22	8069612	CITY OF EVERETT	\$519,245.97
7/19/22	8069613	WASHINGTON STATE DOT	\$213.00
7/19/22	8069614	WILLIAM L MASSEY	\$1,485.00
7/19/22	8069615	TRIDENT SEAFOODS CORPORATION	\$13,800.00
7/19/22	8069616	MARYSVILLE FREE METHODIST CHURCH	\$4,425.50
7/19/22	8069617	CITY OF MUKILTEO	\$72,412.63
7/19/22	8069618	NORTHWEST PUMP & EQUIPMENT CO	\$1,728.00
7/19/22	8069619	CITY OF SNOHOMISH	\$34,193.41
7/19/22	8069620	TULALIP TRIBES OF WASHINGTON	\$1,505.00
7/19/22	8069621	BLUE SKY ELECTRICAL CONTRACTING	\$50.00
7/22/22	8069622	STEPHEN HILL & SUSAN HILL	\$6,020.02
7/22/22	8069623	ADAM SHEFFIELD & JASMINE SHEFFIELD	\$7,438.39
7/22/22	8069624	CHARLES VON GEODERT	\$110.85
7/22/22	8069625	BENJAMIN ASPHALT INC	\$900.00
7/22/22	8069626	ANIXTER INC	\$1,479.25
7/22/22	8069627	CITY OF DARRINGTON	\$6,163.90
7/22/22	8069628	DISH NETWORK	\$82.77
7/22/22	8069629	DUNN LUMBER CO INC	\$153.33
7/22/22	8069630	EAN HOLDINGS LLC	\$614.72
7/22/22	8069631	EQUIFAX INFORMATION SERVICES LLC	\$10,172.30
7/22/22	8069632	EVERETT COMMUNITY COLLEGE	\$12,700.60
7/22/22	8069633	CITY OF EVERETT	\$293,140.27
7/22/22	8069634	FEDERAL EXPRESS CORP	\$77.00
7/22/22	8069635	GLOBAL RENTAL COMPANY INC	\$2,967.30
7/22/22	8069636	CITY OF GOLD BAR	\$6,810.25
7/22/22	8069637	ISLAND COUNTY	\$205.50
7/22/22	8069638	CITY OF LYNNWOOD	\$65.14

Detailed Disbursement Report

Accounts Payable Warrants			
Payment Date	Payment Ref Nbr	Payee	Amount
7/22/22	8069639	CITY OF MARYSVILLE	\$151,312.03
7/22/22	8069640	CITY OF MOUNTLAKE TERRACE	\$57,469.72
7/22/22	8069641	GENUINE PARTS COMPANY	\$265.43
7/22/22	8069642	PACIFIC TOPSOILS INC	\$80.24
7/22/22	8069643	PUGET SOUND ENERGY INC	\$553.30
7/22/22	8069644	PUGET SOUND ENERGY INC	\$42,859.16
7/22/22	8069645	CITY OF ARLINGTON	\$183.72
7/22/22	8069646	REPUBLIC SERVICES INC	\$961.39
7/22/22	8069647	ROBERT HALF INTERNATIONAL INC	\$6,419.23
7/22/22	8069648	SALISH NETWORKS INC	\$480.40
7/22/22	8069649	SIX ROBBLEES INC	\$309.06
7/22/22	8069650	SNOHOMISH COUNTY	\$10.00
7/22/22	8069651	UNITED SITE SERVICES OF NEVADA INC	\$3,362.47
7/22/22	8069652	STATE OF WASHINGTON	\$500.00
7/22/22	8069653	WAGNER SMITH EQUIPMENT CO	\$3,740.61
7/22/22	8069654	WESCO GROUP INC	\$290.30
7/22/22	8069655	WESTERN ENERGY INSTITUTE	\$23,855.99
7/22/22	8069656	WILBUR-ELLIS HOLDINGS II INC	\$4,344.05
7/22/22	8069657	ALDERWOOD WATER & WASTEWATER DISTRI	\$63.48
7/22/22	8069658	CITY OF ARLINGTON	\$95,987.06
7/22/22	8069659	BICKFORD MOTORS INC	\$169.87
7/22/22	8069660	CITY OF BOTHELL	\$94,095.73
7/22/22	8069661	CITY OF BRIER	\$13,097.55
7/22/22	8069662	CITY OF EDMONDS	\$123,379.99
7/22/22	8069663	ENGINUIITY ADVANTAGE LLC	\$2,666.00
7/22/22	8069664	EDS MCDUGALL LLC	\$360.00
7/22/22	8069665	GARY D KREIN	\$769.30
7/22/22	8069666	CITY OF LAKE STEVENS	\$83,899.31
7/22/22	8069667	CITY OF MONROE	\$67,072.01
7/22/22	8069668	NVL LABORATORIES INC	\$44.85
7/22/22	8069669	NW PUBLIC POWER ASSOC	\$1,890.00
7/22/22	8069670	SNOHOMISH COUNTY	\$2,100.00

Detailed Disbursement Report

Accounts Payable Warrants			
Payment Date	Payment Ref Nbr	Payee	Amount
7/22/22	8069671	WESTON SERVICES INC	\$19,470.00
7/22/22	8069672	ZIPPER GEO ASSOCIATES LLC	\$2,128.86
7/22/22	8069673	CITY OF EVERETT	\$3,500.00
7/22/22	8069674	CITY OF GRANITE FALLS	\$13,218.68
7/22/22	8069675	CENTURYLINK COMMUNICATIONS LLC	\$50,124.82
7/22/22	8069676	WAVE BUSINESS SOLUTIONS	\$1,275.00
7/22/22	8069677	LANDIS GYR TECHNOLOGY INC	\$874.41
7/22/22	8069678	GEO TEST SERVICES INC	\$1,365.40
7/22/22	8069679	WARD INDUSTRIAL PROCESS AUTOMATION	\$7,500.00
7/22/22	8069680	OCCUPATIONAL HEALTH CENTERS OF WA P	\$110.00
7/22/22	8069681	THE INTERPUBLIC GROUP OF COMPANIES	\$42,046.02
7/22/22	8069682	ENDRESS & HAUSER INC	\$11,448.32
7/22/22	8069683	JOLLY FAMILY CORP	\$271.78
7/22/22	8069684	TEREX GLOBAL GMBH	\$590.07
7/22/22	8069685	CADMAN MATERIALS INC	\$765.17
7/22/22	8069686	SALESFORCECOM INC	\$14,216.90
7/22/22	8069687	KENDALL DEALERSHIP HOLDINGS LLC	\$2,353.59
7/22/22	8069688	TECO PARTNERS INC	\$12,883.64
7/22/22	8069689	THE PAPE GROUP	\$295.33
7/22/22	8069690	MODERN MACHINERY CO INC	\$165.11
7/22/22	8069691	DAVID J FONTENOT	\$450.00
7/22/22	8069692	MARC A MONSON	\$360.00
7/22/22	8069693	BRANDON LIUKKO	\$450.00
7/22/22	8069694	JOSE LUIS PEREZ JR	\$450.00
7/22/22	8069695	SANDRA E HERSH	\$1,532.00
7/22/22	8069696	THOMAS A LITTLE	\$2,000.00
7/22/22	8069697	CITY OF LYNNWOOD	\$157,132.66
7/22/22	8069698	PALLET SPC	\$2,194.62

Total: \$2,581,307.54

Detailed Disbursement Report

Accounts Payable ACH			
Payment Date	Payment Ref Nbr	Payee	Amount
7/11/22	6031364	CONSOLIDATED ELECTRICAL DISTRIBUTOR	\$1,925.48
7/11/22	6031365	MOTOR TRUCKS INTL & IDEALEASE INC	\$1,580.81
7/11/22	6031366	NORTH COAST ELECTRIC COMPANY	\$624.78
7/11/22	6031367	NORTHSTAR CHEMICAL INC	\$632.00
7/11/22	6031368	RWC INTERNATIONAL LTD	\$140.47
7/11/22	6031369	STELLA-JONES CORPORATION	\$22,325.27
7/11/22	6031370	GORDON TRUCK CENTERS INC	\$345.28
7/11/22	6031371	VAN NESS FELDMAN LLP	\$1,059.50
7/11/22	6031372	DESIGNER DECAL INC	\$2,693.65
7/11/22	6031373	EDGE ANALYTICAL INC	\$264.00
7/11/22	6031374	HOGLUNDS TOP SHOP INC	\$439.60
7/11/22	6031375	LENZ ENTERPRISES INC	\$5,638.47
7/11/22	6031376	NORTHWEST CASCADE INC	\$309.05
7/11/22	6031377	POLY BAG LLC	\$51.73
7/11/22	6031378	ROHLINGER ENTERPRISES INC	\$3,945.85
7/11/22	6031379	SOUND SAFETY PRODUCTS CO INC	\$6,150.75
7/11/22	6031380	UNITED RENTALS NORTH AMERICA INC	\$5,332.64
7/11/22	6031381	SEATTLE NUT & BOLT LLC	\$3,269.53
7/11/22	6031382	ICONIX WATERWORKS INC	\$5,954.70
7/11/22	6031383	MCWANE INC	\$171,730.86
7/11/22	6031384	HARNISH GROUP INC	\$71.30
7/11/22	6031385	ISSQUARED INC	\$12,728.46
7/11/22	6031386	MCG ENERGY HOLDINGS LLC	\$2,925.00
7/11/22	6031387	OAC SERVICES INC	\$4,398.04
7/11/22	6031388	CALFO EAKES LLP	\$26,635.00
7/11/22	6031389	BREEZE FREE INC	\$250.00
7/11/22	6031390	CM HEATING INC	\$16,550.00
7/11/22	6031391	SCOTT SPAHR	\$622.44
7/11/22	6031392	KRISTI STERLING	\$1,179.13
7/11/22	6031393	MELISSA COLLINS	\$622.78
7/11/22	6031394	PAUL FEDERSPIEL	\$116.00
7/11/22	6031395	BRIAN BOOTH	\$1,354.69

Detailed Disbursement Report

Accounts Payable ACH			
Payment Date	Payment Ref Nbr	Payee	Amount
7/11/22	6031396	CHELSEA RAY	\$73.13
7/11/22	6031397	ALLISON JUBB	\$256.00
7/11/22	6031398	EMILY HAO	\$30.42
7/12/22	6031399	ALS GROUP USA CORP	\$85.00
7/12/22	6031400	ASPLUNDH TREE EXPERT LLC	\$443.46
7/12/22	6031401	CENTRAL WELDING SUPPLY CO INC	\$1,593.55
7/12/22	6031402	NELSON DISTRIBUTING INC	\$1,878.44
7/12/22	6031403	NORTH COAST ELECTRIC COMPANY	\$11,149.82
7/12/22	6031404	PETROCARD INC	\$4,119.36
7/12/22	6031405	ROMAINE ELECTRIC CORP	\$130.46
7/12/22	6031406	SISKUN INC	\$2,257.83
7/12/22	6031407	STELLAR INDUSTRIAL SUPPLY INC	\$1,597.59
7/12/22	6031408	UNITED PARCEL SERVICE	\$973.56
7/12/22	6031409	WILLIAMS SCOTSMAN INC	\$552.28
7/12/22	6031410	DESIGNER DECAL INC	\$4,500.41
7/12/22	6031411	EDGE ANALYTICAL INC	\$220.00
7/12/22	6031412	GENERAL PACIFIC INC	\$139.78
7/12/22	6031413	HOGLUNDS TOP SHOP INC	\$439.60
7/12/22	6031414	LENZ ENTERPRISES INC	\$1,387.52
7/12/22	6031415	RICOH USA INC	\$33,457.24
7/12/22	6031416	SEATTLE AUTOMOTIVE DISTRIBUTING INC	\$226.35
7/12/22	6031417	SOUND SAFETY PRODUCTS CO INC	\$625.88
7/12/22	6031418	ANIXTER INC	\$52,091.50
7/12/22	6031419	BURNS & MCDONNELL ENGR CO INC	\$1,477.77
7/12/22	6031420	MCWANE INC	\$28,792.13
7/12/22	6031421	THE ADT SECURITY CORPORATION	\$2,267.58
7/12/22	6031422	COHEN VENTURES INC	\$29,207.18
7/12/22	6031423	JEFFREY COLON	\$54.00
7/12/22	6031424	MARK CURFMAN	\$166.16
7/12/22	6031425	AMANDA BENNETT	\$772.86
7/13/22	6031426	ROMAINE ELECTRIC CORP	\$676.76
7/13/22	6031427	SCHWEITZER ENGINEERING LAB INC	\$1,913.30

Detailed Disbursement Report

Accounts Payable ACH			
Payment Date	Payment Ref Nbr	Payee	Amount
7/13/22	6031428	SONSRAY MACHINERY LLC	\$751.14
7/13/22	6031429	STELLA-JONES CORPORATION	\$22,388.48
7/13/22	6031430	CELLCO PARTNERSHIP	\$3,479.21
7/13/22	6031431	COLEHOUR & COHEN INC	\$25,025.00
7/13/22	6031432	DICKS TOWING INC	\$179.27
7/13/22	6031433	EDGE ANALYTICAL INC	\$351.00
7/13/22	6031434	GENERAL PACIFIC INC	\$4,228.40
7/13/22	6031435	HOGLUNDS TOP SHOP INC	\$522.02
7/13/22	6031436	LENZ ENTERPRISES INC	\$6,763.83
7/13/22	6031437	NORTHWEST CASCADE INC	\$1,044.25
7/13/22	6031438	SEATTLE AUTOMOTIVE DISTRIBUTING INC	\$275.90
7/13/22	6031439	GRAYBAR ELECTRIC CO INC	\$1,064.74
7/13/22	6031440	ANIXTER INC	\$148,980.44
7/13/22	6031441	THE GOODYEAR TIRE & RUBBER CO	\$881.57
7/13/22	6031442	MOBILE SOLUTIONS SVCS HOLDINGS LLC	\$8,268.30
7/13/22	6031443	INNOVYZE INC	\$6,513.27
7/13/22	6031444	DS SERVICES OF AMERICA INC	\$128.17
7/13/22	6031445	LANE POWELL PC	\$2,535.00
7/13/22	6031446	HARNISH GROUP INC	\$5,525.77
7/13/22	6031447	CM HEATING INC	\$2,650.00
7/13/22	6031448	JOSIE ANDERSON	\$179.01
7/13/22	6031449	DAMON SPRAGUE	\$195.00
7/13/22	6031450	JEREMY JAMES	\$195.00
7/13/22	6031451	KELLAN BULMAN	\$195.00
7/14/22	6031452	ASPLUNDH TREE EXPERT LLC	\$32,521.76
7/14/22	6031453	HOWARD INDUSTRIES INC	\$65,119.04
7/14/22	6031454	MOTOR TRUCKS INTL & IDEALEASE INC	\$649.77
7/14/22	6031455	NORTH COAST ELECTRIC COMPANY	\$1,232.41
7/14/22	6031456	SCHWEITZER ENGINEERING LAB INC	\$854.37
7/14/22	6031457	TOYOTA TSUSHO MATERIAL HANDLING AME	\$298.93
7/14/22	6031458	STATE OF WASHINGTON	\$5,178.33
7/14/22	6031459	WEST COAST PAPER CO	\$1,103.24

Detailed Disbursement Report

Accounts Payable ACH			
Payment Date	Payment Ref Nbr	Payee	Amount
7/14/22	6031460	WW GRAINGER INC	\$2,045.90
7/14/22	6031461	COLEHOUR & COHEN INC	\$81,965.98
7/14/22	6031462	EDGE ANALYTICAL INC	\$220.00
7/14/22	6031463	GENERAL PACIFIC INC	\$1,673.23
7/14/22	6031464	GEOENGINEERS INC	\$4,464.75
7/14/22	6031465	HD FOWLER COMPANY INC	\$1,486.13
7/14/22	6031466	HOGLUNDS TOP SHOP INC	\$1,311.66
7/14/22	6031467	BEN-KO-MATIC CO	\$328.61
7/14/22	6031468	SENSUS USA INC	\$25,277.00
7/14/22	6031469	SOUND SAFETY PRODUCTS CO INC	\$540.54
7/14/22	6031470	WIRELESS STRUCTURES CONSULTING	\$29,451.00
7/14/22	6031471	GRAYBAR ELECTRIC CO INC	\$1,455.22
7/14/22	6031472	HECTOR BRACERO	\$798.62
7/14/22	6031473	ALTEC INDUSTRIES INC	\$1,694.97
7/14/22	6031474	ANIXTER INC	\$186,225.55
7/14/22	6031475	MALLORY SAFETY AND SUPPLY LLC	\$514.93
7/14/22	6031476	CAPITAL ARCHITECTS GROUP PC	\$1,851.75
7/14/22	6031477	THE GOODYEAR TIRE & RUBBER CO	\$2,847.07
7/14/22	6031478	TRAFFIC CONTROL PLAN CO OF WA LLC	\$1,050.00
7/14/22	6031479	LUCID SOFTWARE INC	\$187.33
7/14/22	6031480	RESOURCE INNOVATIONS INC	\$31,261.78
7/14/22	6031481	YENTER GROUP CORPORATION	\$30,000.00
7/14/22	6031482	TT FASTER LLC	\$29,148.23
7/14/22	6031483	BORDER STATES INDUSTRIES INC	\$156,890.31
7/14/22	6031484	WARANGKANA ZIMMERMAN	\$769.30
7/14/22	6031485	ADP INC	\$12,159.16
7/14/22	6031486	POKE ME LLC	\$769.30
7/14/22	6031487	BREEZE FREE INC	\$350.00
7/14/22	6031488	CLEAN CRAWL INC	\$1,853.00
7/14/22	6031489	CM HEATING INC	\$3,300.00
7/15/22	6031490	HOWARD INDUSTRIES INC	\$260,761.93
7/15/22	6031491	NELSON DISTRIBUTING INC	\$1,045.97

Detailed Disbursement Report

Accounts Payable ACH			
Payment Date	Payment Ref Nbr	Payee	Amount
7/15/22	6031492	UNITED PARCEL SERVICE	\$95.01
7/15/22	6031493	BENEFITFOCUS COM INC	\$5,979.44
7/15/22	6031494	LONE MOUNTAIN COMMUNICATIONS LLC	\$275.70
7/15/22	6031495	TYNDALE ENTERPRISES INC	\$12,172.58
7/15/22	6031496	PACHECOS LANDSCAPING LLC	\$2,856.43
7/15/22	6031497	AA REMODELING LLC	\$3,500.00
7/15/22	6031498	WASHINGTON ENERGY SERVICES COMPANY	\$3,850.00
7/15/22	6031499	RYAN WALKER	\$195.00
7/15/22	6031500	ADAM CORNELIUS	\$201.82
7/15/22	6031501	JASON COHN	\$580.76
7/15/22	6031502	KRISTELLE HEZEL	\$24.00
7/18/22	6031503	HCL AMERICA INC	\$20,072.48
7/18/22	6031504	KHAJA SHAHABUDDIN	\$2,595.00
7/18/22	6031505	JESSE SCHONEMAN	\$195.00
7/18/22	6031506	BRANDON STANIFER	\$195.00
7/18/22	6031507	DEVON YEAGER	\$291.60
7/18/22	6031508	JONATHAN JONES	\$310.00
7/18/22	6031509	VIKTORIA POPACH	\$548.94
7/19/22	6031510	ALASKAN COPPER & BRASS CO	\$203.75
7/19/22	6031511	ALS GROUP USA CORP	\$60.00
7/19/22	6031512	CERIUM NETWORKS INC	\$163,186.75
7/19/22	6031513	HOWARD INDUSTRIES INC	\$130,618.34
7/19/22	6031514	INTERCONTINENTAL EXCHANGE HOLDINGS	\$8,325.00
7/19/22	6031515	MR TRUCK WASH INC	\$3,384.92
7/19/22	6031516	NORTH COAST ELECTRIC COMPANY	\$6,984.27
7/19/22	6031517	RWC INTERNATIONAL LTD	\$396.24
7/19/22	6031518	SCHWEITZER ENGINEERING LAB INC	\$53.85
7/19/22	6031519	STELLAR INDUSTRIAL SUPPLY INC	\$6,452.67
7/19/22	6031520	STELLA-JONES CORPORATION	\$22,125.13
7/19/22	6031521	TACOMA SCREW PRODUCTS INC	\$22.04
7/19/22	6031522	TFS ENERGY LLC	\$925.00
7/19/22	6031523	TULLETT PREBON AMERICAS CORP	\$2,136.00

Detailed Disbursement Report

Accounts Payable ACH			
Payment Date	Payment Ref Nbr	Payee	Amount
7/19/22	6031524	WEST COAST PAPER CO	\$76.93
7/19/22	6031525	WESTERN FACILITIES SUPPLY INC	\$1,290.24
7/19/22	6031526	WILLIAMS SCOTSMAN INC	\$1,040.62
7/19/22	6031527	OTC GLOBAL HOLDINGS LP	\$1,566.00
7/19/22	6031528	B&L UTILITY INC	\$483,336.62
7/19/22	6031529	OTC GLOBAL HOLDINGS LP	\$2,245.00
7/19/22	6031530	COLEHOUR & COHEN INC	\$2,540.00
7/19/22	6031531	DACO CORPORATION	\$5,347.80
7/19/22	6031532	ENERGY NORTHWEST	\$55,659.00
7/19/22	6031533	GENERAL PACIFIC INC	\$2,240.06
7/19/22	6031534	LENZ ENTERPRISES INC	\$10,176.15
7/19/22	6031535	GARY PETERSEN	\$14,142.95
7/19/22	6031536	GARY PETERSEN	\$14,142.95
7/19/22	6031537	RICHARDSON BOTTLING COMPANY	\$139.01
7/19/22	6031538	LOUIS F MATHESON CONSTRUCTION INC	\$2,037.15
7/19/22	6031539	SEATTLE AUTOMOTIVE DISTRIBUTING INC	\$134.19
7/19/22	6031540	SOUND SAFETY PRODUCTS CO INC	\$1,395.65
7/19/22	6031541	TRIANGLE ASSOCIATES INC	\$1,007.50
7/19/22	6031542	ULINE INC	\$590.33
7/19/22	6031543	VISION METERING LLC	\$33,280.00
7/19/22	6031544	GRAYBAR ELECTRIC CO INC	\$43,130.74
7/19/22	6031545	ALTEC INDUSTRIES INC	\$1,330.20
7/19/22	6031546	ANIXTER INC	\$115,739.55
7/19/22	6031547	SEATTLE NUT & BOLT LLC	\$256.34
7/19/22	6031548	ICONIX WATERWORKS INC	\$244.95
7/19/22	6031549	HARNISH GROUP INC	\$2,692.55
7/19/22	6031550	ID LABELING SYSTEMS	\$1,918.85
7/19/22	6031551	BALLARD HARDWARE & SUPPLY INC	\$399.67
7/19/22	6031552	MOUSER ELECTRONICS INC	\$16.96
7/19/22	6031553	EIP COMMUNICATIONS I LLC	\$5,295.18
7/19/22	6031554	ORSI LESSEE LLC	\$28,166.40
7/19/22	6031555	MURRAYSMITH INC	\$37,719.88

Detailed Disbursement Report

Accounts Payable ACH			
Payment Date	Payment Ref Nbr	Payee	Amount
7/20/22	6031556	ELECTRO-MECHANICAL CORP	\$134,989.08
7/20/22	6031557	HOWARD INDUSTRIES INC	\$55,809.43
7/20/22	6031558	ROMAINE ELECTRIC CORP	\$1,159.70
7/20/22	6031559	SISKUN INC	\$200.90
7/20/22	6031560	PROLEC-GE WAUKESHA INC	\$9,292.17
7/20/22	6031561	STELLAR INDUSTRIAL SUPPLY INC	\$604.14
7/20/22	6031562	GORDON TRUCK CENTERS INC	\$165.44
7/20/22	6031563	WW GRAINGER INC	\$1,176.51
7/20/22	6031564	BIGFOOT CONSTRUCTION EQUIPMENT INC	\$2,420.89
7/20/22	6031565	GENERAL PACIFIC INC	\$19,328.11
7/20/22	6031566	SENSUS USA INC	\$329.40
7/20/22	6031567	SUMMIT LAW GROUP PLLC	\$645.00
7/20/22	6031568	TRIANGLE ASSOCIATES INC	\$7,220.50
7/20/22	6031569	ULINE INC	\$1,855.04
7/20/22	6031570	WALTER E NELSON CO OF WESTERN WA	\$434.05
7/20/22	6031571	WEX BANK	\$92,378.85
7/20/22	6031572	GRAYBAR ELECTRIC CO INC	\$624.20
7/20/22	6031573	ALTEC INDUSTRIES INC	\$12,188.88
7/20/22	6031574	ANIXTER INC	\$35,224.33
7/20/22	6031575	BNSF RAILWAY COMPANY	\$3,205.34
7/20/22	6031576	TRAFFIC CONTROL PLAN CO OF WA LLC	\$350.00
7/20/22	6031577	NORTH COUNTY OUTLOOK INC	\$810.00
7/20/22	6031578	EQUINOX RESEARCH & CONSULTING	\$8,068.31
7/20/22	6031579	QURIUS OR TEDIUS LLC	\$200.00
7/20/22	6031580	ISSQUARED INC	\$15,948.55
7/20/22	6031581	RENTOKIL NORTH AMERICA INC	\$164.85
7/20/22	6031582	CASNE ENGINEERING INC	\$6,346.50
7/20/22	6031583	TRC ENGINEERS INC	\$555,292.39
7/20/22	6031584	ARCHECOLOGY LLC	\$75.00
7/20/22	6031585	BRIAN VANHULLE	\$125.00
7/20/22	6031586	RONALD SHEPPARD	\$136.00
7/20/22	6031587	JOHN HIEB	\$590.40

Detailed Disbursement Report

Accounts Payable ACH			
Payment Date	Payment Ref Nbr	Payee	Amount
7/21/22	6031588	ASPLUNDH TREE EXPERT LLC	\$34,216.49
7/21/22	6031589	DOBLE ENGINEERING CO	\$3,795.75
7/21/22	6031590	MOTOR TRUCKS INTL & IDEALEASE INC	\$1,014.14
7/21/22	6031591	S&C ELECTRIC COMPANY	\$26,073.67
7/21/22	6031592	EASTSIDE SAW & SALES INC	\$93.24
7/21/22	6031593	EDGE ANALYTICAL INC	\$1,320.00
7/21/22	6031594	GENERAL PACIFIC INC	\$1,887.43
7/21/22	6031595	GOVERNMENT PORTFOLIO ADVISORS	\$5,833.33
7/21/22	6031596	HOGLUNDS TOP SHOP INC	\$631.93
7/21/22	6031597	LENZ ENTERPRISES INC	\$1,734.55
7/21/22	6031598	POWER ENGINEERS INC	\$2,529.04
7/21/22	6031599	SOUND SAFETY PRODUCTS CO INC	\$8,587.94
7/21/22	6031600	ULINE INC	\$307.50
7/21/22	6031601	OFFICE OF THE SECRETARY OF STATE	\$2,532.50
7/21/22	6031602	ALTEC INDUSTRIES INC	\$2,102.00
7/21/22	6031603	ANIXTER INC	\$20,771.10
7/21/22	6031604	THE GOODYEAR TIRE & RUBBER CO	\$800.96
7/21/22	6031605	BURNS & MCDONNELL ENGR CO INC	\$53,244.55
7/21/22	6031606	GOLDFARB & HUCK ROTH RIOJAS PLLC	\$65,105.98
7/21/22	6031607	ANDREW JORDAN HARPER	\$520.75
7/21/22	6031608	CENVEO WORLDWIDE LIMITED	\$5,193.76
7/21/22	6031609	ADVANCED GOVERNMENT SERVICES INC	\$2,688.00
7/21/22	6031610	US CAD HOLDINGS LLC	\$12,088.77
7/21/22	6031611	BORDER STATES INDUSTRIES INC	\$163,785.50
7/21/22	6031612	JOANNE JONES	\$527.63
7/22/22	6031613	ASPLUNDH TREE EXPERT LLC	\$10,102.98
7/22/22	6031614	CERIUM NETWORKS INC	\$1,537.20
7/22/22	6031615	IBEW LOCAL 77	\$77,075.10
7/22/22	6031616	INTERGRAPH CORPORATION	\$93.68
7/22/22	6031617	MR TRUCK WASH INC	\$1,818.23
7/22/22	6031618	TK ELEVATOR CORPORATION	\$403.81
7/22/22	6031619	WASTE MANAGEMENT OF WASHINGTON INC	\$5,117.52

Detailed Disbursement Report

Accounts Payable ACH			
Payment Date	Payment Ref Nbr	Payee	Amount
7/22/22	6031620	WILLIAMS SCOTSMAN INC	\$4,102.74
7/22/22	6031621	LONGS LANDSCAPE LLC	\$744.75
7/22/22	6031622	NORTHWEST CASCADE INC	\$321.10
7/22/22	6031623	PACIFIC MOBILE STRUCTURES INC	\$1,687.76
7/22/22	6031624	UNITED RENTALS NORTH AMERICA INC	\$1,901.83
7/22/22	6031625	TRAFFIC CONTROL PLAN CO OF WA LLC	\$525.00
7/22/22	6031626	RENTOKIL NORTH AMERICA INC	\$164.85
7/22/22	6031627	AA REMODELING LLC	\$1,400.00
7/22/22	6031628	WASHINGTON ENERGY SERVICES COMPANY	\$4,600.00
7/22/22	6031629	BRAD KIME	\$125.00
7/22/22	6031630	MATTHEW KIMBALL	\$227.00
7/22/22	6031631	KEVIN JOHNSTON	\$285.00

Total: \$4,473,492.18

Detailed Disbursement Report

Accounts Payable Wires			
Payment Date	Payment Ref Nbr	Payee	Amount
7/13/22	7002584	CRAWFORD & COMPANY	\$218.20
7/19/22	7002585	US DEPARTMENT OF ENERGY	\$22,483,735.00
7/19/22	7002586	EDF TRADING NORTH AMERICA LLC	\$3,000.00
7/20/22	7002587	CITY OF SEATTLE	\$304,547.62
7/20/22	7002588	HAMPTON LUMBER MILLS-WA INC	\$86,707.13
7/20/22	7002589	LL&P WIND ENERGY INC	\$349,551.19
7/20/22	7002590	AVANGRID RENEWABLES HOLDINGS INC	\$1,064,002.29
7/21/22	7002591	ICMA-RC	\$183.10
7/22/22	7002592	ICMA-RC	\$209,550.91
7/22/22	7002593	PUBLIC UTILITY DIST NO 1 OF SNOHOMI	\$38,188.09
7/22/22	7002594	ICMA-RC	\$563,371.70

Total: \$25,103,055.23

Detailed Disbursement Report

Payroll			
Period End Date	Payment Ref Nbr	Payee	Amount
7/20/22	5300000657	PUD EMPLOYEES - DIRECT DEPOSIT	\$4,035,798.66
7/22/22	844705 - 844714	PUD EMPLOYEES - WARRANTS	\$17,195.40

Detailed Disbursement Report

Automatic Debit Payments			
Payment Date	Payment Ref Nbr	Payee	Amount
7/12/2022	5300000653	STATE OF WA DEPT OF RETIR	\$1,909,723.05
7/15/2022	5300000654	WELLNESS BY WISHLIST INC	\$10,891.31
7/19/2022	5300000655	SAFEGUARD BUSINESS SYSTEM	\$900.90
7/19/2022	5300000656	VOID	\$0.00
7/20/2022	5300000657	ADP INC	\$957,818.79
7/22/2022	5300000658	WELLNESS BY WISHLIST INC	\$18,456.50

Total: \$2,897,790.55



BUSINESS OF THE COMMISSION

Meeting Date: August 2, 2022

Agenda Item: 5A

TITLE

Consideration of a Resolution Declaring Certain Property Interests Over a Portion of Certain District Property (Tax Parcel Nos. 31052200405500 and 31052200405400) with an Address of 17601 59th Ave NE, Arlington, Washington, and in Sewer Lines and Water Lines on Said Property, to be Surplus and Authorizing the Transfer of Ownership of the Utility Lines and Granting of Utility Easements in Favor of the City of Arlington

SUBMITTED FOR: Public Hearing and Action

Real Estate Services	Maureen Barnes	4373
Department	Contact	Extension
Date of Previous Briefing:	<u>7-19-2022</u>	
Estimated Expenditure:		Presentation Planned <input type="checkbox"/>

ACTION REQUIRED:

- | | | |
|--|-------------------------------------|--|
| <input checked="" type="checkbox"/> Decision Preparation | <input type="checkbox"/> Incidental | <input type="checkbox"/> Monitoring Report |
| <input type="checkbox"/> Policy Discussion | (Information) | |
| <input type="checkbox"/> Policy Decision | | |
| <input checked="" type="checkbox"/> Statutory | | |

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

Governance Process, Board Job Description, GP-3(4)(F)(1) a non-delegable statutorily assigned Board Duty to authorize acquisition . . . and the disposition of certain properties and payment therefore.

The District” owns certain real property located at 17601 59th Ave NE, Arlington, Washington (“Property”), upon which the District operates and maintains the recently constructed Clean Energy Technology Center, Modular Data Center and Arlington Microgrid.

As part of the permitting process with the City of Arlington (“City”) for the development and construction of said facilities, the District constructed sanitary sewer lines and water lines and road improvements on the Property.

In 2020 and as part of the permitting process, the City previously requested that the District transfer ownership of some of the utility lines and grant sanitary sewer and water utility easements to the City across the Property for operation and maintenance of said utility lines. The City also requested that the District dedicate in favor of and transfer to the City a sixty foot (60') wide right-of-way through a portion of the Property.

On November 3, 2020, the Commission passed Resolution No. 5984 which authorized the transfer of ownership of some of the utility lines to Arlington, granting of utility easements in favor of Arlington, and dedication of the right-of-way in favor of Arlington.

Now, as part of the completion of the permitting process for the referenced District facilities, the City requests that the District transfer ownership of the remaining utility lines and grant a sanitary sewer and water utility easements to the City across the Property for operation and maintenance of said remaining utility lines.

Staff recommends the Commission convene a public hearing at the Commission meeting to consider declaring the property interests referred to above surplus to District's needs. Staff further recommends that the Commission pass the attached resolution declaring said property interests surplus to District's needs and authorizing that ownership of the utility lines be transferred to the City and the utility easements be granted in favor of the City.

List Attachments:

- Resolution
- Exhibit A
- Exhibit B

RESOLUTION NO. _____

A RESOLUTION Declaring Certain Property Interests Over a Portion of Certain District Property (Tax Parcel Nos. 31052200405500 and 31052200405400) with an Address of 17601 59th Ave NE, Arlington, Washington, and in Sewer Lines and Water Lines on Said Property, to be Surplus and Authorizing the Transfer of Ownership of the Utility Lines and Granting of Utility Easements in Favor of the City of Arlington

WHEREAS, Public Utility District No. 1 of Snohomish County District (“District”) owns certain real property located at 17601 59th Ave NE, Arlington, Washington (“Property”), upon which the District operates and maintains the recently constructed Clean Energy Technology Center, Modular Data Center and Arlington Microgrid, and which is legally described as follows:

ALL OF PARCELS 1 AND 2 OF THAT CERTAIN RECORD OF SURVEY RECORDED IN AUDITOR'S FILE NUMBER 201303075003.

PARCEL 1: THAT PORTION OF THE SOUTH HALF OF THE NORTH HALF OF THE SOUTHEAST QUARTER OF SECTION 22, TOWNSHIP 31 NORTH, RANGE 5 EAST, W.M., LYING WEST OF THE NORTHERN PACIFIC RAILROAD RIGHT OF WAY; EXCEPT THE NORTH 330 FEET OF THE WEST 1124 FEET THEREOF.

PARCEL 2: AN EASEMENT FOR INGRESS, EGRESS AND UTILITIES AS RESERVED IN STATUTORY WARRANTY DEED RECORDED UNDER AUDITOR'S FILE NUMBER 8111100107.

SITUATED IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON; and

WHEREAS, as part of the permitting process with the City of Arlington (“City”) for the development and construction of the above-referenced facilities, the District constructed sanitary sewer lines and water lines (“Utility Lines”) and road improvements (“Road Improvements”) on the Property; and

WHEREAS, in 2020 and as part of the permitting process, the City previously requested that the District transfer ownership of some of the Utility Lines and grant sanitary sewer and water utility easements to the City across the Property for operation and maintenance of said Utility Lines; and

WHEREAS, in 2020 and as part of the permitting process, the City also requested that the District dedicate in favor of and transfer to the City a sixty foot (60') wide right-of-way through a portion of the Property; and

WHEREAS, on November 3, 2020, the Commission passed Resolution No. 5984 which authorized the transfer of ownership of some of the Utility Lines to Arlington, granting of utility easements in favor of Arlington, and dedication of the right-of-way in favor of Arlington; and

WHEREAS, as part of the completion of the permitting process for the referenced District facilities, the City requests that the District transfer ownership of the remaining Utility Lines and grant a sanitary sewer and water utility easements ("Utility Easements") to the City across the Property for operation and maintenance of said remaining Utility Lines in accordance with the Binding Site Plan attached hereto as Exhibit "A" and as depicted on attached Exhibit "B"; and

WHEREAS, District staff recommends that the property interests represented by the Utility Lines and Utility Easements be declared surplus to the needs of the District and that ownership of the Utility Lines be transferred to the City, and the Utility Easements be granted in favor of the City; and

WHEREAS, the Commission held a public hearing to consider declaring said property interests surplus to the needs of the District and to consider transferring ownership of the Utility Lines to the City and granting the Utility Easements in favor of the City; and

WHEREAS, based upon the information presented and recommendation of staff, the Commission of Public Utility District No. 1 of Snohomish County finds that the District's property interests reflected in the Utility Lines and represented by the Utility Easements:

1. Are no longer necessary, material to, and useful in the District's operations;
2. Are not required for continued public utility service; and
3. Be transferred and conveyed to the City.

NOW, THEREFORE, BE IT RESOLVED by the Commission of Public Utility District No. 1 of Snohomish County that:

1. The District's property interests reflected in the Utility Lines and represented by the Utility Easements are surplus to the District's needs; and
2. The Manager of the District's Real Estate Services, or her designee, is authorized to execute all documents necessary to transfer ownership of the Utility Lines to the City of Arlington, to grant the Utility Easements in favor of the City of Arlington, in accordance with the terms and conditions of the Binding Site Plan (Exhibit A) and as depicted on Exhibit B; provided that the final form of the documents related to said transactions shall be subject to the review and approval of the District's General Counsel or her designee.

PASSED AND APPROVED this 2nd day of August, 2022.

President

Vice-President

Secretary

CITY OF ARLINGTON
PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY ARLINGTON BINDING SITE PLAN
FILE NO. SPUD000000142
IN THE NW1/4, SE1/4 AND NE1/4, SE1/4, SEC. 22, T 31 N, R 5 E, W.M.
SNOHOMISH COUNTY, WASHINGTON

Attachment "A" COVER SHEET

ENTIRE LOT LEGAL DESCRIPTION:

ALL OF PARCELS 1 AND 2 OF THAT CERTAIN RECORD OF SURVEY RECORDED IN AUDITOR'S FILE NUMBER 201303075003.

PARCEL 1: THAT PORTION OF THE SOUTH HALF OF THE NORTH HALF OF THE SOUTHEAST QUARTER OF SECTION 22, TOWNSHIP 31 NORTH, RANGE 5 EAST, W.M., LYING WEST OF THE NORTHERN PACIFIC RAILROAD RIGHT OF WAY; EXCEPT THE NORTH 330 FEET OF THE WEST 1124 FEET THEREOF.

PARCEL 2: AN EASEMENT FOR INGRESS, EGRESS AND UTILITIES AS RESERVED IN STATUTORY WARRANTY DEED RECORDED UNDER AUDITOR'S FILE NUMBER 8111100107.

SITUATED IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

RIGHT-OF-WAY DEDICATION DESCRIPTION:

A STRIP OF LAND WITHIN THE ABOVE DESCRIBED PARCELS, SAID PARCEL OF LAND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SAID PARCEL 1:
THENCE NORTH 87°58'26" WEST ALONG THE SOUTH LINE THEREOF, FOR A DISTANCE OF 811.43 FEET TO THE TRUE POINT OF BEGINNING;
THENCE NORTH 87°58'26" WEST CONTINUING ALONG SAID SOUTH LINE A DISTANCE OF 60.00 FEET;
THENCE LEAVING SAID LINE NORTH 02°01'34" EAST A DISTANCE OF 300.48 FEET TO THE BEGINNING OF A 270.00-FOOT RADIUS CURVE CONCAVE TO THE WEST;
THENCE NORTHERLY ALONG SAID CURVE AN ARC DISTANCE OF 119.23 FEET THROUGH A CENTRAL ANGLE OF 25°18'06" TO A POINT OF TANGENCY;
THENCE NORTH 23°16'31" WEST, A DISTANCE OF 119.71 FEET TO THE BEGINNING OF A 330.00-FOOT RADIUS CURVE CONCAVE TO THE EAST;
THENCE NORTHERLY ALONG SAID CURVE AN ARC DISTANCE OF 143.99 FEET THROUGH A CENTRAL ANGLE OF 25°18'06" TO A POINT OF TANGENCY;
THENCE NORTH 01°43'29" EAST A DISTANCE OF 0.23 FEET TO A POINT ON THE NORTH LINE OF SAID PARCEL 1;
THENCE SOUTH 88°03'29" EAST ALONG SAID NORTH LINE A DISTANCE OF 60.00 FEET TO THE BEGINNING OF A 270.00-FOOT RADIUS CURVE CONCAVE TO THE EAST, FROM WHICH THE RADIUS POINT BEARS SOUTH 88°16'44" EAST;
THENCE LEAVING SAID LINE SOUTHERLY ALONG SAID CURVE AN ARC DISTANCE OF 117.81 FEET THROUGH A CENTRAL ANGLE OF 25°18'06" TO A POINT OF TANGENCY;
THENCE SOUTH 23°16'31" EAST, A DISTANCE OF 119.71 FEET TO THE BEGINNING OF A 330.00-FOOT RADIUS CURVE CONCAVE TO THE WEST;
THENCE SOUTHERLY ALONG SAID CURVE AN ARC DISTANCE OF 145.73 FEET THROUGH A CENTRAL ANGLE OF 25°18'06" TO A POINT OF TANGENCY;
THENCE SOUTH 02°01'34" WEST A DISTANCE OF 300.48 FEET TO THE POINT OF BEGINNING.

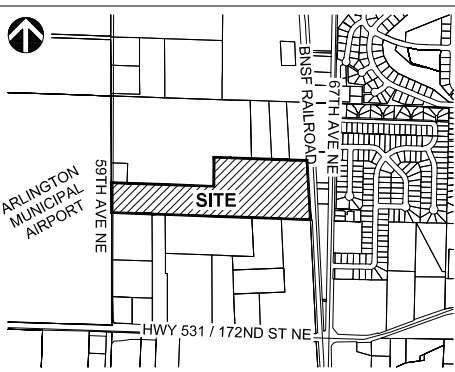
CONTAINING 0.84 ACRES OR 41,021 SQUARE FEET, MORE OR LESS,

SITUATED IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

SITE INFORMATION:

APPLICANT/OWNER:	PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY
CONTACT NUMBER:	425-783-6465
ADDRESS:	17601 59TH AVE NE
TAX PARCEL #:	31052200400200
EXISTING ZONING:	CITY
EXISTING USE CODE:	UNDEVELOPED LAND
WATER SERVICES:	CITY OF ARLINGTON
SEWER SERVICES:	CITY OF ARLINGTON
SCREENING TYPES:	N/A
CRITICAL AREAS:	N/A
SHORELINE CLASS:	N/A

LOT 1 AREA:	12.39 ACRES/539,740 SQ. FT.
LOT 2 AREA:	12.36 ACRES/538,168 SQ. FT.
R.O.W. AREA:	0.84 ACRES/41,021 SQ. FT.
TOTAL SITE AREA:	25.59 ACRES
NUMBER OF LOTS:	2
LOTS PER ACRE:	0.078
AVERAGE LOT SIZE:	12.37 ACRES



VICINITY MAP (1" = 1000')

SHEET INDEX

SHEET 1	COVER SHEET
SHEET 2	SITE OVERVIEW
SHEET 3	EXISTING CONDITIONS
SHEET 4	EXISTING CONDITIONS
SHEET 5	EXISTING CONDITIONS
SHEET 6	SITE PLAN
SHEET 7	SITE PLAN
SHEET 8	SITE PLAN

*LANDSCAPING PLAN SHEET AND CONCEPTUAL UTILITY/SITE GRADING PLAN SHEETS NOT INCLUDED. IMPROVEMENT DESIGN HAS NOT BEEN FINALIZED AS OF THE DATE OF THIS MAP.

DEDICATION:

KNOW ALL PERSONS BY THESE PRESENTS THAT PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY, THE UNDERSIGNED OWNER(S) IN FEE SIMPLE OF THE LAND HEREBY BOUND FOR THIS BINDING SITE PLAN, HEREBY DECLARES ALL STREETS, AVENUES, PLACES AND EASEMENTS OR WHATEVER PUBLIC PROPERTY SHOWN ON THE BINDING SITE PLAN AND THE USE FOR ANY AND ALL PUBLIC PURPOSES NOT INCONSISTENT WITH THE USE THEREOF FOR PUBLIC HIGHWAY PURPOSES, ALSO THE RIGHT TO MAKE ALL NECESSARY SLOPES FOR CUTS AND FILLS UPON LOTS, BLOCKS, TRACTS, ETC. SHOWN ON THIS BINDING SITE PLAN IN THE REASONABLE, ORIGINAL GRADING OF THE STREETS, AVENUES, PLACES ETC. SHOWN HEREON, ALSO, THE RIGHT TO DRAIN ALL STREETS OVER AND ACROSS ANY LOT OR LOTS WHERE WATER MIGHT TAKE A NATURAL COURSE AFTER THE STREET OR STREETS ARE GRADED, ALSO, ALL CLAIMS FOR DAMAGE AGAINST ANY GOVERNMENTAL AUTHORITY IS WAIVED WHICH MAY BE OCCASIONED TO THE ADJACENT LAND BY THE ESTABLISHMENT, CONSTRUCTION, DRAINAGE, AND MAINTENANCE OF SAID ROADS, FOLLOWING ORIGINAL REASONABLE GRADING OF ROADS AND WAYS HEREON, NO DRAINAGE WATERS ON ANY LOT OR LOTS SHALL BE DIVERTED OR BLOCKED FROM THEIR NATURAL COURSE SO AS TO DISCHARGE UPON ANY PUBLIC ROAD RIGHT-OF-WAY TO HAMPER PROPER ROAD DRAINAGE, THE OWNER OF ANY LOT OR LOTS, PRIOR TO MAKING AN ALTERATION IN THE DRAINAGE SYSTEM AFTER THE RECORDING OF THE BINDING SITE PLAN MUST MAKE APPLICATION TO, AND RECEIVE APPROVAL FROM, THE DIRECTOR OF THE DEPARTMENT OF PUBLIC WORKS FOR SAID ALTERATION, ANY ENCLOSING OF DRAINAGE WATERS IN CULVERTS OR DRAINS OR REROUTING THEREOF ACROSS ANY LOT AS MAY BE UNDERTAKEN BY OR FOR THE OWNER OF ANY LOT SHALL BE DONE BY, AND AT THE EXPENSE OF, SUCH OWNER, AFTER ACQUIRING A CULVERT PERMIT FROM THE DEPARTMENT OF PLANNING IF REQUIRED, AND SUBJECT TO ANY OTHER EXISTING PERMITTING REQUIREMENTS THEREFORE, EASEMENTS ARE ALSO DEDICATED TO THE CITY OF ARLINGTON AS REFERENCED IN THE DECLARATION OF COVENANTS, CONDITIONS, AND RESTRICTIONS.

IN WITNESS WHEREOF WE SET OUR HANDS AND SEALS THIS ____ DAY OF _____, 20 ____.

MAUREEN BARNES AS REAL ESTATE SERVICES MANAGER

ACKNOWLEDGMENT

STATE OF WASHINGTON } S.S.
COUNTY OF SNOHOMISH }

I CERTIFY THAT MAUREEN BARNES APPEARED BEFORE ME, AND SAID PERSON ACKNOWLEDGED THAT THEY SIGNED THIS INSTRUMENT, ON OATH STATED THAT THEY WERE AUTHORIZED TO EXECUTE THE INSTRUMENT AND ACKNOWLEDGED IT AS REAL ESTATE MANAGER OF PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY, TO BE THE FREE AND VOLUNTARY ACT OF SUCH PARTY FOR THE USES AND PURPOSES MENTIONED IN THIS INSTRUMENT.

BY: _____

SIGNATURE: _____

PRINT NAME: _____

NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON

RESIDING AT _____

MY APPOINTMENT EXPIRES: _____

**CITY OF ARLINGTON COMMUNITY AND ECONOMIC
DEVELOPMENT BINDING SITE PLAN APPROVAL:**

THE CITY OF ARLINGTON HEREBY DETERMINES THAT THIS BINDING SITE PLAN CONFORMS TO THE ARLINGTON MUNICIPAL CODE GOVERNING BINDING SITE PLANS AND THE CITY OF ARLINGTON ZONING REQUIREMENT, AND IS HEREBY APPROVED, NOTED THE CITY OF ARLINGTON DOES NOT IN ANY WAY WARRANT OR GUARANTEE THE ACCURACY OF THIS SUBDIVISION INFORMATION.

EXAMINED AND APPROVED THIS ____ DAY OF _____, 20 ____.

COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR

SNOHOMISH COUNTY TREASURER'S CERTIFICATE:

I HEREBY CERTIFY THAT ALL STATE AND COUNTY TAXES HERETOFORE LEVIED AGAINST THE PROPERTY DESCRIBED HEREON, ACCORDING TO THE BOOKS AND RECORDS OF MY OFFICE, HAVE BEEN FULLY PAID AND DISCHARGED.

EXAMINED THIS ____ DAY OF _____, 20 ____.

SNOHOMISH COUNTY TREASURER

BY: _____

DEPUTY COUNTY TREASURER

EASEMENTS:

AN EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY FOR UTILITIES SERVING SUBJECT PARCEL, AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS, UNDER AND UPON THE EASEMENTS SHOWN HEREON IN WHICH TO INSTALL, LAY, CONSTRUCT, RENEW, OPERATE AND MAINTAIN UNDERGROUND CONDUITS, CABLES, PIPE, AND WIRES WITH NECESSARY FACILITIES AND OTHER EQUIPMENT FOR THE PURPOSE OF SERVING THIS SUBDIVISION AND OTHER PROPERTY WITH ELECTRIC, TELEPHONE, TELEVISION CABLE AND OTHER UTILITY SERVICES TOGETHER WITH THE RIGHT TO ENTER UPON THE PARCEL AT ALL TIMES FOR THE PURPOSES HEREIN STATED.

DECLARATION, COVENANTS, CONDITIONS AND RESTRICTIONS:**DECLARATION:**

KNOW ALL PERSONS BY THESE PRESENTS THAT THE UNDERSIGNED, ON BEHALF OF PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY (OWNER IN FEE SIMPLE OF THE REAL PROPERTY DESCRIBED HEREIN), DOES HEREBY DECLARE THIS BINDING SITE PLAN PURSUANT TO RCW 81.17.040 ON THIS ____ DAY OF _____, 20 ____ BY THE CITY OF ARLINGTON COMMUNITY AND ECONOMIC DEVELOPMENT, SUBJECT TO THE FOLLOWING COVENANTS AND CONDITIONS:

1. SITE DEVELOPMENT: ALL DEVELOPMENT AND USE OF THE LAND DESCRIBED HEREIN SHALL BE IN ACCORDANCE WITH THE BINDING SITE PLAN, AS IT MAY LAWFULLY BE AMENDED WITH THE APPROVAL OF THE CITY OF ARLINGTON, AND IN ACCORDANCE WITH SUCH OTHER CITY OF ARLINGTON AND OTHER GOVERNMENTAL PERMITS, APPROVALS, REGULATIONS, REQUIREMENTS AND RESTRICTIONS THAT MAY BE IMPOSED UPON SUCH LAND AND THE DEVELOPMENT AND USE THEREOF.
2. NO FURTHER SUBDIVISION OF ANY LOT SHALL OCCUR WITHOUT RESUBMITTING FOR CITY APPROVAL.
3. THE EASEMENTS ARE FOR THE NON-EXCLUSIVE USE OF ALL LOTS IN THE BINDING SITE PLAN, AND IS HEREBY RESERVED AND CONVEYED AS AN EASEMENT FOR THE BENEFIT OF ALL OWNERS OF ALL LOTS AND THE CITY OF ARLINGTON.
4. SUBJECT TO COVENANTS, CONDITIONS, AND RESTRICTIONS AS RECORDED UNDER AUDITOR'S FILE NUMBER(S) _____.
5. AN EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO ALL SANITARY SEWER, STORM DRAINAGE AND WATER UTILITIES SERVING THE SUBJECT BINDING SITE PLAN AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS OVER, UNDER, THROUGH AND UPON A STRIP OF LAND TEN FEET WIDE EACH SIDE OF THE AS CONSTRUCTED CENTERLINE OF ANY NEWLY CONSTRUCTED SANITARY SEWER AND WATER LINE.
6. AN EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY FOR UTILITIES SERVING SUBJECT PARCELS UNDER AND UPON THE EASEMENT AREAS SHOWN AS RESERVED SPECIFICALLY ACKNOWLEDGED, THE GRANTOR, ITS SUCCESSORS AND ASSIGNS, SUBJECT TO THE PROVISIONS HEREIN CONTAINED, HEREBY GRANTS, BARGAINS, SELLS AND CONVEYS UNTO THE CITY OF ARLINGTON, STATE OF WASHINGTON, ITS SUCCESSORS AND ASSIGNS ("GRANTEES"), FOR USE AND BENEFIT OF THE PUBLIC, A PERPETUAL EASEMENT AND RIGHT-OF-WAY OVER THAT PORTION OF THE GRANTOR'S ABOVE-DESCRIBED LAND STARTING AT 292' MEAN SEA LEVEL (MSL), IN THE VICINITY OF ARLINGTON MUNICIPAL AIRPORT, FOR THE PURPOSE OF THE PASSAGE OF ALL AIRCRAFT ("AIRCRAFT") BEING DEFINED FOR THE PURPOSE OF THIS INSTRUMENT AS ANY DEVICE NOW KNOWN OR HEREAFTER INVENTED, USED OR DESIGNATED FOR NAVIGATION OF, OR FLIGHT IN THE AIR, BY WHOMSOEVER OWNED AND OPERATED IN THE AIR SPACE TO AN INFINITE HEIGHT ABOVE THE SURFACE OF THE GRANTOR'S PROPERTY, TOGETHER WITH THE RIGHT TO CAUSE IN SAID AIR SPACE NOISE, VIBRATION AND ALL OTHER EFFECTS THAT MAY BE CAUSED BY THE OPERATION OF AIRCRAFT LANDING AT OR TAKING OFF FROM, OR OPERATING AT, OR ON ARLINGTON MUNICIPAL AIRPORT, LOCATED IN SNOHOMISH COUNTY, STATE OF WASHINGTON, GRANTOR HEREBY WAIVES, REMISES AND RELEASES ANY RIGHT OR CAUSE OF ACTION WHICH GRANTOR HAS NOW, OR WHICH GRANTOR MAY HAVE IN THE FUTURE AGAINST THE GRANTEE, ITS SUCCESSORS AND ASSIGNS, DUE TO SUCH NOISE, VIBRATION, AND OTHER EFFECTS THAT MAY BE CAUSED BY THE OPERATION OF AIRCRAFT LANDING AND TAKING OFF FROM, OR OPERATING ON OR NEAR THE ARLINGTON MUNICIPAL AIRPORT, THE GRANTOR FURTHER COVENANTS AND AGREES THAT UPON SAID PROPERTY (A) NO USE SHALL BE PERMITTED THAT CAUSES A DISCHARGE INTO THE AIR OF FUMES, SMOKE OR DUST WHICH WILL OBSTRUCT VISIBILITY AND ADVERSELY AFFECT THE OPERATION OF AIRCRAFT, NOR SHALL ANY USE BE PERMITTED WHICH CAUSES ANY INTERFERENCE WITH NAVIGATIONAL FACILITIES NECESSARY TO AIRCRAFT OPERATION; AND (B) NO DEVELOPMENT OR CONSTRUCTION SHALL BE PERMITTED WHICH WILL INTERFERE IN ANY WAY WITH THE SAFE OPERATION OF AIRCRAFT IN THE AIR SPACE OVER THE LAND DESCRIBED HEREIN OR AT OR ON THE ARLINGTON MUNICIPAL AIRPORT.
7. THOSE EASEMENTS OVER WATER AND SANITARY SEWER MAINLINES ARE PUBLIC EASEMENTS, ANY OBSTRUCTION WITHIN A UTILITY EASEMENT SHALL BE REMOVED IMMEDIATELY, THE CITY OF ARLINGTON SHALL NOT BE RESPONSIBLE FOR ANY DAMAGE TO AN OBSTRUCTION WITHIN A UTILITY EASEMENT.
8. ANY REDEVELOPMENT OF INDIVIDUAL OR CONTIGUOUS LOTS WITHIN THE BINDING SITE PLAN SHALL BE SUBJECT TO ENVIRONMENTAL REVIEW.

ARLINGTON MUNICIPAL AIRPORT AVIGATION EASEMENT:

WHEREAS, PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY, HEREINAFTER CALLED "GRANTOR", IS THE OWNER OF THAT CERTAIN PARCEL OF LAND SITUATED IN THE CITY OF ARLINGTON, COUNTY OF SNOHOMISH, STATE OF WASHINGTON, TO WIT:

HEREINAFTER CALLED "GRANTOR'S PROPERTY, AND OUTLINED ON THE BINDING SITE PLAN, NOW, THEREFORE, FOR GOOD AND VALUABLE CONSIDERATION TO THE GRANTOR, THE GRANTEE AND SUFFICIENCY OF WHICH IS HEREBY SPECIFICALLY ACKNOWLEDGED, THE GRANTOR, ITS SUCCESSORS AND ASSIGNS, SUBJECT TO THE PROVISIONS HEREIN CONTAINED, HEREBY GRANTS, BARGAINS, SELLS AND CONVEYS UNTO THE CITY OF ARLINGTON, STATE OF WASHINGTON, ITS SUCCESSORS AND ASSIGNS ("GRANTEES"), FOR USE AND BENEFIT OF THE PUBLIC, A PERPETUAL EASEMENT AND RIGHT-OF-WAY OVER THAT PORTION OF THE GRANTOR'S ABOVE-DESCRIBED LAND STARTING AT 292' MEAN SEA LEVEL (MSL), IN THE VICINITY OF ARLINGTON MUNICIPAL AIRPORT, FOR THE PURPOSE OF THE PASSAGE OF ALL AIRCRAFT ("AIRCRAFT") BEING DEFINED FOR THE PURPOSE OF THIS INSTRUMENT AS ANY DEVICE NOW KNOWN OR HEREAFTER INVENTED, USED OR DESIGNATED FOR NAVIGATION OF, OR FLIGHT IN THE AIR, BY WHOMSOEVER OWNED AND OPERATED IN THE AIR SPACE TO AN INFINITE HEIGHT ABOVE THE SURFACE OF THE GRANTOR'S PROPERTY, TOGETHER WITH THE RIGHT TO CAUSE IN SAID AIR SPACE NOISE, VIBRATION AND ALL OTHER EFFECTS THAT MAY BE CAUSED BY THE OPERATION OF AIRCRAFT LANDING AT OR TAKING OFF FROM, OR OPERATING AT, OR ON ARLINGTON MUNICIPAL AIRPORT, LOCATED IN SNOHOMISH COUNTY, STATE OF WASHINGTON, GRANTOR HEREBY WAIVES, REMISES AND RELEASES ANY RIGHT OR CAUSE OF ACTION WHICH GRANTOR HAS NOW, OR WHICH GRANTOR MAY HAVE IN THE FUTURE AGAINST THE GRANTEE, ITS SUCCESSORS AND ASSIGNS, DUE TO SUCH NOISE, VIBRATION, AND OTHER EFFECTS THAT MAY BE CAUSED BY THE OPERATION OF AIRCRAFT LANDING AND TAKING OFF FROM, OR OPERATING ON OR NEAR THE ARLINGTON MUNICIPAL AIRPORT, THE GRANTOR FURTHER COVENANTS AND AGREES THAT UPON SAID PROPERTY (A) NO USE SHALL BE PERMITTED THAT CAUSES A DISCHARGE INTO THE AIR OF FUMES, SMOKE OR DUST WHICH WILL OBSTRUCT VISIBILITY AND ADVERSELY AFFECT THE OPERATION OF AIRCRAFT, NOR SHALL ANY USE BE PERMITTED WHICH CAUSES ANY INTERFERENCE WITH NAVIGATIONAL FACILITIES NECESSARY TO AIRCRAFT OPERATION; AND (B) NO DEVELOPMENT OR CONSTRUCTION SHALL BE PERMITTED WHICH WILL INTERFERE IN ANY WAY WITH THE SAFE OPERATION OF AIRCRAFT IN THE AIR SPACE OVER THE LAND DESCRIBED HEREIN OR AT OR ON THE ARLINGTON MUNICIPAL AIRPORT.

THIS EASEMENT SHALL BE EFFECTIVE AND SHALL INURE TO THE BENEFIT OF THE GRANTEE, ITS SUCCESSORS AND ASSIGNS, UNTIL THE ARLINGTON MUNICIPAL AIRPORT SHALL BE ABANDONED AND SHALL CEASE TO BE USED FOR AIRPORT PURPOSES. IT IS SPECIFICALLY UNDERSTOOD AND AGREED THAT THIS EASEMENT, ITS COVENANTS AND AGREEMENTS SHALL RUN WITH THE LAND, WHICH IS DESCRIBED HEREIN, THE GRANTOR, ON BEHALF OF ITSELF, ITS SUCCESSORS AND ASSIGNS, FURTHER ACKNOWLEDGES THAT THE EASEMENTS HEREIN GRANTED CONTEMPLATE AND INCLUDE ALL EXISTING AND FUTURE OPERATIONS AT ARLINGTON MUNICIPAL AIRPORT, ACKNOWLEDGING THAT FUTURE AIRCRAFT NUMBERS AND TYPES WILL MOST LIKELY INCREASE AND NOISE PATTERNS MAY ALSO INCREASE, AND THAT THE RIGHTS, OBLIGATIONS AND COVENANTS HEREIN SET FORTH SHALL NOT TERMINATE OR VARY IN THE EVENT OF CHANGES IN THE FLIGHT VOLUME OR NOISE, TRAFFIC PATTERNS, RUNWAY LENGTHS OR LOCATIONS OR CHARACTERISTICS OR TYPE OR CATEGORY OF AIRCRAFT USING THE ARLINGTON MUNICIPAL AIRPORT, CITY OF ARLINGTON, STATE OF WASHINGTON.

AF # _____

SURVEYOR'S CERTIFICATE

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE SURVEY RECORDING ACT AT THE REQUEST OF _____
PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY

ON _____

SIGNATURE _____ DATE _____

CERTIFICATE NO. _____

**RECORDING CERTIFICATE**

FILED FOR RECORD THIS ____ DAY OF _____, 20 ____ AT _____ M, IN BOOK ____ OF _____

SURVEYS AT PAGE ____ AT THE REQUEST OF DAVID EVANS AND ASSOCIATES, INC.

MANAGER/AUDITOR

SUPT. OF RECORDS/DEPUTY AUDITOR

RECORDING NO. _____

BINDING SITE PLAN

FOR

**PUBLIC UTILITY DISTRICT NO. 1
OF SNOHOMISH COUNTY**

CITY OF ARLINGTON
SNOHOMISH COUNTY, WASHINGTON



**DAVID EVANS
AND ASSOCIATES INC.**

1620 W. Marine View Drive, Suite 200

Everett Washington 98201

Phone: 425,259,4099

SHEET 1 OF 8

SCALE N/A

SURVEYED FEBRUARY 2019

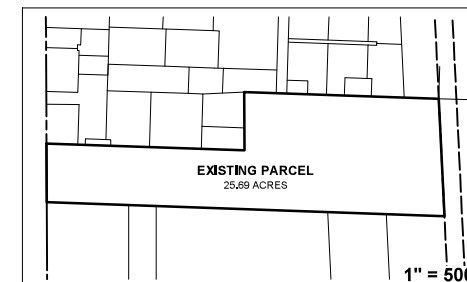
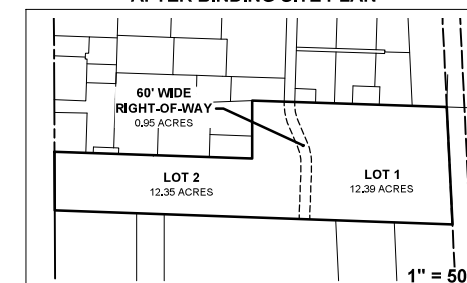
FIELD BOOK N/A

DRAWN EFG 11-20-19

CHECKED GJA

FILE SPUD-0000-0142

**CITY OF ARLINGTON
PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY ARLINGTON BINDING SITE PLAN**
FILE NO. SPUD00000142
IN THE NW1/4, SE1/4 AND NE1/4, SEC. 22, T 31 N, R 5 E, W.M.
SNOHOMISH COUNTY, WASHINGTON

SITE INFORMATION**BEFORE BINDING SITE PLAN****AFTER BINDING SITE PLAN****REFERENCES:**

1. RECORD OF SURVEY, AF #201303075003
2. RECORD OF SURVEY, AF #200501145210
3. BINDING SITE PLAN, AF #20112205001
4. BOUNDARY LINE ADJUSTMENT, AF #9807025001
5. BOUNDARY LINE ADJUSTMENT, AF #200409245131
6. RECORD OF SURVEY, AF #200008085001
7. BOUNDARY LINE ADJUSTMENT, AF #200406095007
8. RECORD OF SURVEY, AF #9608015001
9. RECORD OF SURVEY, AF #8604155004
10. RECORD OF SURVEY, AF #7609290249
11. RECORD OF SURVEY, AF #200203135003

SURVEY NOTES:

1. BINDING SITE PLAN LIES WITHIN ZONE X (UNSHADED), OUTSIDE THE 500-YEAR FLOODPLAIN, PER FLOOD INSURANCE RATE MAP (FIRM) NUMBER 53061C0392E, EFFECTIVE DATE OF NOVEMBER 8, 1999.
2. HORIZONTAL DATUM IS WASHINGTON STATE PLANE COORDINATE SYSTEM - NORTH ZONE, NAD 83(1), CONVERTED TO GROUND COORDINATES, USING A COMBINED SCALE FACTOR OF 1,000,057484. VERTICAL DATUM IS NAVD88 AS DETERMINED BY GPS OBSERVATION USING THE W.S.R.N.
3. FIELD WORK WAS COMPLETED IN FEBRUARY 2019.

BASIS OF BEARING

BEARINGS SHOWN HEREON ARE WASHINGTON STATE PLANE COORDINATE SYSTEM, NORTH ZONE, NAD83(2011) (2011.00) VIA GNSS OBSERVATIONS CORRECTED BY THE WASHINGTON STATE REFERENCE NETWORK (WSRN) UTILIZING A MULTI-STATION SOLUTION.

THE OBSERVED BEARING OF N001°35'59"W BETWEEN THE NORTH QUARTER CORNER AND SOUTH QUARTER CORNER OF SECTION 22 WAS HELD.

AF # _____

P:\SPUD00000142\0400CADSVBASES\Arlington\Sheet\SPUD0142.dwg

FOUND 4" x 4" CONC MON
WITH 2" BRASS DISK WITH
PUNCH MARK, IN CASE

N00°14'13"W 2649.19' (AF 20112205001)
N00°13'59"W 2648.87' (C)
N00°14'05"W 2648.87' (C)
N00°13'59"W 2648.87' (C)

(NORTH 1/4 CORNER TO SOUTH 1/4 CORNER)
N00°13'59"W (M)-BASIS OF BEARINGS
N00°14'13"W 2649.19' (AF 20112205001)
N00°13'59"W 2648.87' (C)
N00°14'05"W 2648.87' (C)

N00°14'13"W 2649.19' (AF 20112205001)
N00°13'59"W 2648.87' (C)
N00°14'05"W 2648.87' (C)

15
22

FOUND 4" x 4" CONC MON
WITH 2" BRASS DISK WITH
PUNCH MARK, IN CASE

(NORTH 1/4 CORNER TO
CALCULATED CENTER OF SECTION)

FOUND 1/2" REBAR AND CAP
PER ROS AF #200203135003
(N 2.95°, E 0.12°)
HELD CENTER OF SECTION LOCATION
AT CALCULATED POSITION FOR OLD
PIPE (NOT FOUND)

NE 1/4

N 1/2 N 1/2 SE 1/4

EXISTING PARCEL
25.69 ACRES

S 1/2 SE 1/4

DIMENSIONS IN BRACKETS [] REPRESENT RECORD
INFORMATION PER AF #200501145210.

N87°48'08"W 2457.39'
N87°55'30"E 2457.16'
N87°48'17"W 2457.26' (AF 200203135003)
N87°48'26"W 2457.38' (AF 20112205001)

N87°04'36"W 2522.01' (AF 200203135003)

N88°08'20"W 2522.00' (AF 20112205001)

N87°34'54"E 2521.76'

N88°08'28"W 2522.01'

N88°03'29"W 1106.71'

N87°39'57"E 1106.82'

N88°03'29"W 1124.81'

N87°39'57"E 1124.81'

N87°58'26"W 2489.69'

N87°58'26"W 2489.44'

N87°58'26"W 2489.69'

N87°58'26"W 2489.44'

N87°58'26"W 2489.69'

N87°58'26"W 2489.44'

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N87°58'26"W 2489.44'

N87°58'26"W 2489.69'

N87°58'26"W 2489.44'



**BINDING SITE PLAN
FOR
PUBLIC UTILITY DISTRICT NO. 1
OF SNOHOMISH COUNTY**

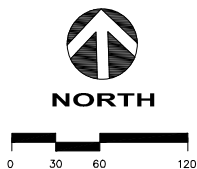
CITY OF ARLINGTON
SNOHOMISH COUNTY, WASHINGTON



**DAVID EVANS
AND ASSOCIATES INC.**
1620 W. Marine View Drive, Suite 200
Everett Washington 98201
Phone: 425.259.4099

SHEET 2 OF 8
SCALE 1" = 300'
SURVEYED FEBRUARY 2019
FIELD BOOK N/A
DRAWN EFG 11-20-19
CHECKED GJLA
FILE SPUD-0000-0142

CITY OF ARLINGTON
PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY ARLINGTON BINDING SITE PLAN
 FILE NO. SPUD00000142
 IN THE NW1/4, SE1/4 AND NE1/4, SEC. 22, T 31 N, R 5 E, W.M.
 SNOHOMISH COUNTY, WASHINGTON

EXISTING CONDITIONS**LEGEND**

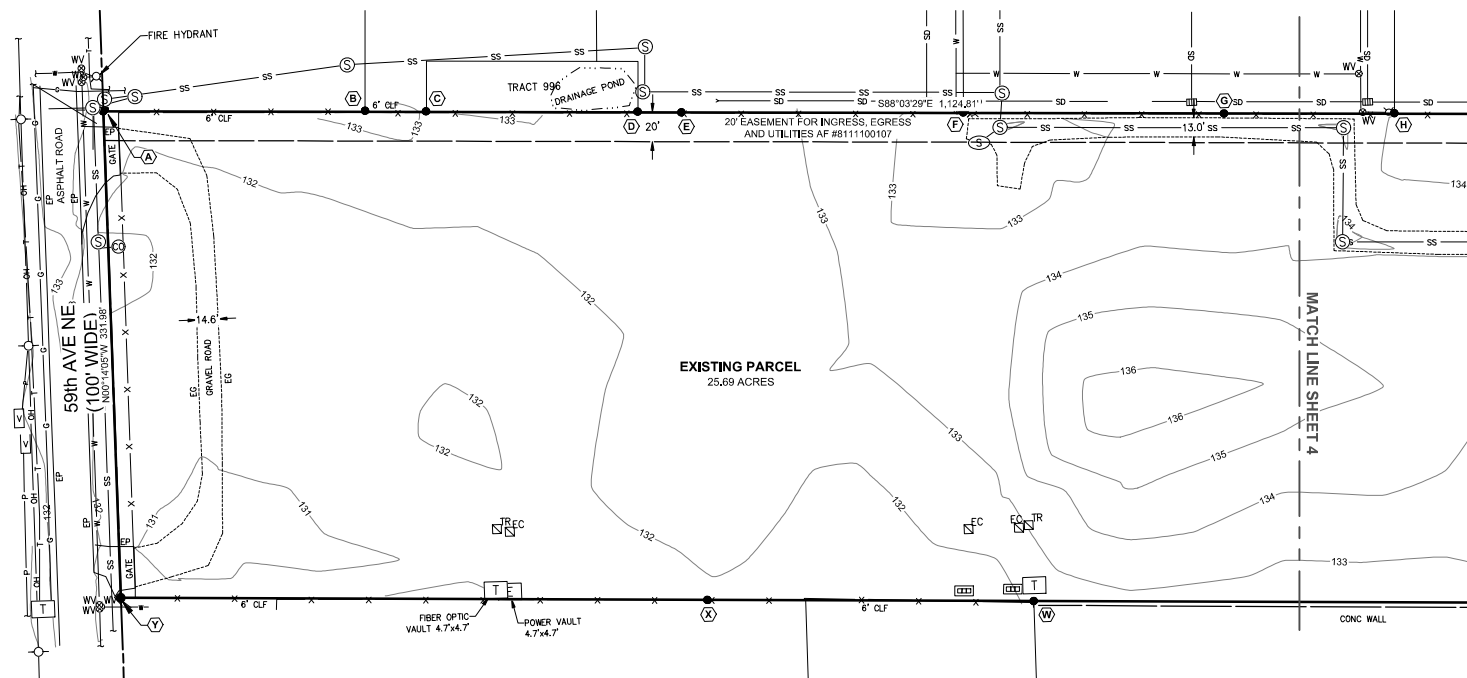
WATER TONE LINE — W —
 SANITARY SEWER LINE — SS —
 OVERHEAD UTILITY LINE — OH —
 POWER TONE LINE — P —
 GAS TONE LINE — G —
 TELEPHONE TONE LINE — T —
 FENCE, AS NOTED — X —
 WATERLINE—PER RECORDS — W(R) —

MONITOR WELL
 STORM DRAIN MANHOLE
 SEWER CLEANOUT
 SEWER STUB
 CATCH BASIN
 SIGN
 AREA LIGHT
 GUY ANCHOR
 UTILITY POLE
 WATER VALVE
 WATER METER
 FIRE HYDRANT
 WATER BLOWOFF VALVE
 BOLLARD
 END OF CONDUIT (TYP.)
 ELECTRIC VAULT
 TELEPHONE/FIBER OPTIC VAULT
 EDGE OF CONCRETE
 CHAIN LINK FENCE
 CONCRETE
 EDGE OF PAVEMENT

⊙ MW
 ⊙ WM
 ⊙ BO
 ⊙ EC
 [E]
 [T]
 EDG
 CLF
 CONC
 EP

FOUND 1/2" BAR IN CONC, NO CAP, 1.3' N. & 0.9' E. FROM PROPERTY CORNER
 FOUND 5/8" BAR & CAP, METRON 28067, 0.5' N. & 0.3' E. FROM PROPERTY CORNER
 FOUND 1/2" BAR & CAP, CASCADE 19631, 0.2' W & 0.1' S. FROM PROPERTY CORNER
 FOUND 5/8" BAR & CAP, METRON 28067 0.7' N. OF PROP LINE
 FOUND 1/2" BAR & CAP, HUEY, 0.4' N. OF PROPERTY LINE
 FOUND 1/2" BAR & CAP, HUEY, 0.4' N. OF PROP LINE
 FOUND 1/2" BAR & CAP, 19631, ON LINE
 FOUND 1/2" BAR & CAP, HUEY, 0.3' N. OF PROP LINE
 FOUND 1/2" BAR & CAP, 19631 ON LINE
 FOUND 1/2" BAR & CAP, HUEY, 0.4' N. OF PROP LINE
 FOUND CONC NAIL & WASHER IN LEAD IN CONCRETE, 0.1' S. & 0.1' W. FROM PROP COR.
 FOUND 1/2" BAR & CAP, HUEY, ON LINE
 FOUND 1/2" BAR & CAP, 19631, 1.0' E. & 0.1' S. FROM COR.
 FOUND 1/2" BAR & CAP, HUEY, 0.2' N. OF PROPERTY LINE

FOUND 1/2" BAR & CAP, HUEY, 0.2' N. OF PROPERTY LINE
 FOUND 1/2" BAR & CAP, HUEY, ON LINE
 FOUND 1/2" BAR & CAP, HUEY, 0.1' N. OF PROPERTY LINE
 FOUND 1/2" BAR & CAP, HUEY 0.2' N. OF PROPERTY LINE
 FOUND CONC NAIL W/ BRASS WASHER 0.2' N. OF PROPERTY LINE
 SET 5/8" BAR & CAP, DEA 18904
 FOUND 5/8" BAR & CAP, PEI 32441 0.1' E. & 0.2' N. FROM PROP COR
 FOUND 5/8" BAR & CAP, PEI 32441, ON LINE
 FOUND 1/2" BAR & CAP, LS 19631 0.2' S. OF PROPERTY LINE
 FOUND 1/2" BAR & CAP, LS 19631 0.4' S. OF PROPERTY LINE
 FOUND 1/2" BAR & CAP, LS 19631, ON LINE
 FOUND 1/2" BAR & CAP, LS 19631 ON LINE
 FOUND 1" IP W/ CAP & TACK, LS 28074, 0.2' W. OF PROP CORNER (ON LINE)

**SITE INFORMATION:**

APPLICANT/OWNER: PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY
 CONTACT NUMBER: 425-783-8465
 ADDRESS: 17801 59TH AVE NE
 TAX PARCEL #: 31052200400200
 EXISTING ZONING: CITY
 EXISTING USE CODE: UNDEVELOPED LAND
 WATER SERVICES: CITY OF ARLINGTON
 SEWER SERVICES: CITY OF ARLINGTON
 SCREENING TYPES: N/A
 CRITICAL AREAS: N/A
 SHORELINE CLASS: N/A



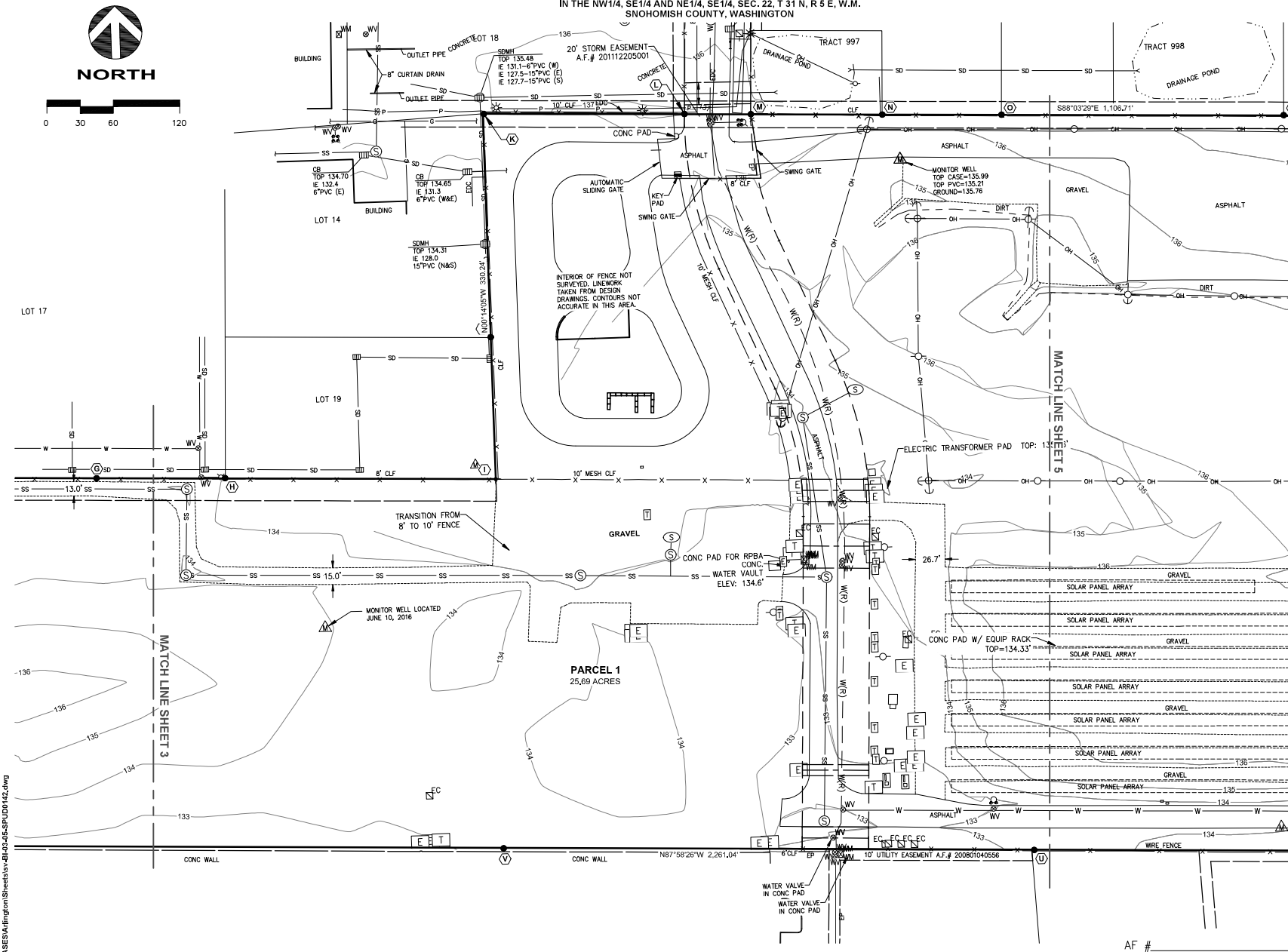
**BINDING SITE PLAN
 FOR
 PUBLIC UTILITY DISTRICT NO. 1
 OF SNOHOMISH COUNTY**
 CITY OF ARLINGTON
 SNOHOMISH COUNTY, WASHINGTON



1620 W. Marine View Drive, Suite 200
 Everett Washington 98201
 Phone: 425,259,4099

SHEET 3 OF 8
SCALE 1" = 60'
 SURVEYED FEBRUARY 2019
 FIELD BOOK N/A
 DRAWN EFG 11-20-19
 CHECKED GJLA
 FILE SPUD-0000-0142

**CITY OF ARLINGTON
PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY ARLINGTON BINDING SITE PLAN**
FILE NO. SPUD00000142
IN THE NW1/4, SE1/4 AND NE1/4, SEC. 22, T 31 N, R 5 E, W.M.
SNOHOMISH COUNTY, WASHINGTON

EXISTING CONDITIONS**SITE INFORMATION:**

APPLICANT/OWNER: PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY
 CONTACT NUMBER: 425-763-8465
 ADDRESS: 17601 59TH AVE NE
 TAX PARCEL #: 31052200400200
 CITY: SNOHOMISH
 EXISTING ZONING: UNDEVELOPED LAND
 EXISTING USE CODE: CITY OF ARLINGTON
 WATER SERVICES: N/A
 SEWER SERVICES: N/A
 SCREENING TYPES: N/A
 CRITICAL AREAS: N/A
 SHORELINE CLASS: N/A



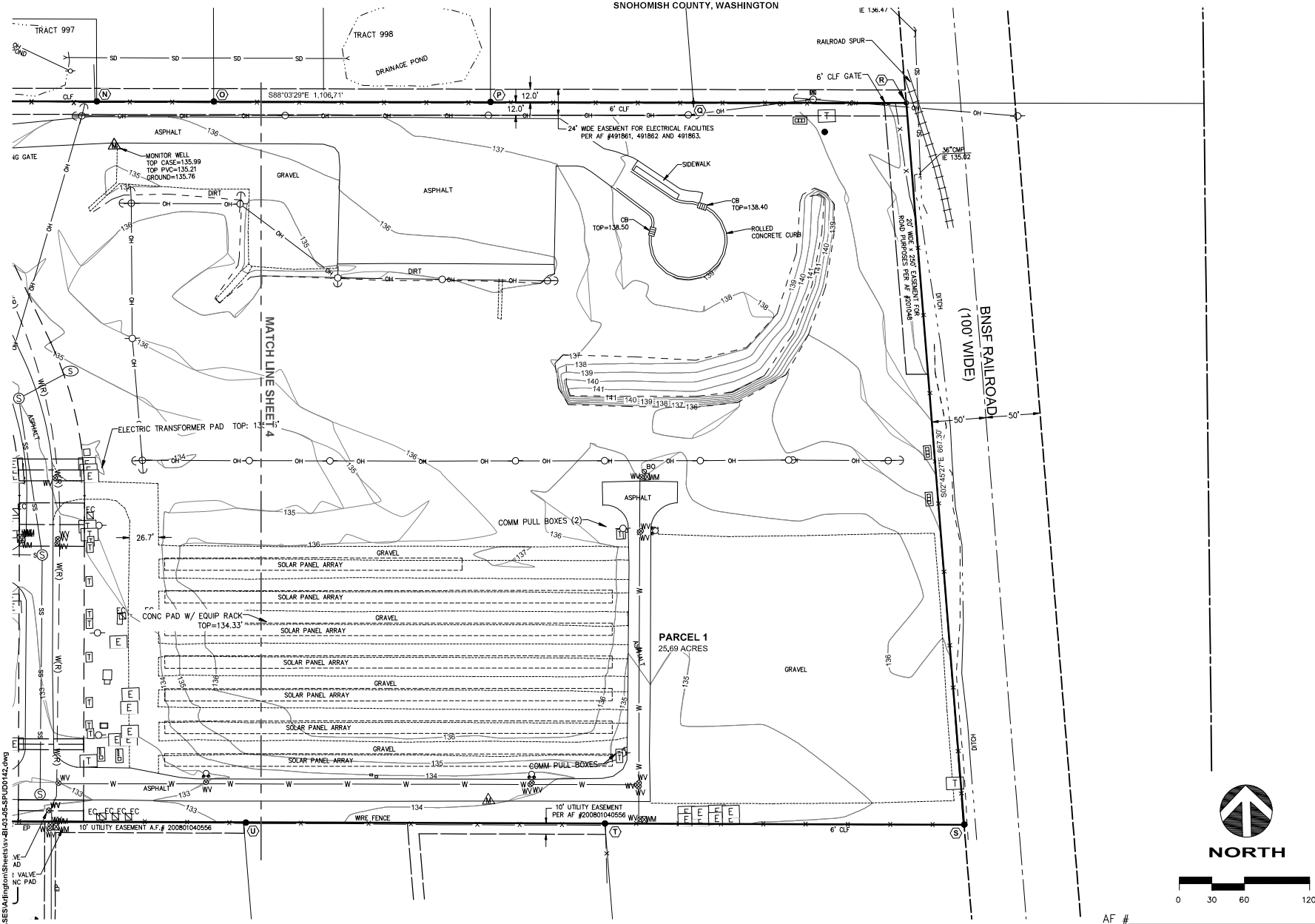
**BINDING SITE PLAN
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SHEET 4 OF 8
SCALE 1" = 60'
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 FILE SPUD-0000-0142

**CITY OF ARLINGTON
PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY ARLINGTON BINDING SITE PLAN**
FILE NO. SPUD00000142
IN THE NW1/4, SE1/4 AND NE1/4, SEC. 22, T 31 N, R 5 E, W.M.
SNOHOMISH COUNTY, WASHINGTON

EXISTING CONDITIONS**SITE INFORMATION:**

APPLICANT/OWNER: PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY
 CONTACT NUMBER: 425-783-8465
 ADDRESS: 17601 59TH AVE NE
 TAX PARCEL #: 31052200400200
 EXISTING ZONING: CITY
 EXISTING USE CODE: UNDEVELOPED LAND
 WATER SERVICES: CITY OF ARLINGTON
 SEWER SERVICES: CITY OF ARLINGTON
 SCREENING TYPES: N/A
 CRITICAL AREAS: N/A
 SHORELINE CLASS: N/A



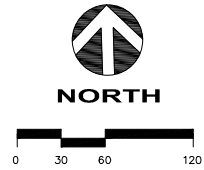
**BINDING SITE PLAN
FOR
PUBLIC UTILITY DISTRICT NO. 1
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CITY OF ARLINGTON
SNOHOMISH COUNTY, WASHINGTON



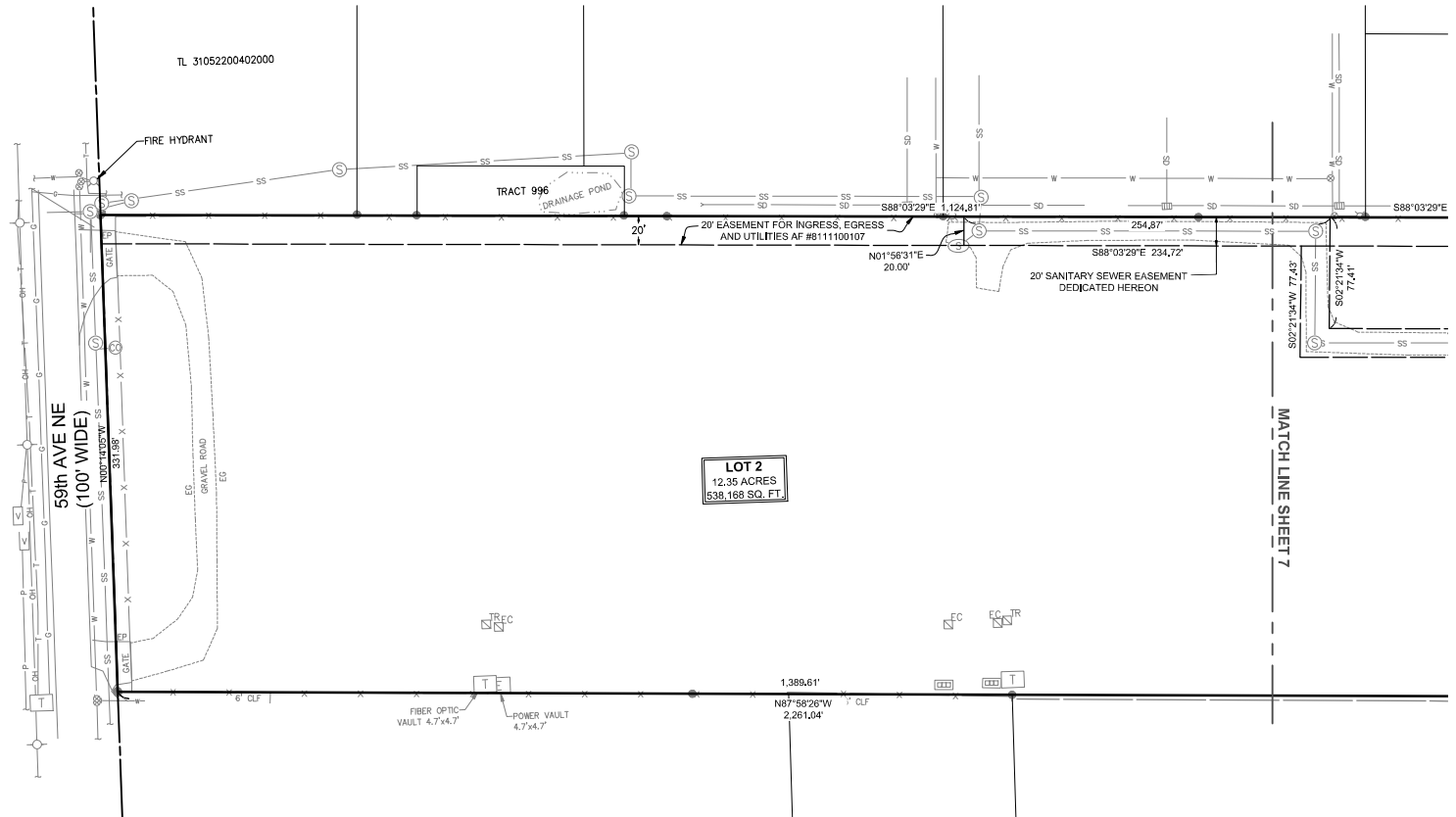
1620 W. Marine View Drive, Suite 200
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SHEET 5 OF 8
SCALE 1" = 60'
 SURVEYED FEBRUARY 2019
 FIELD BOOK N/A
 DRAWN EFG 11-20-19
 CHECKED GJLA
 FILE SPUD-0000-0142

CITY OF ARLINGTON
PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY ARLINGTON BINDING SITE PLAN
 FILE NO. SPUD00000142
 IN THE NW1/4, SE1/4 AND NE1/4, SEC. 22, T 31 N, R 5 E, W.M.
 SNOHOMISH COUNTY, WASHINGTON

SITE PLAN SHEET

*EXISTING IMPROVEMENTS SHOWN IN BACKGROUND. IMPROVEMENT DESIGN HAS NOT BEEN FINALIZED AS OF THE DATE OF THIS MAP.

**SITE INFORMATION:**

APPLICANT/OWNER: PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY
 CONTACT NUMBER: 425-783-8465
 ADDRESS: 17801 59TH AVE NE
 TAX PARCEL #: 31052200402000
 CITY: CITY OF ARLINGTON
 EXISTING ZONING: UNDEVELOPED LAND
 EXISTING USE CODE: CITY OF ARLINGTON
 WATER SERVICES: N/A
 SEWER SERVICES: N/A
 SCREENING TYPES: N/A
 CRITICAL AREAS: N/A
 SHORELINE CLASS: N/A



**BINDING SITE PLAN
 FOR
 PUBLIC UTILITY DISTRICT NO. 1
 OF SNOHOMISH COUNTY**
 CITY OF ARLINGTON
 SNOHOMISH COUNTY, WASHINGTON



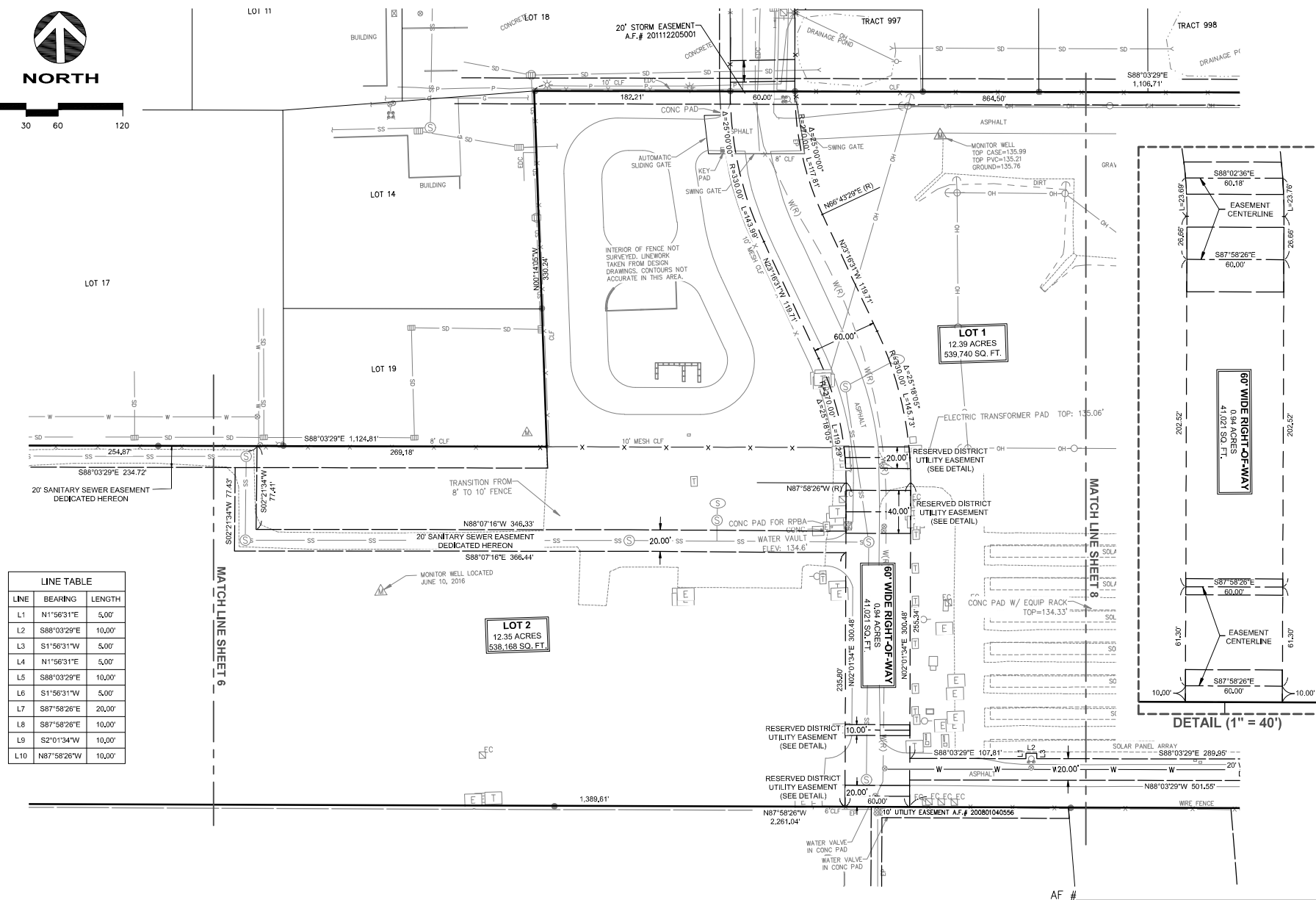
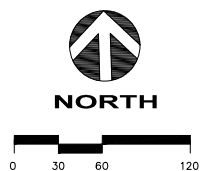
**DAVID EVANS
 AND ASSOCIATES INC.**
 1620 W. Marine View Drive, Suite 200
 Everett Washington 98201
 Phone: 425,259,4099

AF # _____

SHEET 6 OF 8
SCALE 1" = 60'
 SURVEYED FEBRUARY 2019
 FIELD BOOK N/A
 DRAWN EFG 11-20-19
 CHECKED GJLA
 FILE SPUD-0000-0142

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CITY OF ARLINGTON
PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY ARLINGTON BINDING SITE PLAN
 FILE NO. SPUD00000142
 IN THE NW1/4, SE1/4 AND NE1/4, SEC. 22, T 31 N, R 5 E, W.M.
 SNOHOMISH COUNTY, WASHINGTON

SITE PLAN SHEET

LINE TABLE		
LINE	BEARING	LENGTH
L1	N1°56'31"E	5.00'
L2	S88°03'29"E	10.00'
L3	S1°56'31"W	5.00'
L4	N1°56'31"E	5.00'
L5	S88°03'29"E	10.00'
L6	S1°56'31"W	5.00'
L7	S87°58'26"E	20.00'
L8	S87°58'26"E	10.00'
L9	S2°01'34"W	10.00'
L10	N87°58'26"W	10.00'

SITE INFORMATION:

APPLICANT/OWNER: PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY
 CONTACT NUMBER: 425-783-8465
 ADDRESS: 17601 59TH AVE NE
 TAX PARCEL #: 31052200400200
 EXISTING ZONING: CITY
 EXISTING USE CODE: UNDEVELOPED LAND
 WATER SERVICES: CITY OF ARLINGTON
 SEWER SERVICES: CITY OF ARLINGTON
 SCREENING TYPES: N/A
 CRITICAL AREAS: N/A
 SHORELINE CLASS: N/A



BINDING SITE PLAN
FOR
PUBLIC UTILITY DISTRICT NO. 1
OF SNOHOMISH COUNTY
 CITY OF ARLINGTON
 SNOHOMISH COUNTY, WASHINGTON



DAVID EVANS
AND ASSOCIATES INC.
 1620 W. Marine View Drive, Suite 200
 Everett Washington 98201
 Phone: 425,259,4099

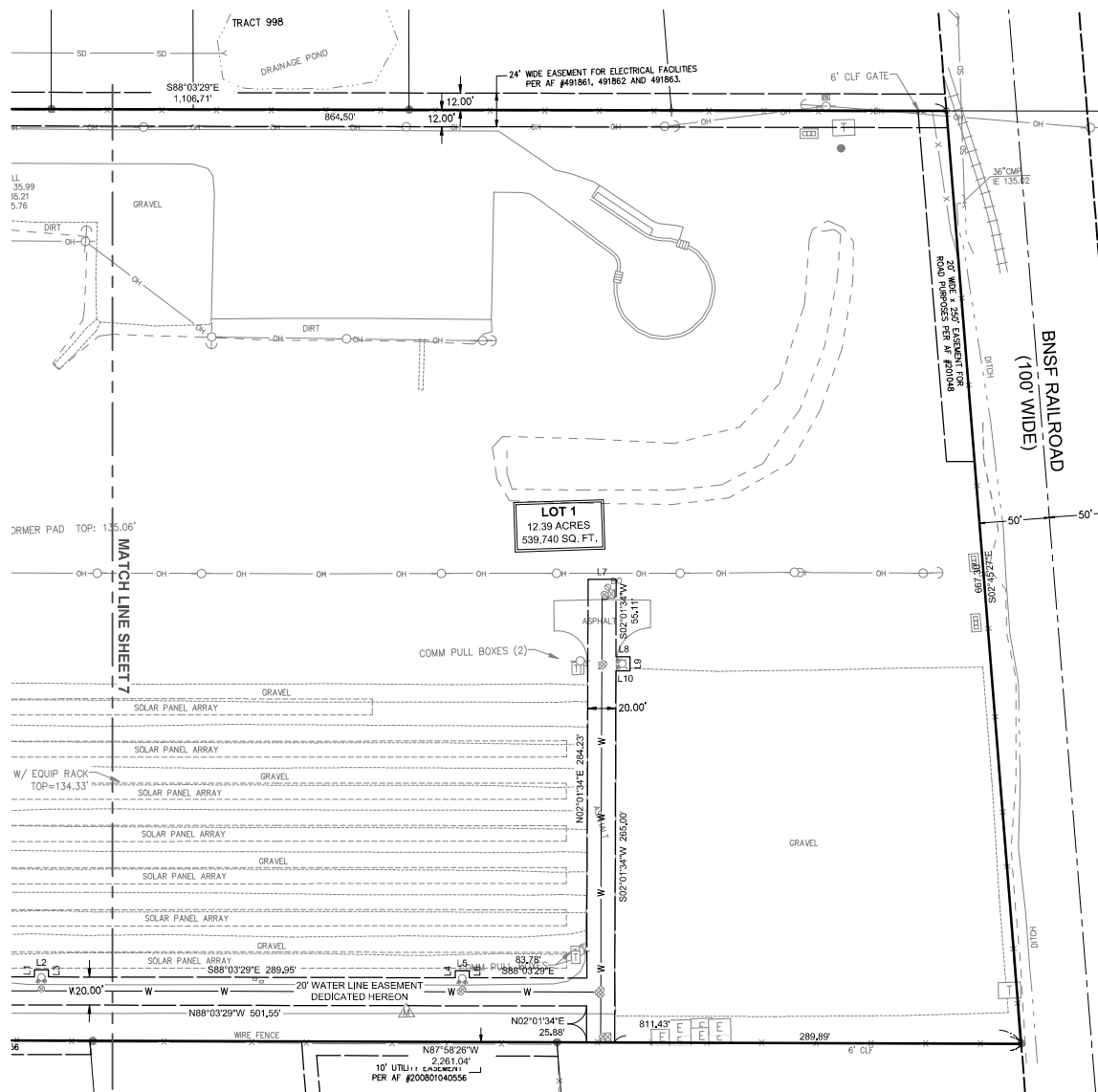
SHEET 7 OF 8
SCALE 1" = 60'
 SURVEYED FEBRUARY 2019
 FIELD BOOK N/A
 DRAWN EFG 11-20-19
 CHECKED GJLA
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CITY OF ARLINGTON
PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY ARLINGTON BINDING SITE PLAN
 FILE NO. SPUD00000142
 IN THE NW1/4, SE1/4 AND NE1/4, SEC. 22, T 31 N, R 5 E, W.M.
 SNOHOMISH COUNTY, WASHINGTON

SITE PLAN SHEET

0 30 60 120

LINE TABLE		
LINE	BEARING	LENGTH
L1	N1°56'31"E	5.00'
L2	S88°03'29"E	10.00'
L3	S1°56'31"W	5.00'
L4	N1°56'31"E	5.00'
L5	S88°03'29"E	10.00'
L6	S1°56'31"W	5.00'
L7	S87°58'26"E	20.00'
L8	S87°58'26"E	10.00'
L9	S2°01'34"W	10.00'
L10	N87°58'26"W	10.00'

**SITE INFORMATION:**

APPLICANT/OWNER: PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY
 CONTACT NUMBER: 425-763-4465
 ADDRESS: 17601 59TH AVE NE
 TAX PARCEL #: 31052200400200
 EXISTING ZONING: CITY
 EXISTING USE CODE: UNDEVELOPED LAND
 WATER SERVICES: CITY OF ARLINGTON
 SEWER SERVICES: CITY OF ARLINGTON
 SCREENING TYPES: N/A
 CRITICAL AREAS: N/A
 SHORELINE CLASS: N/A



BINDING SITE PLAN
FOR
PUBLIC UTILITY DISTRICT NO. 1
OF SNOHOMISH COUNTY

CITY OF ARLINGTON
 SNOHOMISH COUNTY, WASHINGTON



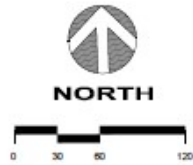
DAVID EVANS
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 Everett Washington 98201
 Phone: 425,259,4099

SHEET 8 OF 8SCALE 1" = 60'SURVEYED FEBRUARY 2019FIELD BOOK N/ADRAWN EFG 11-20-19CHECKED GJLAFILE SPUD-0000-0142



CITY OF ARLINGTON
PUBLIC UTILITY DISTRICT NO. 1 OF SNOHOMISH COUNTY ARLINGTON AMENDED BINDING SITE PLAN
FILE NO. SPUD00000142
IN THE NW1/4, SE1/4 AND NE1/4, SE1/4, SEC. 22, T 31 N, R 6 E, W.M.
SNOHOMISH COUNTY, WASHINGTON

EASEMENT DEDICATION SHEET

Attachment "B"



LEGEND

-  PREVIOUS EASEMENT DEDICATION
 NEW EASEMENT DEDICATION

LINE TABLE		
L#	BEARING	LENGTH
L1	N01°40E*W	30.52
L2	N67°501°W	19.25
L3	N11°52°E	6.13
L4	N69°00°E	5.07
L5	S15°24°W	6.12
L6	N21°13°E	17.03
L7	N20°15°E	20.20
L8	N65°36°W	20.00
L9	N65°59°42°W	30.94
L10	N20°14°E	10.31
L11	N67°15°W	20.00
L12	S20°14°E	10.31
L13	N20°14°E	10.30
L14	N67°15°W	20.00
L15	S20°14°E	10.35
L16	N67°15°W	4.57
L17	S20°14°E	19.22
L18	S15°15°W	22.17
L19	S66°03°E	20.00
L20	N15°15°E	22.13

LINE TABLE		
LINE	BEARING	LENGTH
L21	S2°00'59"W	21.69
L22	S68°03'29"E	20.00
L23	N2°00'59"E	21.66
L24	N2°03'59"E	37.40
L25	S68°03'29"E	20.00
L26	S2°03'56"W	57.43
L27	N2°01'24"E	20.00
L28	N67°58'26"W	20.00
L29	S1°58'17"W	25.97
L30	S68°00'34"E	20.00
L31	N1°58'17"E	25.96



AMENDED BINDING SITE PLAN
FOR
PUBLIC UTILITY DISTRICT NO. 1
OF SNOHOMISH COUNTY

CITY OF ARLINGTON
BOMISH COUNTY, WASHINGTON



**DAVID EVANS
AND ASSOCIATES INC.**
1620 W. Marine View Drive, Suite 200
Everett Washington 98201
Phone: 425.259.4099

SHEET 6 OF 8
SCALE 1" = 60'
SURVEYED MAY 2022
FIELD BOOK N/A
DRAWN EFG 11-25-09
CHECKED G.A.A.
FILE SPUD-0000-0142



BUSINESS OF THE COMMISSION

Meeting Date: August 2, 2022

Agenda Item: 6A

TITLE

Consideration of a Resolution Amending the District's Customer Service Regulations for Electric Service

SUBMITTED FOR: Items For Individual Consideration

Customer Service	Cyndy Nance	8302
Department	Contact	Extension
Date of Previous Briefing:	<u>July 19, 2022, April 6, 2021</u>	
Estimated Expenditure:		Presentation Planned <input type="checkbox"/>

ACTION REQUIRED:

- | | | |
|--|-------------------------------------|--|
| <input checked="" type="checkbox"/> Decision Preparation | <input type="checkbox"/> Incidental | <input type="checkbox"/> Monitoring Report |
| <input type="checkbox"/> Policy Discussion | (Information) | |
| <input type="checkbox"/> Policy Decision | | |
| <input checked="" type="checkbox"/> Statutory | | |

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

Governance Process, Board Job Description GP-3(4)(C)(1), a non-delegable, statutorily assigned Board duty: Rates/Fees. Establish and maintain rates and charges for electric energy and water and various other services, facilities, and commodities sold, furnished or supplied by the District.

The Commission of Public Utility District No. 1 has established Customer Service Regulations for Electric Service ("Regulations") and amended them from time to time. The most recent amendments were adopted in 2020.

In order to improve the District's business practices and reflect the current costs of providing services, staff recommends that the Board adopt the proposed changes and additions to the Customer Service Regulations shown in Exhibit A. The proposed changes to the Regulations include, but are not limited to, disconnection of service, adjustments to accounts, reductions for income qualified customers, opt out process regarding the standard meter, and fees and charges.

List Attachments:

Resolution

Exhibit A - Red-lined Customer Service Regulations

RESOLUTION NO. _____

A RESOLUTION Amending the District's Customer Service Regulations for Electric Service

WHEREAS, the Commission of Public Utility District No. 1 of Snohomish County (the "District") has established Customer Service Regulations for Electric Service ("Regulations") and amended them from time to time; and

WHEREAS, District staff recommends that these Regulations be amended to reflect the District's current costs of providing services and to improve the District's business practices; and

WHEREAS, the proposed changes and additions to the Regulations include, but are not limited to, disconnection of service, adjustments to accounts, reductions for income qualified customers, opt out process regarding the standard meter, and fees and charges; and

WHEREAS, having considered the information provided and the recommendation of staff, the Commission finds that the Customer Service Regulations for Electric Service should be amended.

NOW, THEREFORE, BE IT RESOLVED by the Commission of Public Utility District No.1 of Snohomish County that the Customer Service Regulations for Electric Service are hereby amended as set forth in the attached Exhibit "A."

BE IT FURTHER RESOLVED that this amendment shall become effective September 1, 2022, and that any prior resolutions or motions in conflict with Exhibits "A" shall simultaneously be repealed.

Resolution No. _____

-2-

PASSED AND APPROVED this 2nd day of August, 2022.

President

Vice-President

Secretary

CUSTOMER SERVICE REGULATIONS FOR ELECTRIC SERVICE

(Exhibit "A" to Resolution No. XXXX of June 16, 2020, Effective July-September 1, 20202022)

1. INITIATING SERVICE

1.1 APPLICATION.

- (a) Each prospective customer desiring electrical service must make application, furnish proof of identity as required by federal regulation within a reasonable time; ~~and~~and may be required to sign an application form or contract prior to service connection.
- (b) The District may in some circumstances accept an application for service from a second party, with the understanding the first party has signed an application that is kept on file by the second party (owner or property manager).
- (c) All new customers are to be informed, at the time of application, of connection fees and of additional charge for connection of services after regular service hours. (See 7.1 and 7.5)

1.2 AGREEMENT.

- (a) Acceptance of service by a customer, with or without a written application, creates a contract obligating the customer to pay current rates, comply with service requirements and regulations, and that is conditioned upon the District's verification of the customer's identity.
- (b) Owner/Agent Agreement: A contract may be entered into by any owner of rental property for the provision of uninterrupted service to the premises between tenancies. The owner agrees to pay for electric service charges during this period and until a tenant assumes responsibility.

1.3 SERVICE.

Service will be energized when the customer has met all District requirements and submitted:

- Proper application
- Valid service and mailing address(es)
- Payments as required on outstanding accounts

- 1.4 LINE EXTENSION. New Service, conversion or upgrade installation will be in accord with all service requirements and regulations. (See Line Extension Regulations)

2. REQUIREMENTS

- 2.1 Standards. Service entrance equipment and installation to all new customers or existing customers altering their electrical service must comply with the District's Electrical Service Requirements Manual (ESR), which is available on the Internet at www.snopud.com/esr.

2.2 MAILNOTIFICATIONS.

- (a) The District will send notification for bills, notices, and related information via first-class mail and/or will send email or email notification to customers who have made their e-mail addresses available to the District in connection with the

use of the District's electronic bill pay and presentment services (e.g., SnøPAYMySnopud). If customers do not provide proper mailing addresses and/or email addresses as a means of receiving mail, their service will be subject to disconnection (See 3.7).

(a)(b) If the customer has provided a phone number, including a wireless phone number, to the District, the customer is consenting to receiving autodialed and/or prerecorded voice or SMS messages at that number, to the extent such messages are closely related to the service purchased by the customer or to amounts owed by the customer. Such messages may include, but are not limited to, outage notifications, billing notifications, discount eligibility, and energy efficiency opportunities. A customer may opt out of these notifications by responding to the message or by contacting the District; visit [snopud.com/contact](https://www.snopud.com/contact) for contact information.

2.3 ACCESS TO PREMISES.

- (a) The customer shall provide District representatives with safe, clear access and entry to customer premises for service related work. The District's facilities and equipment must remain unobstructed and accessible at all reasonable times so the District may install, inspect, maintain, remove, read, connect or disconnect equipment, wiring, metering devices, etc. Per the District's Electrical Service Requirements(ESR), customers must provide a minimum of 3' clearance in front of and around the meter. Examples of items obstructing access include but are not limited to the following: trees, vegetation, structures, material from projects, yard tools, cars/boats, garbage cans, etc.
- (b) If necessary for access, the customer will provide and pay for relocation of obstructed District facilities to a location acceptable to the District.
- (c) Where the District's meters are located in a designated electrical or meter room, all customers must comply with the District's Electrical Service Requirements Manual (ESR), which requires the installation and maintenance of a BEST Access locking system as defined in the ESR Section 5 for the life of services to the premises. The ESR is available at www.snopud.com/esr <https://www.snopud.com/doing-business/construction-remodel/guides-requirements/>.
- (d) Where an individual meter or other District equipment is currently located within a locked door(s), the customer shall either provide the District with an access key or code or choose to install a BEST Access locking system as defined in the ESR Section 5.
- (e) Customers who have installed or are installing gates with padlocks must allow the installation of a District furnished locking device to adjoin the customer's lock. Customers installing electronic access gate(s) shall install a BEST Access keyed switch locking system keyed to the District's "P" key for access.
- (f) Access fees may be imposed and/or service disconnected for failure to:
 - Provide District representatives with safe unobstructed access
 - Install and maintain a BEST Access locking system where required. Please note that an access fee may be charged for each room that is noncompliant in a building or building complex
 - Provide District representatives with an access key or code
 - Allow installation of a District furnished locking device to adjoin a customer's lock on a gate.
 - Install on an electronic access gate a BEST Access keyed switch locking system keyed to the District's "P" key for access
- (g) The customer shall provide space and protection for District property on his premises, including meters, instrument transformers, wires and other facilities installed by and belonging to the District.
- (h) Although the customer is responsible at all times for maintaining customer-owned wiring and equipment, the District may inspect customer wiring or equipment before or after service connection.

Customer Service Regulations – Electric Service

Effective September 1, 2022

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2.4 CUSTOMER FACILITIES.

- (a) Wiring and Equipment: The customer is to install, own, and maintain all wiring and equipment beyond the delivery point (See 2.7), excepting meters and special facilities installed or furnished by the District. The customer's wiring is to conform to:
- District's service requirements and regulations
 - Municipal, county, and state requirements
 - Accepted modern standards as exemplified by the National Electrical Code
 - The National Electric Safety Code

The customer will provide evidence of wiring approval from the appropriate governing body before service will be energized. -(See also 1.2)

Identification of all meter circuits is the responsibility of the premises' owner.

- (b) Three-phase Motors: Installation is to comply with Electric Service Requirements, Three-Phase Service Section, and is to include appropriate protective devices as outlined in the National Electrical Code.
- (c) After-hour service calls will be charged to the customer, including instances in which the District responds to a customer request but does not work because the problem is with customer equipment. (See 7.5, 7.11, 7.16)

Customers calling for service will be advised to check fuses, plugs, breakers and other common problem sources.

- (d) Notice of Change: The District requires 30 days notice before a customer modifies their electrical system. Failing this, a customer is liable for costs of any resulting damage to District equipment.
- (e) Power Factor Adjustment: Installation of power factor corrective equipment requires previous District approval. Power factor may be determined by permanently installed instruments or by tests at reasonable intervals. Should the customer cause the power factor to drop below .75, the District has the right to curtail service until corrections are made. (See 3.7)
- (f) Multiple-unit Numbering: The builder or owner of a multiple-unit complex is required to permanently and accurately number meter bases or panel covers and corresponding building units. The account(s) will remain in the builder/owner's name until the District has verified correct numbering. Tenants then may be signed for service. (See 2.8)

Written notice to the District is required preceding any subsequent change in unit numbers or altering wiring between units behind meters. Failing this, the owner may be responsible for costs of resulting incorrect billings.

- (g) Meter Installation: The customer is required to supply, install and maintain meter-mounting equipment in accordance with service requirements and regulations. (See 2.8)
- (h) Meter Relocation: A customer is responsible for meter base relocation when he has made alterations to his property which leaves meter access unacceptable to the District. The District may disconnect service when the meter base is not satisfactorily relocated. (See 2.8)

2.5 MAINTENANCE.

- (a) The District is responsible for maintaining its facilities and equipment to the point of delivery. The customer owns and maintains equipment beyond the point of delivery. (See 2.7)

Customer Service Regulations – Electric Service

Effective September 1, 2022

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- (b) The customer can help maintain quality service by prompt notification to the District of any problem affecting or which may affect the supply of service.
- (c) Continuity of Service: It is the District's intent to provide adequate continuous service with minimum interruption. However, because electric service is inherently subject to disruption, (including interruption, suspension, curtailment and fluctuation) the District does not guarantee against occasional power curtailment or failure.

The District shall not be liable for any disruption in service or for any loss, injury or damage caused thereby if such disruption is attributable to the causes, work or actions from any of the following:

- An event that is reasonably beyond the District's control. Such events include, but are not limited to, winds, fire, flood, acts of the elements, court orders, insurrection or riots, generation failures, breakdowns or damage to facilities of the District or third parties, insufficient generation capacity, acts of God or public enemy, strikes or other labor disputes, civil, military or governmental authority, electrical disturbances originating on or transmitted through electrical systems with which the District is interconnected and acts or omissions of third parties.
 - Repairs, maintenance, improvement or changes in its equipment and facilities which are, in the District's sole judgment, necessary or prudent,
 - Actions which are, in the District's sole judgment, necessary or prudent to protect the performance, integrity, reliability or stability of the District's electrical system or any electrical system with which it is interconnected,
 - Voluntary cooperation, as approved by the Commission, in any program or method of operation recommended or requested by civil or military authorities, or
 - Actions taken, as approved by the Commission, to conserve energy at times deficiencies of resources within the region are anticipated, including involuntary curtailments.
- (d) Repairs or Improvements: Repairs or improvements to facilities requiring temporary service interruption occur occasionally. They will be expedited and timed to minimize customer inconvenience, provided that, when practicable, such disruption shall occur during working hours regularly maintained by the District. When possible, a preceding notice will be provided to the customer.
- (e) Hat Island: The District will respond to outages any day, including weekends and holidays, only during daylight hours and when weather permits. (See 7.15)
- (f) When the District responds to a customer call after service hours, and the problem is found to be with customer equipment, the District will make no repairs. The customer will be charged a set fee. (See 7.5 and 7.11)
- (g) A set fee will be charged when the District is called out to repair an area light after hours. (See 7.10)

2.6 TYPES OF SERVICE.

- (a) The District provides a comprehensive range of electrical services, via overhead or underground lines, in accordance with current rate schedules, as published in the Rate Schedules Manual and available on the Internet at www.snopud.com/rates.
- (b) Area lights are available on private property when:
- The Customer is the property owner,
 - The Customer executes a five-year contract,
 - The District deems installation compatible with surroundings,
 - The location is accessible to equipment for installation and maintenance, and

- There is either a clear unrestricted public access to the area to be lighted or there is an existing District distribution pole upon which the area light will be placed.

- (c) Services are offered by the District to assist customers in energy conservation.

2.7 DELIVERY POINTS.

- (a) Delivery points vary depending on types of service, as follows:
- Residential and commercial secondary overhead services - - the weather head.
 - Residential secondary underground services - - the line side of the meter base, or the line side of the current transformer, or current transformer mounting device.
 - Commercial secondary underground services - - the secondary lugs of the serving transformer or pedestal.
 - Provisions in rate schedules or special contracts supersede the above.
- (b) Customer Request for Delivery Point Relocation: The customer will be charged actual cost for relocation of overhead service drop.

The customer is responsible for other related costs, including:

- Relocation of any underground facilities
 - Material and labor for additional equipment or poles
 - Required increase in capacity of above or underground distribution facilities or additional line, equipment and poles.
- (c) Requests to Move Facilities for Improvement to Premises: The District will relocate facilities upon request if feasible. The customer shall pay all costs in advance.

2.8 METERS.

- (a) Multiple Meters: When a customer's service requires application of more than one rate schedule, one meter will be installed for each applied schedule. Each meter will be billed separately, unless otherwise specified in a special contract.
- (b) Master metering installations will not be permitted for residential customers unless the intent of the Public Utilities Regulatory Policies Act can be satisfied in another manner as determined by the District.
- (c) The customer will be responsible for purchasing and installing any additional meters desired for his purposes, and for placing such meters on the customer side of the District meter.
- (d) When one meter serves more than one customer, the premises' owner will be responsible for the entire billing, unless one tenant agrees to assume liability for the entire bill.
- (e) Meter Testing:
- Meter accuracy testing and equipment inspections are required to maintain accurate metering and will generally be made at District expense.
A customer may request a meter test free of charge during a twelve month period; provided, however, that a test fee may be charged if the meter tests with +/- 2% accuracy and the customer has requested the meter tested within the last three years. (See 7.9)
 - If a meter is found to be outside of +/- 2% accuracy, a second meter test shall be performed at that time.
 - Bills may be adjusted to correct any error based on a known or estimated period for up to six months.

Customer Service Regulations – Electric Service

Effective September 1, 2022

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- (f) Periodic graphic electrical tests are made at District expense to maintain a high standard of accuracy. Additional tests requested by customers may result in a charge to the customer based on a cost estimate.
- (g) A fee will be charged for routine meter resealing (see 7.6) and non-routine meter resealing (see 7.16).

2.9 SAFEGUARD OF DISTRICT FACILITIES.

- (a) The District may refuse or disconnect service to customers when conditions are hazardous or out of compliance with codes, regulations or requirements. The District is not liable for loss or damage to persons or property resulting from its refusal or disconnection of service for the aforementioned reasons nor from defects or ~~negligence~~ negligence:
- By the customer beyond the point of delivery, or
 - In the customer's installation or equipment.
- (b) When an individual's action (e.g., tree falling or blasting) might endanger District property or interrupt power, prearrangements can be made for a crew or serviceman to stand by. Cost for this service may be charged to the responsible party.

Should loss or damage occur to District property, the responsible party may be charged for repair or replacement cost, administrative time and expense and estimated unmetered energy. However, if a District employee is at the site and approves the method and work, the above mentioned charge may be waived.

- (c) System Interference: Installation of certain equipment (e.g., welders, motors, electric fences) may interfere with electrical, radio or television reception on neighboring premises. The responsible customer is required to take necessary steps to correct all such interference. Non-compliance within five days after notice can lead to service disconnection.

2.10 RESALE.

Customers may resell electrical energy only with written District permission. Rates charged may not exceed rates the District charges for similar service.

2.11 CONSUMER ALERTS, UNUSUAL OR SUSPICIOUS ACCOUNT ACTIVITY

The District may take appropriate steps as outlined in its Identity Theft Prevention Program in response to consumer alerts, indications of fraudulent activity and other irregular account activity, up to and including termination of service.

3. FINANCES3.1 RATE SCHEDULES.

- (a) The District has rate schedules for particular types of service required by customers. For specific detail, refer to the Electric Rate Schedules, available at www.snopud.com.
- (b) In case of conflict between the provisions of any rate schedule or special contract and these service regulations, the provisions of the rate schedule or special contract shall apply.

Customer Service Regulations – Electric Service

Effective September 1, 2022

Page 7 of 18

- (c) Combined Residences and General Service: Where combined residential and general services are on the same meter, the appropriate rate schedule will be determined by the category of service using the estimated greater annual kWh consumption. The customer may rewire to separate the services.

3.2 BILLING.

- (a) The customer's obligation to pay a bill accrues on the date the bill is issued. Payment is due by the due date on the bill. Failure to receive a bill will not release the customer from their obligation to pay promptly. Bills and/or notifications will be sent to the mailing address and/or email address furnished by the customer. Customers are responsible for providing current mailing and/or email addresses and notifying the District when there are changes.
- (b) Bills will be issued monthly. Customers consuming electric power within a suburban street lighting service area will be billed for street lighting in conjunction with billings for electric service. Bills may be estimated when:
- Meter is not accessible to meter reader
 - Meter or Metering System malfunctions
 - Changes occur in the meter reading schedule
 - Other circumstances beyond District control interfere with meter reading.
- (c) Multiple meters will be billed separately to a customer unless otherwise specified in a special contract.
- (d) Account Service Charge: This charge (See 7.1) is billed during processing of each service application, except for:
- Services or meters added to an existing account by new service application
 - Owner/agent agreement with owner/agent assumption of responsibility for service between tenants
 - Reconnection of service after disconnection for non-payment at the same premise on an existing account. (See 7.3, 7.4, 7.5)
 - Other circumstances deemed appropriate by the District as documented in Customer Service processes.
- (e) Variation in charges:
- Separate applications for service when billed on different account numbers at the same address - one charge for each account, unless separate accounts are established for District convenience
 - Electric and water service on one account - one charge
 - Multi-service account - one charge for each additional meter reconnection after the initial application
 - Multi-metered complex (e.g., apartment house)
 - One charge per account for general use areas
 - If no general use account, one charge per building to initiate service for one or more non-rented units.
- (f) The customer may be billed a records research charge at cost for documentation requested on their account. (See 7.17)
- (g) Tax Apportionment: City taxes, by action of the Commission, are apportioned to accounts within the province of the taxing agent. Such amounts appear as a separate item on the bill. Other taxes levied against the District are apportioned to customers within the rate structure.
- (h) Minimum Charge: When a customer is unable to operate electrical equipment and is shut down, and has given timely notice of the shutdown to the District, the District may waive the minimum charge during the period of the shutdown due to any of the following reasons:
- Strike
 - Other labor disputes
 - Acts of public officers
 - Acts of government
 - Other conditions beyond customer control, except market conditions.

To complete necessary meter reading, the District requires written notice, including statement of cause, within 24 hours after any such shutdown.

- (i) Meter Reading: Meters will be read monthly and routinely at regular intervals.
- (j) Opening or closing readings may be prorated or interpolated.
- (k) Special meters may be installed on any account for correct rate schedule application and/or customer improvement of their facility's power factor when the nature of the customer's equipment and operation so indicates.
- (l) Reconnection of 500 kW: When delivery points of 500 kW, or greater, are disconnected and then reconnected, the Minimum Charge that would have been made if that delivery point had not been disconnected will be billed when a reconnection request is processed if:
 - The disconnection was directed by the customer requesting reconnection, and
 - The delivery point has been disconnected for less than twelve months, and
 - The delivery point had an actual Billing Demand (as defined by the applicable Rate Schedule) greater than 500 kW at least once during the twelve consecutive months prior to disconnection.

3.3 LATE PAYMENT CHARGES

A late payment fee may be assessed on bills that have an unpaid balance after the due date. (See 7.23)

3.4 COLLECTION.

- (a) Methods: While considering individual customer needs, the District is obligated to make prudent efforts to collect unpaid accounts. Reasonable collection methods will be used, including disconnection of service, collection agency assignment and/or lawsuit. In the event an unpaid account is assigned to a collection agency and as authorized by RCW 19.16.5005, the collection agency will add an additional fee and interest to the unpaid account amount.
- (b) Undercharges/Overcharges: The District will, within one year after it becomes aware of undercharges/overcharges that are a result of its error, take action to collect/credit all amounts that were undercharged/overcharged during the three years prior to the date upon which the District became aware of the error, or back to the date of responsibility change, whichever is more recent. If the District fails to act during that one-year period, no collection action will be taken. No action shall be taken to collect/credit any undercharges/overcharges resulting from a District error, for electric utility services that the District delivered more than three years before it became aware of that error.
- (c) Payment for Undercharges: A customer may pay amounts undercharged as a result of District error, without interest, in installments of approximately equal amounts during a period that is no longer than the period for which the customer charged for undercharged services. If a customer does not agree to pay for undercharged electric utility services or, if having agreed fails to make payment, normal District collection practices will be followed.

3.5 DISCONNECT NOTICES.

- (a) Disconnect notices will be mailed no sooner than 31 days after the billing date of the oldest unpaid bill and may include any additional past due balances from subsequent bills. These notices will be for balances due in arrears only.
- (b) Medical Facilities. A disconnect notice will be provided to the customer and to the Secretaries of the Washington State Departments of Health and Social and Health Services when service is known to be provided to:

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- A hospital, medical clinic, ambulatory surgery center, renal dialysis facility, chemical dependency residential treatment facility or other medical care facility licensed or certified by the Washington State Department of Health; or
 - A nursing home, boarding home, adult family home, group care facility, intermediate care facility, intensive tenant support property, chemical dependency residential treatment facility, crises residential center for children or other group home or residential care facility certified by the Washington State Department of Social and Health Services.
- (c) Any customer may designate a third party to receive a disconnection notice or notice of other matters affecting the customer's service by providing to the District in writing the name and current mailing address of the third party via email or U.S. mail. If the District believes that a customer is not able to understand the effect of the disconnection, the District may consider a social service agency to be the third party.
- (d) A brochure explaining credit, disconnect policies and customers' rights and remedies, will accompany each disconnect notice on all accounts.
- (e) A fee may be charged when an Urgent Notice is delivered or other field visit is performed and no disconnection of service occurs. (See 7.2)
- (f) Disconnection will occur following the due date on the disconnect notice unless:
- The delinquent payment has been received at a District office by the due date.
 - A deferred payment agreement has been reached.
 - The customer has appealed the action in accordance with the District's Dispute Resolution Procedures.
- (g) Exceptions: In certain instances, where health, safety or essential services would be otherwise jeopardized, or for purposes of economy, the District may withhold disconnect notices.

3.6 EXTENUATING CIRCUMSTANCES.

- (a) The District may pursue a solution with customers temporarily unable to pay on time due to extenuating circumstances. The availability and terms of a deferred payment plan will be based on a review of the individual customer's situation, including:
- Amount and age of delinquency
 - Past payment record
 - Ability to pay
 - Demonstration of good faith.
- (b) Employees will give customers available information on other resources for assistance, when appropriate.
- (c) Medical Emergencies:
- (1) Cause to Disconnect – Grace Period. When the District has cause to disconnect a residential service, it will postpone doing so for a grace period of ten business days after receiving either verbal or written notification of the existence of a medical emergency.
 - (2) Disconnected – Reconnect - Grace Period. After the District has disconnected a residential service it will, after receiving either verbal or written notification that a medical emergency exists, reconnect it for a grace period of ten business days. The District will not require payment of disconnection and reconnection fees and/or a security deposit prior to reinstating service but will bill the customer for such amounts. Reconnection will occur on the day requested by the customer. (See 7.3, 7.4, 7.5).

- (3) Written Certification. The customer must, within the ten business day grace period, furnish the District with written certification from a qualified medical professional stating that the disconnection of electric service will materially aggravate an existing medical condition of a resident of the household. The term “qualified medical professional” means either a licensed physician, or a nurse practitioner or physician’s assistant that is licensed to treat the medical condition without the supervision of a physician. The certification must include the following information:
- Residence address and location,
 - Name of the party with the existing medical condition,
 - An explanation of how the current medical condition will be materially aggravated by the disconnection of electric service,
 - A statement of how long the condition is expected to last, and
 - The title, signature, telephone number and fax number of the person certifying the condition.
- (4) Time Period. The medical certification is valid for the time period set forth in the certification or ninety days from the date of the certification, whichever is shorter. The medical certification may be renewed.
- (5) Payment Required. A medical emergency does not excuse a customer’s obligation to pay both delinquent and ongoing charges. The District may require the customer to do the following during the grace period.
- Pay a minimum of twenty-five percent of the delinquent balance,
 - Enter into an agreement to pay:
 - The remaining delinquent balance within one hundred twenty days, and
 - Subsequent bills when due.
 - *However*, if a customer states that they have neither the income nor the resources to pay both the delinquent balance within one hundred twenty days and subsequent bills when due, the District may offer an extended payment agreement and may require reasonable proof of inability to pay.
- (6) Confirmation of Agreement. The District will mail a notice to the customer confirming any payment arrangements within two business days after an agreement is reached. The customer may be asked to sign and return a copy of the agreement to the District. The agreement must contain provisions authorizing the District to communicate with: (a.) any medical professional who furnishes the District with a medical certification, and (b.) may also authorize the District to contact social service agencies that may be able to provide assistance to the customer.
- (7) Failure to Comply - Disconnection. If the District does not receive both a medical certification as described above and an agreement to pay some portion of the delinquent balance within the grace period, or if the customer later fails to abide with the terms of any payment agreement, the District may disconnect the service and take further collection action. Disconnection will occur no earlier than the fourth business day after mailing a written notice of disconnection or the second business day after personally delivering such a notice.
- (8) Benefits Limited. A customer may claim a medical emergency and be entitled to the benefits described in this subsection only twice within any one hundred twenty day period.
- (d) Medical Facilities:
- (1) Cause to Disconnect – Grace Period. When the District has cause to disconnect service to a medical facility described in paragraph 3.5(b), it will postpone doing so for a grace period of ten business days past the original disconnection date after receiving a request to delay disconnection from the Department of Health or the Department of Social and Health Services to allow the requesting Department to take the steps necessary to protect the interests of patients residing at the facility.
- (2) Disconnected – Reconnect – Grace Period. If the District has disconnected service to a medical facility described in paragraph 3.5, without receiving a request from the State of Washington to postpone disconnection, it will, reconnect services for a grace period of ten business days after receiving a request for reconnection from

the Department of Health or the Department of Social and Health Services to allow the requesting Department to take the steps necessary to protect the interests of patients residing at the facility.

3.7 DISCONNECTION OF SERVICE.

- (a) Service may be disconnected for good cause, including (but not limited to):
- Violation of service requirements or regulations, rate schedules, contracts or electrical codes
 - A hazardous condition is present in the customer's facilities or in the District's facilities serving the customer
 - After conducting an investigation, the District determines that the customer has vacated the premises
 - Failure to provide safe, clear access and entry to customer premises to district employees and agents for service related work, including but not limited for the purpose of reading meters, performance of necessary maintenance, testing, inspection, and installation or removal of District equipment and facilities.
 - Failure to pay fees or deposits
 - A payment that was received after a disconnect notice was given is dishonored or reversed
 - Theft or illegal electrical current diversion
 - No one assuming responsibility for service.
- (b) When disconnection occurs for non-payment, the District shall make a reasonable effort to notify the customer ~~shall be advised in writing~~ that service will be restored if the customer contacts the District and fulfills other requirements of RCW 54.16.285. ~~In the customer's absence, notice will be left on the premises.~~
- (c) Disconnection of service does not release a customer from any obligation to the District.
- (d) Services may be disconnected without a disconnect notice when:
- A hazardous condition is present in the customer's facilities or in the District's facilities serving the customer
 - After conducting an investigation, the District determines that the customer has vacated the premises
 - No one has assumed responsibility ~~to pay for the services~~, or
 - A payment received for services after a disconnect notice has been given is dishonored or reversed.
- (e) Moratorium: Whenever the air temperature as measured at the District's Operations Center is 32° F or less, no electric service will be disconnected for collection purposes during the 24 hours following temperature measurement. Utility service for residential space heating shall not be terminated between November 15 through March 15 if the customer notifies the District of the inability to pay the bill, including a security deposit, within five business days of receiving a disconnection notice and complies with the provisions of RCW 54.16.285(1), unless there are extenuating circumstances. If the customer fails to notify the District within five business days and service is terminated, the customer can, by paying any reconnection charges, and fulfilling the requirements of RCW 54.16.285, receive the protections of ~~Chap. RCW 54.16.285 RCW~~.
- (f) Disconnection During Appeal: ~~(See Dispute Resolution Procedure)~~ If, after being notified of a District decision to disconnect service and before actual disconnection of service, a customer states an intent to request a dispute resolution hearing in accordance with Section 9 of the Dispute Resolution Procedures, the disconnection will be stayed until the written request for a hearing is received by the District or for a period of six (6) business days after the date the customer orally stated that a hearing would be requested (whichever is earlier). If no written request for a hearing is received by the District within said time period or if the hearing date is not established for reasons set forth in Section 7 of the Dispute Resolution Procedures, the stay will be lifted and the disconnection may proceed. Otherwise, if a written request for a hearing is received by the District within said time period, the stay of the disconnection shall continue until noon on the fifth business day after the Hearing Officer's written decision on the matter is received by the Office of General Counsel for the District. (See generally Dispute Resolution Procedures)

- (g) Routine Disconnection/Reconnection Charge: Whenever disconnection or reconnection is routine, the customer -will be charged in accordance with the fee schedule. (See 7.3, 7.4, 7.5, 7.6)
- (h) Routine Reconnection: When electric service is disconnected for non-compliance with service requirements or regulations, non-payment or fraudulent use, the service will not be reconnected until the situation is corrected to the District's satisfaction. Before reconnection the customer will be advised of current fees and charges for service restoration. (See 7.3, 7.4, 7.5)
- (i) Non-Routine Disconnection/Reconnection applies to single-phase residential single-phase secondary service to the electric meter. This includes tree trimming, weather head replacement, meter base replacement, electrical panel work, crane and clearance issues related to safety, siding replacement and roofing replacement. Charges for non-routine disconnection/reconnection may be imposed. (See 7.14)
- (j) Non-Routine Secondary Service Tampering Charge applies to services that have been temporarily or permanently disconnected by the customer without a PUD qualified electrical worker disconnecting or reconnecting the service. This includes cutting the secondary service drip loops, pulling the meter, making temporary connections on the secondary service drop, cutting the meter seal on the meter base, and transferring or swinging secondary services. (See 7.16)

3.8 INSOLVENT ACCOUNTS.

If the District has reason to believe a customer to be insolvent, in financial difficulty or contemplating bankruptcy, appropriate action may be taken to secure payment of charges due. Requirements may include an adequate security deposit, altered payment schedule or other actions deemed necessary and reasonable by the District.

3.9 TRANSFER OF UNPAID BALANCES.

- (a) The District may transfer to an existing or new electric service account any unpaid charges for electric service previously provided by the District to the same customer at another location. The transferred balance shall be considered part of the customer's current obligation to the District as though the previous unpaid balance had been incurred at the present service address. A customer's previous unpaid balance from one service address to another is part of the customer's current obligation and subject to the District's requirements for payment.
- (b) In the event a customer, who has an outstanding balance for unpaid charges for electric service previously provided by the District, is receiving the benefit of electric service from the District through a different account in another customer's name, the District may transfer the outstanding balance to the active customer account.
- (c) If a customer has executed documentation (i.e., a bill of guaranty or similar document) to assure/guaranty payment for electric service provided to another District customer, any outstanding balance for unpaid charges for the other District customer may be transferred to the customer's service account as long as the assurance/guaranty documentation expressly provides for such transfer.
- (d) The District may apply any payment received from the customer or agencies toward the customer's transferred balance if:
 - The customer has not already paid the transferred balance
 - The customer has not made arrangements in writing with the District for payment of the transferred balance
 - The customer has not made payments in accordance with a written payment agreement with the District.
- (e) The District will make reasonable efforts to notify the customer of the unpaid balance, including dates and location of service, and the District's regulations concerning transfer of unpaid balances, and the possibility of disconnection.

3.10 SECURITY DEPOSIT.

- (a) Security deposit may be required of a customer at application or later for any of the following reasons:
- Incomplete or improper application
 - Misrepresentation of identity
 - Tampering with District equipment
 - No established credit
 - Poor payment record
- (b) Notice will be provided to the customer when a security deposit is required, showing the amount and due date.
- (c) Payment or acceptable collateral is due as stated in the notice unless other arrangements are made within that period.
- (d) Amount of deposit will not exceed the established flat amount (see 7.22) for those residential customers who have been District customers for less than 12 months. The amount of deposit for those residential customers who have been District customers for more than 12 months will not exceed the established flat fee or the maximum billing for two consecutive months within a 12-month period, whichever is greater.
- (e) Amount of deposit for commercial customers will be the maximum billing for two consecutive months billing in a twenty-four month period or connected kW load times \$15.00, whichever is greater.
- (f) ~~The amount of the deposit~~ Deposit, plus interest, will be applied to the account based on evaluation of customer credit history, after 12 months for residential customers and after 24 months for commercial customers.
- (g) Upon termination of service, an existing deposit, ~~plus accrued interest~~, will be applied to any amounts due and any balance refunded.
- (h) Transfers: When a customer relocates and reapplies for service, an existing deposit may be applied to the bill or may be transferred to the customer's new address. If applied to the bill, any credit balance will be carried over to the customer's new service location. A new deposit based on the consumption at the new address, or a flat fee may be required, when appropriate.
- ~~(i) Interest: Interest will be paid on all deposits. The interest rate paid will be established periodically by the District Treasurer.~~

3.11 PAYMENTS.

- (a) Payments: Payments are to be accompanied by a billing remittance slip or account number.
- (b) Returned Payments: A charge will be made to each account to which the payment was applied. (See 7.8)

3.12 PAYMENT PLANS.

Residential customers may have an opportunity to keep electric service accounts current through optional payment programs, such as a budget billing plan, depending upon the customer's payment history, participation in other programs, or rate schedule.

3.13 ADJUSTMENTS.

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- (a) Incorrect billings will be adjusted back, for the current customer at the premises, for a maximum of three years.
- (b) Area Light Repairs: If not made within five business days following notification, the customer will not be charged for the period the area light is inoperative.
- (c) A final balance (debit or credit) of less than five dollars may be routinely written off by the District.
- (d) Municipal Tax (debit or credit) will be adjusted back when incorrect tax codes are identified, for a maximum of six months for the current customer.
- (e) Estimated billings: Any necessary adjustments to estimated charges will show on the next bill when following an actual meter reading is taken.
- (f) Certain managers have authority to grant adjustments for undefined or unclear policies and procedures.

Assistant General Manager

Up to \$500 each occurrence

Senior Manager, Customer Accounting or Customer Experience

Up to \$250 each occurrence

3.14 REDUCTIONS FOR INCOME QUALIFIED CUSTOMERS.

Reductions for residential electric and water service are available for "Income Qualified Customers." Up-to-date income requirements appear on program applications and www.snopud.com/discounts.

~~(a) Income Qualified Senior Customers~~

~~An "income qualified senior customer" is a person who is 62 years of age or older and whose total household income after allowable deductions (3.14 (c)) does not exceed the criteria set forth below at the time of passage of this resolution and updated annually as described below. Low income senior customers whose completed application has been approved by the District are eligible for the following reductions to Residential Rate Schedule 7:~~

~~\$0 to \$9,657 ————— 60% reduction~~~~\$9,657.01 to \$19,316 — 40% reduction~~~~\$19,316.01 to \$28,973 — 20% reduction~~

~~On January 1, 2019 and its anniversaries, the upper household income criteria for the three discount levels shall be adjusted to reflect that year's "Cost of Living Adjustment" (COLA) to Social Security and Supplemental Security Income (SSI) benefits. The percentage published by the U.S. Social Security Administration shall be used to compute these adjustments. For each of the household income criteria for the three discount levels, the adjusted upper criterion shall be computed by increasing or decreasing the criterion then in effect by the COLA and rounding the result to the nearest dollar. The adjusted household income criteria shall be effective January 1st of that year.~~

~~(b) Other Income Qualified Customers~~

~~An "other income qualified customer" is a person whose household income after allowable deductions (3.14 (d)) does not exceed one hundred twenty five percent of the Federal Poverty Guidelines (FPG) published by the U.S. Department of Health and Human Services. Other income qualified customers whose completed applications have been approved by the District are eligible for the following reductions to Residential Rate Schedule 7:~~

~~————— 0% to 75% of FPG ————— 60% reduction~~~~————— 76% to 100% of FPG — 40% reduction~~~~————— 101% to 125% of FPG — 20% reduction~~~~(c)(a) All Income Qualified Customers~~

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~~Effective July 1, 2020~~ The reduction for ~~all~~ income qualified customers, regardless of age, will be for customers whose household income after allowable deductions (3.14 ~~bd~~) does not exceed two hundred percent of the Federal Poverty ~~Guidelines~~ (Guidelines (FPG) published by the U.S. Department of Health and Human Services. ~~Income~~ Qualified customers whose completed applications have been approved by the District are eligible for the following reductions to Residential Rate Schedule 7:

0% to 100% of FPG	50% reduction
101% to 200% of FPG	25% reduction

All income qualified customers, senior or other income qualified, receiving a 60% discount prior to July 1, 2020 will continue at the 60% discount until ~~March 31~~ April 30, 2024. On ~~April~~ May 1, 2024 all 60% discount customers will transfer to a 50% discount and have their appropriate end date adjusted accordingly.

~~(d)~~(b) Deductions

The District may establish allowable deductions from total household income. Deductions established shall be the same for all Income Qualified Customers. Available deductions shall appear in program documentation.

~~(e)~~(c) Other

Unreasonably high electric or water usage for a residential home, use of electricity or water for business or business-like purposes, multiple accounts, or other extraordinary circumstances may disqualify a customer from receiving a reduction. Program criteria or definitions established shall be for all ~~Income Qualified Customers~~ Qualified Customers and clearly defined in program documentation.

4. VIOLATIONS4.1 LEGAL ACTION.

- (a) Criminal Proceedings. The District will seek prosecution for theft of power, destruction of District property and other violations of law affecting delivery of its services authorized by applicable City or County Ordinance or by State law, including RCW Chapter 9A.61 Defrauding a Public Utility, for:
- The Diversion of electricity without the authorization or consent of the District,
 - Reconnection of utility service after that service has been disconnected by the District, and
 - Tampering with District utility facilities or property.
- (b) Civil Proceedings. The District may bring a civil action for damages against any person who commits, authorizes, solicits, aids, abets, or attempts to take any action described above or otherwise prohibited by law, including any described in RCW 80.28.240, When doing so the District may seek to recover from the defendant as damages:
- Three times the amount of actual damages, if any,
 - Plus the cost of the lawsuit and reasonable attorney's fees,
 - Plus the costs incurred on account of the bypassing, tampering, or unauthorized reconnection, including but not limited to costs and expenses for investigation, disconnection, reconnection, service calls, and expert witnesses.

- 4.2 POLE ATTACHMENTS PROHIBITED. The attachment of any object to District poles that has not been authorized in writing by the District is prohibited. Authorized attachments must be placed not less than 12 feet above ground.

5. NON-STANDARD SERVICE

- 5.1 The customer will be charged at cost for special installations required to meet his unique requirements for service.

5.2 OPT OUT

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- (a) The District's standard meter is an advanced meter with broadcast communications enabled. At its discretion and subject to Eligibility Criteria the District offers a non-standard option for residential electric customers to have meter broadcast communications turned off at their premise. Customers must apply and be approved. Upon application approval, the District will charge monthly meter reading fees (See 7.20) and set the customer's advanced meter to Opt Out mode to disable broadcast communications.
- (b) Eligibility Criteria. The following eligibility criteria must be met in order to qualify and be approved for the non-standard option described in 5.2(a):
- This option is only available to electric residential services for single-family residences or multi-unit residences having 4 units or less. Commercial/industrial, multi-units having more than 4 units, water services, net metering, temporary services, and Hat Island residents are not eligible.
 - Customer must have no more than 1 credit disconnect within a rolling backward 12-month period.
 - Customer must have no record of threats to PUD staff and contractors.
 - Customer must have no access issues preventing a manual read.
 - Customer must have no record of meter tampering.
 - A Customer who elects a self-read monthly meter reading option must miss no more than 2 monthly reads in a rolling backward 12-month period and must submit accurate reads.
- (c) Self-Read Meter Reading. At the time of application, the customer may elect to read their own meter(s) and submit the readings to the District for monthly billing. The District will not be responsible for sending reminders. Missed reads will result in an estimated bill.
- (d) Eligibility Criteria Must Be Maintained. Once non-standard service option is approved by the District, a customer must continue to meet the eligibility criteria listed in 5.2(b). If a customer fails to do so, the District will inform the customer in writing, re-enable broadcast communications and stop meter reading fees. Thereafter, if the customer is able to meet the eligibility criteria again, the customer may reapply for non-standard service option.
- (e) Move Out. If a customer moves from a residence at which non-standard service option has been approved, the approval shall be automatically revoked and broadcast communications will be re-enabled on the meter. If the same customer moves to a new residence in the District's service area and wishes to opt out again, a new application must be submitted to the District.

6. TERMINATION OF SERVICE

- 6.1 The customer is responsible to notify the District on or prior to the date of termination, and is responsible for all service supplied to the date of notification.
- 6.2 The District reserves the right to read the meter(s) for a final bill within a ~~one-week~~one-week period from the date of notification to terminate where customers have requested removal of the meter(s).

7. FEES AND CHARGES

7.1	ACCOUNT SERVICE CHARGE	\$15.00
7.2	CUSTOMER SERVICE FIELD VISIT	\$25.00
7.3	ROUTINE <u>& CREDIT FIELD</u> DISCONNECTION	\$30.00 <u>No Charge</u>

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7.4	SCHEDULED NEXT DAY <u>FIELD</u> RECONNECTION CREDIT: Monday – Friday, Saturdays 8:00am– 2:00pm (excluding holidays) NEW CUSTOMER VACANT: Monday – Friday 8:00am – 5:30pm (excluding holidays) _____Saturdays(Saturdays (excluding holidays))	\$30.00 <u>40.00</u> No Charge \$40.00 <u>30.00</u>
7.5	SAME DAY <u>FIELD</u> RECONNECTION _____ Monday – Friday 8:00am – 5:30pm, Saturday 8:00am – 2:00pm (excluding holidays) _____ EMERGENCY LIFE/MEDICAL ONLY (see 3.6(e)©): After business hours/Holidays/Sundays	\$70.00 <u>\$80.00</u> \$150.00
7.6	ROUTINE SELF RECONNECTION: INVESTIGATION AND RESEAL	\$200.00
7.7	TAMPER INVESTIGATION AND RESEAL	Actual Cost
7.8	RETURNED PAYMENTS	\$20.00
7.9	ELECTRIC METER TEST	\$50.00
7.10	AREA LIGHT REPAIRS / CUSTOMER EQUIPMENT FAILURE Weekdays after 6:30pm, weekends and holidays	\$215.00
7.11	CREW / SERVICEMAN STANDBY (Customer Request)	Actual Cost
7.12	DAMAGE FROM ADDITION OF NEW EQUIPMENT	Actual Cost
7.13	DAMAGE TO DISTRICT PROPERTY	Actual Cost
7.14	NON-ROUTINE <u>FIELD</u> DISCONNECTION/RECONNECTION For initiating a service drop and reconnect, requiring an Outside Service Lineman: Service Drop (during normal business hours) Service Line Reconnect (during normal business hours) Service Drop (on overtime) Service Line Reconnect (on overtime)	No Charge No Charge \$264.00 \$264.00
7.15	<u>NON-ROUTINE REWIRE DISCONNECTION/RECONNECTION</u> <u>Residential Service Line Disconnection (during normal business hours)</u> <u>Residential Service Line Reconnection (scheduled for normal business hours, completed on OT)</u> <u>Commercial Service Line Disconnection and Reconnection (during normal business hours or on OT)</u> <u>Residential Service Line Disconnection (scheduled for OT hours)</u>	<u>No Charge</u> <u>No Charge</u> <u>Actual Cost</u> <u>Actual Cost</u>
7.156	HAT ISLAND SERVICE CALL / CUSTOMER PROBLEM	Actual Cost
7.167	NON-ROUTINE SECONDARY SERVICE TAMPERING CHARGE	\$500

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7.1 78	RECORDS RESEARCH	Actual Cost
7.1 89	DELIVERY POINT RELOCATION	Actual Cost
7.1 920	HEARING “NO SHOW”	\$70.00
7.20	RADIO READ OFF-SITE METER INSTALLATION (OMR)	\$150.00
7.2 01	OPT OUT MONTHLY METER READING	
	Opt Out (PUD Read) – 1 Meter	\$25.00
	Opt Out (Customer Self-Read) 1 Meter	\$5.00
	Each Additional Meter at Same Premise	\$5.00
7.2 24	FAILURE TO PROVIDE ACCESS CHARGE	\$250.00
7.2 32	MINIMUM RESIDENTIAL SECURITY DEPOSIT	
	Multi-Family, Electric Heat	\$160.00
	Multi-Family, Other Heat	\$105.00
	Single Family, Electric Heat	\$260.00
	Single Family, Other Heat	\$160.00
7.2 43	LATE PAYMENT	\$5.00 or 1%, whichever is greater
7.2 54	ANNUAL NET METERING AGGREGATION FEE	
	Cost per meter for providing the administrative combination of metered kWh per Rate Schedule 200	\$30.00
	Schedule 7 Meter, Renewable Energy or Cogeneration System <10 kW	Actual Cost
	Other Meter, Renewable Energy or Cogeneration System < 10 kW	Actual Cost
	Schedule 7 Meter, Renewable Energy or Cogeneration System >= 10 kW	Actual Cost
	Other Meter, Renewable Energy or Cogeneration System >= 10 kW	Actual Cost



BUSINESS OF THE COMMISSION

Meeting Date: August 2, 2022

Agenda Item: 7

TITLE

CEO/General Manager's Report

SUBMITTED FOR: CEO/General Manager Report

CEO/General Manager	John Haarlow	8473
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing:		
Estimated Expenditure:		Presentation Planned <input type="checkbox"/>

ACTION REQUIRED:

- | | | |
|---|--|--|
| <input type="checkbox"/> Decision Preparation | <input checked="" type="checkbox"/> Incidental | <input type="checkbox"/> Monitoring Report |
| <input type="checkbox"/> Policy Discussion | (Information) | |
| <input type="checkbox"/> Policy Decision | | |
| <input type="checkbox"/> Statutory | | |

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

The CEO/General Manager will report on District related items.

List Attachments:
None



BUSINESS OF THE COMMISSION

Meeting Date: August 2, 2022

Agenda Item: 8A

TITLE

Commission Reports

SUBMITTED FOR: Commission Business

Commission	Allison Morrison	8037
<i>Department</i>	<i>Contact</i>	<i>Extension</i>
Date of Previous Briefing:		
Estimated Expenditure:		Presentation Planned <input type="checkbox"/>

ACTION REQUIRED:

- | | | |
|---|--|--|
| <input type="checkbox"/> Decision Preparation | <input checked="" type="checkbox"/> Incidental | <input type="checkbox"/> Monitoring Report |
| <input type="checkbox"/> Policy Discussion | (Information) | |
| <input type="checkbox"/> Policy Decision | | |
| <input type="checkbox"/> Statutory | | |

SUMMARY STATEMENT:

The Commissioners regularly attend and participate in meetings, seminars, and workshops and report on their activities.

List Attachments:
None



BUSINESS OF THE COMMISSION

Meeting Date: August 2, 2022

Agenda Item: 8B

TITLE:

Commissioner Event Calendar

SUBMITTED FOR: Commission Business

Commission

Department

Allison Morrison

Contact

8037

Extension

Date of Previous Briefing: _____

Estimated Expenditure: _____

Presentation Planned ☐

ACTION REQUIRED:

- ☒ Decision Preparation
- ☐ Policy Discussion
- ☐ Policy Decision
- ☐ Statutory

☐ Incidental
(Information)

☐ Monitoring Report

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

The Commissioner Event Calendar is enclosed for Board review.

List Attachments:

Commissioner Event Calendar

Commissioner Event Calendar – 2022

August 2022

August 3 - 5:

Public Power Council/PNUCC Meetings
Portland, OR
(Logan)

August 9:

Stilly Valley Chamber Meeting
Arlington, WA 12:00 p.m. – 1:30 p.m.
(Logan)

August 17:

PUD Safety Days
Everett, WA 8:30 a.m. – 3:30 p.m.
(Olson/Logan)

August 18:

PUD Safety Days
Everett, WA 8:30 a.m. – 3:30 p.m.
(Wolfe)

August 2022

Commissioner Event Calendar – 2022

September 2022

August 31 – September 2:

Public Power Council/PNUCC Meetings
Virtual

September 15:

Hopeworks EV Fast Chargers Ribbon Cutting
Everett, WA 3:00 p.m. – 5:00 p.m.
(Logan/Olson/Wolfe)

September 2022

Commissioner Event Calendar – 2022

October 2022

October 5 - 7:

Public Power Council/PNUCC Meetings

Virtual

October 2022

****For Planning Purposes Only and Subject to Change at any Time****

Commissioner Event Calendar – 2022

November 2022

November 16 - 18:

Public Power Council/PNUCC Annual Meetings
Portland, OR

November 2022

****For Planning Purposes Only and Subject to Change at any Time****

Commissioner Event Calendar – 2022

December 2022

December 2022

****For Planning Purposes Only and Subject to Change at any Time****

2022 Budget, Forecast, and Major Project Status

Update to Board of Commissioners

(\$000's)

YTD Budget through June	YTD Results through June
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Operating Revenues

Energy Retail Sales	\$ 336,484	\$ 329,417
Energy Wholesale Sales	23,016	33,347
Other Operating Revenues	17,311	13,442
Total Operating Revenues	\$ 376,811	\$ 376,207

Operating Expenses

Purchased Power	\$ 165,288	\$ 171,296
Operations & Maintenance	125,243	131,875
Taxes	20,883	21,797
Depreciation	29,716	30,252
Total Operating Expenses	\$ 341,130	\$ 355,221
Net Operating Income	\$ 35,681	\$ 20,986

Interest Income & Other	3,370	(3,465)
Interest Charges	(8,824)	(3,767)
Contributions	16,433	13,831
Net Income	\$ 46,660	\$ 27,585

Capital Expenditures	\$ 80,460	\$ 54,739
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ELECTRIC SYSTEM HIGHLIGHTS THROUGH JUNE

- Energy Retail Sales results appear lower than budget through June due to timing and adjustment to billings; actual consumption has continued to be higher than budget due to colder weather.
- Energy Wholesale Sales continue to be higher than budget as a result of net surplus power and favorable market prices.
- Other Operating Revenues are lower than budget through June due to delay in re-implementation of late and disconnection fees.
- Purchased Power expenditures reflect higher market purchases due to higher spring loads, later snowpack runoff into hydropower and volatility in market prices.
- Operations & Maintenance expenses reflect continued increases in uncollectible customer payments as well as inflated costs on some materials and equipment.
- Interest Income and Charges are largely impacted by mark-to-market adjustments and a true-up related to debt amortization.
- Capital spending is expected to increase in the coming months and reduce this budget variance.



2022 BUDGET AND PROJECTION EXPECTATIONS

- Energy Retail Sales are projected to be higher than budget, but weather uncertainty could impact results.
- Energy Wholesale Sales are expected to be higher than budget through the end of the year based on completed and forecast forward sales as a result of surplus power and forecasted higher wholesale prices.
- Other Operating Revenues will likely be underbudget at year-end due to less than budgeted late and disconnect fees.
- Purchased Power expenditures are expected to be higher than budget based on market purchases through June; year-end spend is very dependent on unanticipated weather and market price volatility.
- Operations & Maintenance expenditures are expected to be over budget by the end of the year largely due to supply chain issues.
- Capital Expenditures are forecasted to be spent at budgeted levels. See pages 3-4 for additional information on selected projects.

(\$000's)

2022 Budget	2022 Projection
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Operating Revenues

Energy Retail Sales	\$ 624,652	\$ 635,085
Energy Wholesale Sales	45,931	56,262
Other Operating Revenues	36,622	29,848
Total Operating Revenues	\$ 707,204	\$ 721,195

Operating Expenses

Purchased Power	\$ 325,237	\$ 330,471
Operations & Maintenance	246,781	257,412
Taxes	38,901	39,816
Depreciation	59,433	59,969
Total Operating Expenses	\$ 670,352	\$ 687,667
Net Operating Income	\$ 36,853	\$ 33,528

Interest Income & Other	6,740	3,765
Interest Charges	(17,542)	(17,542)
Contributions	32,867	29,067
Net Income	\$ 58,918	\$ 48,818

Capital Expenditures	\$ 158,922	\$ 156,356
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FORECASTED STATUS OF SELECTED MAJOR PROJECTS AND PROGRAMS

Yellow Indicates Change from Previous Report

Distribution and Engineering

- **Substation, Metering, and Telecom Projects:** The new Twin City Substation has been completed. The Harbour Point substation upgrade has started. Seven other substation projects are scheduled for this year, with one complete and another recently started. Design is ongoing for the 2023 construction of seven system reliability projects (three of which are currently in construction), circuit switcher replacements, and the North Mountain new breaker. Also, other projects are in design and expected to start construction in late 2022 including the addition of a second transformer to Edgcomb to support new loads in North County and the new Sky Valley substation station in the Monroe area. Several fiberoptic projects are being built in 2022 to reduce the risk of a single point of failure. Fiber will also be extended from the Monroe office to Qualco to be used for a future substation. **Fiber to Qualco is in process, splicing is complete, and circuits will be turned on next month. The City of Everett installed a fiber extension to their water filtration plant that we will connect the leased circuit for. An RFP has been issued and is currently under review to replace our radio vendor.**
- **Distribution Overhead and Underground Line Projects:** Material constraints in the first half of 2022 have hampered the release of non-critical underground system work. The Distribution group is focusing efforts on overhead construction including concentrating on the Bad Order (BO) pole program of which 184 BO poles were replaced in the first five months of the year. Other notable ongoing distribution projects include the City of Lynnwood 196th St SW undergrounding project, the Ballinger Substation 5th Feeder Circuit tie, the Twin City distribution feeder project, the Sky Valley Distribution feeder project, the SR 530 Franchise relocation project, the Stillaguamish Tribe's 236th St NE relocation project, the County's 43rd Ave SE and 36th Ave W relocation projects, and the Amazon commercial project in Arlington. The Distribution group also anticipates energizing the three Sound Transit/Lynnwood Link Traction Power Substations before the end of the year.
- **Hat Island Cable Replacement:** The design team, along with the support of a team of consultants, is reviewing alternate alignments. Engineering design and permitting of a new alignment is planned to occur in 2022.
- **Connect Up Program:** **Ford canceled our Meter Exchange vehicle order due to lack of 2022 models. The new order for 2023 models is being prioritized by Ford and is expected to meet our project timeline. The Systems Integration Project kicked off System Integration Testing (Phase 1) mid-July. Prior to that date, 7 test cases were completed during a "soft launch" phase. Training for District testers has begun. The AMI Network Project has installed 42 base stations (on schedule) and is analyzing recent Radio Frequency design updates from Sensus.**
- **Transportation:** **Supply chain issues are delaying the delivery dates of some orders. We are currently forecast to spend about \$7.5M of the original \$10M budget.**

FORECASTED STATUS OF SELECTED MAJOR PROJECTS AND PROGRAMS CONTINUED

Facilities

- **North County Community Office:** The public works contract award of \$31.4M was approved on July 19, 2022. Construction is planned to begin late summer and will be completed by early 2024. The budget this year is \$14M.
- **Electric Building Phase 2 Roof Replacement:** Project has remobilized on site after wet weather and material delays in the winter months. Substantial completion is set for August 17, 2022, and project closeout is expected to be completed by the end of September. The project is within budget.

Generation

- **Jackson Powerhouse Tenant Improvements:** TRICO Companies LLC has completed the majority of architectural, electrical and mechanical demolition inside the Powerhouse Control Room. District Generation staff rewired required lighting that was interrupted by the demolition process. New walls and utility rough-in are scheduled next.
- **Qualco Biogas-Electric Generation Project:** The generator and most of the ancillary components have been installed and the huge volume of power and control wiring is under way; fiber optic communications are also complete, which will support system protection requirements and commissioning. Projection completion is still estimated to be at the end of August.



(\$000's)

Operating Revenues

Water Retail Sales	\$ 6,567	\$ 6,242
Water Wholesale Sales	248	273
Other Operating Revenues	190	173
Total Operating Revenues	\$ 7,005	\$ 6,688

Operating Expenses

Purchased Water	\$ 1,575	\$ 1,272
Operations & Maintenance	3,662	3,552
Taxes	334	338
Depreciation	1,667	1,675
Total Operating Expenses	\$ 7,238	\$ 6,836

Net Operating Income

Interest Income & Other	45	(157)
Interest Charges	(183)	126
Contributions	2,575	1,441
Net Income	\$ 2,204	\$ 1,262

Capital Expenditures	4,756	4,358
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**WATER SYSTEM
HIGHLIGHTS THROUGH
JUNE**

- Water Retail Sales are running slightly behind budget due to cold, wet weather and a delayed, smaller rate increase than budgeted.
- Water Wholesale Sales reflect higher than budgeted sales to the cities of Arlington and Granite Falls through June.
- Interest Income and Charges reflect mark-to-market impacts and adjustments to debt amortization.
- Contributions are lower than budget due to less than usual developer activity in the service area.
- Capital Expenditures are aligned with budget expectations and has primarily included spending on two Warm Beach projects; capital spend is expected to be slightly under budget at year-end.

(\$000's)

	YTD Budget through June	YTD Results through June
Operating Revenues		
Wholesale Sales	13,565	14,132
Other Operating Revenues	-	160
Total Operating Revenues	\$ 13,565	\$ 14,292
Operating Expenses		
Operations & Maintenance	5,454	5,864
Taxes	49	62
Depreciation	3,033	2,847
Total Operating Expenses	\$ 8,536	\$ 8,773
Net Operating Income	\$ 5,029	\$ 5,519
Interest Income & Other	354	(388)
Interest Charges	(2,248)	(815)
Contributions	25	7
Net Income	\$ 3,160	\$ 4,323
 Capital Expenditures	 2,392	 1,807

GENERATION SYSTEM HIGHLIGHTS THROUGH JUNE

- Operations & Maintenance expenditures are higher than budget due to the timing of spending on some larger maintenance projects.
- Interest Income and Charges reflect mark-to-market impacts and adjustments to debt amortization.
- Capital expenditures are under budget primarily due to timing and schedules of Jackson projects and should be close to budget by year-end.





BUSINESS OF THE COMMISSION

Meeting Date: August 2, 2022

Agenda Item: 9A

TITLE

Governance Planning Calendar

SUBMITTED FOR: Governance Planning

Commission	Allison Morrison	8037
Department	Contact	Extension
Date of Previous Briefing:	_____	
Estimated Expenditure:	_____	Presentation Planned <input type="checkbox"/>

ACTION REQUIRED:

- | | | |
|--|-------------------------------------|--|
| <input checked="" type="checkbox"/> Decision Preparation | <input type="checkbox"/> Incidental | <input type="checkbox"/> Monitoring Report |
| <input type="checkbox"/> Policy Discussion | (Information) | |
| <input type="checkbox"/> Policy Decision | | |
| <input type="checkbox"/> Statutory | | |

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

Governance Process, Agenda Planning, GP-4: To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda

The Planning Calendar is enclosed for Board review.

List Attachments:

Governance Planning Calendar

Governance Planning Calendar – 2022

To Be Scheduled

- Compensation Philosophy Discussion
- Qualco Ribbon Cutting

To Be Scheduled

- Broadband

Governance Planning Calendar – 2022

August 2, 2022

Morning Session:

- Board Training with Ann Macfarlane

Afternoon Session:

- ~~Monitoring Report:~~
~~→ 2nd Quarter Financial Conditions and Activities Monitoring Report (moved to August 16)~~
- Public Hearing and Action:
→ North County Binding Site Plan Dedication of Utility Easements
- Governance Planning Calendar

August 16, 2022

Morning Session:

- Community Engagement
- Legislative
- Strategic Plan Review
- 2021 Reliability Data
- Sale of 2018 Surplused Parcel of Land Located in Lynnwood

Afternoon Session:

- **Monitoring Report:**
→ 2nd Quarter Financial Conditions and Activities Monitoring Report
- 2023 Preliminary Budget – Report of Filing and Notice of Public Hearing
- Governance Planning Calendar

Governance Planning Calendar – 2022

September 6, 2022

Morning Session:

- Media
- Joint Ownership Pole Attachment Agreement with Ziply
- 2023 Load Forecast Update
- Clean Energy Transformation Act (CETA) Update

Afternoon Session:

- Governance Planning Calendar

September 20, 2022

Morning Session:

- Community Engagement
- Legislative
- Connect Up Quarterly Update
- DEI Update

Afternoon Session:

- Public Hearing and Action:
→ Disposal of Surplus Property – 4th Quarter
- Governance Planning Calendar

Governance Planning Calendar – 2022

October 3, 2022

Morning Session:

- Media

Afternoon Session:

- Public Hearing:
 - Open 2023 Proposed Budget Hearing
- Governance Planning Calendar

October 5, 2022

Special Meeting:

- Arlington Microgrid and Clean Energy Center Ribbon Cutting

Governance Planning Calendar – 2022

October 18, 2022

Morning Session:

- Community Engagement
- Legislative
- Energy Risk Management Report
- Water Supply Update

Afternoon Session:

Governance Planning Calendar

Governance Planning Calendar – 2022

November 1, 2022

Morning Session:

- Media
- Pole Attachment Rates Update
- Net Billing Pilot Extension
- Schedule 200 Amendments

Afternoon Session:

- Public Hearing:
 - Continue Public Hearing on the 2023 Proposed Budget
- Monitoring Report:
 - 3rd Quarter Financial Conditions and Activities Monitoring Report
- Governance Planning Calendar

November 15, 2022

Morning Session:

- Community Engagement
- Legislative

Afternoon Session:

- Public Hearing:
 - Continue Public Hearing on the 2023 Proposed Budget
- Public Hearing and Action:
 - Pole Attachment Rates
 - Net Billing Pilot Extension
 - Schedule 200 Amendments
- Adopt Regular Commission Meeting Dates for the Year 2023
- Governance Planning Calendar

Governance Planning Calendar – 2022

December 6, 2022

Morning Session:

- Media
- Finance Audit Activity
- Connect Up Quarterly Update

Afternoon Session:

- Public Hearing and Action:
→ Adopt 2023 Budget
- Monitoring Report:
→ Financial Planning and Budgeting Monitoring Report
- Elect Board Officers for the Year 2023
- Proposed 2023 Governance Planning Calendar

December 20, 2022

Morning Session:

- Community Engagement
- Legislative

Afternoon Session:

- Public Hearing and Action:
→ Disposal of Surplus Property - 1st Quarter
→ Confirm Final Assessment Roll for LUD No. 65
- Adopt 2023 Governance Planning Calendar

Governance Planning Calendar – 2022

2022 Year-at-a-Glance Calendar

January

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30	31					

February

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27	28					

March

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April

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May

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June

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July

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31						

August

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September

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October

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30	31					

November

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December

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

 Holiday

 #

Commission Meetings

For Planning Purposes Only and Subject to Change at any Time