

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

August 22, 2023

CONVENE REGULAR MEETING – 9:00 a.m. – Commission Meeting Room

Virtual Meeting Participation Information

Join Zoom Meeting:

- Use link
<https://us06web.zoom.us/j/86774047664?pwd=QlFzZmgrZGNjcmFtQVRvemFpdGNQUT09>
- Dial in: (253) 215-8782
- Meeting ID: 867 7404 7664
- Passcode: 571501

1. CEO/GENERAL MANAGER BRIEFING AND STUDY SESSION

- A. Updates
 - 1. [Community Engagement](#)
 - 2. [Legislative](#)
 - 3. Other
- B. [Time of Day Rate Implementation AMI Customer Enablement](#)
- C. [Interlocal Agreement with Snohomish County for Culvert Repair](#)
- D. [2023 Water System Bond Issuance Update](#)
- E. [Job Description Project Compensation Philosophy Preview](#)

EXECUTIVE SESSION – Recess into Executive Session to Discuss Legal Risks of Current Practice or Proposed Action with Legal Counsel – Training Center Room 1

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

2. RECOGNITION/DECLARATIONS

- A. [Employee of the Month for August – Brenda Johns](#)
- B. [General Manager’s Life Saving Award – Lynnwood Line Crew](#)

3. COMMENTS FROM THE PUBLIC

Virtual Participation Information:

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.”

Continued →

4. CONSENT AGENDA

- A. [Approval of Minutes for the Regular Meeting of August 8, 2023](#)
- B. [Bid Awards, Professional Services Contracts and Amendments](#)
- C. [Consideration of Certification/Ratification and Approval of District Checks and Vouchers](#)

5. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. [2024 Budget Notice of Public Hearing](#)
- B. [Consideration of a Resolution Amending District Water Utility Policies and Establishing Certain Charges for Water Utility](#)
- C. [Consideration of a Resolution Authorizing the CEO/General Manager of Public Utility District No. 1 of Snohomish County to Execute Amendment No. 3 to an Interlocal Agreement With Snohomish County Regarding Weatherization of Low-Income Residences](#)
- D. [Consideration of a Resolution Declaring a Portion of the Hat Island Submarine Cable Project to be “Special Facilities” for the Purposes of RCW 39.04.280](#)

6. CEO/GENERAL MANAGER REPORT

7. COMMISSION BUSINESS

- A. [Commission Reports](#)
- B. [Commissioner Event Calendar](#)
- C. [2023 Treasury, Budget, Forecast, and Major Project Status Report – July](#)
- D. [July 2023 District Performance Dashboard](#)

8. GOVERNANCE PLANNING

- A. [Governance Planning Calendar](#)

ADJOURNMENT

The next scheduled regular meeting is September 5, 2023

Agendas can be found in their entirety on the Snohomish County Public Utility District No. 1 web page at www.snopud.com. For additional information contact the Commission Office at 425.783.8611.



BUSINESS OF THE COMMISSION

Meeting Date: August 22, 2023

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: _____ | | |
| Estimated Expenditure: _____ | | Presentation Planned <input type="checkbox"/> |

ACTION REQUIRED:

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

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



Energizing Life In Our Communities

Community Engagement Report

Laura Zorick, Communications & Marketing Consultant
David Krueger, Communications & Marketing Consultant
August 22, 2023



Past Events

SNOHOMISH
PUD
Energizing Life In Our Communities

Past Events

Aquafest Booth & Parade

- Lake Stevens' Event and Parade
- July 28-30, 2023

National Night Out August 1, 2023

- Events: Snohomish County, City of Snohomish & City of Sultan

Stanwood Camano Fair

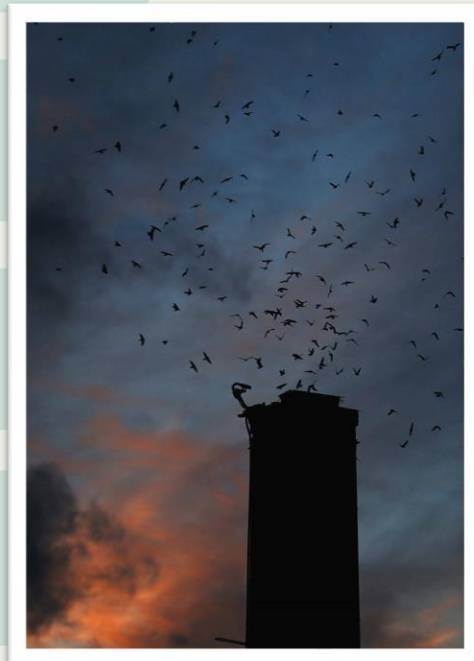
- August 5, 2023
- Parade Truck entry

Edmonds Community Fair

- Edmonds-Woodway High School
- August 6, 2023

Events on August 19, 2023

- Swifts Night Out – Monroe – Diane Steele
- Connect Casino Road Carnival – Everett – Team effort
- Woodway Town Fair – Woodway – Connect Up



HIGHLIGHTED EVENT

Connect Casino Road Carnival

The Village on Casino Road Everett, WA

August 19, 2023:

- Art project for the South Everett Solar Array
- CSRs and Energy Services experts for community members
- Giveaways, games and more fun for customers



Join us for the 2nd annual **FREE**
CARNIVAL
 August 19 | 11 AM - 3 PM
 19 de Agosto | 19 Августа | 19 اگست
 The Village on Casino Road
 14 E. Casino Road, Everett

PRIZES, FOOD, GAMES, & MUSIC FOR THE WHOLE FAMILY!

BACKPACK GIVEBACK!

FREE KIDS HAIRCUTS!

CARNAVAL GRATIS
 (PREMIOS, COMIDA, JUEGOS Y MÚSICA PARA TODA LA FAMILIA)
 (MOCHILA Y CORTES DE PELO PARA NIÑOS GRATIS)

Безкоштовний карнавал
 Призи, їжа, ігри та музика для всієї сім'ї!
 Рюкзаки та безкоштовні дитячі стрижки в подарунок!

جشنواره رایگان
 جایزه ها، بازی ها و موزیک برای همه فامیل ها.
 یکس مکتب رایگان سلمانی رایگان



Upcoming Events

SNOHOMISH
PUD
Energizing Life In Our Communities

Upcoming Events

Evergreen State Fair

- Monroe Fairgrounds - August 24-September 4, 2023

Back 2 School Fair

- Mariner High School - August 25, 2023

September 9, 2023

(ALL OF THE EVENTS!)

- Lynnwood's Fair on 44th
- Puget Sound Bird Festival
- Stanwood Camano Touch a Truck
- City of Marysville Touch a Truck
- Mukilteo Lighthouse Festival Parade

Return of the Salmon Festival

- Sultan, WA - September 23, 2023
- Supported by Natural Resources with side channel tours

State Government Relations Activity Report

STATE OVERVIEW

- The Washington 2023 Operating Budget required the Department of Commerce (Commerce) to submit a report to the Legislature with recommendations on a design for a statewide energy assistance program to address the energy burden and provide access to energy assistance for low-income households. To that end, Commerce recently:
 - held their second public workshop on design elements for the program. The discussion focused on how a statewide entity would deliver bill assistance to low-income households, how funding choices may impact a program's ability to deliver assistance to households, and program design. Snohomish County PUD participated in the workshop.
 - surveyed electric and natural gas utilities with the intent to develop a comprehensive list of low-income community organizations to help with community engagement and outreach efforts related to the low-income energy assistance program design study.
- On August 9, the Department of Ecology held a special auction for allowances from the Allowance Price Containment Reserve as required under the Climate Commitment Act. Special auctions are initiated when the final price in an earlier quarterly auction exceeds a certain threshold (\$51.90 / allowance for 2023). The Aug 9 auction raised an additional \$62.5 million in revenue from the sale of approximately one million allowances.

KEY HEARINGS/PRESS CONFERENCES/MEETINGS

- July 25 | Department of Commerce Low Income Energy Assistance [Workshop](#)
- Aug. 2 | Electric Vehicle Coordinating Council [meeting](#)
- Aug. 16 | Electric Vehicle Advisory Committee [meeting](#)

INTERESTING READS

- Washington State Standard: [Extra cap-and-trade auction may net \\$62M for Washington](#)
- KUOW: [Electric vehicle sales accelerate in Washington state](#)
- Axios: [Washington gas prices are no longer the nation's highest – but they're still up](#)
- Washington State Standard: [The latest flare-up over Washington's heat pump rules](#)

Federal Government Relations Activity Report

FEDERAL OVERVIEW

- The U.S. Department of Energy (DOE) proposed efficiency standards for new residential water heaters that would require electric water heaters to use heat pump technology and gas-powered heaters to use condensing technology starting in 2029. DOE is accepting comments for 60 days after publication in the Federal Register.
- The Cybersecurity and Infrastructure Security Agency (CISA) published its [strategic plan](#) outlining goals and steps to fulfill the agency's mission over the next three years. The plan outlines three goals— addressing immediate threats, hardening the terrain, and driving security at scale—to increase coordination between federal agencies and with other partners to protect critical infrastructure against increasing cyberattacks.
- The Government Accountability Office (GAO) released a [report](#) that examined the challenges (1) to ensuring adequate large power transformer reserves and (2) the extent to which federal and industry stakeholders have taken steps to ensure adequate transformer reserves. The findings indicated the DOE is not providing enough support to address the large power transformer shortage and recommended the agency create a plan to help more utilities participate in voluntary industry agreements to share spare large transformers in emergencies.
- A coalition of environmental groups in Idaho filed a 60-day notice of an intended lawsuit against the U.S. Corps of Engineers seeking removal or major operational changes to the lower Snake River dams.
- The United States and Canada conducted the 18th round of Columbia River Treaty regime negotiations from August 10-11 in Seattle, WA.
- Marking the one-year anniversary of the Inflation Reduction Act (IRA) being signed into law, the U.S. Department of Energy released a [report](#) on how the 2022 policy is estimated to work in concert with the 2021 Bipartisan Infrastructure Law.
- Vice President Kamala Harris and DOE Secretary Jennifer Granholm delivered remarks in Seattle highlighting the anniversary of the IRA and the Biden administration's plan to address climate change.

KEY HEARINGS

- July 26 | Senate Energy & Natural Resources Committee held [a committee hearing](#) to “Examine Opportunities for Congress to Reform the Process for Permitting Electric Transmission Lines, Pipelines, and Energy Production on Federal Lands.”
- Aug. 7 | House Transportation & Infrastructure Committee Chairman Sam Graves and Ranking Member Rick Larsen held a field forum at the Port of Everett to address local jurisdictions' experiences accessing and implementing federal infrastructure resources made available under the Bipartisan Infrastructure Law, the Inflation Reduction Act, and other bills under the Committee's jurisdiction. Witnesses included Snohomish County Executive Dave Somers, Tulalip Tribes Vice Chair Misty Napeahi, and Island Transit Executive Director Todd Morrow.

INTERESTING READS

- Politico: [While everyone was yelling about gas stoves, the incandescent light bulb went away](#)
- White House Fact Sheet: [Voluntary Commitments from Leading AI Companies to Manage Risks](#)
- E&E News: [DOE sets path for \\$8.5B in consumer energy rebates](#)
- Seattle times: [Threatened lawsuit targets 4 Snake River dams over warm water](#)
- Politico: [House GOP weighs shutdown escape hatch: A deal with Dems](#)
- Columbia Basin Herald: [Power, water, workforce and dams subject during Murray visit](#)
- Lynnwood Times: [Port of Everett hosts Transportation & Infrastructure Forum](#)
- E&E News: [White House seeks \\$12B to refill the nearly broke disaster fund](#)
- Seattle Times: [Canada, U.S. negotiate future of Columbia River in Seattle this week](#)

Local Government Relations Activity Report

LOCAL OVERVIEW

- Snohomish County [announced](#) they are investing \$7.6 million of federal recovery dollars to create 360 affordable, high-quality childcare slots in the county.
- The Everett City Council passed a development [code](#) to boost ADU (mother-in-law unit) construction including in zones that allow housing from triplexes to high rise apartments. [City planners](#) suggest over 19,500 parcels are candidates for an ADU, but this isn't nearly close enough for an additional 23,000 housing units needed based on a 2020 housing action plan. Snohomish County is currently working on updates to their ADU development code with a public hearing scheduled in October.
- The [Snohomish County Economic Alliance](#) announced the Snohomish STEM Network will receive nearly \$1.2 million of a \$4.3 million package from Snohomish County for future workforce development and career connected learning programs for youth.
- The Snohomish County Council approved a [broadband spending plan](#) through the American Rescue Plan Act (ARPA) in the amount of \$10 million to expand broadband access. The funding centers on digital equity and attempts to balance high-quality access with the adoption of services that already exist. Earlier, the Broadband Task Force, consisting of Council and Executive staff, was formed to develop a series of proposals to address some of the needs. The following are mentioned in the proposal: \$300,000 Broadband Enhancement Study, \$1.5 million for digital equity programs through Sno-Isle Libraries, and \$8.2 million to fund broadband access projects.
- The Snohomish County Council approved a [bid award contract](#) in the amount of \$300,000 supporting the County's Weatherization Program with the spending specific to ductless heat pump installations in homes occupied by income qualified residents to reduce their energy bill.

INTERESTING READS

- Lynnwood times: [Snohomish County invests \\$4.3M in workforce development and job pathways programs](#)
- Everett Herald: ['Unseasonably dry': Drought strikes corner of Snohomish County](#)
- King 5: [BIPOC Chamber of Commerce coming to Snohomish County](#)
- Everett Herald: [Lynnwood celebrates nearly 50 million project on 196th Street](#)
- Everett Herald: [Amazon's mammoth 'PAE2' warehouse springs life in Arlington](#)
- Everett Herald: [Marysville planning \\$73 sports hub, with downtown apartments, hotel](#)



Time of Day Rate Implementation

AMI Customer Enablement

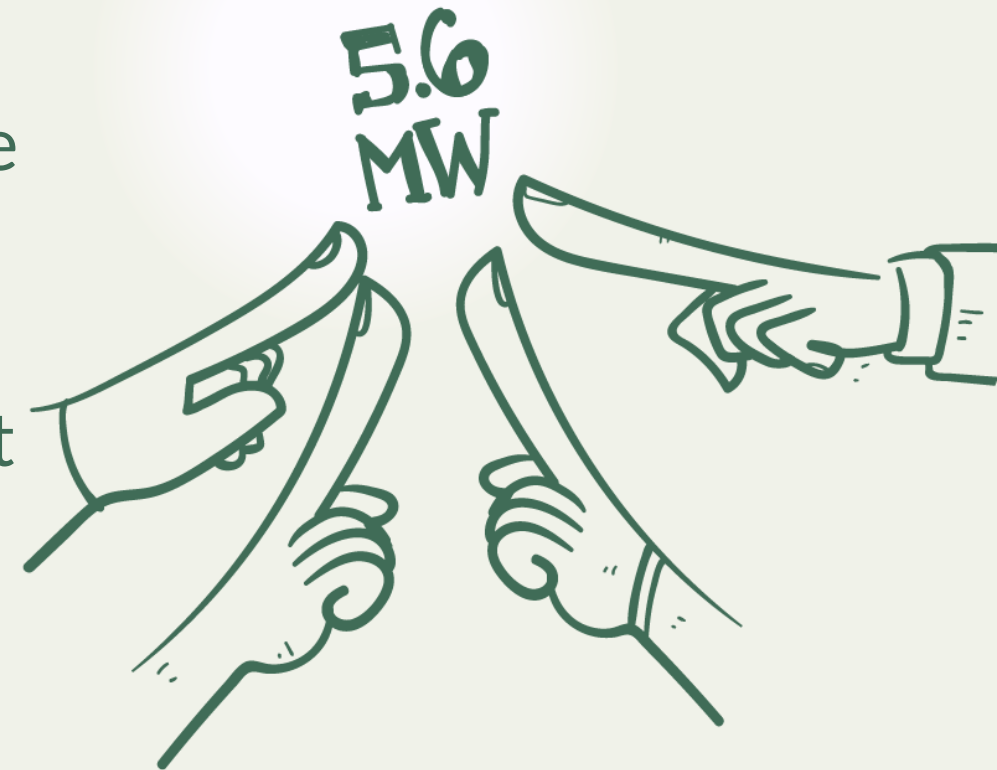
Shelley Pattison, Senior Manager Strategic Partnership

Cathy Patterson, Senior Customer & Energy Services Program Manager

August 22, 2023

Introduction and context

In 2023, the Demand Response (DR) Potential Assessment (for use in the Integrated Resource Plan and Clean Energy Implementation Plan) identified **5.6 MW of Peak Hour** reductions by demand response programs to help the District meet its future loads and comply with clean energy requirements.

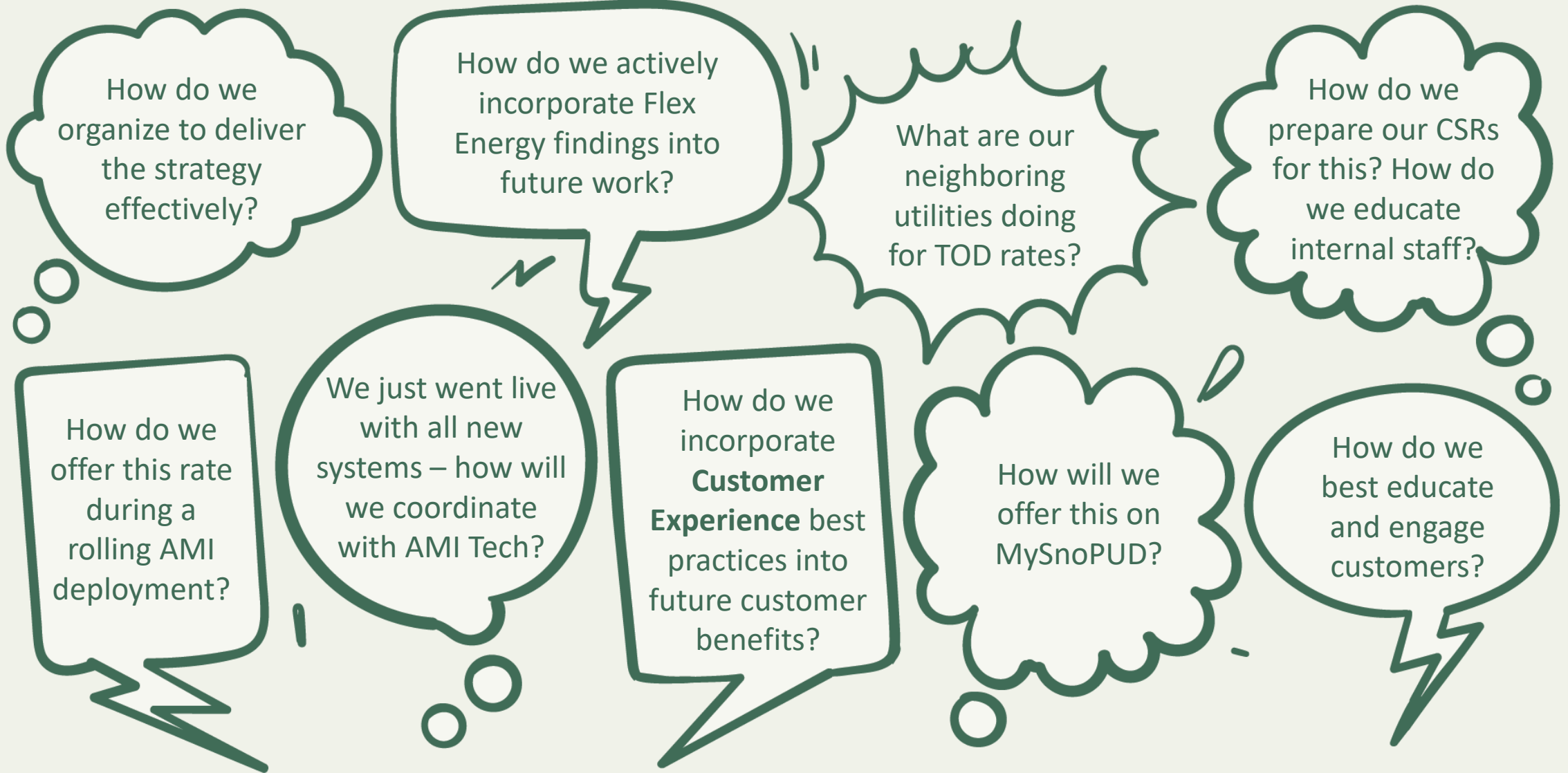


Reduce peak by 5.6 MW. Where do we start?

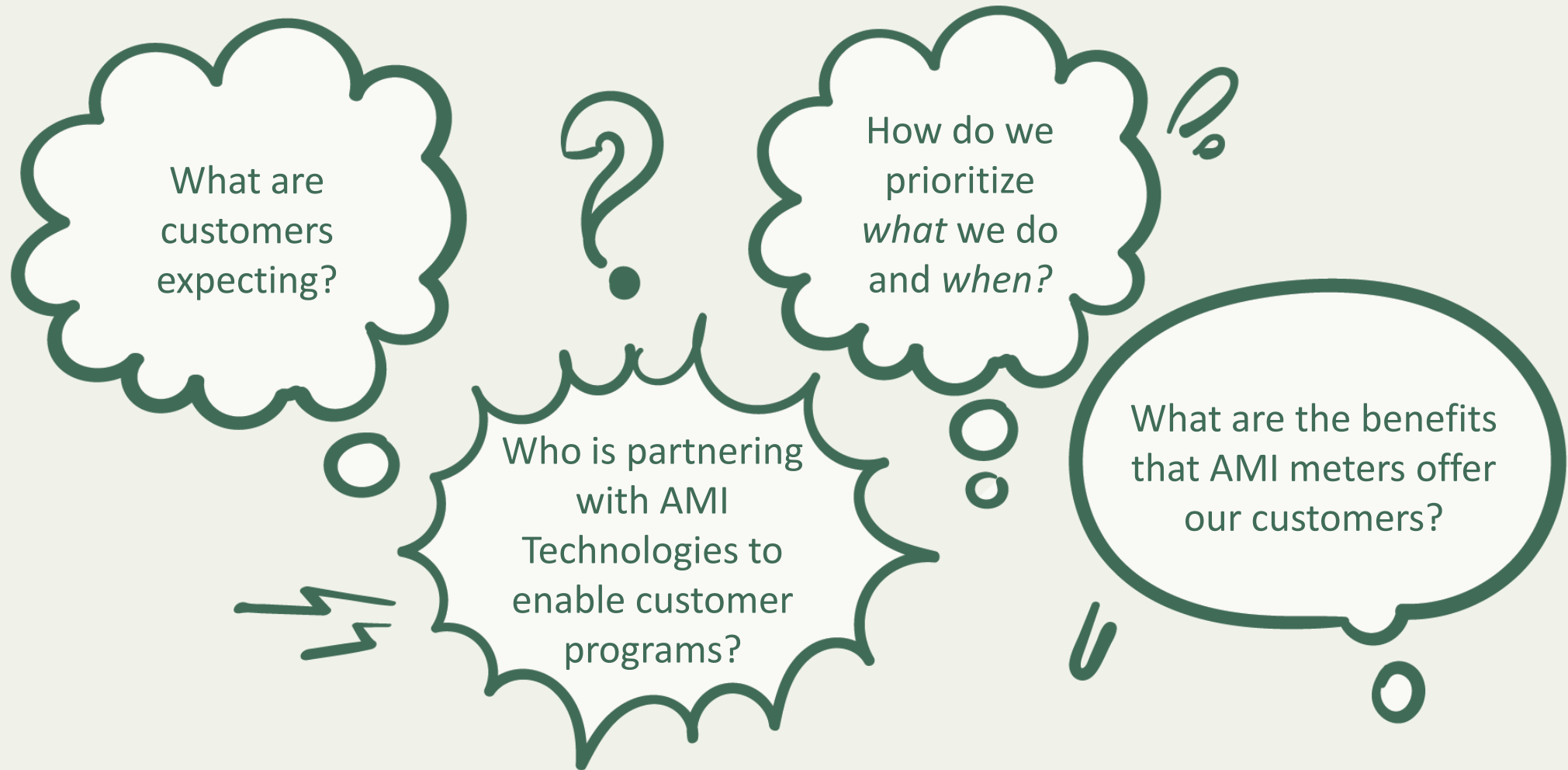
- Internal core team established:
 - Power Supply, Energy Services, Rates, Corp Comm, Connect Up.
- Demand Reduction Implementation Plan established.
- Lowest cost, highest value identified the following priorities:
 - First, launch an optional residential Time of Day (TOD) rate in 2024.
 - Second, a commercial TOD rate in 2025.
- Identified a gap in implementation resource-someone to lead the effort.
- We now have a DR Strategy – it is time for execution.



Implementing the Time of Day rate...



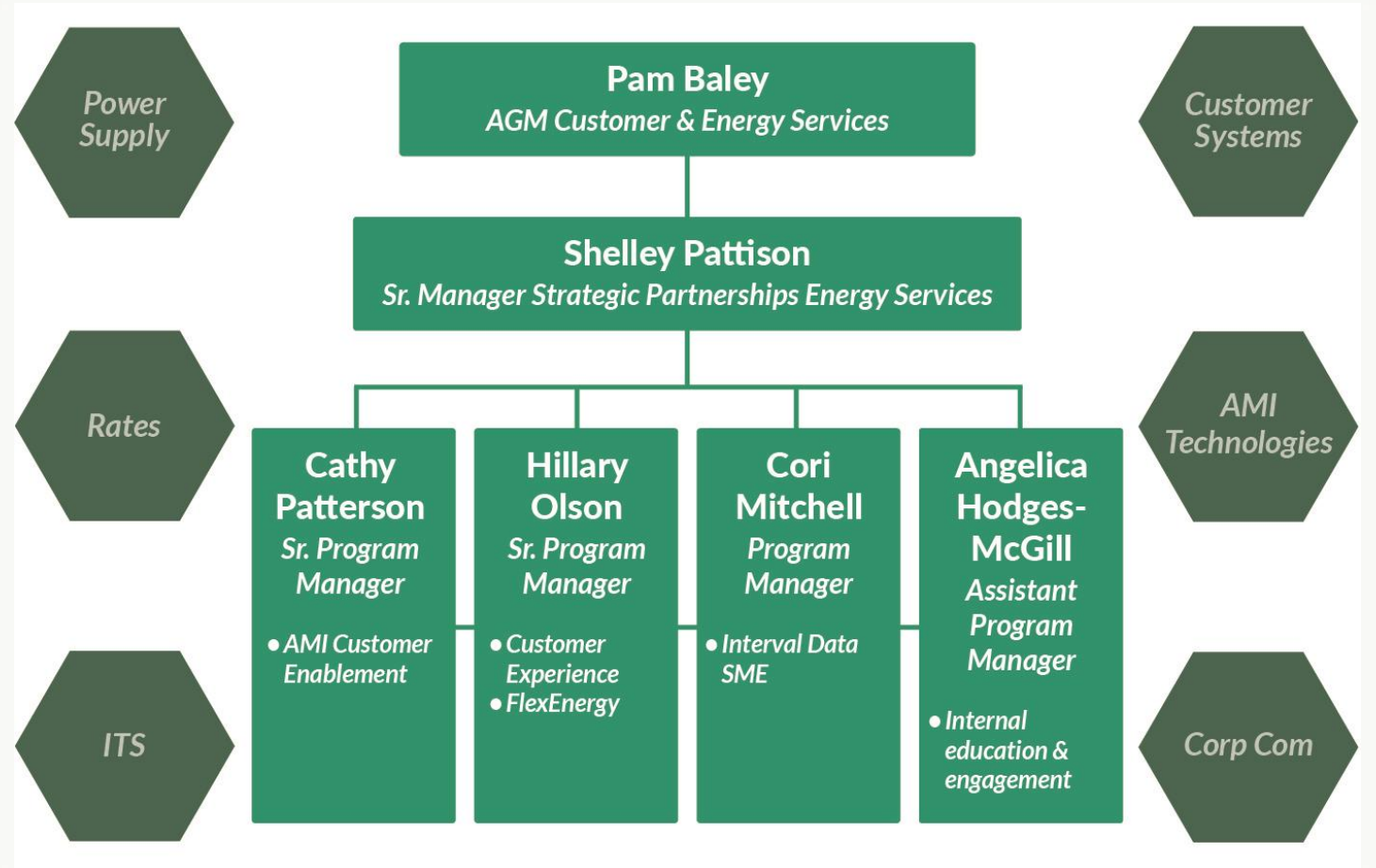
With the added **CUSTOMER BENEFITS** of **Connect Up** comes complexity...



How do we (thoughtfully & strategically) bring this all together?

Dedicated resources & cross-functional collaboration

Organize to bring the necessary experience and skills together to make this a successful endeavor.

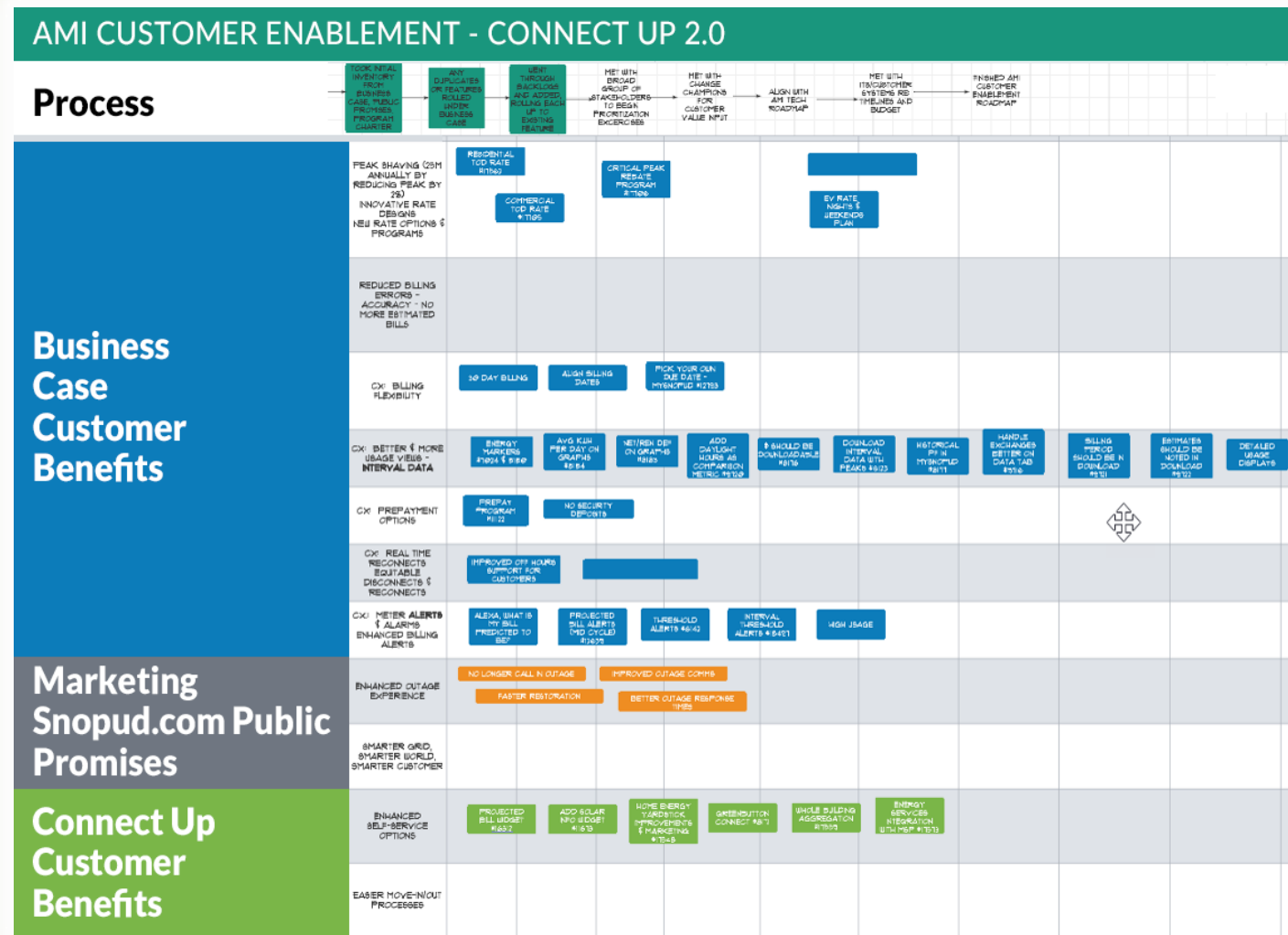
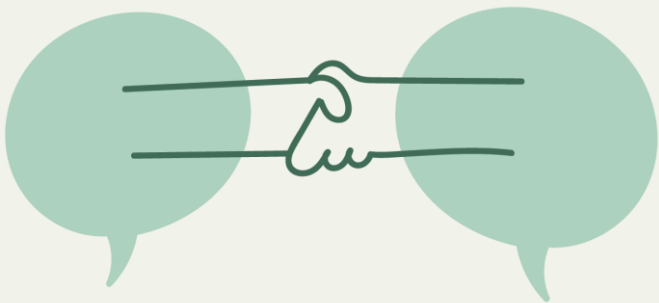


With all this in mind... here comes our sequel!



Connect Up 2.0

- Priority is TOD rates
- Working with stakeholders to prioritize future benefits
 - Journey to 800 (JD Powers)
 - Customer value vs. effort



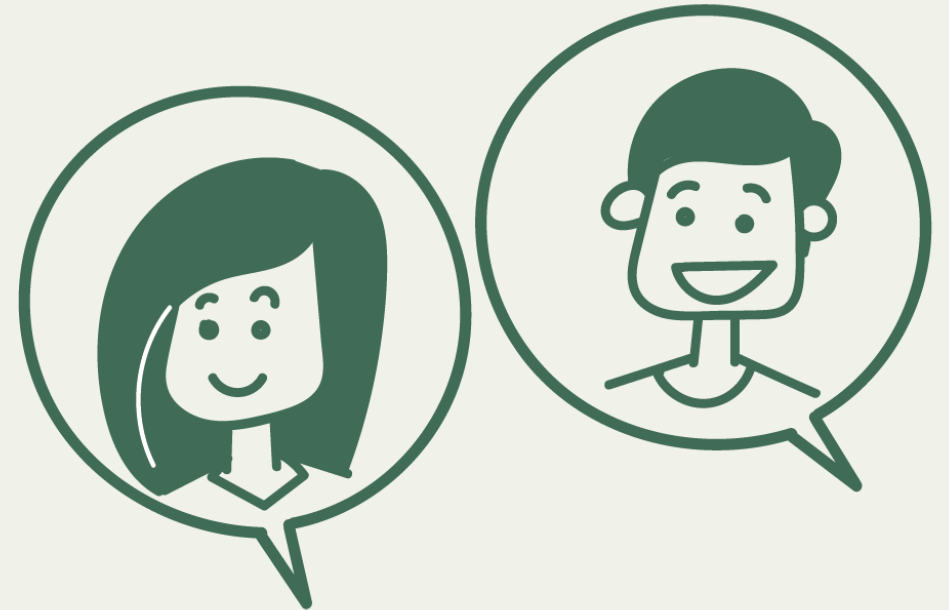
Residential Time of Day - Progress

- SAP work included in the AMI Tech Upgrade planned for Q2 2024
- Project Manager assigned – Brad Asay
- Business requirements – in progress
 - *Eligibility rules (complete)*
 - *Enrollment (CSR & MySnoPUD)*
 - *Rate comparison tool*
 - *Communications*
- Solution design – in progress
 - *Integrations, SAP, Data & Analytics, AMI Technologies, MySnoPUD*
- Resource Plan – in progress
 - *Implementation*
 - *On-going support and maintenance*



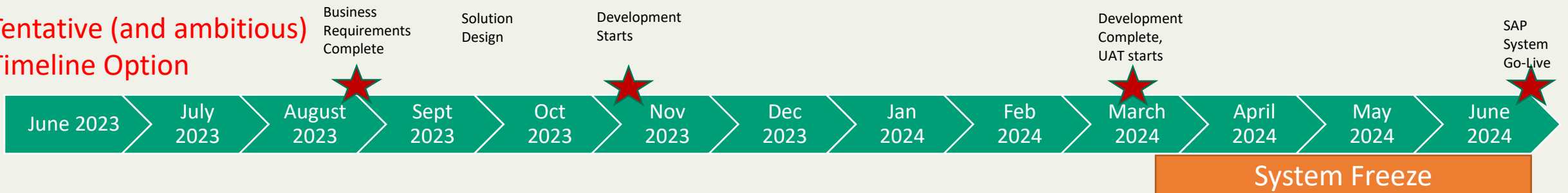
TOD Potential Timeline

- If the proposed timeline below is achievable, the rate could be billed as early as July 2024, but self-service and marketing may not begin until October 2024. If we can't go with the upgrade, the rate won't go live until the end of the year.

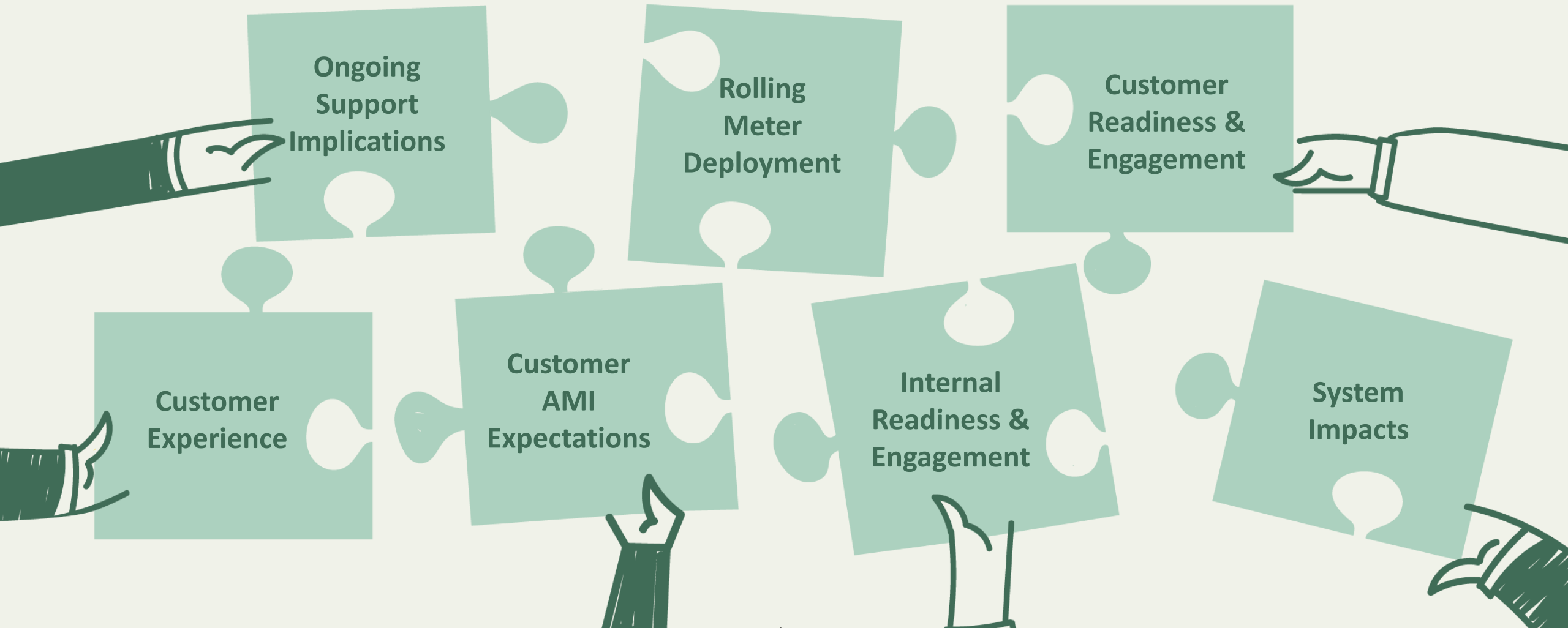


The timeline below assumes meter deployment proceeds on schedule and that pricing changes and a time slice change can be accomplished along with other rate-backlog items.

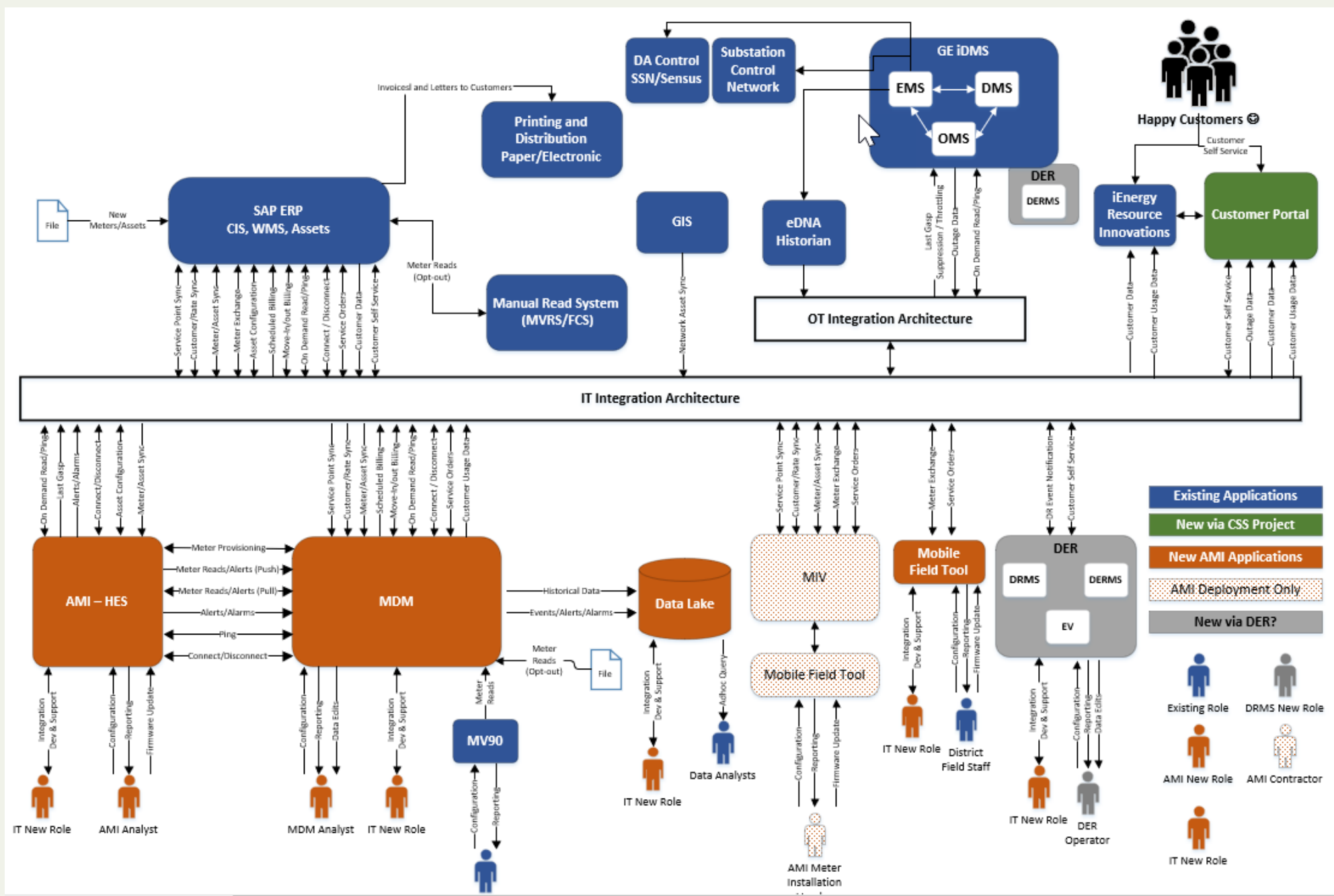
Tentative (and ambitious) Timeline Option



Many linking pieces – working through them one by one



With AMI enablement, we also get complexity & many system dependencies



What is next?

- Project Governance Board review to prioritize and assign resources
- Formal project kick-off
- Formal rate proposal early Q4 of 2023
- Developing an internal and external communication & engagement plan
- System development & resource plan finalized

Questions?



Interlocal Agreement with Snohomish County for Culvert Repair

Brian Li, Principal Engineer

August 22, 2023



- **Purpose:** Brief the Board on an Interlocal Agreement (ILA) with Snohomish County to repair a PUD damaged culvert
- **Expectations:**
 - August 22, 2023: Briefing Session
 - September 5, 2023: Present Resolution authorizing CEO/GM to sign Interlocal Agreement for the District



- **Reason:**

- PUD damaged a Snohomish County culvert located at 188th St NE in Arlington during a line rebuild project
 - The cost to relocate the pole was estimated at ~\$75,000
 - The cost to repair and reroute the culvert was estimated at ~\$20,000
- At PUD's expense, Snohomish County has agreed to repair and re-route the culvert around the pole in lieu of the costlier option of relocating the pole

- **Next Step:**

- September 5, 2023: Present Resolution authorizing CEO/General Manager to sign Interlocal Agreement for the District



2023 Water System Bond Issuance Update

Lauren Way, Deputy Treasurer

August 22, 2023

Previously Presented: April 4, 2023



Agenda

➤ Purpose

- To update the Board on the 2023 Water Bond issuance

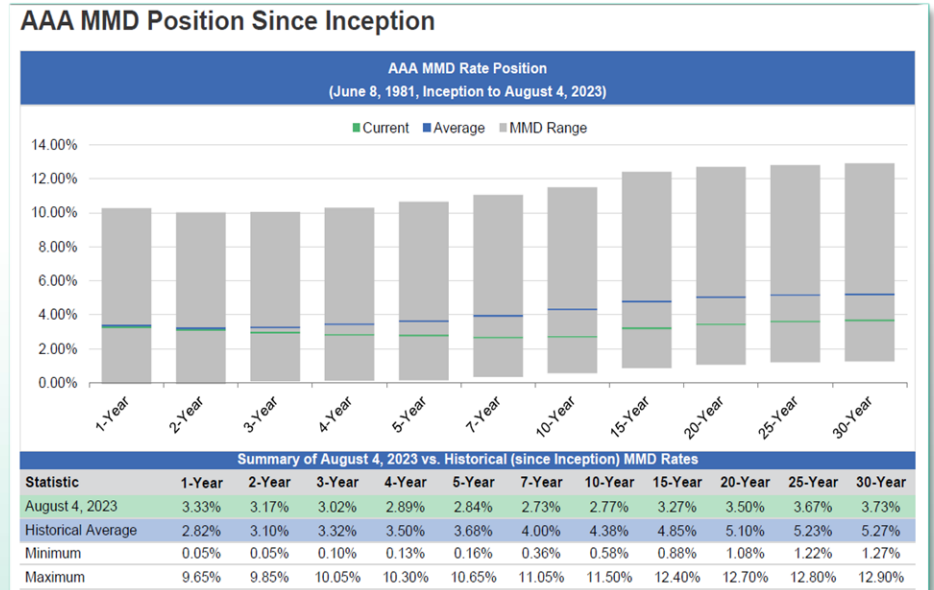
➤ Action Items

- Requesting approval of the Supplemental Resolution at the September 5, 2023, Commission Meeting



Size/Structure of Issuance

- Approved 2023 Budget anticipated a bond issuance
- Current bond eligible capital forecast for 2024 - 2026 is approximately \$26 million
 - \$6 million in eligible capital contained in the 2023 approved budget
- Anticipating issuing \$18 million of Water System Revenue Bonds in October 2023
 - Tax-exempt
 - Fixed Rate
 - Anticipated 20-year life
 - Municipal bond borrowing rates remain below the historical average
 - Debt Service Coverage and Reserve Balances are maintained above minimums



Tentative Schedule and Next Steps

➤ August

- Prepare Preliminary Official Statement
- Draft Supplemental Resolution

➤ September/October

- Approve Supplemental Resolution - Anticipated at the September 5, 2023, Commission Meeting
 - Approve the form and distribution of the Preliminary Official Statement
 - Approve the form of the Bond Purchase Agreement
 - Delegate authority to Treasurer/CFO to execute various bond documents including the Bond Purchase Agreement
- Price Bonds - Approximately September 28, 2023
- Brief Commission on Bond sale results - Approximately October 2, 2023
- Close Transaction - Approximately October 12, 2023



Questions?



Job Description Project Compensation Philosophy Preview

Drew Woolley, HR Consultant
Christy Schmidt, HR Consultant
Sara Kurtz, Senior HR Business Partner
August 22, 2023
(Date topic was last presented: February 7, 2023)



Project Update

- Project initiated in October 2019.
- Commission updated:
 - 9/1/2020: Project Timeline, Intro to Compensation Philosophy, Setting Compensation and Salary Structures.
 - 4/6/2021: Project Timeline, Job Description Update, Competencies.
 - 2/7/2023: Project Update, Compensation Philosophy Education, Market Pricing of Jobs Methodology.
- Completed employee job mapping with Managers. Reviewed proposed structure with ELT.
- Entering final project phase – Commission approval of Compensation Philosophy and Structure, Manager/Employee Communications and Implementation of Project.



Agenda

- Preview of Compensation Philosophy Proposal
 - Reviewed with and supported by entire ELT
 - Seeking your input and guidance today before resolution



Compensation Philosophy

- What is a Compensation Philosophy?
 - A formal statement documenting the District's guiding principles regarding employee compensation
- Considerations for a Compensation Philosophy:
 - Talent Market
 - Labor Market
 - Market Position
 - Pay Equity/Culture
 - Communication



Compensation Philosophy – Talent/Labor Market⁵

- Talent Market

Who do we recruit from and lose employees to?

- Non-Utility and Utility employers.
- National, Regional and Local employers.
- Public and Private employers.

- Labor Market

- Cost of labor – “Going rate” for labor in specific geographic market.
- Cost of living – Cost to a consumer in a specific geographic area.



Compensation Philosophy – Market Position

- Market Position – How an organization’s compensation compares to the external market.

| Market Position | Definition |
|-----------------|---|
| Meet | Target the 50 th percentile of the market |
| Lead | Target greater than 50 th percentile of the market |
| Lag | Target less than 50 th percentile of the market |



Compensation Philosophy – Market Position Cont.

- Reasons to Lead the Market in Base Pay
 - Supports our strategic priority to be an employer of choice
 - For candidates coming from other companies with bonus programs, helps us remain competitive with our offers
 - Could lead to challenges in hiring and retention if we take an alternative approach



Compensation Philosophy – Pay Equity

- Pay Equity is a District Value
 - Includes Pay Equity and having equitable and transparent pay practices
 - Looking at our practices and individual pay through an equity lens
 - DEI Blueprint - Create a culture of Diversity, Equity and Inclusion



Compensation Philosophy – Communication

- Communication
 - We will be transparent in the communication of our compensation programs



Compensation Philosophy Proposal

As a public power organization, Snohomish County PUD is committed to providing a fair and competitive compensation program which attracts, retains, and rewards employees to fulfill our purpose, vision, commitment, values and strategic priorities.

Non-Represented Program Elements:

Pay Components

- *Base salary will be the primary method of compensating individuals at Snohomish County PUD. We strive to provide base pay rates that consider the relevant knowledge, skills, education, experience and/or work performance that the candidate or employee brings to the job and ensures internal pay equity with similarly situated employees.*
- *Other benefits such as health and retirement plans, **paid time off**, tuition reimbursement, and work environment will continue to be essential components of the compensation strategy at the District, as a complement to competitive salaries.*

Market Position/Valuation/Surveys

- *We strive to lead the market in base pay in order to compete for talent against organizations offering bonuses, incentives or other forms of at risk pay. Leading the market means, in general, we will target greater than the 50th percentile of the market. As a practice, we will use the salary range midpoint as the target for beginning employee base pay if they meet the minimum job requirements (or higher if they exceed them).*
- *We utilize market data for benchmarking positions and creating our salary ranges. In rare circumstances, we will consider internal job valuation when determining a salary range. The program will use market data as a reference for creating the salary structure and salary ranges.*
- *The salary surveys used for market pricing will reflect the market we recruit from and lose employees to, scoped to organizations similar in size in revenue and employee count. They will also account for geographic differences and will be scoped to the Puget Sound Area, if applicable.*

Communications

- *We will ensure transparency by communicating openly about the District's pay programs and by providing employees access to job descriptions, pay increase guidelines, and pay ranges for all jobs.*

Pay Equity

- *We will ensure that all pay programs meet applicable State, Local and Federal regulations.*
- *We strive to maintain internal equity across the District by evaluating candidates and employees using consistent methodology and considering education, experience and performance against the job description minimum qualifications.*

Performance

- *We reward employees based on their accomplishments, performance and goal achievement through our Pay for Performance program.*



Next Steps

- If supportive of proposal, will bring resolution forward September 5, 2023, to approve Compensation Philosophy and Structure.
- January 2024 tentative implementation date (if approved):
 - Implementation of our communication plan for managers and employees.
 - Proceed with systems implementation.



EXECUTIVE SESSION

Tuesday, August 22, 2023

Discussion of Legal Risks of Current Practice or Proposed Action with Legal Counsel –
Approximately 30 Minutes



BUSINESS OF THE COMMISSION

Meeting Date: August 22, 2023

Agenda Item: 2A

TITLE

Employee of the Month for August – Brenda Johns

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:

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

Brenda Johns began her career with the PUD on December 11, 2015, as a Business Readiness and Training Coordinator.

Brenda was promoted to Senior Business Readiness and Training Coordinator in January 2021, which is the title she continues to hold today.

Brenda Johns will be presented by her supervisor Lisa Hunnewell, Interim Director Communications, Marketing and Business Readiness.

List Attachments:
Employee Profile

There isn't an employee at the PUD that hasn't been impacted by the work executed by August's Employee of the Month. For the last seven years, Brenda Johns, Senior Business Readiness & Training Coordinator, has supported hundreds of training programs for departments like Substation Construction, Metering, Line, Wire, Safety, Analytics, Legal, ITS, all Managers through the leadership program, and all employees for COVID training or Safety Days. During that time her work has elevated the District's training program in a manner that empowers us all to elevate ourselves. Please join us in congratulating Brenda Johns on being August's PUD Employee of the Month.

As a Senior Business Readiness & Training Coordinator, Brenda collaborates with subject matter experts and department Training Admins to assess, increase, and support employee awareness, knowledge, and skill needs in all areas across the utility. Through the development, coordination, and implementation of training plans, online web-based, in-person, and virtual classes, curriculums, programs, assessments, surveys and more, she partners to identify employee learning needs, deliver trainings, and promote a framework for ongoing, sustained learning. She is always developing and evolving new and existing trainings in Learning Central, including complex compliance required curriculums that include pre-requisites, substitutions, and assignment profiles.

Brenda has worked on a number of complex critical projects since she started at the PUD in the midst of the ONE Program Phase 2. Despite being new, Brenda jumped right in and worked with Deloitte to build an extensive training program for employees District-wide whose jobs were changing due to SAP.

"Brenda's attention to detail and determination during the huge One Program Phase 2 project was fantastic," said Lisa Hunnewell, Interim Director Communications, Marketing and Business Readiness. "At the same time, Learning Central was coming to fruition and she became one of the first to learn the ins and outs of how to build a curriculum, create a scheduled offering and assign training to employees."

Another one of Brenda's projects was working with Human Resources (HR) to issue an RFP for a new leadership program to support the PUD and its future leaders. Approximately a year later, the Managing with Mind and Heart leadership program was offered as a pilot program. Fast forward six years, and a few extensive remodels and module additions, and Brenda has just handed the project to HR to own moving forward. Additionally, a separate employee track has been added and a more specific track created for the FIT (Foremen in Training) members.

"Brenda has been a huge part of building successful leaders at the PUD. Brenda continues to support the Foremen in Training Program and Data University, not to mention Line Training, Substation, Connect Up, Warehouse, Safety and so much more," said Lisa. "Thank you, Brenda, for your expertise, attention to detail and absolute patience as you have trained so many others to be successful in Learning Central! You are amazing! The PUD is lucky to have you!"

Though Brenda has successfully launched a number of important District training programs, she doesn't rest on her laurels once a program is launched. She is regularly looking for ways to improve the employee's experience with Learning Central. She works hard to learn about new functionality

to make the system a smooth experience for the end user. In addition, she regularly helps with defects/breaks in the system that occur with upgrades.

“Brenda is incredibly skilled at working in Learning Central and is always enthusiastic to share her knowledge with others,” said Jen Mullen, Curriculum Design and Development Specialist. “She is a big believer in teaching people how to fish! She is patient, meticulous, and always willing to jump in to help whenever needed. The PUD is lucky to have her as an integral part of the Business Readiness and Training Team.”

Additionally, Brenda is recognized by her teammates for being an expert troubleshooter. Since she started supporting iPad training for field employees five years ago, she has become the go-to for training for a host of field employees who love to call her with questions every day. Brenda works tirelessly to find solutions (as she recently did with iPad training not marking completions when accessing iContent) and will do whatever is needed to make the end user's experience with training successful.

“Brenda is sometimes referred to as Detective Brenda for her ability to root out the cause of issues and come up with solutions,” said Carrie Trimble, Senior Business Readiness and Training Coordinator. “I so appreciate her knowledge, expertise and enjoy working with her.”

As much as Brenda is appreciated by her team and those that she works with across the utility, she appreciates each of them in turn.

“I am honored by your nomination and feel this recognition belongs to my amazingly talented CorpCom, BR&T and Printshop/Mailroom team,” said Brenda. “I am extremely fortunate to work with so many extraordinary individuals across the PUD and know there's no way I could do what I do without you all, your knowledge and support, so THANK YOU, as you are the reason I thoroughly enjoy what I do.”



BUSINESS OF THE COMMISSION

Meeting Date: August 22, 2023

Agenda Item: 2B

TITLE:

General Manager’s Life Saving Award – Lynnwood Line Crew

SUBMITTED FOR: Recognition/Declarations

| | | |
|----------------------------------|--------------------|--|
| <u>Safety</u> | <u>Rob Beidler</u> | <u>8770</u> |
| <i>Department</i> | <i>Contact</i> | <i>Extension</i> |
| Date of Previous Briefing: _____ | | |
| Estimated Expenditure: _____ | | Presentation Planned <input checked="" type="checkbox"/> |

ACTION REQUIRED:

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

South County Fire and City of Brier officials recently honored four District employees for their quick actions that averted a tragic outcome at a June 21, 2023, house fire in Brier.

Team PUD members Justin Atkinson, Entry Helper-2, Kellan Bulman, Journeyman Lineman, Tre Harris, Journeyman Lineman, and Anthony Haugstad, Apprentice Lineman-5, were working in the Dundee neighborhood that day when they smelled smoke nearby. When they approached the home next door, they noticed black smoke coming from the back of the house.

Tre quickly called 911 while Justin ran to the house and pounded on the door. The sound woke an elderly man from his nap in time for he and his wife, who uses a walker, to safely exit the house.

According to South County Fire, in addition to likely saving a life, the crew’s early reporting of the fire also limited property damage. It allowed firefighters to keep the fire contained to a small area of the garage and kept flames out of the living area of the home.

Assistant Fire Chief Bob Eastman commended the four men and awarded them each a letter for their personnel file and the chief’s challenge coin during a presentation at Brier City in July. “You

each played a key role in preventing harm and limiting property damage at this incident. We applaud your outstanding efforts that made a positive difference in this emergency,” he said.

Justin, Tre, Kellan and Anthony will also be recognized as lifesavers at the Governor’s Safety Conference this September in Spokane.

List Attachments:

None

COMMENTS FROM THE PUBLIC



BUSINESS OF THE COMMISSION

Meeting Date: August 22, 2023

Agenda Item: 4A

TITLE

Approval of the Minutes for the Regular Meeting of August 8, 2023

SUBMITTED FOR: Consent Agenda

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

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

August 8, 2023

The Regular Meeting was convened by President Rebecca Wolfe at 9:00 a.m. Those attending were Sidney Logan, Vice-President; Tanya Olson, Secretary; CEO/General Manager John Haarlow; General Counsel Colin Willenbrock; Assistant General Managers Pam Baley (virtually), Guy Payne, and Brant Wood; Chief Information Officer Kristi Sterling; other District staff; members of the public; Clerk of the Board Allison Morrison; and Deputy Clerks of the Board Jenny Rich and Morgan Stoltzner.

*** Items Taken Out of Order**

****Non-Agenda Items**

1. CEO/GENERAL MANAGER BRIEFING AND STUDY SESSION

A. Updates

1. Media. Media and Public Relations Liaison Aaron Swaney provided a presentation on District related news and articles.
2. Other. There were no other reports.

B. Low Income Weatherization Agreement with Snohomish County

Senior Manager, Energy Services and Customer Innovations Jeff Feinberg presented to the Board information on proposed updates to an agreement with Snohomish County regarding the Low Income Weatherization Program.

The next step would be consideration for approval of a resolution at the August 22, 2023, Commission meeting.

C. Tulalip Microgrid Projects

Principal Engineer Alex Chorey provided an informational only presentation on a potential Tulalip Microgrid Project Partnership.

The next steps would be to continue internal discussions on policy changes around customer owned Distributed Engineering Resources (DERs), capacity resources, and the continued support of the Tulalip Tribes as they develop their microgrid rollout plan.

D. Water Policy Updates

Assistant General Manager Water Utility Brant Wood briefed the Board on the proposed 2023 Water Utility Policy and Procedure updates and a summary of public outreach.

The next step would be consideration for approval of a resolution at the August 22, 2023, Commission meeting.

The meeting recessed at 10:08 a.m. and reconvened at 10:15 a.m.

E. Hat Island Cable Procurement Special Facility Designation

Senior Manager Transmission & Distribution System Operations & Engineering Mark Flury presented information on a proposed resolution designating a portion of the Hat Island Submarine Cable Project to be a “Special Facilities”.

The next steps would be consideration for approval of a resolution at the August 22, 2023, Commission meeting, a Procurement Contract in October 2023, a future Public Works Contract Awards for Cable Installation (Q4 2023), and Site Development (Q1 2024).

RECONVENE REGULAR MEETING

The Regular Meeting was reconvened by President Rebecca Wolfe at 1:30 p.m. Those attending were Sidney Logan, Vice-President; Tanya Olson, Secretary; Acting General Counsel Jeff Kallstrom; Assistant General Managers Pam Baley (virtually), Guy Payne, and Brant Wood; Chief Financial Officer Scott Jones (virtually); Chief Information Officer Kristi Sterling; other District staff; members of the public; Clerk of the Board Allison Morrison; and Deputy Clerks of the Board Jenny Rich and Morgan Stoltzner.

*** Items Taken Out of Order**

****Non-Agenda Items**

Changes to the agenda were made as follows: Remove item 05.00 CEO/General Manager Report.

2. COMMENTS FROM THE PUBLIC

There were no comments from the public.

3. CONSENT AGENDA

A. Approval of Minutes for the Regular Meeting of July 25, 2023

B. Bid Awards, Professional Services Contracts and Amendments

Public Works Contract Award Recommendations:

Request for Proposal No. 23-1391-SC with A and R Solar SPC

Request for Proposal No. 23-1399-KP with Kemp West, Inc.

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

Recommend Rejection for Request for Quotation No. 23-1384-CS

Request for Quotation No. 23-1387-CS with Electro-Technical Industries, Inc.

Request for Quotation No. 23-1388-CS with Electrical Power Products, Inc.

Request for Quotation No. 23-1396-CS with Electro Mechanical, LLC

Request for Quotation No. 23-1397-CS with General Pacific, Inc.

Request for Quotation No. 23-1398-BP with General Pacific, Inc.

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

None

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

None

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:

Professional Services Contract No. CW2242575 with Van Ness Feldman LLP

Contract Acceptance Recommendations:

Public Works Contract No. CW2248053 with Interwest Construction Inc.

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

A motion unanimously passed approving Agenda Items 3A – Approval of the Minutes for the Regular Meeting of July 25, 2023; 3B – Bid Awards, Professional Services Contracts and Amendments; and 3C – Consideration/Ratification and Approval of District Checks and Vouchers.

4. ITEMS FOR INDIVIDUAL CONSIDERATION

- A. Consideration of a Motion Accepting the 2nd Quarter 2023 Financial Conditions and Activities Monitoring Report

Senior Manager, Controller and Auditor Shawn Hunstock provided a presentation on the 2nd Quarter 2022 Financial Conditions and Activities Monitoring Report.

A motion unanimously passed accepting the 2nd Quarter 2023 Financial Conditions and Activities Monitoring Report.

6. COMMISSION BUSINESS

- A. Commission Reports

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

- B. Commissioner Event Calendar

Commissioner Logan will be attending the Evergreen State Fair on August 28, 2023.

7. GOVERNANCE PLANNING

- A. Governance Planning Calendar

There were no changes to the Governance Planning Calendar.

ADJOURNMENT

There being no further business or discussion to come before the Board, the Regular Meeting of August 8, 2023, adjourned at 2:08 p.m. An audio file of the meeting is on file in the Commission Office and available for review.

Approved this 22nd day of August, 2023.

Secretary

President

Vice President



BUSINESS OF THE COMMISSION

Meeting Date: August 22, 2023

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:

- 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) ... non-delegable, statutorily assigned Board duty – Contracts and Purchasing.

The CEO/General Manager's Report of Public Works Contract Award Recommendations; 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 (Pages 1 - 2);
Invitation to Bid No. 23-1373-KS with Granite Construction Company
Recommend Rejection for Invitation to Bid No. 23-1406-KS

Formal Bid Award Recommendations \$120,000 and Over (Pages 3 - 5);
Recommend Rejection for Request for Quotation No. 23-1401-CS
Request for Quotation No. 23-1404-BP with American Wire Group LLC
Recommend Rejection for Request for Quotation No. 23-1360-CS

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

Miscellaneous Contract Award Recommendations \$200,000 and Over (Pages 6 - 7);
Recommend Rejection for Request for Proposal No. 23-1400-SF
Miscellaneous Contract No. CW2252516 with Cascade Energy, Inc.

Interlocal Agreements and Cooperative Purchase Recommendations (Pages 8 - 9);
Contracts:
Purchase Order No. 4500086039 with Pape Kenworth
Purchase Order No. 4500086015 with Harnish Group, Inc.
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 (Page 10);
Miscellaneous No. CW2234812 with Open Text, Inc.

Contract Acceptance Recommendations (Pages 11 – 13);
Public Works Contract No. CW2249278 with Laser Underground & Earthworks, Inc.
Public Works Contract No. CW2247792 with Kemp West, Inc.
Public Works Contract No. CW2251293 with Davey Tree Surgery Company

List Attachments:
August 23, 2023 Report

Public Works Contract Award Recommendation(s)
August 22, 2023

ITB 23-1373-KS

South Everett Community Solar
 Project (Re-Bid)

| | | |
|-----------------------------|----------------|-----------|
| No. of Bids Solicited: | 48 | |
| No. of Bids Received: | 4 | |
| Project Leader & Phone No.: | Jason Cohn | Ext. 8823 |
| Estimate: | \$2,000,000.00 | |

Work Description and Site: Provide all labor, equipment, tools, material, and incidentals necessary to install a 400-kW DC community solar project in South Everett adjacent to Walter E. Hall Park located at 1226 W. Casino Rd., Everett, WA 98204, in Snohomish County.

| <u>Contractor</u> | <u>Bid Amount (w/o tax)</u> |
|--|-----------------------------|
| Award To Granite Construction Company | \$2,147,348.50 |
| Tiger Construction LTD. | \$2,186,420.00 |
| TRICO Companies, LLC | \$2,454,635.53 |
| Potelco, Inc. | \$5,413,747.77 |

Summary Statement: The bid submitted by Granite Construction Company was in the amount of \$2,212,135.00 and contained an addition error of (\$25,000.00) on the subtotal amount of Bid Items 1 through 7. This caused Bid Item 8 to exceed the 10% maximum bid amount allowed by (\$39,786.50). District bid documents indicated that this bid item would be unilaterally revised to the maximum amount allowed and the contractor's total bid amount recalculated. After this recalculation and correction, staff recommends award to Granite Construction Company, the low evaluated bidder, in the amount \$2,147,348.50, plus tax for the Bid Amount. The District has established a contingency allowance of \$200,000.00 for unforeseen additional work that may be discovered during the progress of the project. With this award, if the District utilizes the contingency allowance, the potential contract value shall be \$2,347,348.50.

This work is partially funded through a Washington State Clean Energy Fund grant. The funding source includes state and federal funding. The successful bidder must comply with all state and federal funding requirements, including but not limited to state and federal prevailing wage laws and federal "American Recovery and Reinvestment Act Buy America" requirements, as described in the Contract Documents.

This project was presented to the Board on March 7, 2023. On April 20th, no bids were received at the Bid Opening. Staff conducted outreach with the bidding community to understand barriers to bidding on this project, and potential improvements to the invitation to bid. Staff then worked with District consultants to revise the project design and specifications based on input from the bidding community. After updating the bid documents, this project was rebid on July 18, 2023.

Public Works Contract Award Recommendation(s)
August 22, 2023

ITB No. 23-1406-KS

Lake Stevens Water Treatment Building
 Addition (Re-Bid)

| | | |
|-----------------------------|--------------|-----------|
| No. of Bids Solicited: | 54 | |
| No. of Bids Received: | 2 | |
| Project Leader & Phone No.: | Max Selin | Ext. 3032 |
| Estimate: | \$300,000.00 | |

Contractor will provide all labor, equipment, tools, material, transportation, and incidentals necessary to extend the footprint of the existing 733 square foot CMU, metal roofed treatment building approximately 24' to the north and construct a 528 square foot addition to house existing and proposed new chemical feed tanks and equipment. The location of the work is at 2108 131st Ave. NE, in the City of Lake Stevens, in Snohomish County, Washington.

| <u>Contractor</u> | <u>Subtotal (w/o tax)</u> |
|--------------------------|---------------------------|
| Award Construction, Inc. | \$601,850.00 |
| Faber Construction Corp. | \$690,000.00 |

Summary Statement: Staff recommends rejecting both bids received as they exceed 15% of the estimate.

**Formal Bid Award Recommendation(s) \$120,000 And Over
August 22, 2023**

RFQ No. 23-1401-CS
115 kV Circuit Switcher

| | |
|--------------------------------|----------------------|
| Number of Proposals Solicited: | 3 |
| Number of Proposals Received: | 1 |
| Project Leader & Phone Number: | Sanjeev Farwaha 5502 |
| Material Estimate: | \$500,000.00 |

These Circuit Switchers will be installed in Substations. Circuit Switchers are used in substations for protecting power transformers from short circuits and overloads. They are operated manually, by SCADA, or with protective relays.

| <u>Vendor</u> | <u>Subtotal (w/o tax)</u> |
|-----------------------|---------------------------|
| Anixter, Incorporated | \$472,056.00 |

Summary Statement: Anixter, Incorporated, submitted a proposal, which contained a warranty clause that does not meet the District's warranty requirements. Pricing is not firm, and their proposal took issue with several areas of the District's Terms and Conditions, making their proposal non-compliant.

Therefore, staff recommends that the Board of Commissioners reject this bid.

**Formal Bid Award Recommendation(s) \$120,000 And Over
August 22, 2023**

RFQ No. 23-1404-BP
795 kcmil AAC Arbutus

| | | |
|-----------------------------|-----------------|-----------|
| No. of Bids Solicited: | 4 | |
| No. of Bids Received: | 5 | |
| Project Leader & Phone No.: | Zeke Schellberg | Ext. 4313 |
| Material Estimate: | \$384,400.00 | |

This bid was for 795kcmil “Arbutus” overhead bare wire, which is used extensively on the District’s distribution and transmission system. This wire will cover existing and anticipated demand for planned work plus potential storm season usage.

| <u>Vendor</u> | <u>Subtotal (w/o tax)</u> |
|---|---------------------------|
| Award To: American Wire Group, LLC | \$365,948.80 |
| Border States Electric proposing Nehring | \$419,841.68 |
| Border States Electric, proposing Pysmian | \$412,076.80 |
| Anixter | \$445,904.00 |
| Renegade Wire Group | \$459,742.40 |

Summary Statement: Staff recommends award to American Wire Group, LLC the low evaluated responsible bidder meeting the District’s specification in the amount of \$365,948.80, plus tax.

The bid submitted by Renegade Wire Group was in the amount of \$461,126.24 and contained math errors totaling \$1,383.84. After correcting these errors, American Wire Group remains the apparent low bidder.

**Formal Bid Award Recommendation(s) \$120,000 And Over
August 22, 2023**

RFQ No. 23-1360-CS

Requirements Contract for 28 MVA
Power Transformers

| | |
|--------------------------------|----------------------|
| Number of Proposals Solicited: | 12 |
| Number of Proposals Received: | 4 |
| Project Leader & Phone Number: | Sanjeev Farwaha 5502 |
| Material Estimate: | \$8,500,000.00 |

To establish an annual requirements contract for 3 Phase 60 Hz 16.8/22.4/28 MVA to support the District's business of ensuring delivery of reliable power to District customers.

| <u>Vendor</u> | <u>Subtotal (w/o tax)</u> |
|---|---------------------------|
| Hyundai Corporation USA | \$7,372,000.00 |
| Pennsylvania Transformer Technology, Inc. | \$10,550,530.00 |
| Pacific Power Reps proposing Virginia Transformer, Inc. | \$11,128,880.00 |
| WEG Transformers USA | \$11,210,113.00 |
| HEES Enterprises proposing Delta Star, Inc. | No Bid |

Summary
Statement:

Hyundai Transformer USA, Inc. is non-compliant as their bid proposal did not meet the experience requirements set forth in the specification, and their proposal form was not signed at time of bid submittal.

Pennsylvania Transformer, Inc., Virginia Transformer, Inc., and WEG Transformer USA proposed bid amounts, which all exceeded the 15% threshold of the estimated cost of materials in accordance with RCW 54.04.080. Additionally, each of these bidders proposed their own Terms and Conditions and pre-payment clauses as a condition of their proposals, making their proposals non-compliant.

Therefore, staff recommends that the Board of Commissioners reject all bids.

Miscellaneous Formal Bid Award Recommendation(s)
August 22, 2023

RFP No. 23-1400-SF

Transport and Disposal of "PCS"
 Petroleum Contaminated Soils
 (Re-Bid)

| | | | |
|-----------------------------|------------------|-----------|--|
| No. of Bids Solicited: | 20 | | |
| No. of Bids Received: | 1 | | |
| Project Leader & Phone No.: | Jessica Balbiana | Ext. 5589 | |
| Estimate: | \$80,000.00 | | |

This Contract is for the transportation and disposal of soils characteristic of Washington State solid waste, primarily petroleum contaminated soils "PCS" stockpiled at the District's Operations Center, or from sites located within the District's service area for an initial term of one year with four options to renew under the same terms and conditions, except as to price. Price increases shall be based on the percentage increase in the Consumer Price Index (CPI) for the greater Seattle, Tacoma, Bremerton area during the previous contract term, provided that no increased shall exceed five percent (5%).

| | |
|------------------------|---------------------------|
| <u>Contractor</u> | <u>Subtotal (w/o tax)</u> |
| Act Environmental Inc. | \$159,555.20 |

Summary Statement: In accordance with RCW 54.04.080 the proposal amounts exceeded the 15% threshold of the engineers' estimates. Therefore, staff recommends that the Board of Commissioners reject all bids.

**Miscellaneous Contract Award Recommendation(s) \$200,000 And Over
August 22, 2023**

MISC No. CW2252516

Energy Sensei for Commercial Strategic Energy Management (CSEM) Program

| | | | |
|-----------------------------|----------------|------|------|
| No. of Bids Solicited: | N/A | | |
| No. of Bids Received: | N/A | | |
| Project Leader & Phone No.: | Kelsey Lewis | Ext. | 8251 |
| IT Manager | Mridula Sharma | Ext. | 8322 |
| Estimate: | \$238,930.00 | | |

The District launched its first Commercial Strategic Energy Management (SEM) Program in June 2023. This program supports Commercial participants to implement low to no-cost energy efficiency improvements while developing a strong culture around energy management. An energy model is used to track and manage energy consumption, to motivate participants and give them a sense of how they are performing, as well as to evaluate their performance and determine how much energy they have saved. Traditionally, this modeling is done in Excel, but we have found in our Industrial SEM program that Cascade Energy, Inc.’s Energy Sensei platform is helpful software which allows models to be updated more regularly and to have a single location for participants to order to track their progress and update notes on their energy projects. This agreement with Cascade Energy, Inc. allows the District to purchase Energy Sensei licenses for customers participating in our Commercial SEM program. Our implementer for the program, Stillwater Energy, would be responsible for setting up participant profiles, energy models, and uploading energy consumption data to Energy Sensei. We anticipate the full contract amount will range from \$127,930.00 to \$229,180.00 depending on the total number of licenses and additional features purchased.

| | | |
|------------------|-----------------------------|---------------------------|
| | <u>Vendor</u> | <u>Subtotal (w/o tax)</u> |
| Award To: | Cascade Energy, Inc. | \$238,930.00 |

Summary Statement: Staff recommends award to Cascade Energy, Inc. for purchase of Energy Sensei software licenses to support the Commercial SEM Program.

By approval of this bid award recommendation, the Board authorizes the District’s CEO/General Manager or his designee to enter into the necessary agreements with Cascade Energy, Inc. in a form approved by General Counsel, for provision of the necessary services, software, and ongoing support, in accordance with the terms and conditions described above and additional terms and conditions mutually acceptable to the parties.

Cooperative Purchase Recommendations

August 22, 2023

State law permits a public agency to purchase from a contract entered into by another public agency as long as the contract is determined to have been awarded in compliance with the bidding requirements of the agency seeking to make the purchase, provided that the requirement for advertising or providing notice for bids is deemed satisfied if the awarding entity advertises according to its own bidding requirements, and either (i) posts the advertisement on any website sponsored by a public agency, purchasing cooperative or similar service provider, or (ii) provides an access link on the state's web portal to the notice. District staff have verified through documentation and/or individual questions to the applicable awarding entity that the bid process used for each purchase recommended below meets the District's procurement requirements.

Accordingly, staff recommends approval of the following contracts/amendments:

CONTRACTS:

Awarded Vendor: Pape Kenworth \$311,160.00

PO 4500086039

Sourcewell 060920-KTC

Description of Purchase: Purchase of one new Kenworth T880 Hook Truck that will be used by Distribution Engineering Services Division. This new hook truck will be a fleet addition.

Project Lead: Christina Brueckner, Ext. 5053

Cooperative Purchase Recommendations

August 22, 2023

State law permits a public agency to purchase from a contract entered into by another public agency as long as the contract is determined to have been awarded in compliance with the bidding requirements of the agency seeking to make the purchase, provided that the requirement for advertising or providing notice for bids is deemed satisfied if the awarding entity advertises according to its own bidding requirements, and either (i) posts the advertisement on any website sponsored by a public agency, purchasing cooperative or similar service provider, or (ii) provides an access link on the state's web portal to the notice. District staff have verified through documentation and/or individual questions to the applicable awarding entity that the bid process used for each purchase recommended below meets the District's procurement requirements.

Accordingly, staff recommends approval of the following contracts/amendments:

CONTRACTS:

Awarded Vendor: Harnish Group, Inc.

\$189,689.00

PO 4500086015

Sourcewell 032119-CAT

Description of Purchase: Purchase of one new Caterpillar 306 Excavator that will be used by Distribution Engineering Services Division. This new excavator will replace an existing excavator that has reached its replacement criteria.

Project Lead: Christina Brueckner, Ext. 5053

Formal Bid and Contract Amendment(s)
August 22, 2023

MISC No. CW2234812

Open Text Enterprise
Content Management
Solution and Services

| | | |
|---------------------------------|-----------------|-------|
| Contractor/Consultant/Supplier: | Open Text, Inc. | |
| Project Leader & Phone No.: | Steve Eaton | x1763 |
| Business Lead & Phone No.: | Melissa Mashita | x8328 |
| Amendment No.: | 1 | |
| Amendment: | \$ 360,500.00 | |

| | | |
|---------------------------------------|----------------|---|
| Approximate Original Contract Amount: | \$1,750,000.00 | |
| Present Contract Amount: | \$1,750,000.00 | Original Start/End: 9/6/2018 – 9/6/2023 |
| Amendment Amount: | \$ 360,500.00 | Present Start/End: 9/6/2018 – 9/6/2023 |
| Approximate New Contract Amount: | \$2,110,500.00 | New End Date: 9/6/2024 |

Summary Statement: Staff recommends approval of Amendment #1 to extend the services for one year through September 6, 2024, and increase the contract amount by \$360,500.00 for the additional term.

On September 4, 2018, the Board approved the award of a contract with OpenText for Enterprise Content Management hosted infrastructure and services to include five years of managed services. The OpenText enterprise content management solution supports the District's Data Information Governance strategy and objectives with enhanced business capabilities, including document management, retention, and records discovery.

Contract Acceptance Recommendations(s)
August 22, 2023

**Accept Contract(s) as complete and grant approval to release
Retained fund after full compliance with Departments of Labor
and Industries, Revenue and Employment Security.**

PWC No. CW2249278

236th St. Conduit Installation and
I-5 Bridge Crossing (Re-Bid 2)

| | | | |
|------------------------|-------------------------------------|-----------|--|
| Contractor: | Laser Underground & Earthworks, Inc | | |
| Start/End: | 11/14/22 – 5/25/23 | | |
| Evaluator & Phone No.: | Boone Freeman | Ext. 5405 | |
| No. of Amendments: | 3 | | |
| Retained Fund: | Retainage Bond on file | | |

Original Contract Amount: \$1,259,895.00
Total Amendment Amount: \$27,238.03
Final Contract Amount: \$1,287,133.03

Summary None.
Statement:

Contract Acceptance Recommendations(s)
August 22, 2023

**Accept Contract(s) as complete and grant approval to release
Retained fund after full compliance with Departments of Labor
and Industries, Revenue and Employment Security.**

PWC No. CW2247792

Woods Creek Circuit 12-1809;
Transmission & Distribution Line
Clearance

| | | | |
|------------------------|-------------------------|------|------|
| Contractor: | Kemp West Inc. | | |
| Start/End: | 05/31/2022 – 07/19/2023 | | |
| Evaluator & Phone No.: | Leon Burfiend | Ext. | 5657 |
| No. of Amendments: | 1 | | |
| Retained Fund: | \$21,914.41 | | |

| | |
|---------------------------|--------------|
| Original Contract Amount: | \$422,038.00 |
| Total Amendment Amount: | \$16,250.00 |
| Final Contract Amount: | \$438,288.00 |

Summary Statement: None

Contract Acceptance Recommendations(s)
August 22, 2023

**Accept Contract(s) as complete and grant approval to release
Retained fund after full compliance with Departments of Labor
and Industries, Revenue and Employment Security.**

PWC No. CW2251293

South Camano Circuit 12-1533 &
Polaris Circuits 12-4500, 12-4501,
12-4502, 12-4503; Transmission &
Distribution Line Clearance

| | | |
|------------------------|----------------------------|-----------|
| Contractor: | Davey Tree Surgery Company | |
| Start/End: | 04/12/2023 – 08/03/2023 | |
| Evaluator & Phone No.: | Randy Gusa | Ext. 5608 |
| No. of Amendments: | 1 | |
| Retained Fund: | \$31,547.25 | |

| | |
|---------------------------|--------------|
| Original Contract Amount: | \$598,845.00 |
| Total Amendment Amount: | \$32,100.00 |
| Final Contract Amount: | \$630,945.00 |

Summary Statement: None



BUSINESS OF THE COMMISSION

Meeting Date: August 22, 2023

Agenda Item: 4C

TITLE

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

SUBMITTED FOR: Consent Agenda

| | | |
|---|-----------------------|------------------|
| <u>General Accounting & Financial Systems</u> | <u>Shawn Hunstock</u> | <u>8497</u> |
| <i>Department</i> | <i>Contact</i> | <i>Extension</i> |

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 22nd day of August 2023.

CERTIFICATION:

Certified as correct:

CEO/General Manager
Shawn Hunstock

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 | 1124271 - 1124531 | \$56,220.22 | 2 - 10 |
| Electronic Customer Refunds | | \$6,577.86 | 11 - 13 |
| WARRANT SUMMARY | | | |
| Warrants | 8074652 - 8074812 | \$1,618,155.38 | 14 - 19 |
| ACH | 6039822 - 6040140 | \$6,837,417.07 | 20 - 29 |
| Wires | 7002947 - 7002954 | \$3,232,896.47 | 30 |
| Payroll - Direct Deposit | 5300000868 - 5300000868 | \$4,530,504.44 | 31 |
| Payroll - Warrants | 844999 - 845007 | \$24,363.62 | 31 |
| Automatic Debit Payments | 5300000865 - 5300000872 | \$3,183,036.16 | 32 |
| | GRAND TOTAL | \$19,489,171.22 | |

Detailed Disbursement Report

| Revolving Fund - Customer Refunds, Incentives and Other | | | |
|--|------------------------|------------------------------|---------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/1/23 | 1124271 | RANDY AUSTRIA | \$500.00 |
| 8/1/23 | 1124272 | PACIFIC RIDGE - DRH, LLC | \$66.08 |
| 8/1/23 | 1124273 | CRITCHLOW HOMES INC | \$300.91 |
| 8/1/23 | 1124274 | ZECHARIAH IVES | \$129.16 |
| 8/1/23 | 1124275 | PROJECT PRIDE | \$1,927.49 |
| 8/1/23 | 1124276 | KRIS OLSEN | \$70.02 |
| 8/1/23 | 1124277 | REBECCA THOMAS | \$127.54 |
| 8/1/23 | 1124278 | JODI ARNOLD | \$50.09 |
| 8/1/23 | 1124279 | RAMON MARTIN DELCAMPO | \$6.74 |
| 8/1/23 | 1124280 | BRANDON YOUNG | \$37.18 |
| 8/1/23 | 1124281 | SUZETTE CORRAL | \$43.79 |
| 8/1/23 | 1124282 | NOVO ON 52ND LLP | \$144.75 |
| 8/1/23 | 1124283 | FABIOLA GARCIA | \$140.34 |
| 8/1/23 | 1124284 | OSBORNE SQUARE LLC | \$76.17 |
| 8/1/23 | 1124285 | DPIF2 WA 7 MOUNTAIN VIEW LLC | \$149.21 |
| 8/1/23 | 1124286 | BRIAN ANGELL | \$259.35 |
| 8/1/23 | 1124287 | MMA LLC | \$19.56 |
| 8/1/23 | 1124288 | LAURA MAITLAND | \$2,200.00 |
| 8/1/23 | 1124289 | CARL SAYRES | \$102.16 |
| 8/1/23 | 1124290 | TRINA SONGSTAD | \$1,540.90 |
| 8/1/23 | 1124291 | FRED SILVERSTEIN | \$268.12 |
| 8/2/23 | 1124292 | ANDERSON SHOPPING CENTER LLC | \$18.05 |
| 8/2/23 | 1124293 | SAVANNA THOMAS | \$531.06 |
| 8/2/23 | 1124294 | DMITRIY ANDRIYCHUK | \$85.02 |
| 8/2/23 | 1124295 | VOID | \$0.00 |
| 8/2/23 | 1124296 | MARION ANTHONY | \$32.91 |
| 8/2/23 | 1124297 | ANDERSON SHOPPING CENTER LLC | \$369.92 |
| 8/2/23 | 1124298 | CLAUDINE MEZOYI | \$95.64 |
| 8/2/23 | 1124299 | BRYAN STARLING | \$13.14 |
| 8/2/23 | 1124300 | DEBORAH EASTMAN | \$11.48 |
| 8/2/23 | 1124301 | SQUID DESIGNS LLC | \$263.46 |
| 8/2/23 | 1124302 | YASSIN NAYEL | \$150.05 |

Detailed Disbursement Report

| Revolving Fund - Customer Refunds, Incentives and Other | | | |
|--|------------------------|-----------------------------------|---------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/2/23 | 1124303 | NOVO ON 52ND LLP | \$1,622.59 |
| 8/2/23 | 1124304 | VICKY GRAYSON | \$40.42 |
| 8/2/23 | 1124305 | SREIT MIRABELLA LLC | \$18.54 |
| 8/2/23 | 1124306 | KATHY FORD | \$19.46 |
| 8/2/23 | 1124307 | THE SFO FORECAST INC | \$1,653.69 |
| 8/2/23 | 1124308 | BRYCE CROWELL | \$383.31 |
| 8/2/23 | 1124309 | PHUOC NGUYEN DIEM HO | \$149.93 |
| 8/2/23 | 1124310 | RISE PROPERTIES (ARTESIA) LIMITED | \$68.61 |
| 8/2/23 | 1124311 | RISE PROPERTIES (ARTESIA) LIMITED | \$78.82 |
| 8/2/23 | 1124312 | RISE PROPERTIES (ARTESIA) LIMITED | \$179.50 |
| 8/2/23 | 1124313 | RISE PROPERTIES (ARTESIA) LIMITED | \$35.87 |
| 8/2/23 | 1124314 | RISE PROPERTIES (ARTESIA) LIMITED | \$45.54 |
| 8/2/23 | 1124315 | J S GROUP INC | \$2,982.36 |
| 8/2/23 | 1124316 | SEAN LEEDER | \$149.91 |
| 8/2/23 | 1124317 | SHARON SAFKA | \$20.09 |
| 8/2/23 | 1124318 | VOID | \$0.00 |
| 8/2/23 | 1124319 | DIANA BYKANOVA | \$140.92 |
| 8/2/23 | 1124320 | PRADEEP KENCHAPPA | \$226.53 |
| 8/2/23 | 1124321 | JOLIE HASKINS | \$56.57 |
| 8/2/23 | 1124322 | PO LLC | \$9.52 |
| 8/2/23 | 1124323 | LEEANN BONE | \$61.47 |
| 8/2/23 | 1124324 | ROBERTA FELKER | \$33.60 |
| 8/2/23 | 1124325 | ANDREW FROEMKE | \$543.00 |
| 8/2/23 | 1124326 | VIACHESLAV KHOLODIUK | \$45.69 |
| 8/2/23 | 1124327 | VOID | \$0.00 |
| 8/2/23 | 1124328 | DARRELL FETHER | \$895.08 |
| 8/2/23 | 1124329 | MATTHEW BOYD | \$151.01 |
| 8/2/23 | 1124330 | ISABELLE DIAZ | \$216.00 |
| 8/2/23 | 1124331 | HEATHERWOOD APARTMENTS | \$22.61 |
| 8/2/23 | 1124332 | MUZEER SHAIK | \$40.35 |
| 8/2/23 | 1124333 | SHIVA MUNAGALA | \$93.35 |
| 8/2/23 | 1124334 | CHERYL MCINTYRE | \$34.71 |

Detailed Disbursement Report

| Revolving Fund - Customer Refunds, Incentives and Other | | | |
|--|------------------------|------------------------------|---------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/2/23 | 1124335 | JORDY LOPEZ DE LA LUZ | \$206.58 |
| 8/2/23 | 1124336 | NAVJOT SINGH | \$57.09 |
| 8/2/23 | 1124337 | DUANE MORO | \$770.14 |
| 8/2/23 | 1124338 | BETTY GILCHRIST | \$22.00 |
| 8/2/23 | 1124339 | ZIAURAHMAN AHADI | \$300.57 |
| 8/2/23 | 1124340 | 202203WY-09 LLC | \$165.49 |
| 8/2/23 | 1124341 | CANELINA APARTMENTS | \$12.20 |
| 8/2/23 | 1124342 | SAID SAJADY | \$23.73 |
| 8/2/23 | 1124343 | DARIUS THOMAS | \$93.68 |
| 8/2/23 | 1124344 | ROBBET WGEISHOFSKI | \$62.04 |
| 8/2/23 | 1124345 | DEAN HALVORSON | \$111.62 |
| 8/2/23 | 1124346 | SUNDOWNER PRODUCTS INC | \$57.95 |
| 8/2/23 | 1124347 | ROBERT O'BRIEN | \$15.05 |
| 8/2/23 | 1124348 | ANDERSON SHOPPING CENTER LLC | \$24.06 |
| 8/2/23 | 1124349 | VOID | \$0.00 |
| 8/2/23 | 1124350 | MARY HOLZKNECHT | \$104.98 |
| 8/2/23 | 1124351 | MO SAEID QURAIISHI | \$325.71 |
| 8/2/23 | 1124352 | REBEKKA ENGEN | \$128.26 |
| 8/2/23 | 1124353 | LIAM FIELDS | \$483.82 |
| 8/2/23 | 1124354 | SRIDHAR GANDLA | \$91.99 |
| 8/2/23 | 1124355 | VIOREL TKACHENKO | \$108.49 |
| 8/3/23 | 1124356 | LAKESHORE INVESTMENT CORP | \$50.35 |
| 8/3/23 | 1124357 | HEATHERWOOD APARTMENTS | \$6.50 |
| 8/3/23 | 1124358 | GWENDOLIN WEBB | \$781.86 |
| 8/3/23 | 1124359 | RICHARD BECKENBAUGH | \$30.93 |
| 8/3/23 | 1124360 | DONALD MARKS | \$512.38 |
| 8/3/23 | 1124361 | GRAND INVESTMENTS LLC | \$46.17 |
| 8/3/23 | 1124362 | WILLIAMS INVESTMENTS | \$99.55 |
| 8/3/23 | 1124363 | TRACEY BYRD | \$79.17 |
| 8/3/23 | 1124364 | JIM HARD | \$305.49 |
| 8/3/23 | 1124365 | SEAN BULLER | \$93.30 |
| 8/3/23 | 1124366 | MATTHEW HALTINER | \$125.78 |

Detailed Disbursement Report

| Revolving Fund - Customer Refunds, Incentives and Other | | | |
|--|------------------------|----------------------------|---------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/3/23 | 1124367 | IH6 PROPERTY WASHINGTON LP | \$10.00 |
| 8/3/23 | 1124368 | IH6 PROPERTY WASHINGTON LP | \$21.69 |
| 8/3/23 | 1124369 | LENNAR NORTHWEST INC | \$131.20 |
| 8/3/23 | 1124370 | LENNAR NORTHWEST INC | \$61.19 |
| 8/3/23 | 1124371 | LEAH ZENGER | \$28.34 |
| 8/3/23 | 1124372 | ALEKSANDR FORTYGIN | \$22.08 |
| 8/3/23 | 1124373 | DEANNA PREUSS | \$63.00 |
| 8/3/23 | 1124374 | WATERFRONT PLACE LP | \$199.82 |
| 8/3/23 | 1124375 | WAKEFIELD ALDERWOOD LLC | \$41.63 |
| 8/3/23 | 1124376 | TARUN KUMAR BOGIREDDY | \$76.08 |
| 8/3/23 | 1124377 | SOWMYA NALLURI | \$51.19 |
| 8/3/23 | 1124378 | MICHI INC | \$7.70 |
| 8/3/23 | 1124379 | JENNIFER JOHNSON | \$125.79 |
| 8/3/23 | 1124380 | BEAU SIMMONS | \$54.29 |
| 8/3/23 | 1124381 | LOMAR WATER SYSTEM | \$144.68 |
| 8/3/23 | 1124382 | SHANNA ZANTO | \$41.51 |
| 8/3/23 | 1124383 | JR DUANE JACOBS | \$312.26 |
| 8/3/23 | 1124384 | IH6 PROPERTY WASHINGTON LP | \$5.20 |
| 8/3/23 | 1124385 | LENNAR NORTHWEST INC | \$240.48 |
| 8/3/23 | 1124386 | ALBERTA MACK | \$698.99 |
| 8/3/23 | 1124387 | TARAN YOUNG | \$87.04 |
| 8/3/23 | 1124388 | TEAPSAROUN MITH | \$929.24 |
| 8/3/23 | 1124389 | LENNAR NORTHWEST INC | \$290.68 |
| 8/3/23 | 1124390 | YURI MURILLO | \$88.31 |
| 8/3/23 | 1124391 | CORNELIA CARSON | \$62.38 |
| 8/3/23 | 1124392 | IH6 PROPERTY WASHINGTON LP | \$13.23 |
| 8/3/23 | 1124393 | BMCH WASHINGTON LLC | \$5.02 |
| 8/3/23 | 1124394 | BMCH WASHINGTON LLC | \$32.25 |
| 8/3/23 | 1124395 | ROSE RICHARDSON | \$30.27 |
| 8/3/23 | 1124396 | NESAR AHMAD SALIK | \$5.30 |
| 8/4/23 | 1124397 | IAN MCSALLEY | \$167.82 |
| 8/4/23 | 1124398 | ERP OPERATING LP | \$10.60 |

Detailed Disbursement Report

| Revolving Fund - Customer Refunds, Incentives and Other | | | |
|---|-----------------|-------------------------------|------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/4/23 | 1124399 | M. A. MORTENSON COMPANY | \$1,505.45 |
| 8/4/23 | 1124400 | MATTHEW FIDDELKE | \$146.62 |
| 8/4/23 | 1124401 | T-MOBILE WEST LLC | \$209.29 |
| 8/4/23 | 1124402 | FRED ALCORN | \$360.04 |
| 8/4/23 | 1124403 | NW HOUSING PRESERVATION GROUP | \$31.90 |
| 8/4/23 | 1124404 | LENNAR NORTHWEST INC | \$25.56 |
| 8/4/23 | 1124405 | ELIZABETH BASH | \$633.84 |
| 8/4/23 | 1124406 | LEA VAZQUEZ SORIANO | \$158.51 |
| 8/4/23 | 1124407 | CMG FINANCIAL | \$54.32 |
| 8/4/23 | 1124408 | IH5 PROPERTY WASHINGTON, L.P. | \$16.75 |
| 8/4/23 | 1124409 | VICTOR RYAKHOVSKIY | \$542.49 |
| 8/4/23 | 1124410 | YVONNE PIPKIN | \$131.95 |
| 8/4/23 | 1124411 | CLAYTON STOUT | \$99.58 |
| 8/4/23 | 1124412 | ALLEN KNUDSON | \$130.74 |
| 8/4/23 | 1124413 | ASLAN NORAGE | \$72.15 |
| 8/4/23 | 1124414 | RON MANGER | \$83.90 |
| 8/4/23 | 1124415 | GAYLE MCCURDY | \$294.00 |
| 8/4/23 | 1124416 | PACIFIC RIDGE - DRH, LLC | \$10.32 |
| 8/4/23 | 1124417 | TIM MOORE | \$339.60 |
| 8/4/23 | 1124418 | WOLFE PROPERTY HOLDINGS, LLC | \$60.85 |
| 8/7/23 | 1124419 | JEREMY CARTER | \$215.12 |
| 8/7/23 | 1124420 | RENTAL MANAGEMENT CO | \$53.16 |
| 8/7/23 | 1124421 | DAREN ROGERS | \$111.60 |
| 8/7/23 | 1124422 | PAUL BRADFORD | \$267.20 |
| 8/7/23 | 1124423 | PA LAKE STEVENS LLC | \$595.22 |
| 8/7/23 | 1124424 | KAREN MCKENZIE | \$8.63 |
| 8/7/23 | 1124425 | JAMES BERGSTROM | \$123.09 |
| 8/7/23 | 1124426 | DOTTIE JOHNSON | \$53.76 |
| 8/7/23 | 1124427 | NOVO ON 52ND LLP | \$37.06 |
| 8/7/23 | 1124428 | NOVO ON 52ND LLP | \$41.31 |
| 8/7/23 | 1124429 | MARK OENS | \$1.48 |
| 8/7/23 | 1124430 | STEVEN DUBOSE | \$12.02 |

Detailed Disbursement Report

| Revolving Fund - Customer Refunds, Incentives and Other | | | |
|--|------------------------|------------------------------|---------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/7/23 | 1124431 | JOHN HARRISON | \$200.00 |
| 8/7/23 | 1124432 | STARLING LLC | \$105.09 |
| 8/7/23 | 1124433 | CATHCART INVESTMENTS LLC | \$76.36 |
| 8/7/23 | 1124434 | NOVO ON 52ND LLP | \$37.48 |
| 8/7/23 | 1124435 | NOVO ON 52ND LLP | \$37.48 |
| 8/7/23 | 1124436 | NOVO ON 52ND LLP | \$37.48 |
| 8/7/23 | 1124437 | THERI FRIEDEMANN | \$137.66 |
| 8/7/23 | 1124438 | CHRISTINE PISCITELLO | \$13.74 |
| 8/7/23 | 1124439 | ALBERTA MACK | \$160.00 |
| 8/7/23 | 1124440 | RAJINDER GILL | \$30.68 |
| 8/7/23 | 1124441 | BACK OFFICE WALK IN PAYMENTS | \$446.85 |
| 8/7/23 | 1124442 | KIRBY EVENSON | \$354.25 |
| 8/8/23 | 1124443 | GRACE KWON | \$68.75 |
| 8/8/23 | 1124444 | JEONG SONG | \$15.00 |
| 8/8/23 | 1124445 | VICKI GILLETTE | \$44.44 |
| 8/8/23 | 1124446 | SOUTHEND HOLDINGS LLC | \$250.30 |
| 8/8/23 | 1124447 | CAROL BENDER | \$159.37 |
| 8/8/23 | 1124448 | WAKEFIELD ALDERWOOD LLC | \$15.00 |
| 8/8/23 | 1124449 | CHENGWU PIAO | \$249.79 |
| 8/8/23 | 1124450 | PATRICK HARKINS | \$33.57 |
| 8/8/23 | 1124451 | HONORIA WEST | \$14.51 |
| 8/8/23 | 1124452 | CHRISTINE TUTTLE | \$72.69 |
| 8/8/23 | 1124453 | JUDITH ANN GAINES | \$188.41 |
| 8/8/23 | 1124454 | ROBERT TUSHINSKI | \$325.75 |
| 8/8/23 | 1124455 | JULIE MILBURN | \$5.38 |
| 8/8/23 | 1124456 | SARA SAN ANTONIO | \$13.09 |
| 8/8/23 | 1124457 | JILL BROWN | \$23.19 |
| 8/8/23 | 1124458 | CHRISTIAN WHEELER | \$13.63 |
| 8/8/23 | 1124459 | STATE OF WASHINGTON | \$1,844.31 |
| 8/8/23 | 1124460 | JOSEPH JACKSON | \$195.99 |
| 8/8/23 | 1124461 | BRIAN BOOTH | \$8.00 |
| 8/8/23 | 1124462 | KONGSBERG MARITIME INC | \$3,694.12 |

Detailed Disbursement Report

| Revolving Fund - Customer Refunds, Incentives and Other | | | |
|---|-----------------|-----------------------------|------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/8/23 | 1124463 | JOAN DORRANCE | \$67.57 |
| 8/8/23 | 1124464 | PATRICK MALLOY | \$6.30 |
| 8/8/23 | 1124465 | WOODLAND GREENS GJJ LLC | \$59.48 |
| 8/8/23 | 1124466 | JON LABORE | \$46.14 |
| 8/8/23 | 1124467 | MOLLY FOX | \$149.27 |
| 8/8/23 | 1124468 | MELISSA JO SCHWAIGERT | \$9.85 |
| 8/8/23 | 1124469 | BEVERLY LAVDAS | \$38.60 |
| 8/8/23 | 1124470 | TLUS RISE PICNIC POINT LP | \$342.11 |
| 8/8/23 | 1124471 | PACIFIC RIDGE - DRH, LLC | \$37.83 |
| 8/8/23 | 1124472 | GEARY SMITH | \$6.75 |
| 8/8/23 | 1124473 | FORTINO NAVA | \$213.95 |
| 8/8/23 | 1124474 | ELISA MILLER | \$132.24 |
| 8/8/23 | 1124475 | NAILTON DA SILVA ARAUJO | \$39.22 |
| 8/9/23 | 1124476 | SPRINT SPECTRUM | \$66.33 |
| 8/9/23 | 1124477 | MARJIE DANVELO | \$82.01 |
| 8/9/23 | 1124478 | GUILLERMINA ORTEGA GOMEZ | \$157.76 |
| 8/9/23 | 1124479 | REX WILLIAMS | \$1,177.88 |
| 8/9/23 | 1124480 | CHRISTOPHER LEADER | \$16.49 |
| 8/9/23 | 1124481 | PAULSONS TOWING, INC | \$94.65 |
| 8/9/23 | 1124482 | JEFFREY WILLIAMS | \$645.48 |
| 8/9/23 | 1124483 | RENE RUIZ-MARTINEZ | \$131.34 |
| 8/9/23 | 1124484 | CMJ66 CORP | \$52.71 |
| 8/9/23 | 1124485 | RICO ALLEVA | \$101.17 |
| 8/9/23 | 1124486 | MORIAH TIMBROOK | \$138.62 |
| 8/9/23 | 1124487 | SEAN ROSENLIEB | \$25.16 |
| 8/9/23 | 1124488 | ROBERT STROH | \$208.00 |
| 8/9/23 | 1124489 | DEBBIE CURTIS | \$158.61 |
| 8/9/23 | 1124490 | MICHAEL MOON | \$32.93 |
| 8/9/23 | 1124491 | TERRY HANNA | \$106.19 |
| 8/9/23 | 1124492 | DEBBY HERRING | \$23.82 |
| 8/9/23 | 1124493 | WAKEFIELD ALDERWOOD LLC | \$22.47 |
| 8/9/23 | 1124494 | MARICELA GONZALEZ HERNANDEZ | \$32.78 |

Detailed Disbursement Report

| Revolving Fund - Customer Refunds, Incentives and Other | | | |
|--|------------------------|---------------------------------|---------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/9/23 | 1124495 | AMBER SWANSON | \$39.04 |
| 8/10/23 | 1124496 | MANOR WAY APARTMENTS LLC | \$13.25 |
| 8/10/23 | 1124497 | HOLLY TRYON | \$209.21 |
| 8/10/23 | 1124498 | PETER CROOT | \$2,130.61 |
| 8/10/23 | 1124499 | ANNE WOHL | \$48.28 |
| 8/10/23 | 1124500 | IH4 PROPERTY WASHINGTON, L.P. | \$19.39 |
| 8/10/23 | 1124501 | KEITH MEHUS | \$50.82 |
| 8/10/23 | 1124502 | VINCENT CICCARELLI | \$27.25 |
| 8/10/23 | 1124503 | ANNE PAU | \$125.71 |
| 8/10/23 | 1124504 | BMCH WASHINGTON LLC | \$66.21 |
| 8/10/23 | 1124505 | ECHEO KIRBY | \$30.67 |
| 8/10/23 | 1124506 | GIA GAROFALO | \$303.53 |
| 8/10/23 | 1124507 | LE PAN | \$30.90 |
| 8/11/23 | 1124508 | WEIDNER PROPERTY MANAGEMENT LLC | \$99.27 |
| 8/11/23 | 1124509 | HOUSING AUTHORITY OF SNO CO | \$47.46 |
| 8/11/23 | 1124510 | JAMES BARNTS | \$133.19 |
| 8/11/23 | 1124511 | CANYON MOBILE LLC | \$27.20 |
| 8/11/23 | 1124512 | DYLAN PRITCHARD | \$122.91 |
| 8/11/23 | 1124513 | MARK ULVIN | \$281.80 |
| 8/11/23 | 1124514 | HOUSING AUTHORITY OF SNO CO | \$18.25 |
| 8/11/23 | 1124515 | STEVEN FLUDE | \$16.78 |
| 8/11/23 | 1124516 | MILLARD SHEETS | \$65.14 |
| 8/11/23 | 1124517 | 10227 20TH PARK LLC | \$22.84 |
| 8/11/23 | 1124518 | MAPLE COURT APTS 2010 LLC | \$67.46 |
| 8/11/23 | 1124519 | AMBER SWANSON | \$66.37 |
| 8/11/23 | 1124520 | JOHN WHITE | \$10.00 |
| 8/11/23 | 1124521 | IH6 PROPERTY WASHINGTON LP | \$19.43 |
| 8/11/23 | 1124522 | CEDAR PROPERTIES, LLC | \$6.59 |
| 8/11/23 | 1124523 | CHELSEA HARRIS | \$6.60 |
| 8/11/23 | 1124524 | WEIDNER PROPERTY MANAGEMENT LLC | \$120.50 |
| 8/11/23 | 1124525 | JASON CUNNINGHAM | \$53.20 |
| 8/11/23 | 1124526 | ASHLEY THOMAS | \$423.43 |

Detailed Disbursement Report

| Revolving Fund - Customer Refunds, Incentives and Other | | | |
|---|-----------------|-----------------|--------------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/11/23 | 1124527 | MICHAEL SELDERS | \$746.02 |
| 8/11/23 | 1124528 | ADELA PINEDA | \$192.59 |
| 8/11/23 | 1124529 | ELVIN WAGONER | \$399.47 |
| 8/11/23 | 1124530 | YOUNG KIM | \$110.20 |
| 8/11/23 | 1124531 | MACARENA GODOY | \$1,239.54 |
| Total: | | | \$56,220.22 |

Detailed Disbursement Report

| Revolving Fund - Electronic Customer Refunds | | | |
|---|------------------------|---------------------|---------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/2/23 | 000525504621 | ANJANEYA TELUTLA | \$13.14 |
| 8/2/23 | 000525504622 | MARK CREED | \$237.95 |
| 8/2/23 | 000525504623 | VLADYSLAV SAVCHYK | \$146.88 |
| 8/2/23 | 000525504624 | SHERIN CONNER | \$17.18 |
| 8/2/23 | 000525504625 | TRISTAN MOON-KECA | \$14.77 |
| 8/2/23 | 000525504626 | WILLIAM IBERSHOF | \$51.27 |
| 8/2/23 | 000525504627 | JIN HAN | \$36.91 |
| 8/2/23 | 000525504628 | RYLEY FEE | \$161.00 |
| 8/2/23 | 000525504629 | MARK WRITER | \$11.65 |
| 8/2/23 | 000525504630 | JESSICA HAWORTH | \$27.06 |
| 8/2/23 | 000525504631 | DAWN MADDY | \$22.93 |
| 8/2/23 | 000525504632 | PAMELA DEGROOT | \$99.00 |
| 8/3/23 | 000525514617 | RANDY RASMUSSEN | \$75.83 |
| 8/3/23 | 000525514618 | NADER TAKAWI | \$31.72 |
| 8/3/23 | 000525514619 | ELLA HOVE | \$120.36 |
| 8/3/23 | 000525514620 | MASATO TAKEDA | \$93.63 |
| 8/3/23 | 000525514621 | BROOKLYN CALLAGHAN | \$64.29 |
| 8/3/23 | 000525514622 | JEANINE POTTS | \$14.84 |
| 8/3/23 | 000525514623 | WHITNEY GOETTER | \$47.92 |
| 8/3/23 | 000525514624 | ANNALISA PENNERMAN | \$5.26 |
| 8/3/23 | 000525514625 | MARK WEST | \$30.23 |
| 8/3/23 | 000525514626 | CHRISTINE REICHERT | \$34.38 |
| 8/4/23 | 000525524303 | JIHAD AKHO-OBEIDI | \$116.35 |
| 8/4/23 | 000525524304 | BRIAN HALBAKKEN | \$61.50 |
| 8/7/23 | 000525538908 | SAMPATH JAYASINGHE | \$187.07 |
| 8/7/23 | 000525538909 | MARIXA GARCIA OLMOS | \$84.22 |
| 8/7/23 | 000525538910 | BRIANNA TRASK | \$29.17 |
| 8/7/23 | 000525538911 | SAMPATH JAYASINGHE | \$33.04 |
| 8/7/23 | 000525538912 | SAMPATH JAYASINGHE | \$303.93 |
| 8/7/23 | 000525538913 | CHRISTOPHER MANANIS | \$7.72 |
| 8/7/23 | 000525538914 | BRITTANY COUNCIL | \$96.70 |
| 8/7/23 | 000525538915 | ELNURA TASHBEKOVA | \$39.50 |

Detailed Disbursement Report

| Revolving Fund - Electronic Customer Refunds | | | |
|--|-----------------|-------------------------|----------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/7/23 | 000525538916 | KEVIN DOERFFLER | \$267.20 |
| 8/7/23 | 000525538917 | JARED CLARK | \$91.76 |
| 8/7/23 | 000525538918 | PRADHUMAN SWAMI | \$57.33 |
| 8/7/23 | 000525538919 | LANE STALLCUP | \$560.84 |
| 8/7/23 | 000525538920 | SHAMMI PURI | \$25.32 |
| 8/7/23 | 000525538921 | SHAMMI PURI | \$25.32 |
| 8/7/23 | 000525538922 | DEBRA HUGHES | \$600.11 |
| 8/8/23 | 000525548001 | RAJ SAWANT AMONKAR | \$119.62 |
| 8/8/23 | 000525548002 | BAILEY BAME | \$155.09 |
| 8/8/23 | 000525548003 | SEAN MILLER | \$43.31 |
| 8/8/23 | 000525548004 | SEAN MCGIRR | \$148.64 |
| 8/8/23 | 000525548005 | ERIK TUCKER | \$41.92 |
| 8/8/23 | 000525548006 | NANGYALAI NANGYAL | \$130.34 |
| 8/8/23 | 000525548007 | KATLYNN UMBERGER | \$90.92 |
| 8/8/23 | 000525548008 | BIANCA MYERS | \$92.20 |
| 8/8/23 | 000525548009 | MELINA ENG | \$29.87 |
| 8/8/23 | 000525548010 | SRI HARSHA MODUKURI | \$56.68 |
| 8/8/23 | 000525548011 | BIANCA MYERS | \$41.23 |
| 8/8/23 | 000525548012 | SRI HARSHA MODUKURI | \$62.50 |
| 8/8/23 | 000525548013 | HOA LE | \$83.51 |
| 8/8/23 | 000525548014 | RIZWAN FAZIL | \$78.22 |
| 8/8/23 | 000525548015 | BRUCE MCMILLAN | \$45.66 |
| 8/8/23 | 000525548016 | EDEN DECOTEAU-DOMINGUEZ | \$89.92 |
| 8/8/23 | 000525548017 | ROBERT FRANKLIN | \$89.75 |
| 8/8/23 | 000525548018 | MADELEINE RANDALL | \$76.66 |
| 8/8/23 | 000525548019 | SATORU ITO | \$38.04 |
| 8/8/23 | 000525548020 | BOBBIE EVANS | \$110.00 |
| 8/8/23 | 000525548021 | SARAH MOLDA | \$77.47 |
| 8/8/23 | 000525548022 | YARELLY GOMEZ | \$34.72 |
| 8/8/23 | 000525548023 | ROBERT FELIX | \$110.75 |
| 8/10/23 | 000525566277 | GERTRUDE SSENTONGO | \$61.38 |
| 8/10/23 | 000525566278 | LARRY GREENE | \$103.19 |

Detailed Disbursement Report

| Revolving Fund - Electronic Customer Refunds | | | |
|--|-----------------|--------------------|-------------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/10/23 | 000525566279 | GERTRUDE SSENTONGO | \$71.07 |
| 8/10/23 | 000525566280 | POOJITHA PRASAD | \$143.23 |
| 8/10/23 | 000525566281 | KELSEY JANDOC | \$24.45 |
| 8/10/23 | 000525566282 | GERTRUDE SSENTONGO | \$8.68 |
| 8/10/23 | 000525566283 | DIANE BABB | \$20.63 |
| 8/10/23 | 000525566284 | HALEY FUREBY | \$115.04 |
| 8/10/23 | 000525566285 | SEYOUM SITOTA | \$122.01 |
| 8/10/23 | 000525566286 | FASIKA GUTEMA | \$26.02 |
| 8/10/23 | 000525566287 | RYLEE MASONHOLDER | \$89.86 |
| Total: | | | \$6,577.86 |

Detailed Disbursement Report

| Accounts Payable Warrants | | | |
|---------------------------|-----------------|-------------------------------------|--------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/1/23 | 8074652 | KP SOPER LLC | \$11,426.78 |
| 8/1/23 | 8074653 | AT&T CORP | \$23,461.19 |
| 8/1/23 | 8074654 | CITY OF EVERETT | \$2,665.19 |
| 8/1/23 | 8074655 | GLOBAL RENTAL COMPANY INC | \$23,958.20 |
| 8/1/23 | 8074656 | MCMILLEN INC | \$35,793.75 |
| 8/1/23 | 8074657 | GENUINE PARTS COMPANY | \$3,016.04 |
| 8/1/23 | 8074658 | RIVERSIDE TOPSOIL INC | \$580.00 |
| 8/1/23 | 8074659 | SCADA AND CONTROLS ENGINEERING INC | \$9,520.00 |
| 8/1/23 | 8074660 | SOUND PUBLISHING INC | \$94.08 |
| 8/1/23 | 8074661 | SOUND SECURITY INC | \$597.29 |
| 8/1/23 | 8074662 | TALLEY INC | \$3,950.52 |
| 8/1/23 | 8074663 | UNIVERSAL LANGUAGE SERVICE INC | \$44.05 |
| 8/1/23 | 8074664 | US BANK NA | \$12.14 |
| 8/1/23 | 8074665 | STATE OF WASHINGTON | \$500.00 |
| 8/1/23 | 8074666 | WAGNER SMITH EQUIPMENT CO | \$180.13 |
| 8/1/23 | 8074667 | WESCO GROUP INC | \$974.03 |
| 8/1/23 | 8074668 | ALDERWOOD WATER & WASTEWATER DISTRI | \$85.16 |
| 8/1/23 | 8074669 | BICKFORD MOTORS INC | \$2,277.60 |
| 8/1/23 | 8074670 | ENGINUITY ADVANTAGE LLC | \$6,364.98 |
| 8/1/23 | 8074671 | RODLAND MOTOR COMPANY | \$98.50 |
| 8/1/23 | 8074672 | SKOTDAL MUTUAL LLC | \$226.60 |
| 8/1/23 | 8074673 | STANWOOD REDI MIX INC | \$98.19 |
| 8/1/23 | 8074674 | TACOMA HYDRAULICS INC | \$1,395.21 |
| 8/1/23 | 8074675 | WESTON SERVICES INC | \$7,830.00 |
| 8/1/23 | 8074676 | WYNNE AND SONS INC | \$222.55 |
| 8/1/23 | 8074677 | STURGEON ELECTRIC CO INC | \$141,114.25 |
| 8/1/23 | 8074678 | KAISER FOUNDATION HEALTH PLAN OF WA | \$4,151.00 |
| 8/1/23 | 8074679 | ENERGY CAPITAL SOLUTIONS LLC | \$6,094.04 |
| 8/1/23 | 8074680 | THE INTERPUBLIC GROUP OF COMPANIES | \$42,590.09 |
| 8/1/23 | 8074681 | SNOHOMISH COUNTY 911 | \$654.86 |
| 8/1/23 | 8074682 | INDEPENDENT ACTUARIES INC | \$12,000.00 |
| 8/1/23 | 8074683 | CRAWFORD & COMPANY | \$487.60 |

Detailed Disbursement Report

| Accounts Payable Warrants | | | |
|---------------------------|-----------------|-------------------------------------|-------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/1/23 | 8074684 | BHC CONSULTANTS LLC | \$40,021.00 |
| 8/1/23 | 8074685 | RELIANCE STEEL & ALUMINIUM CO | \$18,592.40 |
| 8/1/23 | 8074686 | KENDALL DEALERSHIP HOLDINGS LLC | \$29.71 |
| 8/1/23 | 8074687 | CONCENTRIC LLC | \$659.09 |
| 8/1/23 | 8074688 | THE PAPE GROUP | \$681.30 |
| 8/1/23 | 8074689 | THE BARTELL DRUG COMPANY | \$35.42 |
| 8/1/23 | 8074690 | GLASS BY LUND INC | \$1,250.00 |
| 8/1/23 | 8074691 | R&L GLASS INSTALLATION | \$850.00 |
| 8/3/23 | 8074692 | KEYSTONE LAND LLC | \$3,317.65 |
| 8/3/23 | 8074693 | MARLO WARBIS | \$12,485.94 |
| 8/3/23 | 8074694 | COMCAST HOLDING CORPORATION | \$543.04 |
| 8/3/23 | 8074695 | CITY OF EVERETT | \$3,939.42 |
| 8/3/23 | 8074696 | GLOBAL RENTAL COMPANY INC | \$3,681.65 |
| 8/3/23 | 8074697 | KENT D BRUCE | \$7,163.72 |
| 8/3/23 | 8074698 | LYNNWOOD AUTOMOTIVE LLC | \$250.02 |
| 8/3/23 | 8074699 | GENUINE PARTS COMPANY | \$2,602.09 |
| 8/3/23 | 8074700 | PACIFIC NW SCALE CO INC | \$1,983.80 |
| 8/3/23 | 8074701 | PUGET SOUND ENERGY INC | \$172.50 |
| 8/3/23 | 8074702 | SIX ROBBLEES INC | \$313.44 |
| 8/3/23 | 8074703 | SHI INTERNATIONAL CORP | \$237.16 |
| 8/3/23 | 8074704 | SNOHOMISH COUNTY SOCIETY OF | \$6,677.16 |
| 8/3/23 | 8074705 | TALLEY INC | \$1,762.38 |
| 8/3/23 | 8074706 | STATE OF WASHINGTON | \$11,743.61 |
| 8/3/23 | 8074707 | BICKFORD MOTORS INC | \$3,347.80 |
| 8/3/23 | 8074708 | CPC MATERIALS INC | \$3,491.20 |
| 8/3/23 | 8074709 | ENGINUITY ADVANTAGE LLC | \$3,106.47 |
| 8/3/23 | 8074710 | EDS MCDUGALL LLC | \$725.00 |
| 8/3/23 | 8074711 | GLOBAL DIVING & SALVAGE INC | \$12,584.15 |
| 8/3/23 | 8074712 | PUBLIC UTILITY DIST NO 1 OF | \$7,289.00 |
| 8/3/23 | 8074713 | WILLIAMS SCOTSMAN INC | \$257.66 |
| 8/3/23 | 8074714 | OCCUPATIONAL HEALTH CENTERS OF WA P | \$145.50 |
| 8/3/23 | 8074715 | WILLDAN ENERGY SOLUTIONS INC | \$28,601.07 |

Detailed Disbursement Report

| Accounts Payable Warrants | | | |
|----------------------------------|------------------------|-------------------------------------|---------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/3/23 | 8074716 | JPW INDUSTRIES HOLDING CORPORATION | \$54.37 |
| 8/3/23 | 8074717 | THE PAPE GROUP | \$2,785.97 |
| 8/3/23 | 8074718 | GINA MOORE-DANIELS | \$225.00 |
| 8/3/23 | 8074719 | BLACK & VEATCH CORP | \$7,209.00 |
| 8/3/23 | 8074720 | CINTAS CORPORATION NO 2 | \$4,264.62 |
| 8/3/23 | 8074721 | ARROW INSULATION INC | \$510.50 |
| 8/3/23 | 8074722 | BRENNAN HEATING & AC LLC | \$2,650.00 |
| 8/3/23 | 8074723 | GLASS BY LUND INC | \$600.00 |
| 8/3/23 | 8074724 | SUPERIOR GLASS INSTALLATIONS INC | \$200.00 |
| 8/3/23 | 8074725 | WSB SHEET METAL | \$1,650.00 |
| 8/8/23 | 8074726 | NW FIBER, LLC, DBA ZIPLY FIBER | \$1,126.83 |
| 8/8/23 | 8074727 | CDW LLC | \$2,535.83 |
| 8/8/23 | 8074728 | ENVIRONMENTAL SYSTEMS RESEARCH INST | \$791.28 |
| 8/8/23 | 8074729 | CITY OF EVERETT | \$100.26 |
| 8/8/23 | 8074730 | GLOBAL RENTAL COMPANY INC | \$10,330.60 |
| 8/8/23 | 8074731 | CORE & MAIN LP | \$6,407.76 |
| 8/8/23 | 8074732 | KAMAN INDUSTRIAL TECHNOLOGIES | \$80.35 |
| 8/8/23 | 8074733 | CITY OF MARYSVILLE | \$157.75 |
| 8/8/23 | 8074734 | MUKILTEO WATER & WASTEWATER DIST | \$218.86 |
| 8/8/23 | 8074735 | GENUINE PARTS COMPANY | \$4,422.98 |
| 8/8/23 | 8074736 | OLYMPIC VIEW WATER SEWER | \$88.54 |
| 8/8/23 | 8074737 | PACIFIC TOPSOILS INC | \$625.04 |
| 8/8/23 | 8074738 | PAPE MACHINERY INC | \$253.19 |
| 8/8/23 | 8074739 | PUGET SOUND ENERGY INC | \$2,962.57 |
| 8/8/23 | 8074740 | SALISH NETWORKS INC | \$490.36 |
| 8/8/23 | 8074741 | SILVER LAKE WATER & SEWER DISTRICT | \$97.55 |
| 8/8/23 | 8074742 | SIX ROBBLEES INC | \$2,815.59 |
| 8/8/23 | 8074743 | SOUND PUBLISHING INC | \$2,867.12 |
| 8/8/23 | 8074744 | TALLEY INC | \$2,723.15 |
| 8/8/23 | 8074745 | UNUM LIFE INSURANCE CO OF AMERICA | \$36,456.84 |
| 8/8/23 | 8074746 | STATE OF WASHINGTON | \$65.00 |
| 8/8/23 | 8074747 | WESCO GROUP INC | \$1,010.42 |

Detailed Disbursement Report

| Accounts Payable Warrants | | | |
|---------------------------|-----------------|---------------------------------|--------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/8/23 | 8074748 | BICKFORD MOTORS INC | \$2,843.19 |
| 8/8/23 | 8074749 | THE HO SEIFFERT COMPANY | \$3,685.00 |
| 8/8/23 | 8074750 | ENGINUITY ADVANTAGE LLC | \$5,336.93 |
| 8/8/23 | 8074751 | JEFFREY HATHAWAY | \$21.93 |
| 8/8/23 | 8074752 | RYAN SCOTT FELTON | \$128.53 |
| 8/8/23 | 8074753 | GL SIMMS & ASSOCIATES INC | \$4,009.20 |
| 8/8/23 | 8074754 | GARY D KREIN | \$769.30 |
| 8/8/23 | 8074755 | MILLIMAN INC | \$1,093.51 |
| 8/8/23 | 8074756 | MOODYS INVESTORS SERVICE INC | \$19,500.00 |
| 8/8/23 | 8074757 | ROM ACQUISITION CORPORATION | \$813.51 |
| 8/8/23 | 8074758 | SIEMENS INDUSTRY INC | \$12,460.46 |
| 8/8/23 | 8074759 | T-MOBILE USA INC | \$1,133.05 |
| 8/8/23 | 8074760 | WYNNE AND SONS INC | \$79.13 |
| 8/8/23 | 8074761 | MBI SYSTEMS INC | \$14,443.09 |
| 8/8/23 | 8074762 | COASTAL COMMUNITY BANK | \$6,367.20 |
| 8/8/23 | 8074763 | LAMAR TEXAS LTD PARTNERSHIP | \$6,220.00 |
| 8/8/23 | 8074764 | LOADMAN NW LLC | \$1,082.52 |
| 8/8/23 | 8074765 | THE PAPE GROUP INC | \$27,356.95 |
| 8/8/23 | 8074766 | LANDIS GYR TECHNOLOGY INC | \$8,446.93 |
| 8/8/23 | 8074767 | PETSMART INC | \$2,660.00 |
| 8/8/23 | 8074768 | JOLLY FAMILY CORP | \$3,394.90 |
| 8/8/23 | 8074769 | WIT VENTURE GROUP INC | \$24,000.00 |
| 8/8/23 | 8074770 | METER READING HOLDING I CORP | \$16,160.41 |
| 8/8/23 | 8074771 | KENDALL DEALERSHIP HOLDINGS LLC | \$148.98 |
| 8/8/23 | 8074772 | CONCENTRIC LLC | \$749.30 |
| 8/8/23 | 8074773 | FERGUSON ENTERPRISES LLC | \$662.50 |
| 8/8/23 | 8074774 | ANCHOR SOFTWARE LLC | \$17,866.67 |
| 8/8/23 | 8074775 | MERCER INC | \$12,109.62 |
| 8/8/23 | 8074776 | MOTION INDUSTRIES INC | \$12,525.50 |
| 8/8/23 | 8074777 | SHINN MECHANICAL INC | \$175,483.17 |
| 8/8/23 | 8074778 | WACO INDUSTRIAL COATINGS INC | \$330.00 |
| 8/8/23 | 8074779 | CAPFINANCIAL PARTNERS LLC | \$12,390.11 |

Detailed Disbursement Report

| Accounts Payable Warrants | | | |
|----------------------------------|------------------------|-------------------------------------|---------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/8/23 | 8074780 | LIVEVIEW TECHNOLOGIES INC | \$549.50 |
| 8/8/23 | 8074781 | INCENTIVE REBATE 360 LLC | \$57.82 |
| 8/8/23 | 8074782 | CABLEWHOLESALECOM | \$15.07 |
| 8/8/23 | 8074783 | RACOM CORPORATION | \$463,239.20 |
| 8/8/23 | 8074784 | COMTRAIN TEXAS LLC | \$6,450.00 |
| 8/8/23 | 8074785 | NATIONAL TRENCH SAFETY INC | \$2,077.94 |
| 8/8/23 | 8074786 | CITY OF SNOHOMISH | \$758.63 |
| 8/8/23 | 8074787 | MARY WICKLUND | \$14.80 |
| 8/10/23 | 8074788 | LENNAR NORTHWEST INC | \$20,854.40 |
| 8/10/23 | 8074789 | DRIVSTUEN INVESTMENTS | \$23,286.31 |
| 8/10/23 | 8074790 | CHERYL A ZERNIA | \$2,000.00 |
| 8/10/23 | 8074791 | AAA MONROE ROCK CORP | \$1,145.81 |
| 8/10/23 | 8074792 | ANIXTER INC | \$917.67 |
| 8/10/23 | 8074793 | CITY OF EVERETT | \$89.30 |
| 8/10/23 | 8074794 | OLYMPIC VIEW WATER SEWER | \$27.60 |
| 8/10/23 | 8074795 | PACIFIC TOPSOILS INC | \$433.50 |
| 8/10/23 | 8074796 | PAPE MACHINERY INC | \$20,301.64 |
| 8/10/23 | 8074797 | STATE OF WASHINGTON | \$12,746.24 |
| 8/10/23 | 8074798 | WESCO GROUP INC | \$17.90 |
| 8/10/23 | 8074799 | WILBUR-ELLIS HOLDINGS II INC | \$864.21 |
| 8/10/23 | 8074800 | DIRECTV ENTERTAINMENT HOLDINGS LLC | \$209.98 |
| 8/10/23 | 8074801 | EMERALD SERVICES INC | \$622.96 |
| 8/10/23 | 8074802 | SNOHOMISH COUNTY | \$214.11 |
| 8/10/23 | 8074803 | PUBLIC UTILITY DIST NO 1 OF | \$9,041.73 |
| 8/10/23 | 8074804 | SPRINGBROOK NURSERY AND TRUCKING IN | \$72.00 |
| 8/10/23 | 8074805 | WILLIAMS SCOTSMAN INC | \$257.66 |
| 8/10/23 | 8074806 | STATE OF WASHINGTON | \$2,602.50 |
| 8/10/23 | 8074807 | ARAMARK UNIFORM & CAREER APPAREL GR | \$4,366.26 |
| 8/10/23 | 8074808 | NORTHWEST FIBER LLC | \$14,218.89 |
| 8/10/23 | 8074809 | BH-C AUTOMOTIVE | \$8,566.62 |
| 8/10/23 | 8074810 | ARROW INSULATION INC | \$962.00 |
| 8/10/23 | 8074811 | CITY OF MARYSVILLE | \$500.00 |

Detailed Disbursement Report

| Accounts Payable Warrants | | | |
|---------------------------|-----------------|---------------|-----------------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/10/23 | 8074812 | BUDDERFLY INC | \$8,619.84 |
| Total: | | | \$1,618,155.38 |

Detailed Disbursement Report

| Accounts Payable ACH | | | |
|-----------------------------|------------------------|------------------------------------|---------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 7/31/23 | 6039822 | ASPLUNDH TREE EXPERT LLC | \$4,981.26 |
| 7/31/23 | 6039823 | NORTH COAST ELECTRIC COMPANY | \$37.23 |
| 7/31/23 | 6039824 | ON HOLD CONCEPTS INC | \$256.68 |
| 7/31/23 | 6039825 | ROBERT HALF INTERNATIONAL INC | \$4,315.20 |
| 7/31/23 | 6039826 | SCHWEITZER ENGINEERING LAB INC | \$3,367.03 |
| 7/31/23 | 6039827 | STELLA-JONES CORPORATION | \$29,258.22 |
| 7/31/23 | 6039828 | GORDON TRUCK CENTERS INC | \$64.62 |
| 7/31/23 | 6039829 | WASTE MANAGEMENT OF WASHINGTON INC | \$5,722.26 |
| 7/31/23 | 6039830 | WW GRAINGER INC | \$803.75 |
| 7/31/23 | 6039831 | B&L UTILITY INC | \$1,533.28 |
| 7/31/23 | 6039832 | LENZ ENTERPRISES INC | \$309.34 |
| 7/31/23 | 6039833 | MERCURY FITNESS REPAIR INC | \$365.39 |
| 7/31/23 | 6039834 | NORTHWEST CASCADE INC | \$399.85 |
| 7/31/23 | 6039835 | PACIFIC MOBILE STRUCTURES INC | \$3,000.81 |
| 7/31/23 | 6039836 | UNITED RENTALS NORTH AMERICA INC | \$507.32 |
| 7/31/23 | 6039837 | ALTEC INDUSTRIES INC | \$39.78 |
| 7/31/23 | 6039838 | WILSON CONSTRUCTION COMPANY | \$240.08 |
| 7/31/23 | 6039839 | ANIXTER INC | \$8,811.69 |
| 7/31/23 | 6039840 | MICHAEL NASH | \$4,580.00 |
| 7/31/23 | 6039841 | ORSI LESSEE LLC | \$18,775.80 |
| 7/31/23 | 6039842 | US CAD HOLDINGS LLC | \$8,222.39 |
| 7/31/23 | 6039843 | K&D SERVICES INC | \$23,649.88 |
| 7/31/23 | 6039844 | ENABLE NOW EXPERT LLC | \$270.00 |
| 7/31/23 | 6039845 | PACHECOS LANDSCAPING LLC | \$2,109.49 |
| 7/31/23 | 6039846 | OXBOW LLC | \$8,700.00 |
| 7/31/23 | 6039847 | JEFFREY ROBERTS | \$147.50 |
| 7/31/23 | 6039848 | JASON ZYSKOWSKI | \$56.34 |
| 7/31/23 | 6039849 | MATTHEW KIMBALL | \$70.00 |
| 7/31/23 | 6039850 | TYLER HUMAN | \$147.50 |
| 7/31/23 | 6039851 | JOHN HIEB | \$2,412.07 |
| 7/31/23 | 6039852 | MIGUEL MENA ENCARNACION | \$147.50 |
| 7/31/23 | 6039853 | TRAVIS WITTERS | \$147.50 |

Detailed Disbursement Report

| Accounts Payable ACH | | | |
|-----------------------------|------------------------|-------------------------------------|---------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 7/31/23 | 6039854 | LIBERTY MUTUAL GROUP INC | \$44,042.05 |
| 8/1/23 | 6039855 | CONSOLIDATED ELECTRICAL DISTRIBUTOR | \$4,408.64 |
| 8/1/23 | 6039856 | NELSON DISTRIBUTING INC | \$812.72 |
| 8/1/23 | 6039857 | NORTH COAST ELECTRIC COMPANY | \$1,005.61 |
| 8/1/23 | 6039858 | ROBERT HALF INTERNATIONAL INC | \$36,085.50 |
| 8/1/23 | 6039859 | ROMAINE ELECTRIC CORP | \$3,088.30 |
| 8/1/23 | 6039860 | STELLA-JONES CORPORATION | \$56,578.17 |
| 8/1/23 | 6039861 | TESSCO INCORPORATED | \$338.16 |
| 8/1/23 | 6039862 | TOPSOILS NORTHWEST INC | \$258.76 |
| 8/1/23 | 6039863 | AARD PEST CONTROL INC | \$107.61 |
| 8/1/23 | 6039864 | BRAKE & CLUTCH SUPPLY INC | \$209.60 |
| 8/1/23 | 6039865 | THE COMPLETE LINE LLC | \$685.78 |
| 8/1/23 | 6039866 | ENERGY NORTHWEST | \$57,033.07 |
| 8/1/23 | 6039867 | HOGLUNDS TOP SHOP INC | \$326.95 |
| 8/1/23 | 6039868 | NORTHWEST CASCADE INC | \$430.00 |
| 8/1/23 | 6039869 | ROHLINGER ENTERPRISES INC | \$1,769.32 |
| 8/1/23 | 6039870 | SNOHOMISH COUNTY | \$68,524.14 |
| 8/1/23 | 6039871 | TYNDALE ENTERPRISES INC | \$6,387.17 |
| 8/1/23 | 6039872 | ULINE INC | \$493.34 |
| 8/1/23 | 6039873 | WESTERN SAFETY PRODUCTS INC | \$1,763.86 |
| 8/1/23 | 6039874 | ANIXTER INC | \$7,076.86 |
| 8/1/23 | 6039875 | TRU-CHECK INC | \$388,393.17 |
| 8/1/23 | 6039876 | ICONIX WATERWORKS INC | \$776.31 |
| 8/1/23 | 6039877 | JA HANSEN COMPANY | \$674.60 |
| 8/1/23 | 6039878 | TRAFFIC CONTROL PLAN CO OF WA LLC | \$875.00 |
| 8/1/23 | 6039879 | THE SISNEY GROUP LLC | \$1.15 |
| 8/1/23 | 6039880 | WORKLOGIX MANAGEMENT INC | \$375.00 |
| 8/1/23 | 6039881 | TWILIO INC | \$4,890.66 |
| 8/1/23 | 6039882 | OPENSQUARE HOLDINGS LLC | \$6,101.32 |
| 8/1/23 | 6039883 | THEODORE BLAINE LIGHT III | \$4,758.00 |
| 8/1/23 | 6039884 | MAPBOX INC | \$627.00 |
| 8/1/23 | 6039885 | CHERI NELSON | \$10.48 |

Detailed Disbursement Report

| Accounts Payable ACH | | | |
|-----------------------------|------------------------|-------------------------------------|---------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/1/23 | 6039886 | MONICA GORMAN | \$139.52 |
| 8/1/23 | 6039887 | ALLISON PHILLIPS | \$244.60 |
| 8/2/23 | 6039888 | CONSOLIDATED ELECTRICAL DISTRIBUTOR | \$41,489.45 |
| 8/2/23 | 6039889 | INTERCONTINENTAL EXCHANGE HOLDINGS | \$3,325.00 |
| 8/2/23 | 6039890 | ROMAINE ELECTRIC CORP | \$502.07 |
| 8/2/23 | 6039891 | STELLAR INDUSTRIAL SUPPLY INC | \$2,181.33 |
| 8/2/23 | 6039892 | TOPSOILS NORTHWEST INC | \$905.66 |
| 8/2/23 | 6039893 | WILLIAMS SCOTSMAN INC | \$912.41 |
| 8/2/23 | 6039894 | BENEFITFOCUS COM INC | \$7,986.28 |
| 8/2/23 | 6039895 | CELLCO PARTNERSHIP | \$79,031.63 |
| 8/2/23 | 6039896 | DUNLAP INDUSTRIAL HARDWARE INC | \$3,036.98 |
| 8/2/23 | 6039897 | ECODOCX LLC | \$6,235.00 |
| 8/2/23 | 6039898 | EXCELLENCE OPTO INC | \$9,845.00 |
| 8/2/23 | 6039899 | GENERAL PACIFIC INC | \$110,947.15 |
| 8/2/23 | 6039900 | LENZ ENTERPRISES INC | \$2,383.32 |
| 8/2/23 | 6039901 | PACO VENTURES LLC | \$4,493.44 |
| 8/2/23 | 6039902 | LOUIS F MATHESON CONSTRUCTION INC | \$399.23 |
| 8/2/23 | 6039903 | SEATTLE AUTOMOTIVE DISTRIBUTING INC | \$209.29 |
| 8/2/23 | 6039904 | SNOHOMISH COUNTY | \$1,885.00 |
| 8/2/23 | 6039905 | STOEL RIVES LLP | \$44,300.50 |
| 8/2/23 | 6039906 | TRICO COMPANIES LLC | \$8,195.70 |
| 8/2/23 | 6039907 | VISION METERING LLC | \$360.00 |
| 8/2/23 | 6039908 | WALTER E NELSON CO OF WESTERN WA | \$8,829.61 |
| 8/2/23 | 6039909 | UNITED RENTALS NORTH AMERICA INC | \$16,325.05 |
| 8/2/23 | 6039910 | ANIXTER INC | \$3,974.24 |
| 8/2/23 | 6039911 | CAPITAL ARCHITECTS GROUP PC | \$12,930.00 |
| 8/2/23 | 6039912 | GRAVITEC SYSTEMS INC | \$13,999.76 |
| 8/2/23 | 6039913 | AL VAN EQUIP NW INC | \$19,102.93 |
| 8/2/23 | 6039914 | DS SERVICES OF AMERICA INC | \$109.90 |
| 8/2/23 | 6039915 | INFOSOL INC | \$4,950.00 |
| 8/2/23 | 6039916 | CHANDLER ASSET MANAGEMENT INC | \$3,500.00 |
| 8/2/23 | 6039917 | GLASS FIX LLC | \$423.11 |

Detailed Disbursement Report

| Accounts Payable ACH | | | |
|-----------------------------|------------------------|-------------------------------------|---------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/2/23 | 6039918 | RESOUND ENERGY LLC | \$5,290.49 |
| 8/2/23 | 6039919 | SLADE WILLS | \$326.98 |
| 8/2/23 | 6039920 | GEORGE HESPE | \$19.65 |
| 8/2/23 | 6039921 | BRETT SMITH | \$75.00 |
| 8/2/23 | 6039922 | GENEVIEVE BARNHART | \$20.96 |
| 8/2/23 | 6039923 | TRAVIS BOORTZ | \$147.50 |
| 8/2/23 | 6039924 | GARRISON MARR | \$1,057.66 |
| 8/2/23 | 6039925 | WESLEY HONEYCUTT | \$147.50 |
| 8/2/23 | 6039926 | ADAM CORNELIUS | \$959.31 |
| 8/2/23 | 6039927 | KEVIN DAVIS | \$147.50 |
| 8/2/23 | 6039928 | JAKE LACKIE | \$490.18 |
| 8/2/23 | 6039929 | JANET KLOOS | \$48.47 |
| 8/2/23 | 6039930 | GABRIEL THOMPSON | \$1,513.30 |
| 8/2/23 | 6039931 | LIBERTY MUTUAL GROUP INC | \$7,014.18 |
| 8/3/23 | 6039932 | ASPLUNDH TREE EXPERT LLC | \$33,533.09 |
| 8/3/23 | 6039933 | CENTRAL WELDING SUPPLY CO INC | \$79.91 |
| 8/3/23 | 6039934 | DAVID EVANS & ASSOCIATES INC | \$13,567.94 |
| 8/3/23 | 6039935 | HATCH ASSOCIATES CONSULTANTS INC | \$10,041.76 |
| 8/3/23 | 6039936 | MR TRUCK WASH INC | \$262.32 |
| 8/3/23 | 6039937 | NORTH COAST ELECTRIC COMPANY | \$10,929.63 |
| 8/3/23 | 6039938 | NORTHSTAR CHEMICAL INC | \$1,222.50 |
| 8/3/23 | 6039939 | ROBERT HALF INTERNATIONAL INC | \$4,358.88 |
| 8/3/23 | 6039940 | STAR RENTALS INC | \$3,000.84 |
| 8/3/23 | 6039941 | TOPSOILS NORTHWEST INC | \$388.14 |
| 8/3/23 | 6039942 | TOYOTA TSUSHO MATERIAL HANDLING AME | \$2,478.24 |
| 8/3/23 | 6039943 | GORDON TRUCK CENTERS INC | \$581.98 |
| 8/3/23 | 6039944 | WASTE MANAGEMENT OF WASHINGTON INC | \$827.63 |
| 8/3/23 | 6039945 | AARD PEST CONTROL INC | \$283.54 |
| 8/3/23 | 6039946 | CONFLUENCE ENGINEERING GROUP LLC | \$5,150.78 |
| 8/3/23 | 6039947 | EDGE ANALYTICAL INC | \$216.00 |
| 8/3/23 | 6039948 | ENERGY NORTHWEST | \$18,341.00 |
| 8/3/23 | 6039949 | LENZ ENTERPRISES INC | \$1,041.33 |

Detailed Disbursement Report

| Accounts Payable ACH | | | |
|-----------------------------|------------------------|-------------------------------------|---------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/3/23 | 6039950 | REINHAUSEN MANUFACTURING INC | \$105,527.17 |
| 8/3/23 | 6039951 | RICOH USA INC | \$7,760.91 |
| 8/3/23 | 6039952 | SOUND SAFETY PRODUCTS CO INC | \$1,946.17 |
| 8/3/23 | 6039953 | WETHERHOLT & ASSOCIATES INC | \$836.25 |
| 8/3/23 | 6039954 | GRAYBAR ELECTRIC CO INC | \$537.18 |
| 8/3/23 | 6039955 | ALTEC INDUSTRIES INC | \$5,016.67 |
| 8/3/23 | 6039956 | AL VAN EQUIP NW INC | \$19,102.93 |
| 8/3/23 | 6039957 | HARNISH GROUP INC | \$338.49 |
| 8/3/23 | 6039958 | RESOURCE INNOVATIONS INC | \$13,550.00 |
| 8/3/23 | 6039959 | GLASS FIX LLC | \$898.97 |
| 8/3/23 | 6039960 | AMERICAN CRAWLSPACE & PEST SERVICES | \$1,520.00 |
| 8/3/23 | 6039961 | BREEZE FREE INC | \$300.00 |
| 8/3/23 | 6039962 | CLEAN CRAWL INC | \$4,418.50 |
| 8/3/23 | 6039963 | CRAWL SPACE CLEANING PROS INC | \$550.00 |
| 8/3/23 | 6039964 | AA REMODELING LLC | \$300.00 |
| 8/3/23 | 6039965 | REFINED CONSULTING GROUP | \$1,650.00 |
| 8/3/23 | 6039966 | CM AIR PROS LLC | \$12,550.00 |
| 8/3/23 | 6039967 | HOME COMFORT ALLIANCE LLC | \$3,300.00 |
| 8/3/23 | 6039968 | ANN NICHOLS | \$41.92 |
| 8/3/23 | 6039969 | DAVID GADDY | \$102.00 |
| 8/3/23 | 6039970 | AARON SWANEY | \$87.44 |
| 8/3/23 | 6039971 | CRESSA JOHNSON | \$825.00 |
| 8/4/23 | 6039972 | HOWARD INDUSTRIES INC | \$52,947.62 |
| 8/4/23 | 6039973 | NORTHWEST POWER POOL CORP | \$15,280.41 |
| 8/4/23 | 6039974 | PITNEY BOWES PRESORT SERVICES LLC | \$1,079.64 |
| 8/4/23 | 6039975 | ROBERT HALF INTERNATIONAL INC | \$3,748.83 |
| 8/4/23 | 6039976 | SAP AMERICA INC | \$124,000.83 |
| 8/4/23 | 6039977 | STAR RENTALS INC | \$419.02 |
| 8/4/23 | 6039978 | SNOHOMISH COUNTY SOCIETY OF | \$3,700.00 |
| 8/4/23 | 6039979 | ECODOCX LLC | \$95,000.00 |
| 8/4/23 | 6039980 | DAVID JAMES PERKINS | \$3,050.00 |
| 8/4/23 | 6039981 | POWER SYSTEMS CONSULTANTS INC | \$31,270.00 |

Detailed Disbursement Report

| Accounts Payable ACH | | | |
|-----------------------------|------------------------|-----------------------------------|---------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/4/23 | 6039982 | PUBLIC UTILITY DISTRICT EMPLOYEES | \$1,725.00 |
| 8/4/23 | 6039983 | RMG FINANCIAL CONSULTING INC | \$1,050.00 |
| 8/4/23 | 6039984 | OFFICE OF THE SECRETARY OF STATE | \$2,200.00 |
| 8/4/23 | 6039985 | UNITED RENTALS NORTH AMERICA INC | \$5,727.15 |
| 8/4/23 | 6039986 | JACOB LINDELL | \$53.40 |
| 8/4/23 | 6039987 | SHAINA JOHNSON | \$193.23 |
| 8/7/23 | 6039988 | ALS GROUP USA CORP | \$85.00 |
| 8/7/23 | 6039989 | MOSS ADAMS LLP | \$354.39 |
| 8/7/23 | 6039990 | NORTH COAST ELECTRIC COMPANY | \$133.47 |
| 8/7/23 | 6039991 | ROMAINE ELECTRIC CORP | \$127.42 |
| 8/7/23 | 6039992 | SISKUN INC | \$2,781.82 |
| 8/7/23 | 6039993 | TESSCO INCORPORATED | \$605.00 |
| 8/7/23 | 6039994 | TOPSOILS NORTHWEST INC | \$1,164.42 |
| 8/7/23 | 6039995 | GORDON TRUCK CENTERS INC | \$1,184.62 |
| 8/7/23 | 6039996 | COLEHOUR & COHEN INC | \$5,356.42 |
| 8/7/23 | 6039997 | DESIGNER DECAL INC | \$1,721.03 |
| 8/7/23 | 6039998 | EASTSIDE SAW & SALES INC | \$207.41 |
| 8/7/23 | 6039999 | EDGE ANALYTICAL INC | \$288.00 |
| 8/7/23 | 6040000 | GENERAL PACIFIC INC | \$453.71 |
| 8/7/23 | 6040001 | HD FOWLER COMPANY INC | \$6,513.27 |
| 8/7/23 | 6040002 | HOGLUNDS TOP SHOP INC | \$1,164.94 |
| 8/7/23 | 6040003 | LONGS LANDSCAPE LLC | \$1,038.35 |
| 8/7/23 | 6040004 | BRIAN DAVIS ENTERPRISES INC | \$929.75 |
| 8/7/23 | 6040005 | NORTHWEST CASCADE INC | \$6,289.48 |
| 8/7/23 | 6040006 | RICOH USA INC | \$64,504.39 |
| 8/7/23 | 6040007 | LOUIS F MATHESON CONSTRUCTION INC | \$3,348.14 |
| 8/7/23 | 6040008 | SOUND SAFETY PRODUCTS CO INC | \$2,889.62 |
| 8/7/23 | 6040009 | BRENT STAINER | \$1,325.00 |
| 8/7/23 | 6040010 | TECH PRODUCTS INC | \$493.00 |
| 8/7/23 | 6040011 | TOTAL LANDSCAPE CORP | \$3,264.00 |
| 8/7/23 | 6040012 | VALMONT TELECOMMUNICATIONS INC | \$1,136.54 |
| 8/7/23 | 6040013 | GRAYBAR ELECTRIC CO INC | \$86.82 |

Detailed Disbursement Report

| Accounts Payable ACH | | | |
|-----------------------------|------------------------|-------------------------------------|----------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/7/23 | 6040014 | ALTEC INDUSTRIES INC | \$1,539.37 |
| 8/7/23 | 6040015 | ANIXTER INC | \$53,532.46 |
| 8/7/23 | 6040016 | MALLORY SAFETY AND SUPPLY LLC | \$1,331.72 |
| 8/7/23 | 6040017 | FABER CONSTRUCTION CORP | \$2,471,885.08 |
| 8/7/23 | 6040018 | HCL AMERICA INC | \$50,411.76 |
| 8/7/23 | 6040019 | TRAFFIC CONTROL PLAN CO OF WA LLC | \$900.00 |
| 8/7/23 | 6040020 | TARREN ACKERMANN | \$12,483.10 |
| 8/7/23 | 6040021 | FLEET SERVICE VEHICLE REPAIR LLC | \$279.93 |
| 8/7/23 | 6040022 | DC GROUP INC | \$3,497.60 |
| 8/7/23 | 6040023 | BORDER STATES INDUSTRIES INC | \$21,166.74 |
| 8/7/23 | 6040024 | HR ACUITY LLC | \$27,400.00 |
| 8/7/23 | 6040025 | UNIVERSAL PROTECTION SERVICE LP | \$143,708.79 |
| 8/7/23 | 6040026 | SOUND GRID PARTNERS LLC | \$8,215.00 |
| 8/7/23 | 6040027 | HP INC | \$15,032.13 |
| 8/7/23 | 6040028 | COHEN VENTURES INC | \$130,843.54 |
| 8/8/23 | 6040029 | HOWARD INDUSTRIES INC | \$125,088.18 |
| 8/8/23 | 6040030 | INTERWEST CONSTRUCTION INC | \$256,270.38 |
| 8/8/23 | 6040031 | MOTOR TRUCKS INTL & IDEALEASE INC | \$65.60 |
| 8/8/23 | 6040032 | NORTHSTAR CHEMICAL INC | \$1,824.40 |
| 8/8/23 | 6040033 | ROMAINE ELECTRIC CORP | \$493.00 |
| 8/8/23 | 6040034 | RWC INTERNATIONAL LTD | \$523.94 |
| 8/8/23 | 6040035 | STELLAR INDUSTRIAL SUPPLY INC | \$2,912.54 |
| 8/8/23 | 6040036 | TOPSOILS NORTHWEST INC | \$1,423.18 |
| 8/8/23 | 6040037 | TOYOTA TSUSHO MATERIAL HANDLING AME | \$981.26 |
| 8/8/23 | 6040038 | GORDON TRUCK CENTERS INC | \$57.01 |
| 8/8/23 | 6040039 | AARD PEST CONTROL INC | \$429.96 |
| 8/8/23 | 6040040 | DICKS TOWING INC | \$667.64 |
| 8/8/23 | 6040041 | EDGE ANALYTICAL INC | \$216.00 |
| 8/8/23 | 6040042 | POLY BAG LLC | \$51.73 |
| 8/8/23 | 6040043 | RICOH USA INC | \$2,883.78 |
| 8/8/23 | 6040044 | ROHLINGER ENTERPRISES INC | \$19,611.42 |
| 8/8/23 | 6040045 | VALMONT TELECOMMUNICATIONS INC | \$280.25 |

Detailed Disbursement Report

| Accounts Payable ACH | | | |
|-----------------------------|------------------------|-------------------------------------|---------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/8/23 | 6040046 | STATE OF WASHINGTON | \$207,572.17 |
| 8/8/23 | 6040047 | ZIPPER GEO ASSOCIATES LLC | \$7,678.69 |
| 8/8/23 | 6040048 | ALTEC INDUSTRIES INC | \$53.39 |
| 8/8/23 | 6040049 | ANIXTER INC | \$21,576.12 |
| 8/8/23 | 6040050 | SEATTLE NUT & BOLT LLC | \$436.85 |
| 8/8/23 | 6040051 | CG ENGINEERING PLLC | \$3,835.00 |
| 8/8/23 | 6040052 | LISTEN AUDIOLOGY SERVICES INC | \$4,049.00 |
| 8/8/23 | 6040053 | TARREN ACKERMANN | \$595.00 |
| 8/8/23 | 6040054 | NICHOLAS BELISLE | \$176.90 |
| 8/8/23 | 6040055 | LISA PORTER | \$212.22 |
| 8/8/23 | 6040056 | RICHARD ROSENKILDE | \$179.48 |
| 8/8/23 | 6040057 | BRANDON LAM | \$31.44 |
| 8/9/23 | 6040058 | HOWARD INDUSTRIES INC | \$44,096.28 |
| 8/9/23 | 6040059 | INTERWEST CONSTRUCTION INC | \$246,405.92 |
| 8/9/23 | 6040060 | NORTH COAST ELECTRIC COMPANY | \$2,011.52 |
| 8/9/23 | 6040061 | NORTHSTAR CHEMICAL INC | \$1,472.70 |
| 8/9/23 | 6040062 | ROMAINE ELECTRIC CORP | \$166.39 |
| 8/9/23 | 6040063 | RWC INTERNATIONAL LTD | \$389.82 |
| 8/9/23 | 6040064 | S&C ELECTRIC COMPANY | \$28,784.46 |
| 8/9/23 | 6040065 | SISKUN INC | \$84.58 |
| 8/9/23 | 6040066 | TESSCO INCORPORATED | \$181.50 |
| 8/9/23 | 6040067 | TRENCHLESS CONSTR SVCS LLC | \$14,411.00 |
| 8/9/23 | 6040068 | EDGE ANALYTICAL INC | \$62.00 |
| 8/9/23 | 6040069 | GENERAL PACIFIC INC | \$3,415.14 |
| 8/9/23 | 6040070 | HERRERA ENVIRONMENTAL CONSULTANTS I | \$15,003.91 |
| 8/9/23 | 6040071 | LENZ ENTERPRISES INC | \$495.11 |
| 8/9/23 | 6040072 | PORTAGE BAY SOLUTIONS INC | \$372.00 |
| 8/9/23 | 6040073 | REX ELECTRIC SERVICE INC | \$2,202.00 |
| 8/9/23 | 6040074 | RICOH USA INC | \$626.43 |
| 8/9/23 | 6040075 | STATE OF WASHINGTON | \$1,780.44 |
| 8/9/23 | 6040076 | WALTER E NELSON CO OF WESTERN WA | \$5,910.53 |
| 8/9/23 | 6040077 | GRAYBAR ELECTRIC CO INC | \$487.24 |

Detailed Disbursement Report

| Accounts Payable ACH | | | |
|-----------------------------|------------------------|-------------------------------------|---------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/9/23 | 6040078 | OAC SERVICES INC | \$15,145.12 |
| 8/9/23 | 6040079 | HM PACIFIC NORTHWEST FKA CADMAN | \$25.36 |
| 8/9/23 | 6040080 | PUGET SOUND HARDWARE INC | \$20,298.53 |
| 8/9/23 | 6040081 | ARCHECOLOGY LLC | \$360.00 |
| 8/9/23 | 6040082 | CANYON INDUSTRIES INC | \$101,130.68 |
| 8/9/23 | 6040083 | AALBU BROTHERS | \$1,153.12 |
| 8/9/23 | 6040084 | AMERICAN CRAWLSPACE & PEST SERVICES | \$622.00 |
| 8/9/23 | 6040085 | ERIN CALLAR | \$125.25 |
| 8/9/23 | 6040086 | WILLIAM RIFE | \$125.25 |
| 8/9/23 | 6040087 | JARED EGGER | \$125.25 |
| 8/9/23 | 6040088 | GEORGE SAAD | \$125.25 |
| 8/9/23 | 6040089 | ZACHARY HASTINGS | \$125.25 |
| 8/9/23 | 6040090 | TRAVIS BOORTZ | \$125.25 |
| 8/9/23 | 6040091 | BRANDON CLASBY | \$125.25 |
| 8/9/23 | 6040092 | GILLIAN ANDERSON | \$28.17 |
| 8/10/23 | 6040093 | ASPLUNDH TREE EXPERT LLC | \$82,009.04 |
| 8/10/23 | 6040094 | CARDINAL PAINT & POWDER INC | \$156.39 |
| 8/10/23 | 6040095 | CONSOLIDATED ELECTRICAL DISTRIBUTOR | \$10,372.36 |
| 8/10/23 | 6040096 | HOWARD INDUSTRIES INC | \$67,097.25 |
| 8/10/23 | 6040097 | NORTH COAST ELECTRIC COMPANY | \$5,652.90 |
| 8/10/23 | 6040098 | NORTHWEST POWER POOL CORP | \$1,936.45 |
| 8/10/23 | 6040099 | ROBERT HALF INTERNATIONAL INC | \$4,315.20 |
| 8/10/23 | 6040100 | ROMAINE ELECTRIC CORP | \$41.60 |
| 8/10/23 | 6040101 | RWC INTERNATIONAL LTD | \$194.11 |
| 8/10/23 | 6040102 | STAR RENTALS INC | \$18,329.12 |
| 8/10/23 | 6040103 | STELLAR INDUSTRIAL SUPPLY INC | \$3,106.35 |
| 8/10/23 | 6040104 | TOPSOILS NORTHWEST INC | \$388.14 |
| 8/10/23 | 6040105 | VAN NESS FELDMAN LLP | \$1,328.00 |
| 8/10/23 | 6040106 | WASTE MANAGEMENT OF WASHINGTON INC | \$96.87 |
| 8/10/23 | 6040107 | WILLIAMS SCOTSMAN INC | \$1,540.24 |
| 8/10/23 | 6040108 | CHAMPION BOLT & SUPPLY INC | \$654.38 |
| 8/10/23 | 6040109 | COLEHOUR & COHEN INC | \$10,288.25 |

Detailed Disbursement Report

| Accounts Payable ACH | | | |
|-----------------------------|------------------------|-------------------------------------|---------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/10/23 | 6040110 | CUZ CONCRETE PRODUCTS INC | \$2,488.50 |
| 8/10/23 | 6040111 | DESIGNER DECAL INC | \$427.51 |
| 8/10/23 | 6040112 | EDGE ANALYTICAL INC | \$216.00 |
| 8/10/23 | 6040113 | GENERAL PACIFIC INC | \$53,733.85 |
| 8/10/23 | 6040114 | HERRERA ENVIRONMENTAL CONSULTANTS I | \$1,371.99 |
| 8/10/23 | 6040115 | GARY PETERSEN | \$11,710.70 |
| 8/10/23 | 6040116 | GARY PETERSEN | \$2,773.30 |
| 8/10/23 | 6040117 | RICHARDSON BOTTLING COMPANY | \$80.23 |
| 8/10/23 | 6040118 | RICOH USA INC | \$32,541.94 |
| 8/10/23 | 6040119 | LOUIS F MATHESON CONSTRUCTION INC | \$6,555.42 |
| 8/10/23 | 6040120 | WETHERHOLT & ASSOCIATES INC | \$28,659.88 |
| 8/10/23 | 6040121 | WEX BANK | \$76,632.51 |
| 8/10/23 | 6040122 | GRAYBAR ELECTRIC CO INC | \$19,557.56 |
| 8/10/23 | 6040123 | ALTEC INDUSTRIES INC | \$248.24 |
| 8/10/23 | 6040124 | AL VAN EQUIP NW INC | \$15,598.99 |
| 8/10/23 | 6040125 | RESOURCE INNOVATIONS INC | \$5,814.94 |
| 8/10/23 | 6040126 | DIAMOND VOGEL INC | \$730.36 |
| 8/10/23 | 6040127 | HP INC | \$13,583.64 |
| 8/10/23 | 6040128 | AA REMODELING LLC | \$1,974.00 |
| 8/10/23 | 6040129 | REFINED CONSULTING GROUP | \$1,650.00 |
| 8/10/23 | 6040130 | COHEN VENTURES INC | \$176,330.81 |
| 8/10/23 | 6040131 | MATTHEW GREGORICH | \$125.25 |
| 8/10/23 | 6040132 | NICHOLAS LUSCH | \$125.25 |
| 8/10/23 | 6040133 | JONATHAN PIOLI | \$125.25 |
| 8/11/23 | 6040134 | RWC INTERNATIONAL LTD | \$11,800.01 |
| 8/11/23 | 6040135 | TOPSOILS NORTHWEST INC | \$388.14 |
| 8/11/23 | 6040136 | ROHLINGER ENTERPRISES INC | \$5,583.28 |
| 8/11/23 | 6040137 | SENSUS USA INC | \$4,147.81 |
| 8/11/23 | 6040138 | TOTAL LANDSCAPE CORP | \$25,509.90 |
| 8/11/23 | 6040139 | SPINAL HEALTH CONSULTANTS INC | \$14,000.00 |
| 8/11/23 | 6040140 | GRIDBRIGHT INC | \$5,896.56 |

Total: \$6,837,417.07

Detailed Disbursement Report

| Accounts Payable Wires | | | |
|------------------------|-----------------|-------------------------------------|-----------------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/2/23 | 7002947 | MOBILIZZ INC | \$577.50 |
| 8/4/23 | 7002948 | ICMA-RC | \$230,698.22 |
| 8/4/23 | 7002949 | PUBLIC UTILITY DIST NO 1 OF SNOHOMI | \$27,364.76 |
| 8/4/23 | 7002950 | SUBNET SOLUTIONS INC | \$13,120.00 |
| 8/4/23 | 7002951 | ICMA-RC | \$616,117.64 |
| 8/4/23 | 7002952 | US BANK NA | \$2,288,740.72 |
| 8/7/23 | 7002953 | MOBILIZZ INC | \$12,500.43 |
| 8/8/23 | 7002954 | ICMA-RC | \$43,777.20 |
| Total: | | | \$3,232,896.47 |

Detailed Disbursement Report

| Payroll | | | |
|-----------------|-----------------|--------------------------------|----------------|
| Period End Date | Payment Ref Nbr | Payee | Amount |
| 8/4/23 | 5300000868 | PUD EMPLOYEES - DIRECT DEPOSIT | \$4,530,504.44 |
| 8/7/23 | 844999 - 845007 | PUD EMPLOYEES - WARRANTS | \$24,363.62 |

Detailed Disbursement Report

| Automatic Debit Payments | | | |
|--------------------------|-----------------|---------------------------|-----------------------|
| Payment Date | Payment Ref Nbr | Payee | Amount |
| 8/1/23 | 5300000865 | ELAVON INC DBA MERCHANT S | \$2,550.85 |
| 8/4/23 | 5300000866 | WELLNESS BY WISHLIST INC | \$28,880.19 |
| 8/4/23 | 5300000867 | US POSTAL SVC | \$110,000.00 |
| 8/4/23 | 5300000868 | ADP INC | \$1,090,895.25 |
| 8/8/23 | 5300000869 | WELLNESS BY WISHLIST INC | \$4,801.31 |
| 8/9/23 | 5300000870 | STATE OF WA DEPT OF RETIR | \$1,919,555.40 |
| 8/9/23 | 5300000871 | WELLNESS BY WISHLIST INC | \$2,000.00 |
| 8/11/23 | 5300000872 | WELLNESS BY WISHLIST INC | \$24,353.16 |
| Total: | | | \$3,183,036.16 |



BUSINESS OF THE COMMISSION

Meeting Date: August 22, 2023

Agenda Item: 5A

TITLE

2024 Preliminary Budget – Report of Filing and Notice of Public Hearing

SUBMITTED FOR: Items for Individual Consideration

| | | |
|----------------------------------|-------------------|---|
| <u>Finance Division</u> | <u>Sarah Bond</u> | <u>8448</u> |
| <i>Department</i> | <i>Contact</i> | <i>Extension</i> |
| Date of Previous Briefing: _____ | | |
| Estimated Expenditure: _____ | | Presentation Planned <input type="checkbox"/> |

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 54.16.080 ... budget.

The Commission's budget considerations and Public Hearing will commence after delivery of the General Manager's Proposed 2024 Budget on Monday, October 2, 2023. The Public Hearing will be continued on November 7, 2023, and November 21, 2023. Adoption is scheduled for December 5, 2023. Notices of Public Hearing will be published on September 19 and 26, 2023.

List Attachments:

- Proposed Hearing Schedule
- Notice of Public Hearing

PROPOSED HEARING SCHEDULE

2024 BUDGET

PROPOSED DATES

PROPOSED ACTIVITY

August 22, 2023

Set Hearing Schedule for 2024 Budget

October 2, 2023¹

Public Hearing - deliver Proposed 2024 Budget to Commission. Continue hearing as necessary.

November 7, 2023

Continue public hearing

November 21, 2023

Continue public hearing – Discuss Proposed Budget Modifications

December 5, 2023

Public Hearing – Commission considers adoption of 2024 Budget

¹ Statute requires the Commission to hold a public hearing on the first Monday in October.

NOTICE OF PUBLIC HEARING
ON PROPOSED 2024 BUDGET

NOTICE IS HEREBY GIVEN that the proposed preliminary budget of Public Utility District No. 1 of Snohomish County, Washington, for the calendar year 2024 has been filed with the Commission of said Public Utility District No. 1 at its office at 2320 California Street, Everett, Washington, and may be examined there by requesting a copy from the Clerk of the Board.

FURTHER, MONDAY, OCTOBER 2, 2023, at the hour of 1:30 p.m., at 2320 California Street, Everett, Washington and/or at a publicly noticed video conference meeting, if appropriate, is set as the date, time, and place for said public hearing on the proposed budget, at which time any citizen may appear and be heard for or against the whole or any part thereof.

DATED this 22nd day of August 2023.

Rebecca Wolfe, President

Sidney Logan, Vice-President

Tanya Olson, Secretary

To be Published: September 19, 2023
 September 26, 2023



BUSINESS OF THE COMMISSION

Meeting Date: August 22, 2023

Agenda Item: 5B

TITLE

Consideration of a Resolution Amending District Water Utility Policies and Establishing Certain Charges for the Water Utility

SUBMITTED FOR: Items for Individual Consideration

| | | |
|----------------------------|-----------------------|---|
| Water Utility | <u>Brant Wood</u> | <u>3003</u> |
| <i>Department</i> | <i>Contact</i> | <i>Extension</i> |
| Date of Previous Briefing: | <u>August 8, 2023</u> | |
| Estimated Expenditure: | _____ | Presentation Planned <input type="checkbox"/> |

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)(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.

Water Resources staff has undertaken a review of and proposed amending several sections of the Water Policies and Procedures Manual for Administration of Water Services to add clarity and provide consistency with the Electric Utility policies.

The proposed modifications to the Water Policies and Procedures Manual include some general housekeeping changes to clarify policy language and ensure it is consistent with the electrical utility customer service policies. In addition the proposed changes update General Facilities Charge (GFC) and Developer System Charge (DSC) language with the ability to waive fees for customers transferring to a District water main that are currently connected to a municipal transmission main within the District’s water service area, eliminate the temporary termination of water service to accommodate customer extended absences or vacation, update the Satellite System Management program service application and review procedures outline to show

additional funding options and clarify how the District may take on a new water system, and update the DSC language and fees for a parcel subdivision up to two lots.

The attached resolution requests the adoption of the proposed policy and fee changes. If approved, the changes would become effective September 1, 2023.

List Attachments:

Resolution

Exhibit A - redlined

Exhibit B - redlined

Exhibit C - redlined

Exhibit D - redlined

Exhibit E - redlined

RESOLUTION NO. _____

A RESOLUTION Amending District Water Utility Policies and
Establishing Certain Charges for Water Utility

WHEREAS, the Board of Commissioners of Public Utility District No. 1 of Snohomish County, Washington (the “District”), from time to time has adopted, reviewed, and amended its Water Utility Policies, and fees and charges for its water system to accommodate changing circumstances and District needs, and to improve customer service; and

WHEREAS, the District has full and exclusive authority under RCW 54.16.030 to regulate and control the use, distribution and price of its water utility services, and has the power and obligation under RCW 54.24.080 to establish, maintain, and collect rates or charges for water and other services supplied by the District which shall be fair, nondiscriminatory, and adequate to provide revenues sufficient for payment of its lawful obligations to fund its planned improvements, and to provide quality water service to its existing and new water service customers; and

WHEREAS, Resolution No. 4848 delegates to the District’s General Manager broad authority to establish certain policies and regulations relating to water service, but reserves in the District’s Commission the authority to establish the general terms, conditions and policies for water service provided by the District, and the rates, charges, and fees set forth in Appendix B, of the District’s Policies and Procedures Manual for Administration of Water Services, as it may be amended from time to time; and

WHEREAS, staff has undertaken a review of the Policies and Procedures Manual and is recommends revisions that implement housekeeping and other minor clarifications and changes throughout Sections 1-4, which revisions are shown in the attached Exhibits “A” through “E”; and

WHEREAS, staff recommends an update to the General Facilities Charge (GFC) and Developer System Charge (DSC) provisions including limited discretion to waive fees for customers transferring to a District water main that are currently connected to a municipal transmission main within the District water service area, which recommendations are shown in Exhibit B; and

WHEREAS, staff also recommends an update to eliminate the temporary termination of water service to accommodate customer extended absences or vacation, which recommendations are shown in Exhibit B; and

WHEREAS, staff also recommends removal of Discount program language from the Policy and Procedure Manual and adding language directing customers to the District website for the most current Discount program information, which recommendations are shown in Exhibit B; and

WHEREAS, staff also recommends an update to the Satellite System Management program service application and review procedures outline to show additional funding options and more clearly state how the District may take on a new water system, which recommendations are shown in Exhibit D; and

WHEREAS, staff also recommends an update to the DSC language and fees for a parcel subdivision up to two lots, which recommendations are shown in Exhibit E; and

WHEREAS, the Board of Commissioners has considered the proposed revisions in a public meeting on December 20, 2022, August 8, 2023, and August 22, 2023; and

WHEREAS, having considered the information provided and the recommendations of staff, the Commission finds the proposed revisions to the District's Policies and Procedures

Manual for Administration of Water Service as set forth in the attached Exhibits “A” through “E” are reasonable and appropriate, and in the best interests of the District and its customers.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Public Utility District No. 1 of Snohomish County, that effective September 1, 2023, the District’s Policies and Procedures Manual for Administration of Water Services shall be amended as set forth in Exhibits “A” through “E,” incorporated herein by this reference.

PASSED AND APPROVED this 22nd day of August 2023.

President

Vice-President

Secretary

Section 1

Introduction

1.1 Goal

~~Snohomish County~~ Public Utility District No. 1 of Snohomish County (the “District”) has developed this Policies and Procedures Manual to provide a helpful guide to water services for customers, the building trades, and the employees and representatives of the District. The goal of the District's Water Utility is to provide safe and reliable service to all District water customers at the most economical cost possible. In pursuing this goal, the District's guiding principles include the following:

- (a) The District will endeavor to provide potable drinking water at flows and pressures meeting applicable regulations to all customers of the District.
- (b) The priorities of the ~~Snohomish County PUDD~~ District's Water Utility are established as follows: first, emergencies; second, maintenance and operation; and third, new service installations.
- (c) The District will promote water conservation as an ethic to be incorporated in all practices where it is reasonably practicable and cost-effective. The District may require conservation practices be utilized when necessary to preserve available resources and the environment.
- (d) The District shall endeavor to provide all ~~of~~ its customers with high-quality, courteous service in all ~~of~~ its activities.

1.2 Related Policies

The District's function is not to plan land uses within its boundaries, but to respond to land uses planned for Snohomish County under the applicable land use plan. The District's facilities, their encumbrances and their impact on the community will not be used as tools for implementing changes in the character or timing of planned land uses.

The District has prepared and the Washington [State](#) Department of Health (“DOH”) has approved a Water System Plan (“Plan”) for the District's service area. This Plan projects service area needs over a 20-year time frame [consistent with local county and city comprehensive land use plans and policies](#). The District's capital improvement program and incremental extensions and improvements to the District's system must be consistent with the Plan, as updated from time to time, whether ~~they~~[such extensions and improvements](#) are carried out by the District or a third party.

Decisions on system extension, pipeline capacity, looping, etc. ~~will be~~ guided by the Plan. The [Assistant General Manager \(“AGM”\)](#) will, at ~~his/her~~[their](#) discretion, determine the extent to which capital improvements are for the purposes of transmission or other general system needs; which are for the purposes of distribution within an area of the District; and which are for the sole benefit of a single subdivision or development. When new developments are proposed, the District may require the Applicant to dedicate permanent utility easements for installation of water pipelines and other facilities in order to facilitate construction of the overall District system in accordance with the Plan. The District's share of the cost of new facilities will be determined by this Manual and by the ~~Assistant General Manager~~[AGM](#).

1.3 Scope of Manual

This Manual outlines the policies and procedures to be applied by District staff in providing water service to individual properties served by the District, managing extension and improvement of the District's water distribution facilities, and providing service to satellite water systems owned or operated by the District. Nothing in this Manual shall be interpreted to apply to District actions with regard to provision of electrical or other utility services besides water.

1.4 Application of Policies and Procedures

In specific instances, the [Assistant General Manager](#)~~AGM~~ may, at ~~his/her~~[their](#) discretion, waive or modify the application of the policies and procedures described herein, including the application of standard fees and charges, provided that such waiver or modification allows for more effective or efficient achievement of District strategic initiatives, goals, objectives, and overall policies.

In cases where such waiver or modification involves a significant cost, or where its relationship to existing policies is not clear, the AGM must report any waivers or modifications to the Board of Commissioners (“Board”) within the next two regularly scheduled meetings of the Board.

If authorized by the Board ~~of Commissioners~~, specific fees and charges may be adjusted for inflation automatically on an annual basis. Other adjustments to the magnitude of standard fees and charges may be made only upon authorization by the Board ~~of Commissioners~~.

1.5 Revision

These Policies and Procedures cancel and supersede all previous Service Policies. They may be revised, supplemented or otherwise modified only by action of the ~~Snohomish County PUD Board of Commissioners~~; except in an emergency situation the AGM may make such reasonable modifications as he/she deems necessary; provided, however, such modifications are reported to and ratified by the ~~Commission Board~~ within the next two regularly scheduled meetings of the ~~Commission Board~~.

1.6 Conflict

In case of conflict between this Policy and Procedures Manual and the provisions of any resolution of the Board of Commissioners, rate schedule, or special contract, the provisions of the resolution, rate schedule, or special contract shall apply.

1.7 Saving Clause

If any clause, sentence, paragraph, section, or portion of these Policies and Procedures, for any reason shall be adjudged invalid by a court of competent jurisdiction, such judgment shall not affect, impair, or invalidate the remainder.

1.8 Definitions

The following terms wherever used in this Policies and Procedures Manual, the District's rate schedules, and in any application or agreement for water service, shall have the following meanings, unless otherwise clearly stated:

1.8.1 Applicant

Any individual person, property owner, builder, or developer who is proposing a main extension and will be responsible for its financing.

1.8.2 Assistant General Manager (AGM)

The District's Assistant General Manager, ~~for Water, Generation & Corporate Services Water Utility~~, herein referred to as "AGM."

1.8.3 Customer

Any individual person, firm, or organization who purchases water service, or is legally responsible for the purchase or payment for water service, at one or more locations from a Water Utility System under one or more rate classifications, contracts, or schedules.

1.8.4 Distribution System Charge (DSC)

That charge levied by the District and payable by all ~~New-new~~ Customers connecting to a District-installed water main extension, or a water main extension constructed by a third-party with title thereto transferred to the District, when such ~~n~~New Customers have not contributed to the cost of the extension either through an ~~a~~ Local Utility District ("LUD") assessment, other charge imposed by District policy, or through purchase of property to be served by the water main extension. The DSC also applies to ~~n~~New Customers within satellite systems in cases where the conditions for District acquisition of the system include payment of the DSC.

1.8.5 District

Public Utility District No. 1 of Snohomish County.

1.8.6 Equivalent Residential Unit ("ERU")

The volume of water demand and use deemed by the District to be characteristic of a single-family residential unit, which shall equal an average water consumption of 800 cubic feet (one cubic foot is equal to 7.48 gallons) per month and 27.0 cubic feet per day. The "ERU" shall be used as the method of comparing anticipated water demand and usage characteristics of multi-family residential users and non-residential water users (such as schools, businesses, parks, manufacturing companies, etc.) to that of the single-family residential unit described in this subsection.

The ERU determinations for different customer classes and meter sizes are shown in Appendix B.

1.8.7 General Facilities Charge (GFC)

That charge levied by the District per ERU, payable to the District, and representing a ~~N~~New Customer's proportionate share of costs the District incurs in construction or acquisition of water system general facilities, (i.e., source, storage, treatment, and transmission facilities); required to support the addition of the ~~n~~New Customers and other ~~New-new~~ Customers projected by the District to be added to its water systems under the District's current Water System Plan.

1.8.8 Interim Connection

Connection to a District main, for the purposes of establishing interim water service.

1.8.9 Interim Water Service

Water service provided on a long-term basis to a property that does not abut a District main (See Section 3.6).

1.8.10 New Customer

Any New Customer attaching to the District's water system where no attachment has previously existed, requesting additional attachments to such system, or adding to the number of "equivalent residential units" served through an existing water service attachment to the District's water system.

1.8.11 Point of Delivery

That point, usually on the customer's premises and adjacent to the District's meter (or other agreed point), where the customer's water pipe is connected to the District's supply.

1.8.12 Service Connection Charges (SCC)

Those charges levied by the District and payable by a n~~New~~ Customer to reimburse the District's cost of installing all or a portion of that New~~new~~ Customer's water service, including the water meter, from the distribution main to that customer's private service line. (This charge may be included as a part of the applicable assessment for New~~new~~ Customers attaching to the District's water system as a part of an LUD formation and construction.)

1.8.13 Standard Specifications

Appendix A to this Policies and Procedures Manual, setting forth all of the District's standards and specifications for design and construction of water facilities.

1.8.14 Temporary Water Service

Metered water service provided on a short-term, temporary basis to a fixed site (e.g., a construction site). Includes water service supplied through a District main or a fire hydrant designated by the District and equipped with a separate construction fill station installed for this purpose.

1.8.15 Water Consumption

Water delivered at the point of delivery, measured in cubic feet.

1.8.16 Water Main Extension

Any District-owned water main or water main extension constructed by a third party with title thereto transferred or to be transferred to the District which, at the time of installation, is installed adjacent to, or to serve, properties which were not previously ~~adjacent to, or~~ served by, a District-owned water main.

1.8.17 Water Service

The availability of water at the point of delivery for use by the customer, irrespective of whether water is actually used.

Section 2

General Terms, Conditions and Policies for Water Service

2.1 General Provisions

2.1.1 Scope

Section 2 of this Policies and Procedures Manual provides the General Terms, Conditions, and Policies for furnishing and receiving water service. These terms, conditions and policies are a part of all proposals, offers, agreements, and contracts for furnishing and receiving water service relating to the District. A copy of this document shall be available for public inspection during regular District business hours at the District's Water Operations Facility at 3301 Old Hartford Road, Lake Stevens, WA.

2.2 Initiating and Terminating Service

2.2.1 Service Application or Contract

- (a) Each ~~New~~new Customer desiring water service must make application, furnish proof of identity as required by federal regulation within a reasonable timeframe, and may be required to sign an application form or contract prior to service connection.

Application for water service may be made at the District's Water Operations Facility at 3301 Old Hartford Road, Lake Stevens.

- (b) The District may, in some circumstances, accept application for service from a second party, with the understanding that the first party will sign an application within fifteen (15) days. Such second party shall be responsible for payment of services unless and until an appropriate written and signed service application is made by the first party and accepted by the District for the entire service period.
- (c) All New Customers are to be informed, at the time of application, of connection fees and of any additional charges for services after regular service hours. Any claimed or actual failure to inform shall not, however, relieve the ~~New~~new Customer of any such fees or charges.

- (d) Large industrial or commercial contracts may be written on a special form and shall contain such provisions and stipulations as may be necessary or desirable to protect the interests of both the District and the Customer.

2.2.2 Agreement

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 is conditioned upon the District's verification of the Customer's identity.

2.2.3 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 all applicable water service rates and charges during this period and until a tenant assumes responsibility for water service under these policies.

2.2.4 Initiation of Service

- (a) Service will be initiated when the eCustomer has met all District requirements and submitted:
- Proper application.
 - Valid service and mailing address(es).
 - Payments as required on outstanding accounts.
 - Payment of all applicable fees.
- (b) When new installations, conversions or upgrades of District facilities are required to provide service, requirements will vary as follows:

Newly constructed or upgraded services will require appropriate evidence of state, city or county plumbing inspection, if requested by the District.

The District may, at its option, require the presence of a responsible adult in the building at the time the water is turned on. If required, and arrangements are made to have such adult present at a predetermined time, and if such person is not present, the District, at its option, may charge a fee commensurate with that listed in the District's Schedule of Charges and Fees to arrange a subsequent time to turn on the water. Only assigned District personnel may initiate a water service connection.

2.2.5 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 plumbing codes.
 - Failure to pay fees or deposits.
 - Theft or illegal diversion of water.
 - Customer system leaks of which the District becomes aware and which cause or may result in significant water loss and/or property damage.
 - No one assumes responsibility for service.
 - Failure to pay water charges when due.
 - A chargeback of a credit/debit transaction that was received for payment after a disconnection notice was sent.
 - A check that was received for payment after a disconnection notice was given is dishonored.

The District may also refuse or disconnect water service used in a manner that is seriously detrimental to the service being rendered to other Customers as further described in Sections 2.3.5 and 2.3.16.

- (b) When disconnection occurs, 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, the notice will be left on the premises.
- (c) Disconnection of service does not release a Customer from any obligation to the District, including ongoing customer charges and capital surcharges.
- (d) Service will not be disconnected without a disconnect notice for non-payment of bills unless.
- No one has assumed responsibility to pay for the services, or
 - A check received for the payment of services after a disconnect notice has been given is dishonored.
 - A chargeback of a credit/debit transaction that was received for payment after a disconnection notice was sent.

- (f) While an appeal is pending, at the District's discretion, termination of service may be implemented by locking meter isolation valves or physical disconnection as the District may choose.

2.2.6 Reconnection

When service is disconnected for noncompliance with service requirements or regulations, nonpayment 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 Appendix B, Table B-10).

Only authorized District personnel may initiate and turn-on service to a water service connection. Appropriate charges, as specified in Appendix B, for turning on or reconnecting service will be assessed as applicable.

2.2.7 Termination of Service by a Customer

Except as may be otherwise provided for by a special contract or agreement with the District, when a change of occupancy or of legal responsibility takes place for water service to any premise being served by the District, the Customer may terminate service by notification in person, by telephone or in writing to the District within a reasonable time prior to such change. The outgoing Customer may be held responsible for all service supplied to the date notification is received by the District. The District reserves the right to read the meter(s) for a final bill within a one-week period from the date of notification to terminate. ~~_, and such reading(s) may be adjusted for consumption, if any, used by subsequent customer(s).~~ The final reading may be estimated ~~by mutual consent of the customer and the District from previous meter readings and historical consumption, if a final reading is not obtained.~~ Under some circumstances the District may, at its option, require written authorization from the Customer paying for water service before discontinuing such water service.

Water service will not be terminated on a temporary basis unless there is a change in occupancy or legal responsibility. As an example, the District will not allow temporary termination of water service to accommodate extended absences or vacation. Due to the District's ongoing need to maintain the water system infrastructure the customer will at all times, absent change of occupancy or legal responsibility as described above, be responsible for the monthly customer charge and any applicable capital rate surcharges.

Permanent termination of water service at the written request of the legal Owner of the property shall require the physical removal of the water service at the Owner's

cost. Such termination is irrevocable, and Owner shall pay all fees associated with a new service installation; if they desire water service in the future.

2.2.8 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.

2.3 Service and Equipment Requirements

2.3.1 Customer Facilities

(a) Plumbing and Equipment: The Customer shall install, own and maintain all plumbing and equipment beyond the delivery point, except meters and special facilities installed or furnished by the District. The eCustomer's plumbing is to conform to:

- District's service requirements and regulations.
- Applicable municipal, county or state requirements.
- Accepted modern standards as set forth in the Uniform Plumbing Code (Current Edition).

2.3.2 Requirement of Adjacency to District Main

In order to be served by the District's water system, the Customer's property must lie adjacent to a District water main. If the Customer desires water service, and if the Customer's property lies remote from a suitable District main, the Customer shall be required to extend the main through or past to the point of the farthest property his/her property corner paralleling the proposed main extension and pay for all costs associated with the main extension.

The AGM, or his/her/their designee, shall have the authority to waive the requirement of adjacency to a District main when the District deems it to be in the best interests of the District to do so.

2.3.3 Placement of Service Equipment

- (a) It is preferable that water services not be over 300 feet from the meter to the point of use in order to maintain adequate pressure. Services over 300 feet in length are permitted; however, the District will not guarantee adequate pressure for these services.
- (b) The Ceustomer's service pipe shall be extended eighteen (18) inches beyond the meter. The water service pipe shall be installed at a location mutually agreeable between the District and Ceustomer. The District will install the meter, meter box, and tailpiece assembly.
- (c) C Private service lines shall not cross other parcels, nor shall they be constructed in public rights-of-way or in private rights-of-way solely dedicated to another property without the express approval of the AGM or his/her/their designee.
- (d) C Evidence of permission to make such crossings shall be provided to the District at the time of application.
- (e) C District and all necessary permits, easements or other authorization shall be obtained at Ceustomer expense.

2.3.4 Responsibility for Maintenance

The District is responsible for maintaining its facilities and equipment to the point of delivery. The Ceustomer owns and maintains equipment beyond the point of delivery (see Subsection 1.8.11). The District's responsibility and liability for maintaining District-owned pressure reducing valves provided for individual homes shall be limited to replacement of the device upon failure.

2.3.5 Safeguard of District Facilities

The Ceustomer shall provide space for, and exercise ~~proper care~~ reasonable care to protect any of the District's facilities on the Ceustomer's premises. This shall include meters and other facilities installed by and remaining the property of the District. Any person knowingly and maliciously damaging or tampering with District meters and other equipment, reconnecting a previously disconnected meter for the purpose of restoring utility service or tampering with any District equipment with the intent of defrauding or illegally diverting utility service may be prosecuted by the District in accordance with RCW 9A.56. In addition, in the event of unauthorized connection, and loss or damage to the District's property, the District may collect from the Ceustomer or responsible party, the charge for estimated unmetered water, the cost of facility repairs and replacement, administrative costs, attorneys' fees, and other costs authorized or awarded pursuant to RCW 80.28.240. The District shall also bill the Ceustomer for reasonable administrative

costs that shall include all time and expense by District personnel to resolve the situation. This charge will be in addition to the charge for estimated unmetered water.

- (a) The District may refuse service or disconnect service to Ccustomers 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 defects or negligence:
- By the Customer beyond the point of delivery, or
 - In the Customer's installation, facilities, or equipment.
- (b) When an individual's action might endanger District property or interrupt water service, the District may direct a crew or serviceperson to standby. Cost for this service may be charged to the party responsible for the situation.
- (c) C 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 loss of unmetered water. However, if a District employee is at the site and approves the method and work, the charge to the Customer may be modified or waived.

2.3.6 Access to Premises

- (a) The Customer is to provide District representatives with safe, clear access and entry to Customer premises for service-related work. The District's facilities must remain unobstructed and accessible at all reasonable times so the District may:
- Install, inspect, maintain or remove equipment or plumbing.
 - Read, connect, disconnect or inspect metering devices.
 - Inspect Customer-owned cross-connection control devices.
 - Inspect all Customer water facilities to ensure there are no cross-connections. At any time a cross-connection is discovered, and it is not immediately remedied by the Customer, the District reserves the right to terminate water service to the Customer until such cross-connection is removed.
- (b) For locked District equipment, the Customer will provide the District with an access key or the combination to the lock. ~~When necessary for customer convenience, the District may install an accessible key box, for which the customer will be charged a standard fee (see Appendix B, Table B-10).~~

- (c) The Customer shall provide space and protection for District facilities on the Customer's premises, including meters, and other equipment installed by and belonging to the District.
- (d) Although the Customer is responsible at all times for maintaining Customer-owned equipment, the District may inspect Customer equipment before or after service connection.

However, such inspection, or lack of inspection, shall not be construed as placing upon the District any responsibility for the condition, or maintenance of the Customer's plumbing; nor does it guarantee the absence of cross-connections in the Customer's service.

2.3.7 Separate Service for Each Lot, Property, or Residence

Each lot, property, or residence will be required to have a separate water service, except as provided for in this subsection. Customers shall not extend a service line to an additional residence without the written consent of the District.

- (a) Each multi-family residential structure may be served by either a joint meter or individual meters for each unit, at the option of the property Owner.
- (b) Commercial, industrial, institutional, or governmental Customers with facilities occupying multiple lots or structures under a single ownership, may be served by either joint meters or individual meters for each structure, at the option of the ~~owner~~Owner.
- (c) Multi-tenant commercial, industrial, institutional, or governmental properties or structures may be served by either joint meters or individual meters for each tenant, at the option of the ~~owner~~Owner.
- (d) A single meter may serve multiple residential lots or properties if the District approved such an arrangement in advance and the Customer has all necessary authorization to operate a public water system.
- (e) One meter may be used to provide water service to separate, ~~non-rented~~accessory, and primarily non-commercial structures on the same property, if they conform to applicable local county and applicable zoning and applicable county and/or city regulations.

If joint metering is used, the Customer shall be the property ~~owner~~Owner. The property ~~owner~~Owner shall be responsible for the entire billing unless one tenant agrees in writing to assume the entire bill.

2.3.8 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.

The Customer will be responsible for purchasing and installing any additional meters desired for Customer purposes, and for placing such meters on the Customer side of the District meter. Such meters shall be as approved in advance by the District, and shall be installed at the Customer's sole expense, and in a manner and location as approved by the District.

The builder of a multiple-unit complex is required to permanently and accurately number meters and corresponding building units.

2.3.9 Meter Testing

The District will, at its own expense, inspect and test its meters as required to ensure a high standard of accuracy. Additional tests at the Customer's request will be made; and if the meter is found to register within two (2) percent of accuracy, the District may charge a test fee (see Appendix B, Table B-10) for all such tests made at intervals more frequent than once in three (3) years. If the meter is found to register in excess of two (2) percent, fast or slow, the District will pay for the testing and may adjust the Customer's billing for the known or assumed period of error, not to exceed the previous six (6) months.

2.3.10 Pressure Reducing Valves

Pressure reducing valves (PRVs) serve to protect Customers' plumbing and appliances from damage due to high water pressure. A PRV should be installed when the District determines that water pressure at a service location exceeds 80 pounds per square inch (psi). The following conditions shall determine how the installation is performed:

For pressures greater than 80 psi, the Customer may select one of the following options:

- At the time the meter is installed, the District will install a PRV on the District side of the meter, for a one-time set fee (see Appendix B, Table B-1). After the PRV is installed, the District will be responsible for its repair and/or replacement at no additional cost to the Customer, subject to the limitation set forth in Section 2.3.4. However, if the Customer does not request the District to install a PRV at the time of meter installation, and later requests the District to install a PRV, the full cost of installation will be charged to the Customer, rather than the set fee.

- ❑ The Customer may install his/her/their own PRV, or have a plumber install it, on the Customer side of the meter, at the Customer's expense. In this case, the property ~~owner~~Owner will be responsible for maintenance, repair or replacement of the PRV.

2.3.11 Booster Facilities

The District may boost service pressure via a Customer-owned and maintained individual booster pump housed in a suitable location on the Customer's property. This method of service shall only be considered in limited circumstances where: 1) a positive pressure of 30 psi cannot be provided during peak hourly design conditions; 2) a multiple ~~e~~Customer booster facility is not feasible; and, 3) where the Customer is located in close proximity to a storage reservoir that will provide positive pressure to the suction side of the individual booster during peak hourly demand flow and fire flow conditions. If these conditions are met, service shall be conditioned upon agreement to pay a Boosted Minimum Charge (see Appendix B, Table B-6) in addition to other applicable service charges. The property ~~owner~~Owner shall provide a suitable location, power supply, and suction/discharge piping in accordance with the District's Standards and Specifications. In addition, the Customer shall sign a Boosted Service Agreement which outlines the terms and conditions of such service.

This section does not apply to design of water systems for new developments.

2.3.12 Cross-Connection Prevention

Cross-connections between the District's water service and any other source of water are prohibited, unless authorized by the District in combination with the use of a backflow-prevention assembly. Service connections and individual Customer plumbing systems shall be constructed and maintained so as to prevent backflow of potentially contaminated water into a potable water system. The control or elimination of cross-connections shall be in accordance with the provisions of WAC 246-290-490, as modified from time to time.

The District reserves the right to inspect all Customer water facilities to ensure that no cross-connections exist, in accordance with District policies on access to premises (see Section 2.3.6). At any time an unauthorized cross-connection is discovered and it is not immediately eliminated, that water service will be terminated until the cross-connection is eliminated.

2.3.13 Backflow-Prevention Assemblies

The District may, at its sole discretion, permit or require a Customer to install a backflow-prevention assembly on the Customer's plumbing system or service connection.

Customers required to install backflow-prevention assemblies include, but are not limited to, those who:

- (a) operate commercial or residential fire sprinkler systems connected to their plumbing;
- (b) operate an irrigation system connected to their plumbing;
- (c) maintain cross-connections of their water system with air-conditioning systems, medical equipment, or other devices or processes where chemicals, micro-organisms, or other objectionable substances may be drawn into the water system;
- (d) own or maintain systems that, in the judgment of the AGM or his/her/their designee, compromise the health and safety of other users of the District's water system.

The entire cost of installing a backflow-prevention assembly shall be borne by the Customer, and the assembly shall remain in the Customer's ownership and as the Customer's responsibility.

Periodic inspections, testing, and repairs of backflow-prevention assemblies, as required by WAC 246-290-490, shall be arranged by Customers at their own expense, using firms or individuals who are licensed cross-connection control specialists. A signed copy of the inspector's completed report shall be provided to the District to confirm that assemblies are operating in a satisfactory manner.

Inadequate maintenance of a backflow-prevention assembly or failure to perform the required periodic inspection and testing shall be grounds for termination of water service.

2.3.14 Relocation and Abandonment of Delivery Points

- (a) A Customer's delivery point may be relocated at the Customer's request, subject to advance payment of the estimated cost of relocating the District's service pipe, meter and other facilities, which includes a Meter Abandonment Fee to cover the cost of removing the existing meter connection and disconnecting the service at the District's main and a Service Connection Charge for the installation of a new meter and other facilities or equipment necessary to connect to the District's main at the new location. These costs are described in Appendix B, (Tables B-1 and B-10). The Customer shall be responsible for relocation of the service line to the new location. The District will disconnect the old service at the meter and connect the new service.

The District may reduce the costs to be charged to the Customer for relocating any of the District's facilities, as requested by the Customer, to the extent that such relocations may benefit the District. In determining the amount of such reduction,

the District will give consideration to the remaining physical life of facilities or equipment replaced, the improvement to the system operations, and any increased revenue that will accrue to the District as a result of such relocations.

- (b) An existing delivery point may be abandoned and removed at the Customer's request. Abandonment typically occurs when a delivery point is relocated, but may also be requested where a Customer wishes to remove redundant service points on the Customer's property. Abandonment of a delivery point at the request of a Customer is subject to advance payment of the estimated cost of removing the meter, the District's service pipe, and other facilities and to disconnect the service at the District's main. The cost of abandonment is described in Appendix B, (Table B-10), as a Meter Abandonment Fee.
- (c) When a Customer requests District relocation or abandonment of delivery points, the District will prepare a project cost estimate for the total cost of all labor, materials, tools, equipment, transportation and permits to complete the work. After the Customer remits payment, the District will schedule and install the work. When the work is complete, the Customer will be billed the increased difference or credited the decreased difference between the project cost estimate and the actual project cost.

2.3.15 Resale

Customers may resell water only with prior, written District authorization. Rates charged may not exceed rates the District charges for similar service; provided that the prohibitions in this Section shall not apply when resale is pursuant to the terms of a valid wholesale agreement entered with the District.

2.3.16 System Disturbances

Water service shall not be utilized in such a manner as to cause severe disturbances or pressure fluctuations to other Customers of the District. If any Customer uses equipment that is detrimental to the service of other Customers of the District, the District may require the Customer to install, at ~~his/her~~their own expense, equipment to control such disturbances or fluctuations.

2.3.17 Freezing

It shall be the Customer's responsibility to protect from freezing all piping, fixtures and appurtenances on the eCustomer's side of the point of delivery. Any damage resulting from freezing shall be considered the responsibility of the Customer.

2.3.18 Interruption of Service

- (a) It is the District's intent to provide adequate and continuous service with minimum interruption. However, the District:
- does not guarantee against occasional curtailment or failure of water service;
 - shall not be liable for resulting injury, loss, or damage; and
 - shall not be considered in breach of contract for temporary interruption of service.
- (b) Repairs or improvements to facilities requiring temporary service interruption occur occasionally. They will be expedited and timed to minimize Ceustomer inconvenience. When possible, a preceding notice will be sent to the Ceustomer.
- (c) If the Ceustomer's water service fails, the Ceustomer shall endeavor to determine if the cause is on the District's side or the Ceustomer's side of the meter.

When the District responds to a Ceustomer call after service hours, and the problem is found to be with Ceustomer equipment, the District will make no repairs. The Ceustomer ~~will~~may be charged a set fee for such response (see Appendix B, Table B-10).

2.3.19 Additional Water Supply

A Ceustomer desiring a District change in the capacity of its service connection and meter to supply increased quantities of water shall notify the District sufficiently in advance so that the District may, if determined by it to be economically feasible, provide the facilities required to supply increased quantities of water. The Ceustomer shall pay in advance the cost of any such facilities.

2.3.20 District Representation by Employees

Except as specifically authorized in these policies and regulations, no promise, agreement or representation of any employee or agent of the District, with reference to the furnishing of water service by the District, shall be binding on the District, and in no event shall the same be binding on the District unless the same shall be in writing signed by the AGM or ~~his/her~~their designee.

No inspector, agent or employee of the District may ask, demand, receive or accept any personal compensation for any service rendered to a Ceustomer in connection with supplying or furnishing water service by the District.

2.4 Meter Reading, Billing, Payment and Collections

2.4.1 Meter Reading

- (a) Meters will be read ~~on monthly or bimonthly cycles at District option,~~ and routinely at regular intervals within a five-day variance. The District may alter or reroute its meter reading and billing cycle dates when such alteration or rerouting is in the best interest of the District.
- (b) Opening or closing readings may be prorated or interpolated.
- (c) Special meters may be installed on any account when the nature of the Ceustomer's equipment and operation so indicates for correct rate schedule application and/or Ceustomer service improvement.

2.4.2 Multiple Delivery Points

The rates of the District are based upon the supply of service to the entire premises through a single delivery and metering point. Separate supply for the same Ceustomer at other points will be separately metered and billed. Unless otherwise specified in a contract, the District will not totalize metering of separate points of supply or services.

2.4.3 Billing

Bills and/or notifications will be sent to the mailing address and/or email address furnished by the Ceustomer. Failure to receive a bill will not release the Ceustomer from the obligation to pay for services provided in a timely manner.

Bills will be issued monthly ~~or bimonthly, depending on the reading cycle or assigned payment plan~~ and generally will be based on exact meter readings. Bills may be estimated when:

- Meter is not accessible to meter reader;
- Meter is under snow or water;
- Meter malfunctions; and/or
- Other circumstances beyond the District's control interfere with meter reading.

In the event that bills are estimated, an adjustment will be made at the time of the next regular billing that is based on an actual meter reading.

The District will send bills, notices and related information by first class mail and/or will send email or email notification to Ceustomers 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., SnoPAY).~~ If Ceustomers do not provide proper mailing

addresses and/or email addresses or a means of receiving mail, their service will be subject to disconnection.

2.4.4 Payments

The eCustomer's obligation to pay a bill accrues on the date the bill is issued. Payment is due by the due date on the bill. Payments will be considered made when received at the District office. Payments are to be accompanied by a billing remittance slip or account number.

2.4.5 Payment Plans

Customers may have an opportunity to keep water service accounts current through optional payment programs pending review of the eCustomer's payment history. Residential eCustomers shall have the option of a budget billing payment plan.

2.4.6 Adjustments

Pursuant to Resolution No. 4860 adopted by the ~~Snohomish PUD~~ Board of Commissioners on July 13, 1999, ~~and~~ updated by Resolution No. 5647 adopted on October 22, 2013, ~~and updated by Resolution No. xxxx adopted on August xx, 2023~~ certain ~~Water Utility~~ ~~the Water Utility District's~~ ~~Staff listed below~~ staff have authority to grant adjustments ~~if they determine~~ that the cost of continuing to deny the Customer's request substantially exceeds the amount in dispute and results in reduced Customer satisfaction.

Authority Levels:

| | |
|---|--|
| AGM | Up to \$500 each occurrence |
| Senior Manager, Customer Accounting | Up to \$250 each occurrence |
| Senior Manager, Customer Experience | Up to \$250 each occurrence |
| Manager, Water Utility Business Services | Up to \$100 each occurrence |
| Water Utility Sr. Managers | Up to \$100 each occurrence |
| Water Utility Associate | Up to \$20 each occurrence |
| Water Utility Administrator | Up to \$40 each occurrence |
| Water Services Liaison | Up to \$50 each occurrence |

- (a) In the case of incorrect application of rates, stuck meters, or clerical errors, retroactive billings will be made for the previous ~~six (6) billings on monthly billed accounts~~ ~~three~~

~~(3) years or the Customer's move in date, whichever period is less, or three (3) billings on bimonthly-billed accounts.~~ In the case of billing to the wrong eCustomer due to meter misidentification, adjustments will be made three (3) years back or the Customer's move in date whichever period is less.

Municipal Tax (debit or credit) will be adjusted back when incorrect tax codes are identified, for a maximum of six (6) months for the current Customer.

A final balance (debit or credit) of less than five dollars (\$5) may be ~~routinely~~ written off by the District.

-When it has been determined that a Customer has received unmetered service or when the Customer has caused the service furnished to be improperly or inaccurately metered, the District may render bills for such service based upon its reasonable estimate of the service actually furnished for the full period during which the service was unmetered or improperly metered, ~~or as provided in Section 2.3.9.~~ However, in those cases where the premises have been remodeled resulting in a situation whereby more than one Customer is served by one meter, no adjustments will be made and the ~~account customer~~ Owner of the premises shall be required to assume responsibility for the billing effective the last regular reading date unless another person agrees in writing to assume full responsibility for the billing.

(b) Leak Adjustments are available for single-family residential Customers only. A single-family Customer may be eligible for a water bill adjustment in the event of a loss of water through abnormal conditions when the cause is deemed by the District to have been undetectable and not resulting from a lack of normal maintenance by the Customer. No adjustments of water charges shall be made ~~in water charges~~ for losses resulting from Customer negligence, improper operation of plumbing by the Customer, and/or failure of the Customer's plumbing system. The section of service line qualifying for a potential leak adjustment is between the point of delivery at the meter box and the house or facility. Taps off the service line, and any leaks resulting from such taps (e.g., but not limited to, irrigation, swimming pools, outdoor hose bibs), ~~are~~ would not be eligible. The date that qualifies as "official notification" of a leak varies depending upon the circumstances.

- (1) If a District employee identifies a potential leak, written notification will be mailed to the eCustomer. A door hanger may also be left in a prominent place at the residence. The date of the letter will serve as the "official notification" date.
- (2) If the Customer contacts the District regarding the possibility of a leak, a visit to the site address will be initiated. Upon verification of a qualifying

leak, a letter will be mailed to the Customer. The date of the letter will serve as the “official notification” date.

Once a leak has been identified, the Customer will be provided with a ten (10) day period to conduct the repairs.

The District will adjust by fifty percent (50%) the charge for the excess amount of water used during the eligible time frame for a qualifying leak that has been repaired. The eligible time frame for account adjustments will consist of: (a) the ten (10) day period allotted for repairs, regardless of how long the repair actually takes; (b) the period from the “official notification” date back to the beginning of the current billing period; and (c) a limited number of previous billing periods if the District determines that there was an excess amount of water use attributable to a qualifying leak, provided that retroactive adjustments under this subsection will not exceed the previous six (6) billings on monthly billed accounts, ~~or three (3) billings on bimonthly billed accounts and must be approved by a Water Utility Senior Manager.~~

The methodology for determining excess amount of water over normal consumption will be determined by the previous years’ history for an existing Customer; an average use of 800 cubic feet per month will be used as the “normal use” base for new Customers or Customers without sufficient consumption history.

A Customer is eligible for one leak adjustment per twelve (12) consecutive months, from the time of a previous leak adjustment. Additional adjustments may be provided if, in the District’s opinion, a good faith effort was made by the Customer to repair the leak and new circumstances have caused further leaking.

The AGM or ~~his/her~~their designee will be responsible and accountable for authorizing adjustments.

No adjustment shall be made in the water billing that is caused by freezing.

2.4.7 Late Payment Charges

A late payment fee may be assessed on all accounts that have an unpaid balance ~~no sooner than thirty (30) days after the billing date~~after the due date. (See Appendix B, Table B-10).

2.4.8 Disconnect Notices

- (a) Disconnect Notices will be mailed no sooner than thirty-one (31) days after the original billing date. The notice will be for arrears only and a disconnection fee may be charged for credit disconnection.

- (b) A brochure explaining credit, disconnect policies and Ceustomers' rights and remedies, will accompany each Disconnect Notice on all accounts.
- ~~(c) A fee may be charged when a field collection call is required and no disconnection is made. (See Appendix B, Table B-10)~~
- ~~(c)~~(d) 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 Ceustomer has appealed the action.
- ~~(e)~~(d) 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.

2.4.9 Collection

While considering individual Ceustomer needs, the District is obligated to make prudent collections. Reasonable collection methods will be used, including disconnection of service, collection agency assignment, or lawsuit.

- (a) Undercharges/Overcharges: The District will, within one (1) 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 (3) 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 District error, for water utility services that the District delivered more than three (3) years before it became aware of that error.
- (b) Payment for Undercharges: A Ceustomer 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 Ceustomer was undercharged for services. If a Ceustomer does not agree to pay for undercharged water utility services or, if having agreed fails to make payment, normal District collection practices will be followed.

2.4.10 Extenuating Circumstances

- (a) The District may pursue a solution with Ceustomers 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) Service will not be terminated for inability to pay when termination would be especially dangerous to health of a resident, as determined by the District if the Customer has made application to appropriate agencies for assistance and payment is pending.

2.4.11 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.

2.4.12 Transfer of Unpaid Balances

A water service Customer's previous unpaid balance may be transferred from one service address to another as part of the Customer's current utility service obligation and subject to the District's requirements for payment.

2.5 Dispute Resolution

2.5.1 Mandatory Hearing

Any Customer or other person who believes that he/she has been adversely affected by a decision which the District has made to:

- (a) Terminate the delivery of water service (i.e., disconnect the Customer); or
- (b) Refuse to deliver water service (i.e., not connect the Customer); or
- (c) Require the Customer to pay for water service previously delivered (i.e., transfer an outstanding balance to a new water or electric account); or

- (d) Require the Customer to make periodic payments in specific amounts to pay for water service previously delivered as a condition of receiving water or electric service (i.e., require a payment plan); or
- (e) Require the Customer to provide security as a condition of receiving water (i.e., require a security deposit); or,
- (f) Require the Customer to pay a fee or penalty; (e.g., reconnection fee, account service fee, etc.);

has the right to have that decision reviewed in a hearing to be held by a District Hearing Officer.

2.5.2 Discretionary Hearing

The District may, at its discretion, with the approval of the General Manager or his/her/their designee, provide a hearing to any Customer who believes he/she has been adversely affected by any decision of the District on any matter other than the decisions listed in Section 2.5.1.

2.5.3 Dispute Resolution Procedures

The procedure for initiating, processing and resolving disputes shall be those that are set forth in the Commission's-Board's adopted "Dispute Resolution Procedure" as it is amended from time to time.

2.6 Rates, Fees and Charges

2.6.1 Service Connection Charge

- (a) A Service Connection Charge (SCC) shall be charged to all NewnNew Customers connecting to District facilities, and to all existing Customers requesting additional service work. The amount of the SCC is shown in Appendix B, Table B-1.
- (b) Additional costs for services may be required if the service will be connected to a main previously constructed, under the District's line extension policy (see Section 3.3).

2.6.2 General Facilities Charge (GFC)

A General Facilities Charge (GFC) is applied on new service connections to compensate for costs the District incurs in construction or acquisition of water system general facilities, (i.e., source, storage, treatment and transmission facilities); required to support the addition

of the new Ccustomers. The GFC amount is based on the demand a new water service connection is expected to place on the water system (see Appendix B, Tables B-2 and B-3). Equivalent Residential Units (ERU) will be used to represent the demand a given service will place on the District's water system and consequently that service's respective share of the costs of the District's water system general facilities (see Appendix B, Table 3). The following procedures apply to payment of the GFC:

(a) All Newnew Customers connecting to a District water main or expanding their service connection shall pay a GFC, except as follows:

(1) The GFC shall not apply to extensions, new developments, or subdivisions where all applicable water system source, storage, treatment, and transmission facilities are financed wholly by the benefited properties under the LUD process (see Section 3.3.2) or through the Applicant extension process.

(2) If a Newnew Customer provides documentation, acceptable to the District, that the applicable GFC for such Ccustomer's requested connection has already been paid through past payment by an Applicant, or other means, the GFC shall not be applied.

(3) In order to promote non-overlapping water service boundaries within the District's claimed water service area as shown in the current North Snohomish County Coordinated Water System Plan, any existing Customers of a municipal water system may, with the consent of the municipal supplier, be transferred to an existing District water main, if available, subject to the financial and operational terms of the District. The GFC for such transfers may be waived at the discretion of the AGM in an effort to promote the resolution of overlapping water service areas.

(b) Where construction of a development or subdivision requires connection of a new Applicant-installed main extension to the District's water system, the Applicant has the option of paying the total applicable GFC for all lots at the time of conveyance of the main extension to the District, or deferring payment of the GFC applicable to any individual lot until a service connection is requested for such lot (see Appendix B, Table B-2). For Satellite or Remote systems, the option of deferring payment of the GFC is at the discretion of the AGM.

(c) Where a development or subdivision is constructed within the boundaries of the District's integrated water system, but connection with the District's integrated water system is deemed by the District in its sole judgment to be impracticable at the time of construction, such development or subdivision may construct and utilize

a separate, temporary water supply, storage and distribution system, to be owned and operated by the District. Such system shall be attached to the District's integrated water system at District cost at such time that the District deems attachment practicable and appropriate. The Applicant of the development or subdivision must pay the applicable GFC in addition to the construction of the temporary source and storage facilities. The Applicant has the option of paying the GFC at the time of conveyance of the new distribution system to the District, or deferring payment of the GFC applicable to any individual lot until a service connection is requested for such lot (see Appendix B, Table B-2).

- (d) When the Applicant chooses to defer the payment of the GFC, an adjusted GFC amount shall be applicable in order to permit the District to recover administrative costs and interest costs associated with delayed payment (see Appendix B, Table B-2).
- (e) When the Applicant chooses to defer the payment of the GFC with regard to any specific parcel of property to be connected to the District's water system (including, in the case of a condominium, any unit or common area), the Applicant shall be obligated to disclose to the initial purchaser of such parcel of property that a GFC is due and must be paid to the District prior to installation of a meter and connection of such parcel to the District's water system. Installation of a meter and connection of a parcel of property, including a condominium unit or any parcel held in common for the development, to the District's water system shall not occur until all applicable fees have been paid to the District, including but not limited to the required GFC.

An Applicant who fails to provide the disclosure required in this subsection shall defend, indemnify and hold the District harmless from and against any and all claims, demands, losses, costs and damages of whatsoever nature, including attorney fees and costs, incurred by the District as a result of such failure.

- (f) The District shall determine the appropriate number of ERUs to be assigned to any and all ~~New~~new Customer connections. The GFC for a subdivision constructed under the circumstances described in subsections (b) and (c) above where the Applicant has chosen to pay the GFC at the time of conveyance to the District of the Applicant-installed main extension or water distribution system, shall be based upon the total of the estimated total number of ERUs as determined by the District to be necessary to provide service for all of the parcels of property within the development or subdivision to be served by the District. If the use classification or the number of dwelling units for any parcel changes between the date of the

estimate and the date of application for service to such parcels, causing a change in the estimated ERUs applicable, the GFC shall be recalculated accordingly. The recalculation shall be based upon the new number of ERUs. If the recalculated GFC is greater than the original payment, the Applicants for service to parcels which have a different use classification or a different number of dwelling units shall pay the difference between the recalculated GFC and the estimated GFC. No refunds will be made by the District where the recalculated charges are less than the original payment.

In recalculating the GFC, the rates in effect at the time of the recalculation shall be used; and for purposes of calculating the difference that the Applicant shall pay, the estimated GFC shall be recomputed based upon the rates then in effect.

- (g) The GFC shall also apply to an LUD or to the identified and assessed individual properties contained therein at the time of formation. Properties within an LUD are subject to the applicable LUD GFC. However, once an LUD has been established and the final assessment roll confirmed, any additional individual water service Customers within such established LUD requesting a new water service connection or adding to the number of ERUs to be served by that Customer's existing water service connection shall be deemed a "Newnew Customer," and be subject to the applicable GFC imposed at the time of connection (see Section (h) below).
- (h) In all cases, the GFC paid shall be based upon the GFC in effect on the date of payment.

2.6.3 Distribution System Charge (DSC)

The Distribution System Charge (DSC) is assessed to compensate for costs the District and its existing Customers have paid to install the system's existing local distribution network, or for the costs of installing new distribution lines required to support the addition of the new eCustomers.

The DSC applies to each Newnew Customer connecting to a District-owned water main when such Newnew Customer has not contributed to the cost of the water main either through an LUD assessment, other charge imposed by District policy, or through purchase of an individual parcel specifically for which the water main extension was originally installed. The DSC also applies to each Newnew Customer within satellite systems in cases where the conditions for District acquisition of the system include payment of the DSC.

Depending on the type of development, the DSC is calculated as either a standard charge per connection, or as a charge based on front footage. The DSC for various types of service is shown in Appendix B, Tables B-4 and B-5.

Payment of the DSC is required with regard to each of the following situations:

- (a) Whenever construction of a development or subdivision includes connection to a District main **and** extension of a new or the replacement of an existing main by the Applicant along the entire frontage of the proposed development or subdivision is **not** required, a DSC shall be imposed upon the Applicant.
- (b) Whenever a lot for which a DSC has been paid is subdivided, and additional water connections are made to serve the new lots created by subdivision, an additional DSC shall be collected from the Applicant or each **Newnew** Customer connecting to a District main.
- (c) Whenever a **Newnew** Customer connects to a District main under an Interim Connection Agreement (ICA), a DSC shall be imposed.

Where applicable, a DSC collected from a **Newnew** Customer shall be paid as reimbursement to the Applicant responsible for installation of the water main, in accordance with Section 3.3.9 of this manual.

In the case of a **Newnew** Customer connection to a water main installed through a completed LUD process, the DSC collected shall be paid as reimbursement to the District; the DSC shall be equal to the apportioned distribution system cost assessed to each participating LUD property, or the current DSC amount, whichever is greater.

In order to promote non-overlapping water service boundaries within the District's claimed water service area as shown in the current North Snohomish County Coordinated Water System Plan, any existing Customers of a municipal water system may, with the consent of the municipal supplier, be transferred to an existing District water main, if available, subject to the financial and operational terms of the District. The DSC for such transfers, if owed only to the District and not needed for reimbursement to a 3rd party developer who funded the initial main extension, may be waived at the discretion of the AGM in an effort to promote the resolution of overlapping water service areas.

2.6.4 Rate Schedules Water Rates and Charges

The District has rate schedules for particular types of service provided. A summary of the District's rates and charges by Customer class and water system of these charges is provided in Appendix B, (Tables B-6, B-7, B-8, and B-9). These rates and charges include a Monthly Customer Charge or Daily Base Charge for each account, Commodity Rate, an Unmetered Daily Rate, and a Monthly Capital Surcharge (for systems where such charge has been adopted to cover the costs of system specific improvements). For purposes of billing the Monthly Capital Surcharges are shown as a Daily Capital

Surcharge. For specific detail, refer to the Water Rate Schedules available on the Internet at <http://www.snopud.com>. In case of conflict between the provisions of any rate schedule or special contract and this Policies and Procedures Manual, the provisions of the rate schedule or special contract shall apply.

2.6.5 Non-Standard Service Charges

- (a) The District shall charge private parties and public entities for services rendered by the District on behalf of such private parties or public entities.
- (b) For services not covered by standard fees or charges, the rate charged for services (the “service rate”) rendered by District personnel shall be the hourly rate for the position, including benefits, plus overhead.
- (c) Equipment shall be billed at reasonable rates consistent with retail rental rates for like equipment in the greater Seattle-Tacoma-Everett area. Such rates will be established by the AGM or [his/her/their](#) designee, on a case-by-case basis, by obtaining three (3) or more estimates from private rental firms in the area.

2.6.6 Account Service Charge

- (a) An Account Service Charge (see Appendix B, Table B-10) is to be billed during processing of each service application, except for:
 - Initial meter installation for service to a premise.
 - Services or meters added to existing premises or account by new service application.
 - Initial temporary meter and service for construction.
 - Owner/agent agreement with [owner/Owner](#)/agent assumption of responsibility for service between tenants.
 - Disconnection of an account for nonpayment and reconnected subject to a disconnection and/or reconnection fee.
- (b) A credit of the account service charge may be given in those cases where a [eCustomer](#) has been ~~cut in~~removed in-to an account in error.
- (c) The [C](#)eustomer is to be advised of the account service charge at the time the application is taken.

- (d) The account service charge is to be billed ~~within ten (10) business days from the date the application was taken~~ with the customer's first on-cycle bill on the first invoice received by the Customer.
- (e) The following procedures shall be followed:
- 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) ~~o~~ one charge per account for general use areas.
 - If no general use account ~~o~~ one charge per building to initiate service for one or more non-rented units.

2.6.7 Records Research Charge and Public Information Requests

The District will make information and records available to the public for inspection and copying in accordance with ~~chapter~~ RCW 42.17 RCW, the Washington Public Records Disclosure Act, and District Policy.

Information and records concerning water service, including rates, charges, connections, disconnections, construction, installations, engineering, policies and procedures may be obtained from the Water Utility, located at the Water Operations Facility, 3301 Old Hartford Road, Lake Stevens, Washington. Requests for public records will be handled in compliance with provisions of the District's policy on Access to Public Information and Records. No fee is charged for inspection of public records on the premises; however, the District imposes a charge for providing copies of public records. Such charges do not exceed the actual costs of copying. The Customer may be billed a records research charge at cost for documentation requested on their account.

2.6.8 Disconnection/Reconnection Charge

- (a) Whenever water service has been disconnected for noncompliance with the Policies and Procedures, for nonpayment, or for fraudulent use, the service will not be reconnected until the situation requiring such action has been corrected to the satisfaction of the District.

A disconnection fee shall be charged to cover the cost of turning off the water service (see Appendix B, Table B-10). A separate reconnection fee shall be charged for same

day reconnection during regular business hours, next day reconnection during regular business hours, and reconnection at all time after regular business hours including weekends and holidays. See Appendix B, Table B-10 for the different reconnection fees. As appropriate, the Customer will be pre-advised of these fees.

- (b) When an account requires the physical reconnection of both electric and water, the total charge will include components for each type of service (see Appendix B, Table B-10).

2.6.9 Discounts

~~Effective October 1, 2010, reduced rates for the primary residence for single-family water customers are available for “Low Income Senior Citizens” and for “Other Low Income Citizens.”~~ The Water Low Income Qualified Assistance Discount programs will be administered by the District’s Customer Service Department in accordance with the criteria and income levels set forth in the District’s Customer Service Regulations for Electric Service, Electric Rate Schedule 7, Paragraphs 3 (b) and (c), as they are amended from time ~~to time~~. Qualifications and rates can also be found on the Internet at <http://www.snopud.com>.

- ~~(a) — Low Income Senior Citizens. Low income senior citizens whose completed applications have been approved by the District are eligible for the percentage reductions on the Monthly Customer Charge and the Commodity Rate charges in Table B-6 of the District’s Water Service Charges and Rates — Single Family that are applicable to their combined disposable income level.~~
- ~~(b) — Other Low Income Citizens. Other low income citizens whose completed applications have been approved by the District are eligible for the percentage reductions on the Monthly Customer Charge and the Commodity Rate charges in Table B-6 of the District’s Water Service Charges and Rates — Single Family that are applicable to their combined disposable income level.~~
- ~~(c) — Primary Residence. “Primary residence” shall mean the dwelling the person stays in to live and work the majority of the time during the year. A person can have only one “primary residence” at any given time. Guidelines for determining primary residence include, but are not limited to:~~
- ~~Place of employment~~
 - ~~Mailing address for bills and correspondence~~
 - ~~Address on driver’s license and car registration~~
 - ~~Address on federal and state tax returns~~
 - ~~Address on voter registration card~~

2.6.10 After-Hours Connection Charge - ~~New~~ Customer or Vacant Account Reconnect

- (a) For connection requested to be completed during the hours of 5:30 p.m. to 7:30 a.m., or during weekends or holidays, Ccustomers will be advised at all times that there will be an after-hours connection charge (see Appendix B, Table B-10) in addition to the Account Service Charge.
- (b) When an account requires the physical reconnection of both electric and water, an additional charge will be imposed for the electrical component of the work.

2.6.11 After-Hours Service Charge - Established Customers

Established eCcustomers will be advised at all times of a charge (see Appendix B, Table B-10), plus material cost and tax, if a water serviceperson is dispatched to the Ccustomer's premise, at the Ccustomer's request, during other than normal business hours (5:30 p.m. to 7:30 a.m. and weekends and holidays) and it is determined that the problem is caused by a failure of the Ccustomer's facilities.

2.6.12 Returned Check Charge

An accounting service charge (see Appendix B, Table B-10) may be made to each water service account for which payment has been received by any check or legal tender which is subsequently returned to the District by the bank or for which a charge back is received for irregularities, lack of sufficient funds in the payer's checking account or the customer having closed the account.

~~**2.6.13 Field Collection Call Charge**~~

~~Whenever it becomes necessary for a District representative to make a collection call at the customer's premise(s) to enforce payment of a billing or security deposit, a field collection call charge (see Appendix B, Table B-10) will be made.~~

2.6.1413 Security Deposit

- (a) Security deposit may be required of a Ccustomer at application or later for any of the following reasons:
 - Incomplete or improper application.
 - Misrepresentation of identity.
 - Tampering with District equipment.
 - No established credit.
 - Payment record.

- (b) A 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 fee amount (see Appendix B, Table 10) for those residential Customers who have been District Customers for less than twelve (12) months. The amount of deposit for those residential Customers who have been District Customers for more than twelve (12) months will not exceed the estimated maximum billing for two (2) consecutive months within a 12-month period.
- (e) Amount of deposit for commercial Customers will be the highest two (2) month billing in a 24-month period.
- (f) Deposit, plus interest, will be applied to the account based on evaluation of eCustomer credit history, after twelve (12) months experience with residential Customers and twenty-four (24) months with 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 will be applied to the bill. A 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, will be required when appropriate.
- (~~h~~i) Interest: Interest will be paid on all deposits. The interest rate paid will be established periodically by the District Treasurer.

2.6.~~15~~14 Charge at Cost for Nonstandard Service

The Customer shall pay the cost of any special installation necessary to meet the Customer's particular requirements for service at other than standard pressures, or for closer pressure regulation than would normally be provided at the location involved.

2.6.~~16~~15 Surcharges

By action of the Board ~~of Commissioners~~, the District may impose surcharges on monthly ~~or bimonthly~~ Customer rates, to fund capital improvements or operations and maintenance. Surcharges may be imposed on all District Customers, or on Customers in selected pressure zones, satellite systems, etc., according to the benefits derived from the

capital improvements or the operations and maintenance activities funded. For purposes of billing monthly surcharges may be shown as a daily charge.

2.7 Violations

2.7.1 Unauthorized Taking of Water, Tampering with Equipment, and Unauthorized Connection to the District's System

When appropriate, the District will seek criminal or civil proceedings for theft of water, destruction of District property and other violations of law affecting delivery of its services authorized by applicable city or county ordinance or by federal or state law, including RCW 9A.61 Defrauding a Public Utility, and may pursue collection under RCW 80.28.240 for its losses, damages, and costs related to such actions to the full extent provided by law. In addition:

- (a) There may be levied an investigation or service and/or commodity charge (see Appendix B, Table B-12) against any person, firm or corporation who shall take water or knowingly received the benefit of water taken from any water line, reservoir, or fire hydrant, or any facility of the District without the District's consent and without first having obtained from the District a permit to take such water. Such sum shall be due and payable immediately upon the taking of such water.
- (b) There may be levied an investigation, service and/or commodity charge (see Appendix B, Table B-12) against any person, firm or corporation who shall tamper with any water meter, fire line meter, service line, or any meter related appurtenances of the District. Such sum shall be payable at the time of discovery by the District of such tampering.
- (c) There may be levied an investigation, service and/or commodity charge (see Appendix B, Table B-12) against any person, firm or corporation who shall take water from an angle stop, service lead, angle check valve, or related appurtenances intended for a future meter installation without consent from the District to take such water. A meter will not be installed to serve such property until such charge is paid together with the standard meter installation fees. If a meter application has been purchased from the District and, prior to installation of such meter, it is determined by the District that water has been taken in violation of this section then such meter will not be installed and the meter application will be held until the purchaser of such meter application pays the charge.
- (d) There may be levied an investigation, and service and/or commodity charge (see Appendix B, Table B-12) against any person, firm or corporation who shall operate any valve in the District's system without the District's consent. Such sum shall be due and payable at the time of discovery by the District of such unauthorized operation.

2.8 Fire Protection

2.8.1 Commercial Fire Protection Service

- (a) Application for water service for the sole purpose of commercial fire protection must be made by completing and signing a standard application form.
- (b) The minimum charge shown on the District's rate schedule includes water for fire protection use only. The monthly rate of water used, except for fire protection, will be double the regular-metered service water rate applicable to that certain Ceustomer.
- (c) Service charge for new fire protection service connection.
 - The Ceustomer must pay the cost, including installation costs, from the Ceustomer's premises to an existing main of the District.
 - The Ceustomer must pay the cost of a detector check and meter, plus the cost of installation.
- Services to be used for fire protection exclusively may only be fitted with fixtures that will be used for fire protection and shall not be connected to any fixtures that will be used for other purposes. Customers having such services shall be charged not less than the minimum standby service charge as established from time to time by resolution of the Board of Commissioners. In no case shall any connection be made upon any service line, tank or other fixture installed exclusively for fire protection for any purpose except the fire service or through any pipes, tank or other fixtures reserved for fire protection be permitted for any purpose except the fighting of fires. To protect against water being drawn from a fire service for any purpose other than the fighting of fires, the District may install a detector meter on such service and charge all costs of such installation to the property and the Ceustomer.

2.8.2 Hydrant Installation

The District will install hydrants on existing District water mains, at the request of one or more Ceustomers, if the mains are of sufficient capacity to provide adequate fire protection, with costs borne by the Ceustomer(s). The type of hydrant and location shall be as specified by the District, which shall include the requirements established by appropriate jurisdictional agencies, regulations of Snohomish County, and the Snohomish County Coordinated Water System Plan, whichever is stricter.

~~Upon request, the District will prepare an estimate for the total cost of the installation of a hydrant. Upon payment of this estimated amount, the District will make the installation. On completion of the work, the customer will be billed the difference between the~~

~~estimated amount and the actual cost, if the actual cost exceeds the estimate by more than ten percent (10%).~~

When one or more Customers request installation of a new fire hydrant on an existing water main, the District will prepare a project cost estimate for the total cost of all labor, materials, tools, equipment, transportation and permits to complete the work. After the Customer remits payment, the District will schedule and install the work. When the work is complete, the Customer will be billed the increased difference or credited the decreased difference between the project cost estimate and the actual project cost.

2.8.3 No Guarantee of Adequate Water for Fire Protection

Notwithstanding the provisions contained in these schedules for commercial fire protection service, or for other metered service, including water furnished to any fire hydrant or other equipment used, or which may be used for fire connection service, it is understood that the District cannot guarantee any minimum quantities of water or pressure of the water to be furnished to any of such hydrants or outlets, and the District shall not be liable in any manner for any loss or claim by reason of the quantity of water, or pressure of the same furnished to such hydrant or outlet.

2.9 Special Arrangements for Short-Term Water Usage

2.9.1 Temporary Water Service

At the District's discretion, temporary water service may be provided to accommodate special needs for water at a fixed site on a short-term basis (e.g. on-site needs for construction activities, filling swimming pools, charitable car washes, etc.). Temporary water service may be provided from a District blow-off assembly or from a fire hydrant specifically designated for this purpose by the District through a District supplied construction fill station (see Section 2.9.2). Only District personnel are authorized to install a connection to a District blow-off assembly or fire hydrant for this purpose.

Temporary service may be authorized for a period not exceeding six (6) months at a time. Upon expiration of the initial six-month period, a Customer may request an extension of temporary service for up to two (2) additional six-month periods. The Customer will be responsible for paying the associated "Temporary Construction Fill Station" fee as shown in Appendix B, Table B-10 (Miscellaneous Fees) for each six-month period for which temporary service is requested, as well as a damage or security deposit. No more than two (2) extensions will be granted, unless authorized by the AGM or his/her/their designee.

A Customer obtaining temporary water service will not be required to pay a SCC, GFC, or DSC. However, a Customer obtaining temporary water service will be required to pay

a “Temporary Construction Fill Station” fee as shown in Table B-10 for each six (6) month period for which temporary service is requested, as well as a damage or security deposit. In addition, temporary service will be metered and the Ceustomer shall be required to pay a charge for water usage in accordance with the commercial/industrial rate schedule (see Appendix B, Table B-8). Arrangements for metering and billing will be established on a case-by-case basis. Any damage to District facilities or equipment caused by the Ceustomer is the responsibility of the Ceustomer and will become due and payable to the District immediately. Failure to pay for the damage to the District’s equipment will result in immediate and permanent removal of the temporary service. No future temporary construction fill stations will be installed for the Ceustomer (regardless of the project or location for which the new temporary service is desired) until all damage charges have been paid in full.

Upon termination of temporary service, the District will disconnect the temporary water service and take possession of the associated District equipment. Following disconnection and payment of all outstanding charges for water usage or damage claims for damaging District equipment, the District shall refund any damage or security deposit, less the amount needed to replace or repair District equipment. However, in the event the Ceustomer fails to pay outstanding charges for water usage, the District may retain an amount equal to such outstanding charges.

2.9.2 Hydrant Use

No person shall operate or tamper with a fire hydrant connected to the District's water system, without the express written approval of the District or, in the case of an emergency threatening life or property, the approval of an authorized representative of the appropriate fire department. In addition to the penalty established in Section 2.7.1, any person violating this provision shall pay for the amount of water used, as estimated by the District and based on the applicable rate schedule.

At the District's discretion, authorization may be granted to take water from a fire hydrant connected to the District's water system via a District installed temporary construction fill station per Section 2.9.1. Procedures for authorizing use of fire hydrants shall be as follows:

- (a) When a eCustomer desires to use a fire hydrant for Temporary Water Service (short-term water service at a fixed site) the procedures in Section 2.9.1 shall be followed. The Ceustomer shall utilize and obtain the necessary water only through the construction fill station installed by District personnel on a hydrant specifically designated by the District for this purpose.

2.9.3 Bulk Water Withdrawals

Customers may purchase bulk water from certain District-designated “Water Fill Stations” for short duration purposes or for intermittent use by a mobile water tank (e.g. tanks on hydro-seeding or public works maintenance vehicles). Procedures for obtaining a Bulk Water Use Permit shall be as follows:

- To obtain a Bulk Water Use Permit, the Ceustomer shall complete a Bulk Water Use Application, pay a fee established by the District for the Permit and pay a refundable key deposit (see Appendix B, Table B-10). A permit will be issued either for a daily (one to three days); monthly; or six-month period. At the District’s discretion, the fee may be adjusted if the quantity of water deviates by more than fifty percent (50%) from the following:
 - Daily Permit Limited to 2,500 gallons; or 334 cubic feet
 - Monthly Permit Limited to 10,000 gallons; or 1,336 cubic feet
 - Six-Month Permit Limited to 60,000 gallons; or 8,021 cubic feet
- Unauthorized duplication of keys is prohibited. Keys may not be transferred to or used by unauthorized persons. Keys must be returned in order for the District to refund the key deposit.

Customers taking water from District fill stations must record the START meter reading on the log sheets provided in the fill station boxes PRIOR to withdrawing water and at COMPLETION of withdrawing water. This must be done each time water is withdrawn because someone else may use the fill station in between visits.

- The Ceustomer shall utilize only those “Water Fill Stations” specifically designated by the Bulk Water Use Permit.
- Any damage to District facilities or equipment caused by the Ceustomer is the responsibility of the Ceustomer and will become due and payable to the District immediately and may be deducted from the original deposit. Violation of these regulations or Permit conditions may result in revocation of Permit.
- The Ceustomer shall obtain a laminated permit from the District that indicates a Bulk Water Use Permit has been obtained. At any time a water fill station is being used, the Ceustomer shall display the laminated permit in a prominent position clearly visible from the street. The Ceustomer shall not provide the laminated permit to any other person.

- Return of the key, ~~laminated permit, and final meter readings, so the amount of water withdrawn can be totaled, are~~ is required in order to close-out bulk water permits. The ~~water consumption record(s), laminated permit and key~~ should shall be returned to the District's Water Operations Facility, 3301 Old Hartford Road in Lake Stevens. Following key return ~~and verification of water usage,~~ the key deposit will be refunded by mail unless other arrangements are made.

Section 3

Extension Policies

3.1 Introduction

3.1.1 General Provisions

The District will provide facilities for the distribution of water within its service areas in accordance with approved land use plans, policies or other regulatory requirements governing service provisions. Extension of a system to serve additional customers, properties, tracts, or subdivisions will normally be paid for by the individuals that are benefitted.

An Applicant proposing an extension will normally be responsible for financing the entire cost of such extension. Costs include new facilities, replacement of existing system components when necessary for making the extension or improvement, and upgrades to meet requirements such as current construction standards or fire flow which are associated with the Applicant's project. Over-sizing water system components as outlined below, however, will not in all cases be charged solely to the Applicant. Reimbursement or credit against District charges is available in some circumstances.

All water facilities must be located on property owned by the District, public rights-of-way, or have dedicated water easements. All water facilities must be transferred to the District's ownership for operation, maintenance, and service responsibilities and will be subject to maintenance bonding requirements.

3.1.2 Application of Policies and Procedures

In specific instances, the AGM or his/her/their designee may, at his/her/their discretion, waive or modify the application of the policies and procedures described herein, including the application of standard fees and charges, provided that such waiver or modification allows for more effective or efficient achievement of District goals, objectives, and overall policies. Conditions for waiver or modification of the application of these policies and procedures are contained in Section 1.4 of this Manual.

3.1.3 Standards and Specifications

Water system extensions, improvements, or new facilities must be constructed in accordance with the District's Standards and Specifications for Design and Construction (Appendix A). Copies will be furnished by the District upon request. The Applicant must ensure that the latest version of the Standards and Specifications is followed.

The Standards and Specifications have been developed as professional, technical guidelines for regulating system design and installation. The AGM may modify the Technical Standards and Specifications, from time to time to maintain consistency with changing technology and industry standards. In addition, the AGM may waive strict application of the Standards and Specifications in certain instances, provided that the resulting design or construction is approved by the District, and remains consistent with the goals and objectives expressed in this Manual.

Except modifications subject to local, state and/or federal requirements and those matters governed by Section 2 General Terms, Conditions, and Policies for Water Service (including rates, charges and fees for service), substantive changes to the Water Policies and Procedures Manual and the Technical Standards and Specifications will be subject to stakeholder review and comment prior to adoption.

3.1.4 Notification

The Applicant's contractor shall schedule a pre-construction conference and notify the District at least five (5) working days prior to commencing work. All work shall be inspected by the District. The contractor shall contact the District Water Operations Facility at (425) 397-3000 to schedule all tie-ins at least three (3) days in advance.

3.1.5 Appeals

Appeals to the AGM's decision(s) relating to the construction, installation, and inspection of water system extensions and connection thereto; satellite water systems; and all other matters relating to water policies, may be directed in writing to the CEO/General Manager for review and a final determination.

Appeals relating to Section 2 General Terms, Conditions, and Policies for Water Service (including rates, charges and fees for services), may be directed in writing to the CEO/General Manager for review, with final determination made by the Board of Commissioners.

3.2 Administrative Procedures for System Extension

3.2.1 Plan Approval Required

All plans for extensions, improvements, or additions to water facilities must be approved by the District prior to construction.

3.2.2 Application

Requests for extension or improvement of a District water system to serve newly developed and/or existing properties shall be made by Applicants or their authorized agents using the District's application format. Each application shall contain a legal description of the property to be served and be accompanied by two (2) copies of preliminary plans, showing the location of all water lines, hydrants, and valves needed to serve the area.

Applicants should schedule a meeting with District Engineering staff to discuss the proposed project, prior to completion of the application.

3.2.3 District Review

The District will review the application and associated plans. A Plan Review Fee, as described in Section 3.3 (see Appendix B, Table B-11), will be assessed to compensate for review services.

The District will notify the Applicant of the feasibility of the service requested, conditions for construction, and any additional facilities (e.g. water source, storage, booster stations, water main upgrades, etc.) that may be required as a result of the proposed extension/development. The District may require additional special requirements such as cross connection control devices or backflow prevention assemblies. This process will enable an Applicant to estimate more accurately the associated construction costs and District charges.

If fire flow is required, the plan must be approved by the appropriate Fire Marshal. District standards may be more stringent than standards required by local fire jurisdictions, and if there is any conflict between standards, the more stringent standard will apply.

In all cases where a road right-of-way will be used for mains or other improvements, the appropriate city or county governmental agency must also approve the plan.

At the District's option, engineering design services may be provided by District staff at the application stage. A fee will be charged for such services, as described in [Section 2.6.5](#) and Section 3.3 (see Appendix B, Table 11).

3.2.4 Extension Agreement

If a project is accepted, the Applicant shall then execute with the District an Extension Agreement which will specify the terms and conditions of the extension or system improvement in accordance with the District's standards. Extension agreements must be signed by the AGM or ~~his/her~~their designee.

3.2.5 Submittal of Plans and Specifications

At the time the Extension Agreement is submitted, ~~two-one~~ (21) sets of PDF detailed plans drawings and specifications shall be submitted by the Applicant to the District for review and approval. All drawings and specifications must be stamped by a registered Professional Engineer licensed in the State of Washington.

As the project progresses, any deviations from originally approved plans and specifications shall be approved in advance by the District in writing, and recorded. Updated plans must be provided to the District.

3.2.6 Permits, Easements, and Approvals

At the District's option, the Applicant may be required to prepare all necessary documentation for permits, easements, and approvals. These may include, but are not limited to lane closure, building, grading, drainage, shorelines, conditional use, variance, Department of Health, Parks & Recreation trail crossing, and railroad agency permits. The District will ordinarily prepare documentation for right-of-way permits. The required documents shall be provided to the District, which will submit them to the appropriate agencies for processing. Any fees levied for permit processing shall be paid by the Applicant.

The Applicant's contractor shall secure all permits and authorizations required from local and State agencies and disposal sites related to asbestos work, removal and disposal, including but not limited to submittal of a written "Individual Notice of Intent to Perform an Asbestos Project" to the Puget Sound Clean Air Agency, if required. An "Individual Notice of Intent to Perform an Asbestos Project" will generally be necessary for any project which requires the contractor to remove in excess of ten (10) linear feet of asbestos-cement water main. No work on asbestos-cement main shall proceed without proper permits, certifications, worker protective clothing and breathing apparatus, and approved asbestos disposal bags. Prior to commencing work on asbestos-cement pipe, the contractor shall provide the District with a copy of any required "Individual Notice of Intent to Perform an Asbestos Project," and the contractor shall file the same with the Puget Sound Clean Air Agency. The cost of asbestos related permits shall be paid by the Applicant's contractor. A copy of any required permit(s) shall be available at the project site at all times.

The Applicant's contractor shall comply with all provisions of any applicable permits.

A copy of the appropriate plans, specifications, and all required permits shall be maintained on the project site at all times during construction.

All District facilities shall be installed within the city/county right-of-way or in a District-approved water easement. The Applicant, at the District's option, shall either supply the District with the legal description of the easement (as-built) and shall pay the costs incurred by the District to do all title work, to prepare any necessary -easements, and to file and

record the legal easements prior to District final acceptance, or prepare, obtain and convey all easements to the District at the Applicant's sole cost.

3.2.7 As-Built Drawings

Upon completion of the project, ~~the Applicant shall submit two (2) sets one (1) PDF of revised as-built drawings and specifications for review. After as-built review approval, the Applicant, at their expense, shall submit, an additional approved final as-built drawings set in a digital format compatible with the District's CAD system (AutoCAD), Microstation, or DXF file), one (1) Mylar-24# Bond Paper copy and a one (1) pdf-PDF copy. of the final as-built drawing, shall be provided to the District at the Applicant's expense.~~ As-built plans must show all new water facilities and related appurtenances as listed on the District's As-Built Submittal Checklist which, ~~at a minimum,~~ shall include the locations of all mains, valves, hydrants, and fittings giving sizes and types of each. The drawings shall show the exact location of water mains including distances of mains from property lines.

A registered Professional Engineer licensed in the State of Washington must stamp all drawings and specifications, including as-builts.

3.2.8 Final Acceptance

Upon completion of construction, Applicants or their contractors shall notify the District and request a final inspection for approval of the project. The District will issue a Letter of Final Acceptance of the main extension, improvement or water facility, provided that:

- (a) the water main has been installed according to the approved plans and specifications;
- (b) pressure and bacteriological tests have been passed;
- (c) all permit conditions have been satisfied;
- (d) all extension policy conditions have been fully satisfied;
- (e) all fees required by the District and other entities have been paid;
- (f) all easements are recorded at the ~~county~~ Snohomish County Auditor's Office ~~or and~~ shown on the face of the final plat map;
- (g) all ~~necessary~~ required bonding is in place;
- (h) a new original stamped drawing is provided which reflects as-built conditions;
- (i) a Mylar-24# Bond Paper copy and digital copy of as-built water plans (both CAD file and pdf final drawing) is provided; and

- (j) a "Bill of Sale" is executed and accepted by the District.

The date of the final acceptance letter will begin the period of warranty. The final acceptance shall not constitute acceptance of any unpaid, unauthorized, defective, omitted, or non-conforming work or materials. Final acceptance shall not prevent the District from requiring the Applicant to pay for, remove, replace, dispose, or add work or materials or prevent the District from recovering damages for any defective work or materials or for any breach of contract.

In the event that a letter of credit or similar financial instrument has been provided as a means of guaranteeing project completion, at the District's sole option a Conditional Letter of Final Acceptance may be issued prior to full Applicant/contractor compliance with all of the requirements listed above. In order for this option to be exercised, the terms and conditions described in Section 3.2.9 must be met.

3.2.9 Letter of Credit

If requested by an Applicant for ~~his/her~~their convenience, the District may elect to accept a Letter of Credit, or equivalent financial instrument, as a guarantee of payment for various purposes. These purposes may include, but are not limited to, payment of GFCs or other fees, or completion of an extension project. However, nothing in this provision shall be interpreted as a requirement that the District accept a Letter of Credit, for any purpose. If a Letter of Credit is used to guarantee payment, the following conditions must be met:

- (a) Payment of a Letter of Credit processing fee to the District (see Appendix B, Table B-11;
- (b) The Letter of Credit must be issued by a financial institution in a form acceptable to the District;
- (c) The Letter of Credit must name the District as sole beneficiary of the funds described therein;
- (d) Expiration of a Letter of Credit without a District draw upon the funds described therein shall not relieve the Applicant from any obligations to the District;
- (e) If the Letter of Credit is used to guarantee payment of fees, the District shall be authorized to redeem the full value of outstanding fees if all fees have not been paid within ninety (90) days.

3.2.10 Maintenance Bond

Before the District will issue its letter of final acceptance, the Applicant shall provide an executed maintenance bond for 10 percent (10%) of the full value of the water facilities installed. Such value shall be determined by the District. The Applicant may post cash in lieu of bond, as applicable to ~~on~~ the same terms and conditions as described herein. This bond shall:

- (a) Be on a District-furnished Maintenance Bond, Set-Aside Letter or Letter of Credit form.
- (b) For a Maintenance Bond, bBe signed by an approved surety (or sureties) that;
- Is registered with the Washington State Insurance Commissioner, and
 - Appears on the current Authorized Insurance List in the State of Washington published by the Office of the Insurance Commissioner.
- (c) For a cash in lieu of bond;
- Complete a Set-Aside Letter or Letter of Credit on a District form and have it executed by a Bank or financial institution.
- (d) Be effective for two (2) years from the date of the District's Letter of Final Acceptance.

If at any time during the two-year period, the bond or cash in lieu of bond is used for payments, the Applicant shall, within five (5) business days of such payment, reinstate the value of the bond or cash in lieu of bond to an amount equal to 10 percent (10%) of the full value of the water facilities installed. If the value is not reinstated, the District may, at its option, redeem the bond.

The District may require sureties or surety companies on the bond to appear and qualify themselves. Whenever the District deems the surety or sureties to be inadequate, it may, upon written demand, require the Applicant to furnish additional surety to cover any remaining work.

3.2.11 Indemnify, Defend and Save Harmless

The Applicant's contractor who is constructing facilities to be transferred to the District shall agree to indemnify, defend and to hold the District harmless from any and all claims, losses or liability for damages arising from acts done or omissions made under the contract, to the fullest extent allowed by applicable law. Before commencing work such contractor shall furnish the District certificates of his comprehensive general and automobile liability and property damage insurance, in limits acceptable to the District, protecting against all claims for personal injury or property damage, including coverage for underground collapse and explosion damage, arising during the course of the performance of said contract.

3.2.12 Bill of Sale

The Applicant shall transfer ownership of all installed water mains and facilities to the District pursuant to a Bill of Sale utilizing a District-approved form. The Bill of Sale shall be signed by the Applicant or its authorized agent. The Bill of Sale shall describe lengths

and sizes of water mains, and size and quantities of services and hydrants, and the location in general terms, including the name of the plat if applicable.

The Applicant shall provide the District with all applicable invoices and other information necessary for preparation of the Bill of Sale.

3.2.13 Limited Period of Plan Validity

The District's final plan approval shall be valid for a period of twelve (12) months after the date upon which it is approved for construction. If construction has not commenced by that date, the District's approval of the plan shall lapse and the design and approval shall no longer be effective. Should the Applicant wish to go forward with the extension, a new review of the construction plans will be required to ensure consistency with the existing water system infrastructure and the latest version of the District's policies, standards, and specifications. Any changes to the construction plans shall be made by the Applicant's engineer at the Applicant's sole expense and additional review fees shall apply per Appendix B, Table B-11.

3.3 Financing and Fees

3.3.1 Financing Methods

~~Main extensions can be paid for in three ways:~~

- ~~(a) — The Applicant may obtain his/her own contractor to install the main to meet District specifications, and pay the contractor directly. Upon completion of the work, and after approval by the District, the installation will be turned over to the District by means of a Bill of Sale.~~
- ~~(b) — For projects involving multiple property owners and developed properties, a Local Utility District (LUD) may be formed to finance the extension (see Section 3.3.2).~~
- ~~(c) — In limited cases, and at the District's option, the District may construct the facilities or may contract for construction. The District will make an estimate of the total costs of the project. Upon receipt of payment of the estimated amount due from the Applicant, the District or its authorized representative will proceed with construction. Upon completion of the project, the customer will be either refunded or billed for the difference between the estimated amount and the actual cost of the installation. On projects/jobs where the estimated wortheost of materials exceeds One Hundred Fifty Thousand Dollarsthree hundred thousand dollars (\$150300,000), the District must call for public bids, and award the contract to the lowest responsive bidder.~~

Main extensions can be paid for in three ways:

- (a) Developer Extension: The Customer obtains and directly pays a contractor to install new water main infrastructure that meets the District's Policies and Procedures, and

Engineering Standards. Upon completion and approval of the work by the District, ownership of the newly installed water infrastructure is transferred to the District through the Bill of Sale process.

- (b) Local Utility District: Per Section 3.3.2, where water main extension projects that involve multiple property owners and developed properties are proposed, a Local Utility District (LUD) may be formed by the property owners to finance the water main extension project.
- (c) District Constructed: In limited cases and at the District's sole decision, the District may choose to construct the water main infrastructure improvements using District labor or may hire a contractor through the public works bid process.

If the District chooses to use District labor, the District will prepare a project cost estimate for the total cost of all labor, materials, tools, equipment, transportation and permits to complete the work. After the Customer remits payment, the District will schedule and install the work. When the work is complete, the Customer will be billed the increased difference and credited the decreased difference between the project cost estimate and the actual project cost.

If the District chooses to hire a contractor to complete the work, projects estimated to cost under three hundred thousand dollars (\$300,000) will be bid through the District's Small Works Roster process and awarded to the lowest responsive bidder. Projects estimated to cost over three hundred thousand dollars (\$300,000) will be publicly bid and the project awarded to the lowest responsive bidder.

3.3.2 Formation of a Local Utility District (LUD)

Property owners within a defined area may petition the District's Board of Commissioners for formation of an LUD to finance the extension of water mains to serve their properties. Assessments are levied upon properties benefited by the improvements. All costs and expenses included under RCW 35.44.020, including but not limited to engineering, construction, legal, survey, administrative, overheads, easements, and costs associated with the procurement of all necessary permits and conduct of environmental analysis, are a part of the LUD costs.

The District will prepare a petition at the current cost established in Appendix B, Table B-11 for property owners desiring to initiate the formation of an LUD.

To the full extent required by and subject to the limitations imposed by applicable law (as amended from time to time), the Board of Commissioners of the District shall determine whether or not to form an LUD on the basis of the facts and circumstances pertinent to each particular proposal.

LUD formation must follow procedures described in the District's LUD Process Manual and applicable statutes.

Under applicable law, certain properties within the boundaries of an LUD may be exempt from assessment. In such cases, the District will grant an exemption, provided the property Owner or his/her/their representative notifies the District in writing and provides evidence satisfactory to the District that the property qualifies for an exemption.

The LUD process may also be available for financing the costs of water system attachment for certain individual, pre-existing single-family residences not located within or contiguous to an LUD currently undergoing formation. Such process requires participation in a “non-contiguous Local Utility District” available only to owners of single-family residences taking permanent service from an existing District pipeline. In order to qualify for the non-contiguous LUD process, the dwelling to be served must be the residence of the Applicant or of the Applicant’s tenant. The determination of whether or not a service can be considered permanent shall be at the District’s sole discretion. Any funds payable by the District to a third-party applicant under an applicable latecomer policy or agreement as a consequence of an LUD Customer attachment shall be paid only upon adoption by the Board of Commissioners of the final assessment roll relating to such LUD (see Sec.3.3.9).

3.3.3 LUD Assessments

For an LUD, each property included will pay an assessment established by the LUD process and designed to ensure that Customers pay an equitable share of system costs for supply, transmission, treatment, and local distribution lines. Assessments shall include cost of system construction together with any applicable GFC, DSC and, at the option of each assessed property owner, a SCC as defined in Section 2.6.2 and Interim Connection Fees as defined in Section 3.6.3. Assessments shall not be in lieu of any other applicable fees or charges payable as the result of Customer service changes, water usage, or the formation of any future LUD.

Customers added after deadlines in the LUD process have passed (e.g. time expired, specified number of services added, etc.) will be assessed standard District Charges and Fees in effect at the time of the request for service and applicable to the affected system, or the LUD assessments, whichever is greater.

Further information can be found in the District's LUD Procedure Manual.

3.3.4 Plan Review Fee

At the time an application is submitted for an extension or improvement, the Applicant shall pay the District a Plan Review Fee (see Appendix B, Table B-11) to cover the cost for up to two (2) District reviews. If more than two (2) reviews are required for the same project prior to execution of an Extension Agreement, or if the scope or complexity of design requires unusually extensive review, an additional fee for non-standard engineering services may be charged.

If the District undertakes to provide engineering design services at the application stage, a fee may be charged for non-standard engineering services per Appendix B, Table B-11 as described in Section 2.6.5 and Section 3.3-.

3.3.5 Extension Agreement Fee

At the time an Extension Agreement is submitted for execution by the District, the Applicant shall pay the District an Extension Agreement Fee to compensate the District for resources needed to participate in the project (Appendix B, Table B-11).

Any substantial changes to the design, layout, or project scope which requires, in the District's sole determination, the execution of a new Extension Agreement will require payment of an additional Extension Agreement Fee. In this case no credit of the original Extension Agreement Fee will be provided.

3.3.6 Summary of Extension Fees

In addition to fees charged for processing applications, Extension Agreements, and other District services, the Applicant will be charged the following Extension Fees, where applicable:

- (a) General Facilities Charge (GFC)
- (b) Distribution System Charge (DSC)
- (c) Service Connection Charge (SCC)

However, fees for properties located within LUDs are handled through the assessment process discussed above.

3.3.7 General Facilities Charge (GFC) – See Section 2.6.2

3.3.8 Distribution System Charge (DSC) - See Section 2.6.3

3.3.9 Reimbursement Using the DSC

When a New Customer attachment is made to a water distribution main extension or replacement installed and paid for by a third-party, the DSC collected by the District from the New Customer, less five percent (5%) retained by the District for administrative costs, may be paid over to such third-party as a partial reimbursement for costs of that main distribution extension or replacement installation. However, the following provisions shall apply:

- (a) DSCs collected by the District shall be paid by the District to the third-party installer for a period of ten (10) years from the date of acceptance of the subject water main extension or replacement, or until such time as the third-party installer

is fully reimbursed for its actual cost of that portion of the water main extension to which the DSC applies, whichever period is shorter. DSCs from New Customers attaching after such period shall be retained by the District.

- (b) Third-party reimbursements shall apply only with regard to water main extensions constructed by such third-party outside the established boundaries of any subdivision or property development for which the main extension was installed. The cost of a water main extension subject to reimbursement under this section shall include all appurtenances required and installed as a part of the water main extension.
- (c) Third-party reimbursements shall be made only for DSCs collected from New Customers whose connection is considered to be permanent by the District. DSCs collected from New Customers whose connection is considered Interim by the District, shall be retained by the District and applied to a future, permanent solution. Refer to Section 3.6 for more information on Interim Connections.
- (d) Reimbursement shall be available only to third parties who have entered into an “Application/Agreement for Private Developer Water System Extension” or a “Distribution System Charge Reimbursement Agreement” with the District, and shall be subject to all applicable policies of the District, including established DSCs.
- (e) Reimbursement shall be required only in situations where the District is reasonably able to locate the third party who installed the new or replacement water main. It is that person’s responsibility to provide the District with updated contact information for the Reimbursement Agreement. If with reasonable diligence the District is unable to locate the third party who is entitled to the DSC payment within the ten-year reimbursement period, using information supplied by such person, the District shall retain the DSC, and any claim that person may have for reimbursement shall be extinguished.

3.3.10 Non-standard Engineering Fees

Engineering fees for non-standard engineering services shall be established in the manner described in Section 2.6.5 of this Policies and Procedures Manual for non-standard services.

3.3.11 Over-Sizing and Replacement

- (a) The District may require over-sizing or replacement of existing facilities in conjunction with construction of an extension or improvement by an Applicant. Such requirements may apply on, or adjacent to, a development or subdivision, or to facilities that are associated with the development, but "off-site." The sizing required for Applicant-project needs alone will be based upon the District's

Standards and Specifications (Appendix A), or upon hydraulic analysis acceptable to the District that has been conducted specifically for a proposed project.

- (b) When a new development or subdivision has frontage on or abuts an existing District main or associated appurtenances (hydrants, pressure reducing valves, blow-off assemblies, air/vacuum relief valves, and water meters), and the District has determined in its sole discretion that any portion or all of such facilities are in need of replacement due to age, condition, substandard size or materials, or due to the likelihood of damage caused by construction of the development or sub-division improvements, the Applicant shall replace such facilities without contribution from the District. If the District has determined in its sole discretion that the development will not impact or cause damage to other existing facilities on frontages from which the development is not taking direct service and the development is not required to make improvements along such frontages by the governmental agency with jurisdiction over the work, the Applicant shall only be required to replace those facilities within the frontage from which it takes service. The Applicant may be entitled to reimbursement for additional Ceustomers connecting to the replacement facilities in accordance with Section 3.3.9.
- (c) Any new water system improvements installed for a development and located adjacent to or requiring extensions from an unfunded future proposed District project shown in the District's Water System Plan, and not included in the District's current Capital Improvement Program, shall be installed by the Applicant to sizes shown in the Water System Plan with no over-sizing contribution from the District. The Applicant may be entitled to reimbursement for additional Ceustomers connecting to the subject extension per Section 3.3.9.
- (d) In cases where fire flows required by applicable land use plans have changed since the construction of the existing main, the Applicant will be responsible for the cost of upgrading the existing main to meet required flows established in the District's Standards and Specifications for Design and Construction or the current flow required by the local fire prevention authority, whichever is greater.
- (e) Notwithstanding anything else in this Section, in the event that application of this policy would require the Applicant to install a replacement main that in the determination of the District in its sole discretion should be installed at a later date or in conjunction with a different project, the Applicant shall pay to the District in lieu of installation of such replacement main a DSC in an amount as determined in Appendix B, Tables B-4 and B-5. Such sum shall be held by the District for partial reimbursement to a third party of its costs of later installation of any replacement main that would otherwise have been required under this Section. The DSC shall be utilized by the District as provided in Section 3.3.9; however, should the District later install the replacement main at its cost, then the District shall apply the DSC against its replacement main installation cost.

- (f) If:
- 1) the District requires a) over-sizing of a main fronting or within the development or adjacent thereto (i.e., “off-site”); or b) replacement of a main which is “off-site” but is adjacent to the development; and
 - 2) in the District’s sole opinion such improvement can be conveniently completed in conjunction with other system improvements required of the Applicant under these policies to accommodate District needs associated with but not directly resulting from the development;

then in such event the District may, at its option, participate in the associated construction costs. The following guidelines will apply when the District requests such improvements and agrees to participate in payment of costs of over-sizing or replacement of facilities:

- (i) Upon receiving an application for an extension or an improvement, the District will determine if over-sizing or replacement of District facilities is best accomplished in conjunction with construction of the proposed development. The District's Water System Plan, the applicable land use plan, and existing system deficiencies will be the primary factors in making this determination.
- (ii) If over-sizing or replacement of such facilities is required, a pre-established reimbursement amount and time for reimbursement shall be negotiated between the District and the Applicant and included in the Extension Agreement.
- (iii) The amount of reimbursement for over-sizing will be based generally on the following:
 - (1) Mains:
 - A. For pipes up to 4 inches larger in diameter than the District's design standard for the development/lot - reimbursable costs will consist of material cost differences for pipe, valves, and fittings and reasonable labor costs as agreed to by both parties;
 - B. For pipes greater than 4 inches larger in diameter than the District's design standard required to serve the development/lot - reimbursable costs will include increased material and construction costs (e.g. cost differentials for larger components, increased excavation, special bedding, testing, cleaning, etc.) and reasonable labor costs agreed to by both parties.
 - (2) Other Facilities: Contributions for providing larger or replacement facilities will be conducted on a case-by-case basis and are subject to negotiations between the District and the Applicant.
- (iv) The methodology of reimbursement will be selected by the District at its sole discretion, and will be included in the Extension Agreement. Reimbursement methodology will normally be chosen from one of the following options:

- (1) Payment to the Applicant upon acceptance of the extension or improvement.
 - (2) Credit against funds otherwise owed by the Applicant to the District.
 - (3) Deferred to the future for reimbursement in lump sum or by installment.
 - (4) A combination of the above.
- (v) Material invoices must be submitted to the District prior to acceptance of the project.

3.4 Design

3.4.1 Standards and Specifications

All water line extensions shall be designed and installed in accordance with the District's Standards and Specifications (Appendix A). However, strict application of the Standards and Specifications may be waived by the District in certain instances, in accordance with Section 1.4 of this Manual.

3.4.2 Extension of Mains along Property Frontages

In order to provide for continued extension of the District's system beyond properties currently developed or under development, Applicants will be required to extend water mains along frontages associated with parcels, subdivisions, or developments. At the District's discretion, an Applicant may also be required to extend a main across the property being developed to facilitate looping of the system (per Section 3.4.3), in addition to extension along one or more frontages. In individual cases, the requirements for length and location of mains along such frontages shall be guided by the District's Water System Plan. Depending on the circumstances, reimbursement may be available following main installation, under the District's policies for the Distribution System Charge (see Section 3.3.9).

Applicants will normally be required to install a main along the entire length of any and all general use (open generally to the development residents and their guests and invitees, whether or not deemed "private") roads or developed public rights-of-way abutting the property being developed and from which the development takes water service. If the District has determined in its sole discretion that the development will not impact or cause damage to other existing District facilities on frontages from which the development is not taking direct service and the development is not required to make improvements along such frontages by the governmental agency with jurisdiction over the work, the Applicant shall only be required to replace facilities within the frontage from which it takes service.

In cases where the development's permanent access and permanent water utility distribution service line are not taken from the same general use road or public right-of-way, the location of the permanent distribution service connection, as determined at the

sole discretion of the District, shall be the frontage along which the District main will be extended.

At the District's option, the requirement for extension along a frontage may be modified or waived, provided that achievement of general policy goals and objectives of the District are not thereby impaired.

The District normally installs water mains on the north and east sides of a road or street. In some circumstances, therefore, the Applicant will be required to install a water main across the street or road from the Applicant's property.

3.4.3 Looping

Looping of water mains, at Applicant cost, may be required in order to satisfy pressure, fire flow, and system hydraulic requirements. In addition, looping may be desirable to promote system reliability and water quality. The determination of looping requirements shall be at the sole discretion of the District and will not exceed 200 feet of main per looping situation. In determining whether looping is required, the following factors shall be considered:

- The length of main that will be needed solely for looping purposes;
- Topographical constraints;
- Effects of looping on system hydraulics;
- The need for easements solely to support looping;
- Expected future development in the area, based on the applicable land use plan, as updated from time to time, municipal comprehensive plans if applicable, the District's Water System Plan, and other available information.

If a looping requirement is imposed solely to benefit other properties or the District's system generally, then the District will reimburse the Applicant for any required looping over 200 feet per looping situation. However, if the looping requirement also provides a direct benefit to the property in question (e.g. to meet required fire flows), then this limitation will not apply, and the Applicant's responsibility will be determined by the District on a case-by-case basis.

3.4.4 Water System Fire Flow Requirements

Water system lines and extensions installed pursuant to other Sections of this Policy to serve a new development shall be sized in accordance with the District's Standards and Specifications for Design and Construction. Such standards are based upon sound engineering and operational practices and shall provide to all new development lots not less than the following fire flows, or shall be at the level required by the local fire prevention authority, whichever is greater:

| <u>Lot Size</u> | <u>Fire Flow Requirements</u> |
|---------------------------------------|-------------------------------|
| a) Less than 1 acre | 1,000 gpm |
| b) Multi-family/commercial/industrial | 1,500 gpm |

For purpose of evaluating the sufficiency of fire flows, a “cluster development” shall be evaluated by the Fire Marshal according to the effective size of the building lots, based upon the relative distances between residential construction.

3.4.5 Water System Flow Standards Not Altered by Sprinkler Systems

The District supports the local fire jurisdictions requirements for residential fire protection sprinkling systems. However, such systems will not provide a basis for altering the District's design standards.

3.5 General Construction Procedures

3.5.1 Technical Standards and Specifications

Construction practices shall be in accordance with the District's latest Technical Standards and Specifications (Appendix A). However, strict application of the Standards and Specifications may be waived in certain instances, in accordance with Section 3.1.2.

3.5.2 Approved Contractor

All main extensions and taps to the District’s water system shall be installed only by a licensed and bonded contractor approved in advance by the District.

"Approval" of a contractor by the District means that the contractor has met certain minimum criteria relating to past performance, experience, or apparent ability to successfully perform the work required; it shall not be deemed to create or impose any warranty or guarantee by the District as to the said contractor or its workmanship, nor shall such approval relieve the Ceustomer or the contractor of their individual responsibility to comply in all respects with District policies and specifications.

3.5.3 Pre-Construction Conference

The Applicant shall schedule a pre-construction conference with the District and contractor after the Extension Agreement has been executed. The contractor shall submit a materials list and a safety and traffic control plan, if needed, for District approval before or during this meeting.

3.5.4 Deviations

The approved Extension Agreement construction plans shall be followed. No deviations will be allowed without request for change and approval in writing by the AGM or

~~his/her~~their designee. The District reserves the right to order changes. The Applicant shall be notified in writing of any changes.

3.5.5 Taps to Existing Main

All taps of a line to the existing main must be made by District crews or under direct supervision of the District personnel, with material supplied by the ~~Applicant~~Applicant, contractor or the District. Payment must be made in advance for this work, and for any material required, if done by the District. Tapping an existing main without adhering to District requirements for advance notification shall result in a penalty being assessed against the ~~A~~applicant (see Appendix B, Table B-12).

3.5.6 Service Equipment

If the Applicant is also constructing houses and will construct and complete houses at a rapid rate, the District, at its option, may require the Applicant to install the meters and service equipment coincidental with the installation of the main, or install the pre-run service ~~with a meter yoke~~ for later installation of the meter by the District. The service connection charge will be adjusted accordingly.

3.5.7 District Access

During the period of construction, Applicants and their contractors will provide access to District personnel (including personnel on contract to the District) as necessary, to ensure compliance with District requirements.

3.6 Interim Connections

3.6.1 Introduction

In general, interim connections to the District's system shall be avoided. However, under certain circumstances overall District goals and objectives may be advanced by permitting a meter connection to a District main or a non-District water system on an interim basis. Such an arrangement shall be permitted only when the District determines that the property in question will be served in the future by a District main abutting the property. The AGM or ~~his/her~~their designee shall have the authority to allow an interim connection and administer an Interim Connection Agreement (ICA). The ~~C~~eustomer shall pay all of the costs and expenses associated with obtaining interim water service.

3.6.2 Interim Connection Agreement (ICA)

Any interim meter connection will require an ~~(ICA)~~ to be executed between the ~~C~~eustomer and the District. The ICA will specify the terms and conditions for the interim connection. These may include, but are not limited to, provisions designed to facilitate financing and connection to a main, at the time a main abutting the property is subsequently installed and

fees and charges associated with the initial installation of the temporary meter and the future abandonment of the temporary meter.

3.6.3 Fees and Charges

Prior to execution of the ICA by the District, the Ceustomer shall pay an Interim Connection Agreement Fee, Permit Fee, Service Connection Charge for installation of the temporary meter, a Service Connection Charge for the future installation of the permanent meter (which includes the cost of installing a new meter connection and other facilities or equipment necessary to connect to the District's main if and when a main is installed abutting the property), and a Meter Abandonment Fee (which includes the cost of removing the temporary meter connection and disconnecting the service at the District's main). These fees are described in Appendix B.

Prior to execution of the ICA by the District, the Applicant shall also pay the applicable GFC, DSC, and the cost to install a PRV (if necessary). These costs and fees are described in Appendix B.

3.6.4 Easements, Property Rights and Permits

The eCustomer shall obtain and maintain all easements, property rights and/or permits which are necessary or appropriate for interim water service. The Ceustomer must provide documentation of same as part of the ICA.

3.6.5 Termination of Interim Service

Whenever a property ~~temporarily is~~ served pursuant to an ICA with a temporary meter location the property can receive ~~permanent~~ service by connection to a newly extended District water main abutting the property with the relocation of the temporary meter connection to the new permanent location. Once service relocation is complete, the ICA will be terminated. The cost of relocating the temporary meter connection to the permanent location is included in the fees and costs paid by the Ceustomer upon initiation of the ICA. Relocation of the temporary meter connection to the permanent location may result in temporary loss of service. The Ceustomer will also be required to extend their personal water service line from the new location of the permanent meter to the home at their cost within sixty (60) days of receiving written notice from the District.

Section 4

Satellite System Management

4.1 Introduction

4.1.1 Background

The District functions as a Satellite Management Agency (SMA) at its discretion to assist water systems accomplish technical and administrative tasks, maximize water availability, and maintain satisfactory water quality. The satellite system program, through either ownership or contracting for a variety of services, provides for operation and maintenance of small and large water systems by the District. By operating multiple water systems, economies of scale make it possible to: (1) employ qualified personnel, (2) provide good system management and operation, and (3) meet stringent standards required by the federal Safe Drinking Water Act (SDWA) and the state of Washington.

The Satellite System Management Program (SSMP) enables either a private or public system to select a level of District service that will best accommodate their particular needs. In addition, the District's eligibility for state and federal funding assistance and its ability to issue bonds helps to assure reliable and high quality service at minimum cost for District-owned systems. This outline of the District's Satellite System Management Program SSMP provides customers and applicable state agencies with the philosophy, objectives, and procedures associated with available services.

4.1.2 Types of Service

Although it is the District's preference to own all of its water systems, the Satellite System Management Program SSMP provides three primary-potential options of operation and assistance services for water systems:

- (a) Direct Service - ownership and operation by the District.
- (b) Contract Services (on a limited basis) - routine operation and maintenance, water quality monitoring, utility billings, and other periodic tasks for systems not owned by the District. Contract services are available to private and public systems at a rate commensurate with the service.
- (c) Support Assistance (on a limited basis) – one-time or long-term support to systems requiring technical, professional, or special assistance on a more limited scale. Charges for support assistance are determined in advance, generally on a time and materials basis.

These three service options are designed to respond to differing water systems and to support a comprehensive program of water system management throughout Snohomish County (County). Decisions by the District on whether to provide SMA services or establishing a level of service,—will depend on individual system needs, plans for improvement, and growth pressures, an assessment of state agency (i.e., ~~WA~~ Washington State Department of Health (DOH)/ and ~~WA~~ Washington State Department of Ecology (DOE) ~~Dept. of Ecology~~) cooperation, support, and regulatory issues, as well as the ability of the District to provide desired services in a cost effective manner. Each situation will be carefully examined by the District and discussed with the ~~applicant~~ Applicant interested in satellite system service or support.

The District will perform Direct or Contract Satellite management only for systems that comply with its minimum health, safety, and water quality standards. Systems failing to meet minimum standards must be brought up to standards in accordance with District Satellite System Management policies.

Exhibit 4-1 presents a diagram of service application and review procedures, described below, which the District uses in evaluating requests for implementing any of the three service options. Some steps involved in the process are required regardless of which service is being requested. First is the initial contact between the ~~applicant~~ Applicant and the District. During initial contact, ~~applicant~~ Applicants can discuss needs with the District and receive a copy of specific policies and procedures which pertain to their requests. The ~~Applicant~~ Applicant's written letter of request will initiate the District's formal evaluation of system needs, capabilities, and deficiencies. The District will then request specific data or background information needed to survey the water system and evaluate the District's ability to implement one of the three service options.

4.2 Policies and Procedures for Direct Service

Direct Service requires the transfer of system ownership and operational responsibilities from either an existing or new system to the District. The Direct Service option enables the District to assume complete responsibility for water systems at any location throughout the County. Water systems adjacent to or within a water district or municipality's service area will be directed to approach that water district or municipality for direct service before submitting a request to the District. The District cannot be compelled to assume transfer of a system that falls within the historical retail service area of an existing ~~municipality~~ municipal water supply system (i.e., city/town, water district) that is responsible for providing retail water service to the system and related Customers. Under the Direct Service option, the ~~applicant~~ Applicant and system customers are subject to all of the policies, procedures, standards and specifications set forth in this Policies and Procedures Manual. Water rates and charges will be imposed as applicable. Depending on the amount of system upgrade work and other expenses associated with system transfer to the District, an additional assessment or monthly capital rate surcharge may be levied.

The District may be required to assume specific financial, legal, or regulatory liabilities for systems that seek to transfer ownership. The scope and complexity of such liabilities, as well as the interests of all ~~county~~ County citizens, therefore, must be carefully considered for any proposed action, including relevant state agency cooperation, support, and funding assistance.

Systems proposed for that will be transferred to District ownership (Direct Service) must also meet minimum construction and reliability standards or a plan with associated funding to bring the system to those minimum standards must be in place prior to the District taking ownership of the system. Different criteria will be applied for Group A and B systems as appropriate.

4.2.1 Conditions

The District's Water Utility shall establish (as a part of such utility) Satellite Water Systems, which are separate and apart and remote from each other, under the following conditions:

- (a) Consideration by the District of a proposed Satellite Water System shall be instituted by the application of a group of water users or a water purveyor within the service area of the proposed Satellite Water System.
- (b) If a proposed Satellite Water System is in such proximity to an existing District water system or satellite system that it could reasonably qualify under District policy as an extension of or merger with such existing system, it shall not qualify for consideration as a Satellite Water System under this Section.
- (c) Satellite Water Systems may consist of new construction by the District, or the acquisition of existing or new systems, or the acquisition and improvement of existing systems, or any combination thereof. In any case, however, the system shall be required to meet the District's standards for water systems and shall be operated, insofar as reasonably possible pursuant to the general policies and procedures of the District's Water Utility, except as otherwise provided herein.
- (d) The District shall perform a due diligence feasibility study as detailed in Section 4.2.3 for ~~Each~~ each new Satellite Water System to determine that said system shall be financially self-supporting, and the financial condition of any existing District water system shall not be adversely affected as a result of the establishment or operation of the new Satellite Water System.
- (e) The applicant ~~Applicant~~ must possess adequate water rights adequate to supply, consistent with applicable law, policy, and regulation, to supply the project ~~water~~ system's existing and committed needs, and these water rights must be available for transferred to and beneficial use by the District without undue state agency regulatory impediment or opposition as determined by the District.

4.2.2 General Policies and Procedures

The general policy and procedures for implementing the Direct Service option are as follows:

- (a) Direct service can be provided for both Group A and B systems.
- (b) Purchase of private water systems is at the District's discretion and will require a financial feasibility analysis and must be based on an assessed value of the system and supported by the water system's customers.
- (c) Systems that are certified to meet District, Snohomish Health District, and ~~Washington Department of Health (DOH)~~ DOH standards during construction will not be subjected to the survey and upgrade process. Systems that may desire Direct Service from the District at some point in the future should meet the following requirements during design and construction:
 - The system should be designed and constructed in accordance with the Standards and Specifications of the District (Appendix A).
 - The design and monitoring of construction for all new systems should be coordinated with the District.
 - Prior to transfer of ownership of a new system to the District, the designer of the system must certify that it has been built in accordance with the approved design.
- (d) For systems that have not been certified as being constructed in accordance with District standards, a survey and engineering evaluation will be conducted and a schedule will be developed to accomplish system upgrades which are required to meet applicable District, local, state, and federal standards. Certain improvements, especially deficiencies related to water quality, safety and system reliability, will be required to be completed prior to or in conjunction with system transfer to the District.
- (e) Capital improvements and purchase costs will be financed by the system's owner(s)/customers through rate surcharges, assessments, GFCs, and/or District arranged financing. District financing options may include state and federal grants, cash contributions, ~~Local Utility District (LUD)~~ LUD bonds, or similar financing arrangements. State and federal agency financing options shall be assessed relative to District workload requirements, relevant state agency support/commitment to achieve District system objectives, and the effectiveness of applicable interagency coordination and approval process(es) to support the project.

- (f) Major system improvements may require the formation of an LUD, a capital rate surcharge supported by the system's customers, or similar financing arrangement.
- (g) An estimate of the cost of required capital improvements will be provided to and agreed upon by the satellite system's owners before the District assumes ownership or operational responsibilities. All systems not installed under the certification process outlined above will be handled on a case-by-case basis to determine charges for the preliminary survey and engineering evaluation.
- (h) Prior to District assumption of ownership or operational responsibility, the District pursuant to a state/federal funding source or at the satellite system owner's cost, shall prepare an assessment of the legal and regulatory status of the satellite system's water rights, potential legal/regulatory requirements and impediments to the District's effective transfer and beneficial use of the satellite system's water rights, the need and feasibility for the District secure to alternate municipal water supply, and state agency (Dept. of Ecology/WADOE/-DOH) cooperation and support for related and necessary District regulatory actions and approvals.
- (hi) The District's attorney will establish the appropriate authorization and legal instruments required for the transfer of system ownership to the District.

4.2.3 Review and Approval Procedures

- (a) Unless the District is successful in obtaining alternative funding to finance the feasibility study, tThe ~~applicant~~Applicant for a proposed Satellite Water System shall advance to the District the estimated costs for all preliminary and full studies undertaken to determine the feasibility of such a proposed system.
- (b) A preliminary feasibility study shall be performed to establish the system's capabilities, deficiencies, and compliance with appropriate regulatory and operational criteria. The study also will be used to determine the estimated costs of needed system improvements, ~~and~~—anticipated operation and maintenance expenses, feasibility of District beneficial use of the satellite system's water rights and/or access to alternate municipal water supply, related regulatory/legal process issues and requirements, and applicable state agency cooperation, support, and regulatory posture relating to the District's system objectives/requirements. The intent of this preliminary feasibility study is to attempt to identify at an early stage any major factor which renders the proposal not feasible. If the AGM or his or her designee finds from the preliminary study that the proposal is not feasible and/; or cannot be assured necessary state agency cooperation, the proposal shall be rejected.

- (c) A meeting or other appropriate method will be used to review the preliminary feasibility study results and preliminary cost estimates with the satellite system's existing owner(s)/customers. The owner(s)/customers may either withdraw the request for Direct Service or continue the process by authorizing the District to prepare a full feasibility study to more accurately determine the work and costs required to bring the system up to required standards.
- (d) If the preliminary feasibility study does not cause a rejection of the proposal, and upon the advancement of costs, the District shall undertake a full feasibility study to investigate in detail all issues which may affect the feasibility of the proposal. The intent of the full feasibility study is to add to the information developed in the preliminary feasibility study sufficiently to allow for a final determination as to the feasibility of the proposed Satellite Water System.

The District feasibility study will include a detailed analysis of the system's operation, required capital improvements, water right regulatory requirements, process, and approval issues, state agency regulatory posture regarding District water use objectives/requirements, and projected cost of operation and maintenance. It will also contain a preliminary financing plan for improvements and proposed rate structure based on:

- Minimum improvements required to meet quality, safety, and reliability standards.
 - Improvements required to upgrade the system to the Standards and Specifications of the District.
 - Source, storage, metering, fire flow, and other desired improvements.
- (e) After a review of the full feasibility study is conducted with the owner(s)/customers of the existing systems, the request for service may be withdrawn, or with the assistance of the District, proceedings to transfer ownership may be initiated.
- (f) Improvements required to upgrade the system to District standards will be completed consistent with the recommendations of the feasibility study. The District may require that some improvements (particularly those associated with water quality, safety, and reliability), ~~will~~ be completed prior to or in conjunction with system transfer. Some identified and system customer funded improvements may be scheduled for after the system transfer, and others deferred until normal repair or replacement occurs.
- (g) If capital costs for necessary improvements can be financed reasonably by the owner(s)/customers, then the transfer of ownership may be contractually

established. A list of items necessary to accomplish a transfer of ownership may include but is not limited to:

- Bill of Sale
 - Title Report and Property Deeds
 - Assignment of Easement and Franchises
 - New Easements, if required
 - Water Right Permit Extensions, Transfers, or Changes
 - Assignment of Water Rights
 - Authorization to Collect Rates and Fees
 - Hold Harmless Clause
 - List of Owners, Customers, and Addresses
 - Maps, Records, Equipment Manuals and Data, and Other Information
- (h) If necessary and found to be economically feasible, the District Commissioners may create an LUD in accordance with Title 54 RCW or a capital rate surcharge supported by the system's customers to fund any necessary improvements. Once an LUD is formed or rate surcharge adopted, ownership of specified facilities, equipment, and data will be transferred to District ownership.
- (i) New systems, whose initial design, construction, and approval have been conducted in accordance with the District's design standards and inspection requirements, will not require a preliminary survey or engineering evaluation. The transfer of ownership can occur either contractually or by LUD formation as described above. The system must be certified in accordance with Chapter 246-290 WAC to verify that it was built and approved in accordance with the requirements of the DOH, Snohomish Health District, and the District prior to transfer of ownership.

4.2.4 Submittal to Commission

A completed full feasibility study, together with the recommendations of Water Utility staff, shall be submitted to the Commission for its consideration and determination as to the establishment of the proposed Satellite Water System and any conditions thereof.

4.2.5 Refund of Advances for Feasibility Studies

If the Applicant funded the cost of the feasibility studies and those costs were included in the financial reimbursement package laid out in the study (LUD or applicable rate surcharge), the advances for the feasibility study shall be returned to the Applicant upon following acceptance by the Commission and transfer of the system to the District. In the event acquisition of an existing Satellite Water System is approved by the Commission and funds to finance its acquisition and/or construction (including the cost of the feasibility

~~studies) are received by the District, then the advances for its feasibility studies shall be returned to the Applicant.~~

4.2.6 Agreements and Conveyances

Satellite management when approved by the Commission shall be implemented by agreements and conveyances in form acceptable to the District and prepared by District staff at the expense of the Applicant.

4.2.7 Rates, Fees and Charges

Rates and other charges pertaining to the establishment and/or operation of a Satellite Water System shall be such as to reflect the need that such system be self-supporting and once adopted by the Board be added to Appendix B, Table B-6, B-7, and B-8 as appropriate. Engineering fees for non-standard engineering services shall be established in the manner described in Section 2.6.5 of this Policies and Procedures Manual, for non-standard services.

4.3 Policies and Procedures for Contract Services

A Service Contract is utilized to establish the frequency, duration, cost, and specific responsibilities of the District in performing services. Services can be contracted on a continuous basis to provide routine system operation and maintenance, periodic well performance monitoring, required water quality monitoring, periodic equipment maintenance, scheduled repair activities, on-call emergency assistance, utility billing services, and/or other tasks.

4.3.1 Conditions

Listed below are the major policy and procedural considerations for contract services:

- (a) System improvements may be required to eliminate deficiencies associated with system reliability, safety, and water quality. Improvements required by the District will be completed prior to the District initiating service unless the District agrees to accomplish improvements as a part of the contract.
- (b) Contract services will be limited to systems where such services are cost-effective for the District.
- (c) Financing for system improvements is the applicant's responsibility.
- (d) The District will only provide services to systems where facilities are located on property owned by the system, public rights-of-way, utility easements, or where

authorization for unrestricted access to all facilities that may require servicing, maintenance, repair or replacement, can be obtained.

- (e) If the ~~applicant~~Applicant intends to expand the system's service area, the District must approve of the expansion and/or be given the option to discontinue contract services.
- (f) The ~~applicant~~Applicant must designate a reasonably available individual to be an official contact with the District.
- (g) The District must receive, as appropriate, the legal authority from the ~~applicant~~Applicant to contract, assess costs, and be held harmless from service activities during the normal course of operations.

4.3.2 Review and Approval Procedures

- (a) Once Applicants have requested Contract Service assistance, they will be required to pay a fee to the District for the cost of conducting a preliminary feasibility study. The District must receive this study fee and all requested system data before the District will conduct a preliminary feasibility study of the system. The study is designed to identify all existing material defects, public health deficiencies and operational problems.
- (b) The District will provide the ~~applicant~~Applicant a list of all required improvements with an estimate of the costs associated with those improvements.
- (c) After reviewing the preliminary feasibility study results and evaluating the cost estimates, the ~~applicant~~Applicant may either withdraw the request for Contract Service or authorize the District to establish firm costs for the particular details of requested service. When determined by the District, firm costs will be reviewed with the ~~Applicant~~Applicant.
- (d) If the costs are acceptable, the Applicant will complete specified system improvements or pay the District to do so on their behalf and enter into a contract with the District which specifies the details, frequency, duration, and costs of the service program.
- (e) If the Applicant withdraws the request for service at any time in the process, the District will retain the preliminary feasibility study fee.
- (f) The AGM or his or her designee shall have the authority to execute a service contract on behalf of the District.

4.4 Policies and Procedures for Support Assistance

The Support Assistance Program provides general technical assistance for improving water utility service within the County, if staffing and project workload allow. Primarily, the program is designed to support and assist smaller water utilities. Services may be provided either on a one-time or continuous basis.

~~Support assistance includes such items as operator training, information system support, and purchase of equipment and supplies on a cooperative basis. Volume buying can reduce many of the costs of operating a small water utility.~~

There are several categories of services that the District can provide ~~on a one-time basis~~. Cost associated with providing these services can be established on a time and materials basis or through a lump-sum contract. Examples of services include:

- Loan equipment or supplies to a system to handle a special circumstance.
- Provide engineering and/or technical expertise to a system that lacks necessary staff for certain tasks.
- Provide financial management/grant procurement assistance.
- ~~Develop water system computerized maps.~~

~~In addition, there are several categories of continuous service that the District can provide including, but not limited to:~~

- Leadership and support to smaller utilities to ensure that its views are considered in formulating local and state regulatory actions.
- ~~Administration of programs for joint purchasing of equipment and supplies to achieve economies of scale for smaller utilities.~~
- ~~Provide technical support programs for operator training.~~

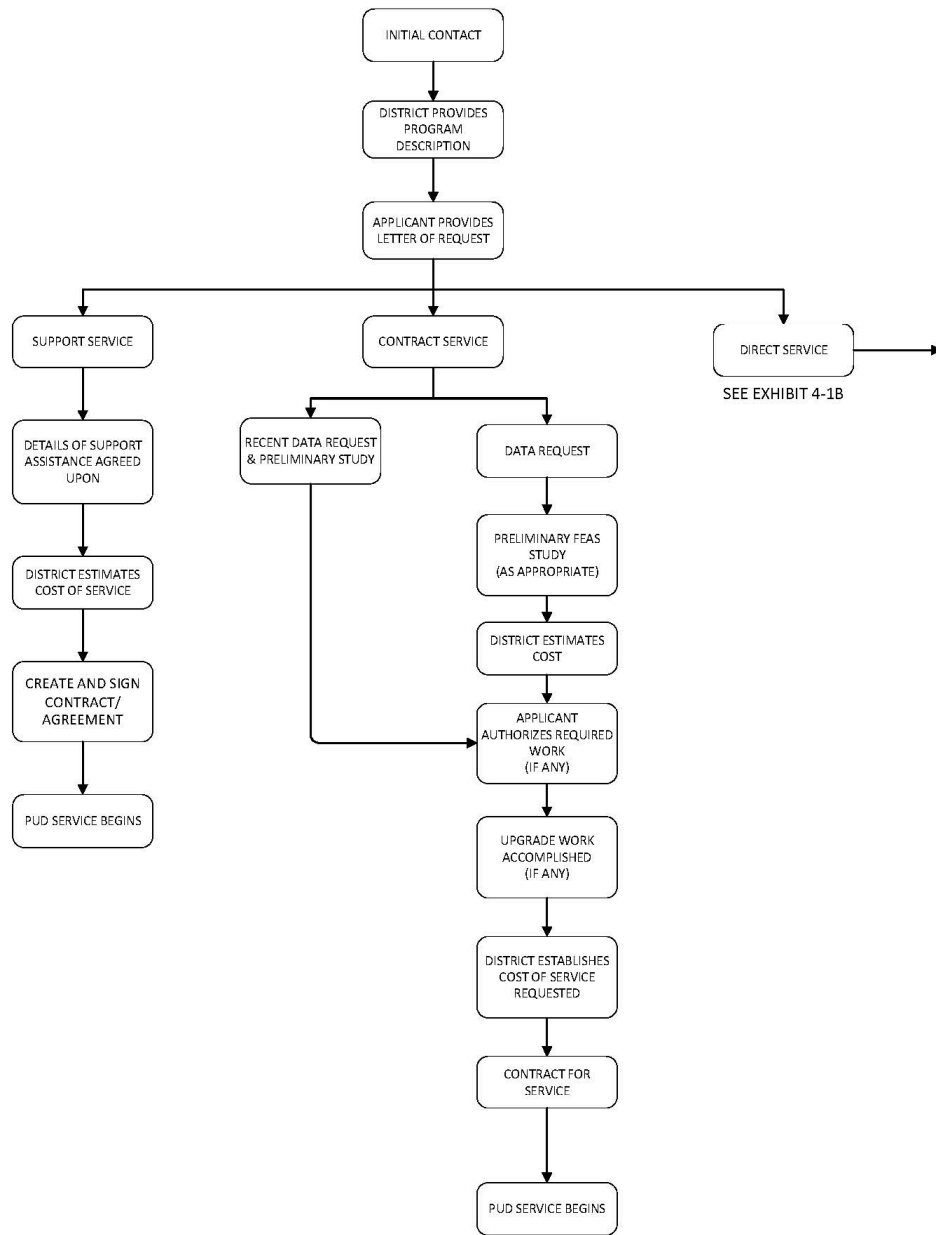
4.4.1 Conditions

The Support Assistance Program relationship is one that will not impact a utility's wish to remain autonomous and operate at existing expenditure levels. The District is willing to evaluate any form of assistance to help utilities improve their level of service.

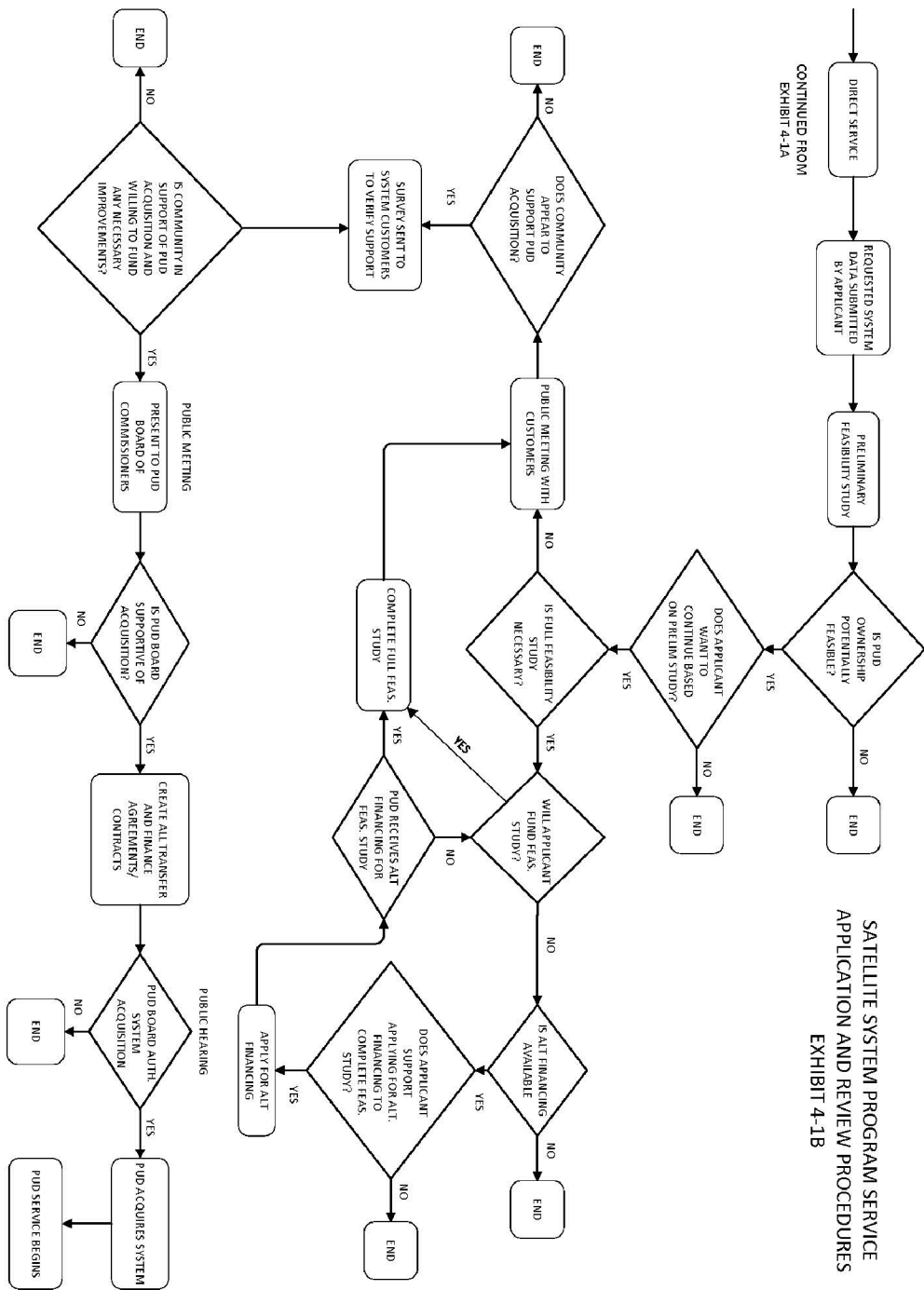
4.4.2 Review and Approval Procedures

- (a) The District and the applicant will execute either a formal contract or written agreement which will specify the exact responsibilities, staff, equipment, and other details required of the District in providing assistance.

- (b) The contract or agreement will establish the charges associated with providing service.
- (c) The AGM or his or her designee shall have the authority to execute a contract or agreement for support assistance, on behalf of the District.



SATELLITE SYSTEM PROGRAM SERVICE
APPLICATION AND REVIEW PROCEDURES
EXHIBIT 4-1A



SATELLITE SYSTEM PROGRAM SERVICE APPLICATION AND REVIEW PROCEDURES EXHIBIT 4-1B

Table B-1
Service Connection Charge ^(1,2)

| Meter Size | Meter Installation ⁽²⁾ | Meter Drop Only | PRV |
|------------|-----------------------------------|-----------------|----------------------|
| 3/4 | \$1,355 | \$190 | \$280 ⁽³⁾ |
| 1 | \$1,520 | \$265 | \$280 ⁽³⁾ |
| 1½ | Actual Cost | \$560 | |
| 2 | Actual Cost | \$640 | |

Footnotes:

- ⁽¹⁾ Applicability: applies to all new customers connecting to a PUD facility, and all existing customers requesting additional service work (See Section 2.6).
- ⁽²⁾ Plus applicable City or County fees.
- ⁽³⁾ Applies only when done concurrent with new service installation. If not done concurrently, charge is based on actual costs.

Table B-2
General Facilities Charge (GFC) ⁽¹⁾

| System | GFC ⁽²⁾ |
|---|--------------------|
| Integrated System | |
| Paid at Time of Conveyance | \$3,645/ERU |
| Paid at Time of Lot Sale/Service Connection ⁽³⁾ | \$4,125/ERU |
| Satellite and Remote Systems (Sunday Lake & Storm Lake Ridge) | |
| Paid at Time of Conveyance | \$5,915/ERU |
| Paid at Time of Lot Sale/Service Connection ⁽³⁾ | \$6,685/ERU |

Footnotes:

- ⁽¹⁾ For applicability, see Section 3.3.
- ⁽²⁾ See Table B-3 for ERU determination.
- ⁽³⁾ Applies only to lots in developments whose bill of sale was accepted by the District after August 31, 1998, where the Developer chose to defer payment responsibility to the property owner at the time of service connection.

Table B-3
ERU Determination

| Customer Class | ERU |
|---|---|
| Single-Family Residential Dwelling Unit | 1 ERU |
| Multi-Family Residential Dwelling Unit | 0.778 ERU |
| Commercial/Industrial | |
| ¾-inch meter | 1 ERU |
| 1-inch meter | 2.5 ERU |
| 1½-inch meter | 5 ERU |
| 2-inch meter | 8 ERU |
| 3-inch meter | 15 ERU per 0.55 gpm estimated peak day demand |
| 4-inch meter | 1 ERU per 0.55 gpm estimated peak day demand ⁽¹⁾ |
| 6-inch meter | 1 ERU per 0.55 gpm estimated peak day demand ⁽¹⁾ |
| 8-inch meter | 1 ERU per 0.55 gpm estimated peak day demand ⁽¹⁾ |

Footnotes:

⁽¹⁾ Estimated demand to be determined by the District, based on comparable facilities and information provided by the Applicant or Customer.

Table B-4 Distribution System Charge (DSC) ⁽¹⁾

| Category | Responsible for Payment | DSC |
|---|------------------------------|--|
| Single-Family Residential (excluding Satellite, and other LUD Systems with specific DSC rates identified in Table B-5) | | |
| Subdivision (Long or Short Plat) | Developer | \$38.00/front foot |
| Subdivision (Up to 2 lots) | Developer | \$4,210/parcel |
| Subdivision (3 or more lots) | Developer | \$38.00/front foot ⁽²⁾ |
| Individual Parcel | New Customer | \$4,210/parcel |
| Multi-Family Residential (Duplex Lot) | Developer or New Customer | \$4,210/parcel |
| Multi-Family Residential (3 or more connections) | Developer or New Customer | \$38.00/front foot ⁽²⁾ |
| Commercial or Industrial (Multiple Parcel/Single Facility - Strip Malls, <u>Mixed Use Development</u> , Large Scale) | Developer or New Customer | \$38.00/front foot ⁽²⁾ |
| Commercial or Industrial (Individual Parcel/Single Facility, Small Scale) | Developer or New Customer | \$38.00/front foot ⁽³⁾ |

Footnotes:

⁽¹⁾ Applicability: (See Section 2.6.3)

⁽²⁾ Total length, measured in feet, of all subdivision or parcel boundaries that front on a public right-of-way that contains an existing PUD main, or that will require a District main based on the PUD's Comprehensive Water Plan.

⁽³⁾ Total length, measured in feet, of the individual parcel that fronts on a public right-of-way that contains an existing District main per Section 3.4.2. In the event the parcel abuts more than one road or public right-of-way, the DSC front footage shall be calculated based upon the side of the parcel that abuts a road or public right-of-way from which the parcel takes permanent access and from which the permanent service line is installed. In cases where the permanent access and permanent service line are not taken from the same road or public right-of-way, the location of the permanent service, as determined at the sole discretion of the District, shall be the side from which the DSC's are calculated. The PUD shall be the sole arbiter in determining whether or not the Commercial or Industrial Facility shall be deemed Small Scale.

Table B-5
Distribution System Charge (DSC) ^(1,2)
Exceptions from the Standard DSC for Satellite and other LUD Systems

| Service Category | DSC (\$) |
|---|--|
| Single-Family Residential | |
| Single-Family Residential, Within Acquired and LUD Systems | |
| Getchell Park | \$4,655/connection |
| Ray Gray Road (non-assessed) | \$5,525/connection |
| Ray Gray Road (proportionately assessed) DSC Credit to full non-assessed DSC above | (\$2,310)/connection \$3,055/connection |
| Other Future Systems | * |

Footnotes:

⁽¹⁾ Applicability: (see Section 2.6.3)

⁽²⁾ DSC for LUD's calculated from original Distribution portion of Assessment.

These numbers shall be used (with no annual adjustment) until the DSC as identified in Table B-4 is equal to or greater than the DSC shown herein. At such time, the DSC from Table B-4 shall be used and the DSC number shall be removed from Table B-5.

* To be determined case-by-case, on average cost per lot basis.

Table B-6
Water Service Rates and Charges - Single Family ^(1,2)

| Description | Monthly Customer Charge | Commodity Rate | Unmetered Monthly Rate | Monthly Surcharge |
|---|-------------------------------|-------------------|------------------------------|-----------------------|
| General Rates and Charges | \$23.92 | \$3.66/CCF | \$60.59 | N/A |
| Special Rates and Charges | | | | |
| Lake Roesiger ⁽³⁾ | \$23.92 | \$3.66/CCF | \$67.49 ⁽³⁾ | N/A |
| Dubuque ⁽⁵⁾ | \$23.92 | \$3.66/CCF | \$69.09 ⁽⁴⁾ | 10.00 ⁽⁵⁾ |
| Booster Facilities ⁽⁶⁾ | \$24.92 | \$3.66/CCF | N/A | N/A |
| T Marks/Joywood ⁽⁷⁾ | \$23.92 | \$3.66/CCF | \$89.09 ⁽⁴⁾ | 30.00 ⁽⁷⁾ |
| Kayak Estates Water System ⁽⁸⁾ | \$23.92 | \$3.66/CCF | \$79.09 ⁽⁴⁾ | 20.00 ⁽⁸⁾ |
| Cascade Acres ⁽⁹⁾ | \$23.92 | \$3.66/CCF | \$89.09 ⁽⁴⁾ | 30.00 ⁽⁹⁾ |
| Warm Beach ⁽¹⁰⁾ | \$23.92 | \$3.66/CCF | \$94.09 ⁽⁴⁾ | 35.00 ⁽¹⁰⁾ |

Notes:

CCF = 100 Cubic Feet

N/A = Not Applicable

Footnotes:

- ⁽¹⁾ Single-family applications shall include single-family residential units; and duplexes and multiple-family residential customers with individual meters to each unit.
- ⁽²⁾ Rates are subject to proportional increases to compensate for any gross revenue tax imposed by any municipal body upon the District.
- ⁽³⁾ An additional charge of \$0.84/CCF is charged to Lake Roesiger residents, for septic tank pumping.
- ⁽⁴⁾ Includes monthly surcharge.
- ⁽⁵⁾ Surcharge ends: July 1, 2026 (Refer to Resolution 4482)
- ⁽⁶⁾ This schedule will be on limited accounts (see 2.3.11 Booster Facilities).
- ⁽⁷⁾ Surcharge ends: August 1, 2028 for Joywood & March 1, 2018 for duplex units metered individually. (Refer to Resolution 5087)
- ⁽⁸⁾ Surcharge ends: November 18, 2026 (Refer to Resolution 5271, plus delay due to actual ownership transfer date)
- ⁽⁹⁾ Surcharge ends: December 31, 2034 (Refer to Resolution 5657)
- ⁽¹⁰⁾ Surcharge ends: September 13, 2038 (Refer to Resolution 5864)

Table B-7
Water Service Rates and Charges - Multiple Family^(1,2)

| Description | Monthly Customer Charge | Commodity Rate | Monthly Surcharge | Septic Pumping Charge |
|---|-------------------------------|-------------------|------------------------|-----------------------------|
| General Rates and Charges | \$25.15 | \$3.63/CCF | N/A | N/A |
| Special Rates and Charges | | | | |
| Lake Roesiger ⁽⁴⁾ | \$25.15 | \$3.63/CCF | N/A | \$0.84/CCF |
| Dubuque ⁽³⁾ | \$25.15 | \$3.63/CCF | \$10.00 ⁽³⁾ | N/A |
| West Machias ⁽⁵⁾ | \$25.15 | \$3.63/CCF | \$30.00 ⁽⁵⁾ | N/A |
| Kla-Ha-Ya ⁽⁶⁾ | \$25.15 | \$3.63/CCF | \$30.00 ⁽⁶⁾ | N/A |
| Kayak Estates Water System ⁽⁷⁾ | \$25.15 | \$3.63/CCF | \$20.00 ⁽⁷⁾ | N/A |
| Cascade Acres ⁽⁸⁾ | \$25.15 | \$3.63/CCF | \$30.00 ⁽⁸⁾ | N/A |
| Warm Beach ⁽⁹⁾ | \$25.15 | \$3.63/CCF | \$35.00 ⁽⁹⁾ | N/A |

Notes:

CCF = 100 Cubic Feet

N/A = Not Applicable

Footnotes:

- ⁽¹⁾ Multiple-family applications shall include duplexes, triplexes, and other multiple-family residential customers of two units or more, metered through one meter.
- ⁽²⁾ Rates are subject to proportional increases to compensate for any gross revenue tax imposed by any municipal body upon the District.
- ⁽³⁾ Surcharge ends: July 1, 2026 (Refer to Resolution 4482)
- ⁽⁴⁾ An additional charge of \$0.84/CCF is charged to Lake Roesiger residents for septic tank pumping.
- ⁽⁵⁾ Surcharge ends: November 1, 2025 (Refer to Resolution 5087)
- ⁽⁶⁾ Surcharge ends: February 1, 2025 (Refer to Resolution 5087)
- ⁽⁷⁾ Surcharge ends: November 18, 2026 (Refer to Resolution 5271, plus delay due to actual ownership transfer date)
- ⁽⁸⁾ Surcharge ends: December 31, 2034 (Refer to Resolution 5657)
- ⁽⁹⁾ Surcharge ends: September 13, 2038 (Refer to Resolution 5864)

Table B-8
Water Service Rates and Charges - Commercial/Industrial ^(1,2)

| Description | Monthly Customer Charge | Commodity Rate | Monthly Surcharge | Monthly Septic Pumping Charge |
|---|-------------------------------|-------------------|----------------------|--|
| General Rates and Charges | \$54.66 | \$3.53/CCF | N/A | N/A |
| Special Rates and Charges | | | | |
| Lake Connor Park | \$102.75 | \$4.16/CCF | N/A | N/A |
| Lake Roesiger ⁽³⁾ | \$54.66 | \$3.53/CCF | N/A | \$0.84/CCF |
| Kayak Estates Water System ⁽⁴⁾ | \$54.66 | \$3.53/CCF | 20.00 ⁽⁴⁾ | N/A |
| Warm Beach ⁽⁵⁾ | \$54.66 | \$3.53/CCF | 35.00 ⁽⁵⁾ | N/A |

Notes:

CCF = 100 Cubic Feet

N/A = Not Applicable

Footnotes:⁽¹⁾ Commercial or industrial occupants, including governmental and institutional occupants.⁽²⁾ Rates are subject to proportional increases to compensate for any gross revenue tax imposed by any municipal body upon the District.⁽³⁾ An additional charge of \$0.84/CCF is charged to Lake Roesiger customers for septic tank pumping.⁽⁴⁾ Surcharge ends: November 18, 2026 (Refer to Resolution 5271, plus delay due to actual ownership transfer date)⁽⁵⁾ Surcharge ends: September 13, 2038 (Refer to Resolution 5864)

Table B-9 Wholesale Water Service ^(1,2)

Commodity Charge

City of Granite Falls \$2.25/CCF

Footnotes:

- ⁽¹⁾ Available only for wholesale water service for resale by a wholesale customer to its retail water customers.
- ⁽²⁾ Rates are subject to proportional increases to compensate for any gross revenue tax imposed by any municipal body upon the District.
- ⁽³⁾ Wholesale service to Granite Falls is subject to terms as defined in the Wholesale Water Agreement between the District and the City of Granite Falls, as amended from time to time.

Commodity Charge

City of Arlington ^(3,4) \$2.27/CCF ⁽⁵⁾

Footnotes:

- ⁽¹⁾ Available only for wholesale water service for resale by a wholesale customer to its retail water customers.
- ⁽²⁾ Rates are subject to proportional increases to compensate for any gross revenue tax imposed by any municipal body upon the District.
- ⁽³⁾ Water will be supplied through one master meter.
- ⁽⁴⁾ Wholesale service to Arlington is subject to terms as defined in the Wholesale Water Agreement between the District and the City of Arlington, as amended from time to time, including, but not limited to, Section 3 thereof.
- ⁽⁵⁾ The actual rate for each year will be based on the average costs of the preceding year for each of the wholesale cost components as described in Exhibit 2 of the Wholesale Water Agreement with the City of Arlington.

Commodity Charge

City of Snohomish \$2.85/CCF

Footnotes:

- ⁽¹⁾ Available only for wholesale water service for resale by a wholesale customer to its retail water customers.
- ⁽²⁾ Wholesale service to Snohomish is subject to terms as defined in the Wholesale Water Agreement between the District and the City of Snohomish, as amended from time to time.

Table B-9
Wholesale Water Service ^(1,2)

| | Monthly Customer Charge | Commodity Rate |
|--------------------------------------|-------------------------------|---------------------------|
| Twin Falls/Seymours ^(3,4) | \$54.66 | \$3.53/CCF ⁽⁵⁾ |

Notes:

CCF = 100 Cubic Feet

Footnotes:

- ⁽¹⁾ Available only for wholesale water service for resale by a wholesale customer to its retail water customers.
- ⁽²⁾ Rates are subject to proportional increases to compensate for any gross revenue tax imposed by any municipal body upon the District.
- ⁽³⁾ Water will be supplied through one master meter.
- ⁽⁴⁾ Wholesale service to Twin Falls/Seymours is subject to terms as defined in the Wholesale Water Agreement between the District and Twin Falls/Seymours, as amended from time to time, including, but not limited to, Section 2 thereof.
- ⁽⁵⁾ The actual rate for each year will be based on the District's Water Commercial/Industrial Rate as described in Section 3 of the Wholesale Water Agreement with Twin Falls/Seymours.

| | Monthly Customer Charge | Commodity Rate |
|--|-------------------------------|---------------------------|
| Sudden View/Blue Rock Water Co./Iliad ^(3,4) | \$54.66 | \$3.53/CCF ⁽⁵⁾ |

Notes:

CCF = 100 Cubic Feet

Footnotes:

- ⁽¹⁾ Available only for wholesale water service for resale by a wholesale customer to its retail water customers.
- ⁽²⁾ Rates are subject to proportional increases to compensate for any gross revenue tax imposed by any municipal body upon the District.
- ⁽³⁾ Water will be supplied through one master meter.
- ⁽⁴⁾ Wholesale service to Sudden View/Blue Rock Water Co./Iliad is subject to terms as defined in the Wholesale Water Agreement between the District and Sudden View/Blue Rock Water Co./Iliad, as amended from time to time, including, but not limited to, Section 2 thereof.
- ⁽⁵⁾ The actual rate for each year will be based on the District's Water Commercial/Industrial Rate as described in Section 3 of the Wholesale Water Agreement with Sudden View/Blue Rock Water Co./Iliad.

Table B-10 Miscellaneous Fees

| | | |
|-------------------------|--|---|
| 1 | Account Service Charge | \$15 |
| 2 | Disconnect Fee (Due to customer request or non-payment) | \$40 |
| 3 | Same Day Reconnect During Business Hours* | \$80 |
| 4 | Next Day Reconnect During Business Hours* | \$40 |
| 5 | Key Box Installation | \$150 |
| 6 <u>5</u> | Returned Check Charge | \$20 |
| 7 <u>6</u> | Late Payment | \$10 <u>\$5 or 1% whichever is greater</u> |
| 8 <u>7</u> | Damage and Security Deposit for temporary water service (physical water service) | \$500 |
| 9 <u>8</u> | Security Deposit for Residential Water Accounts | \$60 |
| 10 <u>9</u> | Damage and Security Deposit Interest | Current Rate |
| 11 <u>10</u> | Meter Abandonment/Removal Fee** | \$1,530** |
| 12 <u>11</u> | Records Research Charge | Actual Cost |
| 13 <u>12</u> | Meter Water Test | Actual Cost |
| 14 <u>13</u> | Crew/Serviceman Standby (Customer Request) | Actual Cost |
| 15 <u>14</u> | Damage from Addition of New Equipment | Actual Cost |
| 16 <u>15</u> | Damage to District Property | Actual Cost |
| 17 <u>16</u> | Disconnection, Non-routine | Actual Cost |
| 18 <u>17</u> | Recording Fees | Actual Cost |
| 19 <u>18</u> | Temporary Construction Fill Station | \$900 |
| 20 <u>19</u> | Bulk Water Use Deposit (Key) | \$275 |
| 21 <u>20</u> | Bulk Water Use Fee | |
| | Daily Permit, Limited to 2,500 gallons; or 334 cubic feet | \$35 |
| | Monthly Permit, Limited to 10,000 gallons; or 1,336 cubic feet | \$75 |
| | Six-Month Permit, Limited to 60,000 gallons; or 8,021 cubic feet | \$300 |
| 22 <u>21</u> | After-Business Hours* Service Call | Actual Cost |
| | Customer Equipment Failure, Customer Request to Repair | Minimum \$150 |
| 23 <u>22</u> | After-Business Hours* Connection for New Customer | \$150 |
| | (plus Account Service Charge) | \$15 |
| 24 <u>23</u> | After-Business Hours* Reconnection – Water | \$150 |

* Regular Business Hours: 8:00 a.m. to 5:30 p.m., Monday through Friday, excluding weekends and holidays.

** Subject to automatic annual adjustment based upon the change ratio of the Engineering News Record Construction Cost Index for the Seattle Area as reported on a November-to-November calendar basis.

Table B-11
Engineering Service Fees

| | |
|--|-------------|
| Plan Review Fee - Two (2) Reviews | |
| Residential | \$250 |
| Non-residential/ <u>Mixed Use Development</u> | \$1,000 |
| Letter of Credit Processing Fee (for developer extensions) | \$200 |
| Extension Agreement Fee | \$30/ERU |
| Booster Pump Agreement Fee | \$25 |
| County Right-of-Way Permit Fee | \$100 |
| Interim Connection Agreement Processing Fee | \$100 |
| LUD Petition Fee | \$100 |
| LUD Administration Charge | \$200 |
| LUD Feasibility Study | Actual Cost |
| Non-standard Services | Actual Cost |
| Satellite System Preliminary Feasibility Study | Actual Cost |
| Satellite System Full Feasibility Study | Actual Cost |
| Water Availability Letter | |
| General | \$25 |
| Fire Flow Model | \$200 |
| Fire Flow Test | \$300 |

Table B-12
Standard Penalties

| | |
|---|------------------|
| Unauthorized Taking of Water | Minimum of \$200 |
| Tampering with Equipment | Minimum of \$200 |
| Unauthorized Valve Operation | Minimum of \$200 |
| Tapping Main without Advance Notification | Minimum of \$200 |
| Customer Self-Connection or Reconnection | \$200 |
| Unauthorized Use of District Fire Hydrant | \$200 |
| Unauthorized Use of District Fill Station | \$200 |
| Meter Access | \$250 |



BUSINESS OF THE COMMISSION

Meeting Date: August 22, 2023

Agenda Item: 5C

TITLE:

Consideration of a Resolution Authorizing the CEO/General Manager of Public Utility District No. 1 of Snohomish County to Execute Amendment No. 3 to an Interlocal Agreement With Snohomish County Regarding Weatherization of Low-Income Residences

SUBMITTED FOR: Items for Individual Consideration

Customer and Energy Services Department Jeff Feinberg Contact 1840 Extension Date of Previous Briefing: August 8, 2023 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) non-delegable, statutorily-assigned Board duty; Subsection (E) Contracts. Commission action is required for an interlocal agreement by RCW 39.23.030(2) and RCW 39.34.080.

The District utilizes various mechanisms to acquire energy savings from low-income customers residing in Snohomish County and Camano Island. One mechanism the District has previously used is the Matchmaker Program, operated by the Washington State Department of Commerce. The District began participating in the Matchmaker Program in 1987 to weatherize electrically heated homes of low-income customers in Snohomish County. However, District staff found it difficult to track funds, and the framework made it difficult to work directly with the County.

In 2019, the District entered into an Interlocal Agreement directly with the County to perform low-income weatherization services for electrically heated homes in lieu of using the Matchmaker Program. In 2020, the Board authorized Amendment No. 1 to the Agreement, to extend the term through December 31, 2021, and revise the list of approved measures. In 2021, the Board authorized Amendment No. 2, extending the term of the Agreement through December 31, 2023,

and increasing the maximum funding levels. The current agreement requires the County to identify low-income District customers, select contractors to provide services to those customers, and provide certain tracking, monitoring, and reporting functions. The agreement also obligates the County to seek additional funding, such as matching funds from the Matchmaker Program. The agreement requires the District to reimburse the County for the services performed.

Working directly with the County allows the District the opportunity for better control and accountability over funding levels and greater flexibility of included measures, while allowing the County to use the District's direct funding to obtain matching funds through the Matchmaker Program (and any other program that may have matching funds available).

District staff is proposing that the existing agreement be extended through December 31, 2025, the list of approved measures be revised, and the existing maximum funding levels be increased by \$1,575,000, from \$1,250,000 to \$2,825,000. A proposed Amendment No. 3 to the existing Interlocal Agreement with the County is attached to the proposed resolution.

List Attachments:

Resolution

Exhibit A

RESOLUTION NO. _____

A RESOLUTION Authorizing the CEO/General Manager of Public Utility District No. 1 of Snohomish County to Execute an Amendment No. 3 to an Interlocal Agreement With Snohomish County Regarding Weatherization of Low-Income Residences

WHEREAS, the District has at times contracted with the Washington State Department of Commerce (the “Department”) to participate in the Energy Matchmakers Program to weatherize electrically heated homes of the District’s low-income customers; and

WHEREAS, funds provided to the Department as part of the Energy Matchmaker Program are ultimately made available by the Department to the Snohomish County Human Services Department (the “County”) to perform the weatherization services; and

WHEREAS, the District, under Resolution No. 5907, approved on May 21, 2019, contracted with the County through an interlocal agreement to more efficiently perform the low-income weatherization services previously acquired by the District through the Energy Matchmaker Program, for a term extending through December 31, 2020; and

WHEREAS, under Resolution No. 5987, on November 3, 2020, the District approved Amendment No. 1 to the interlocal agreement, extending the interlocal agreement through December 31, 2021, and added to the list of approved measures; and

WHEREAS, under Resolution No. 6036, approved on November 16, 2021, the District approved Amendment No. 2 to the interlocal agreement, extending the interlocal agreement through December 31, 2023, and increasing the maximum funding amount under the agreement; and

WHEREAS, District staff recommends that the District approve a third amendment to the interlocal agreement to extend the program through December 31, 2025, revise the list of

approved measures, and to add \$1,575,000 to the maximum funding amount under the agreement.

NOW, THEREFORE, BE IT RESOLVED by the Commission of Public Utility District No. 1 of Snohomish County, that the CEO/General Manager, or his designee, is authorized to execute Amendment No. 3 to the 2019-2020 Low-Income Weatherization and Energy Savings Agreement with Snohomish County, a copy of which is attached hereto as Exhibit A to this Resolution.

PASSED AND APPROVED this 22nd day of August, 2023.

President

Vice-President

Secretary

**AMENDMENT NO. 3 to
2019-20 LOW INCOME WEATHERIZATION AND ENERGY SAVINGS AGREEMENT**

This Amendment No. 3 to the 2019-20 Low Income Weatherization and Energy Savings Agreement is made and entered into by and between Public Utility District No. 1 of Snohomish County, Washington, a Washington State municipal corporation (the "PUD"), and Snohomish County, a political subdivision of the state of Washington (the "County"), effective as of _____, 2023.

RECITALS

- a. Under Chapter 39.34 RCW, the Interlocal Cooperation Act, the PUD and the County entered into the 2019-2020 Low Income Weatherization and Energy Savings Agreement in order to enable the County to assist the PUD in administering and delivering weatherization services to eligible PUD electric customers and generating energy savings for the PUD.
- b. The Agreement was extended and modified through Amendment No. 1 and further extended and modified through Amendment No. 2.
- c. The PUD and the County wish to extend the current Agreement, as amended, through the end of calendar year 2025, amend and add items to the list of energy savings measures, and amend and add \$1,575,000 to the total funding authorized.

AGREEMENT

The parties therefore agree to amend the 2019-2020 Low Income Weatherization and Energy Savings Agreement as follows:

1. Substitute the following for Section 1, Paragraph 1.6:

1.6 "Program Year" is a period of twelve consecutive calendar months commencing on January 1 and ending on December 31 of the same year. The first Program Year of the Agreement will commence on the Effective Date and, unless earlier terminated in accordance with Section 6.2, the Agreement will end on December 31, 2025.

2. Substitute the following for Section 6, Paragraph 6.1:

6.1 Term. This Agreement shall cover the 2019-20, 2020-2021, 2022-2023, and 2024-2025 Program Years, commencing on the Effective Date and expiring on December 31, 2025.

3. Substitute the following contact information in Section 10, Paragraph 10.2:

10.2 Notices. All notices required to be given hereunder shall be deemed to be sufficiently given if delivered in person, by email, or mailed, by prepaid, certified mail or overnight courier to the other party's authorized representative at the contact information set forth below. Either party may change its authorized representative or their contact information at any time by giving the other notice of the change in accordance with this section.

To: Public Utility District No. 1 of
Snohomish County
Attn: Jeff Feinberg
2320 California Street
Everett, WA 98201
Tel: (425) 783-1840
Email: jmfeinberg@snopud.com

To: Snohomish County
Attn: Molly Beeman
3000 Rockefeller Ave.
Everett, WA 98201
Tel: (425) 262-2888
Email: molly.beeman@co.snohomish.wa.us

A notice or other communication under this Agreement will be deemed to have been given as follows: (i) if delivered in person, on the day of delivery; (ii) if delivered by email, two hours after the time sent (as recorded on the device from which the sender sent the email) or if sent on a non-working day or outside of regular business hours then at 8:00am the next business day, unless the sender receives an automated message that the email has not been delivered; (iii) if mailed by prepaid or registered mail, three working days after mailing; and (iv) if sent by overnight courier, one working day after mailing.

4. Substitute the attached revised Exhibit A, entitled "Exhibit A: MAXIMUM FUNDING AMOUNTS," for the amended Exhibit A.
5. Substitute the attached revised Exhibit B, entitled "Exhibit B: 2023-2024 Measure Incentive Amounts," for the amended Exhibit B.

Except as modified herein, the original Agreement, as previously amended, remains fully in effect.

By signing below, the parties agree to be bound by the terms of this Amendment No. 3, as well as all of the documents attached hereto.

PUBLIC UTILITY DISTRICT NO. 1
OF SNOHOMISH COUNTY

SNOHOMISH COUNTY

By: _____
Its:

By: _____
Its:

LIST OF ATTACHED EXHIBITS to AMENDMENT NO. 3

Revised Exhibit A: Maximum Funding Amounts

Revised Exhibit B: 2024-2025 Measure Incentive Amounts

REVISED EXHIBIT A
MAXIMUM FUNDING AMOUNTS

Low-Income Weatherization Program
Public Utility District No. 1 of Snohomish County, Washington

Agency Name and Address:

Snohomish County Office of Energy and Sustainability
3000 Rockefeller Ave., MS-303
Everett, WA 98201

Requests for Reimbursement are subject to the following Maximum Funding Amounts:

| | |
|------------------------|----------------|
| 2019-2025 Program Year | |
| Maximum Funding Amount | \$2,825,000.00 |

REVISED EXHIBIT B

2024-2025 MEASURE INCENTIVE AMOUNTS

The following list contains eligible Measures and corresponding incentive amounts. Note incentive amounts are different from 2024 to 2025. Measurement criteria are shown in the “\$ per...” column. Required reporting criteria are shown in the “Measure Identifiers” column.

| Energy Efficiency Measure | 2024 | | | 2025 | | | \$ per... | Measure Identifiers |
|---|---------------|---------------|-------------------|---------------|---------------|-------------------|------------------------|--|
| | Single Family | Multi- Family | Manufactured Home | Single Family | Multi- Family | Manufactured Home | | |
| Attic Insulation R0 to R38 | \$2.43 | \$1.92 | | \$2.55 | \$2.02 | | Square Foot | Pre & post R-level |
| Attic Insulation R0 to R49 | \$2.51 | \$2.49 | | \$2.64 | \$2.61 | | Square Foot | Pre & post R-level |
| Attic Insulation R11 to R38 | \$1.59 | | | \$1.67 | | | Square Foot | Pre & post R-level |
| Attic Insulation R11 to R49 | \$2.93 | | | \$3.08 | | | Square Foot | Pre & post R-level |
| Attic Insulation R19 to R38 | \$1.29 | \$1.29 | | \$1.35 | \$1.35 | | Square Foot | Pre & post R-level |
| Attic Insulation R19 to R49 | \$2.48 | \$2.48 | | \$2.60 | \$2.60 | | Square Foot | Pre & post R-level |
| Wall Insulation R0 to R11 | \$2.75 | \$2.75 | | \$2.89 | \$2.89 | | Square Foot | Pre & post R-level |
| Floor Insulation R0 to R19 | \$2.54 | \$2.54 | | \$2.67 | \$2.67 | | Square Foot | Pre & post R-level |
| Floor Insulation R0 to R22 | | | \$3.17 | | | \$3.33 | Square Foot | Pre & post R-level |
| Floor Insulation R0 to R25 | \$2.27 | | | \$2.38 | | | Square Foot | Pre & post R-level |
| Floor Insulation R0 to R30 | \$2.20 | \$2.20 | | \$2.31 | \$2.31 | | Square Foot | Pre & post R-level |
| Floor Insulation R11 to R22 | | | \$1.92 | | | \$2.02 | Square Foot | Pre & post R-level |
| Duct Insulation R0 to R11 | \$2.22 | | | \$2.33 | | | Linear Foot | Pre & post R-level |
| Duct Sealing | \$630 | | \$550 | \$662 | | \$578 | Job | |
| Air Sealing – Whole House | \$0.66 | | \$0.68 | \$0.69 | | \$0.71 | CFM 50 Reduction | CFM 50 reduction |
| Windows | \$65.00 | \$65.00 | \$65.00 | \$68.25 | \$68.25 | \$68.25 | Square Foot | Pre-condition SP/DbI Metal, quantity, post U-value |
| Ductless Heat Pump (existing forced air) | \$4,452.00 | | \$4,452.00 | \$4,674.60 | | \$4,674.60 | Job | Manufacturer, BTU/hr, and AHRI # |
| Ductless Heat Pump (existing zonal heat) | \$3,906.00 | | \$3,906.00 | \$4,101.30 | | \$4,101.30 | Job | Manufacturer, BTU/hr, and AHRI # |
| Heat Pump Water Heater | \$2,500.00 | \$2,500.00 | \$2,500.00 | \$2,625.00 | \$2,625.00 | \$2,625.00 | Job | Manufacturer, model number, NEEA Tier (3 or 4) and gallons |
| Communicating Line Voltage Thermostat (zonal) | \$150.00 | \$150.00 | | \$157.50 | \$157.50 | | Item | Quantity, brand, model number |
| Advanced Smart Thermostat (forced air) | \$295.00 | | \$295.00 | \$309.75 | | \$309.75 | Item | Brand, model number |
| Custom Measures: For non-residential building types and measures, incentive payment is based on calculated kilowatt hour savings using the current PUD Commercial Rebates workbooks. For example, incentives are available for lighting, space heat, water heat, etc. | \$0.60 | \$0.60 | \$0.60 | \$0.63 | \$0.63 | \$0.63 | Calculated kWh savings | Workbook completion |



BUSINESS OF THE COMMISSION

Meeting Date: August 22, 2023

Agenda Item: 5D

TITLE

Consideration of a Resolution Declaring a Portion of the Hat Island Submarine Cable Project to be “Special Facilities” for Purposes of RCW 39.04.280

SUBMITTED FOR: Items for Individual Consideration

| | | |
|---------------------------------------|-----------------------|---|
| Distribution and Engineering Services | <u>Mark Flury</u> | <u>1722</u> |
| <i>Department</i> | <i>Contact</i> | <i>Extension</i> |
| Date of Previous Briefing: | <u>August 8, 2023</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:

Board Job Description, GP -3(4), To the extent required by law, ... the Board will perform [certain] non-delegable statutorily-assigned duties:

Hat Island is currently served by a District submarine power cable that was installed in 1974. In 2018, after 44 years of operation one electrical phase of the cable failed. Although the fault on that electrical phase was eventually located and repaired in 2022, the cable is at or near the end of its useful life. The Hat Island Submarine Cable Project (the “Project”) which will be constructed in three phases will serve as a replacement and provide electrical service to the approximately 250 residents and business on Hat Island. In Phase 1, the District will acquire the submarine power cable and associated equipment. In Phase 2, which will be bid as a separate contract later, the District will be selecting a party to prepare the landing sites and perform horizontal directional drilling services. In Phase 3, which will also be bid as a separate contract, the District will be selecting a party to install the submarine cable on the seafloor.

District staff does not at this point foresee any problems with proceeding with Phases 2 and 3 of the Project in accordance with the “standard bidding procedures” which would apply to each element (the public works bidding requirements with respect to the landing site preparations and horizontal directional drilling services and the cable installation). However, the acquisition of the

submarine power cable and associated equipment in Phase 1 of the Project poses several challenges.

Washington State law, as implemented by Section 2.11.1 of General Manager's Directive No. 70, provides that with respect to purchases involving "Special Facilities," the normal competitive bidding requirements may be waived by the Commission provided that reasonable precautions are taken to secure the lowest price practicable under the circumstances. For the reasons set forth below, District staff is seeking prior authorization to treat a portion of the equipment which will be required in order to proceed with the development of the Hat Island Submarine Cable Project as "Special Facilities," since the purchasing processes which would normally be applicable to the acquisition of such equipment prevents the District from considering and evaluating responsive bidders based on qualitative factors, and negotiating mutually acceptable contract terms and conditions. Thus, staff recommends the utilization of a modified competitive bidding process with respect to the acquisition of such equipment, which is intended to provide a balance between providing for the maximum amount of competition while allowing the District the necessary flexibility to: (a) evaluate the proposals based on factors in addition to cost; and (b) engage in post-bid opening negotiations with bidders as necessary to arrive at mutually agreeable contract terms and conditions.

Designating the submarine power cable and associated equipment "Special Facilities" is warranted for several reasons. First, due to the complexity of the fabrication requirements for the 7-mile long submarine power cable and associated equipment, there are a number of qualitative factors (such as manufacturer's experience, longevity and history, and differences in the technical capabilities, performance and/or lifespan provided by different manufacturers) such that it would be in the best interests of the District to consider and evaluate as part of the bid award process, rather than limiting the determination to the lowest cost bid. Second, it is District staff's understanding from prior experience with acquiring similarly unique materials, generating equipment and controls for other District projects that due to the high costs, potential liabilities and other complexities inherent in the provision of such equipment, it is simply not feasible to expect that bidders will be willing to accept the District's proposed contract terms and conditions, without post-bid award negotiations which are impermissible under standard competitive bidding processes. Accordingly, with respect to Phase 1 of the Project, District staff proposes to prepare, advertise, and circulate to all known manufacturers of such equipment a Request for Proposals (RFP).

If the Commission makes the determination requested above, the ultimate award of the contract for the submarine power cable and associated equipment must still be made by the Commission later, following receipt and review of the bid responses and recommendation by District staff. As part of the Commission's award, the Commission will also need to determine that reasonable precautions were taken to secure the lowest price practicable under the circumstances. District staff believes that the process outlined above achieves this standard by providing for the maximum feasible level of competition while allowing the District the necessary flexibility in evaluating responses and negotiating a mutually acceptable contract.

List Attachments:
Resolution

RESOLUTION NO. _____

A RESOLUTION Declaring a Portion of the Hat Island Submarine Cable Project to be “Special Facilities” for Purposes of RCW 39.04.280

WHEREAS, Washington State law, as implemented by Section 2.11.1 of General Manager’s Directive No. 70, provides that with respect to purchases involving “Special Facilities,” the normal competitive bidding requirements may be waived by the Commission provided that reasonable precautions are taken to secure the lowest price practicable under the circumstances; and

WHEREAS, Public Utility District No. 1 of Snohomish County, Washington (the “District”) is constructing the Hat Island Submarine Cable Project (the “Project”) to replace an aging submarine power distribution cable that provides electrical service to approximately 250 residents and business customers on Hat Island; and

WHEREAS, the District is developing the Project in three phases, including acquiring the submarine power cable and associated equipment (“Phase 1”), performing earthwork services to prepare the site as well as constructing vaults for distribution and fiber (“Phase 2”), and laying and installing the submarine power distribution cable (“Phase 3”); and

WHEREAS, District staff does not at this point foresee any problems with proceeding with Phases 2 and 3 of the Project (which will occur at a later time, and pursuant to separate contracts) in accordance with the competitive bidding process that would normally be applicable to such equipment and work, respectively; and

WHEREAS, in addition, based on the District’s prior experience with acquiring similarly unique materials, generating equipment and controls for other District projects, staff believes it is unlikely that the bidders for the Project will be willing to accept the District’s standard contract

terms and conditions without taking material exceptions to such terms and conditions due to the high cost, technical complexity and significant potential liabilities inherent in providing such equipment; and

WHEREAS, the laws pertaining to the competitive bidding process would normally preclude the District from engaging in post-bid opening negotiations with bidders as necessary to arrive at mutually acceptable terms and conditions; and

WHEREAS, due to the complexity of the fabrication requirements for the approximately 7-mile long submarine power cable and associated equipment required in connection with Phase 1 of the Project, there are a number of qualitative factors (such as manufacturer's experience, longevity and history, and differences in the technical capabilities, performance and/or cable lifespan provided by different manufacturers) such that it would be in the best interests of the District to consider and evaluate as part of the bid award process, rather than limiting the determination to the lowest responsible bidder as required under traditional competitive bidding procedures; and

WHEREAS, District staff accordingly recommends that the Board of Commissioners declare such equipment to be "Special Facilities" pursuant to RCW 39.04.280, in order to provide the necessary flexibility with respect to evaluation of the bid responses and negotiation of a mutually acceptable contract with the most highly ranked bidder.

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

1. Based on the facts set forth above and on staff's recommendation, the submarine cable and associated equipment as described above shall be deemed "Special Facilities" for purposes of RCW 39.04.280; provided that staff is directed to (a) prepare, advertise as

- otherwise required by law, and circulate to all qualified manufacturers of such equipment of which staff is aware, Requests for Proposals (“RFP”) detailing all of the necessary specifications for the desired equipment, and (b) solicit sealed proposals with a specified deadline for response.
2. Based on evaluation criteria to be set forth in the RFP, staff is directed to evaluate all responsive proposals received in response to the RFP, and to attempt to negotiate mutually acceptable contract terms and conditions with the most highly evaluated respondent. Should such negotiations fail, staff is further authorized and directed to commence negotiations with the next most highly ranked respondent, and so on.
 3. To the extent a mutually acceptable contract is negotiated with such respondent, District staff is directed to prepare a recommendation to the Board for award of such contract, outlining the basis for such proposed award.
 4. The Commission finds that the process outlined above will be sufficient to establish that the District took reasonable precautions to secure the lowest price practicable under the circumstances, by providing for the maximum feasible level of competition while allowing the District the necessary flexibility to (a) evaluate bid responses based on factors in addition to cost, and (b) engage in post-bid opening negotiations with bidders as necessary to arrive at mutually acceptable contract terms and conditions.

Resolution No. _____

-4-

PASSED AND APPROVED this 22nd day of August, 2023.

President

Vice-President

Secretary



BUSINESS OF THE COMMISSION

Meeting Date: August 22, 2023

Agenda Item: 6

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:

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

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 22, 2023

Agenda Item: 7A

TITLE

Commission Reports

SUBMITTED FOR: Commission Business

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

ACTION REQUIRED:

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

SUMMARY STATEMENT:

Identify the relevant Board policies and impacts:

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 22, 2023

Agenda Item: 7B

TITLE

Commissioner Event Calendar

SUBMITTED FOR: Commission Business

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

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 – 2023

September 2023

September 6 - 8:

Public Power Council/PNUCC Meetings

Portland, OR/Virtual

(Olson/Wolfe)

September 10:

TeamPUD Family Day at the Aquasox

Everett, WA

(Wolfe)

September 20:

Public Power Council Grand Coulee Dam Tour

Grand Coulee, WA

(Logan)

September 2023

Commissioner Event Calendar – 2023

October 2023

October 4 - 5:

Public Power Council Meetings

Portland, OR

October 6:

PNUCC Meeting

Virtual

October 2023

Commissioner Event Calendar – 2023

November 2023

November 1 - 3:

Public Power Council/PNUCC Meetings

Portland, OR

November 2023

Commissioner Event Calendar – 2023

December 2023

December 2023

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

2023 Treasury, Budget, Forecast, and Project Status Report

Report to the
Board of
Commissioners

August 22, 2023



Energizing Life in Our Communities!



Highlights July 2023

Overall, July 2023 results were positive compared to budget. Revenues were stronger than expected and most expenditures were close to budget.

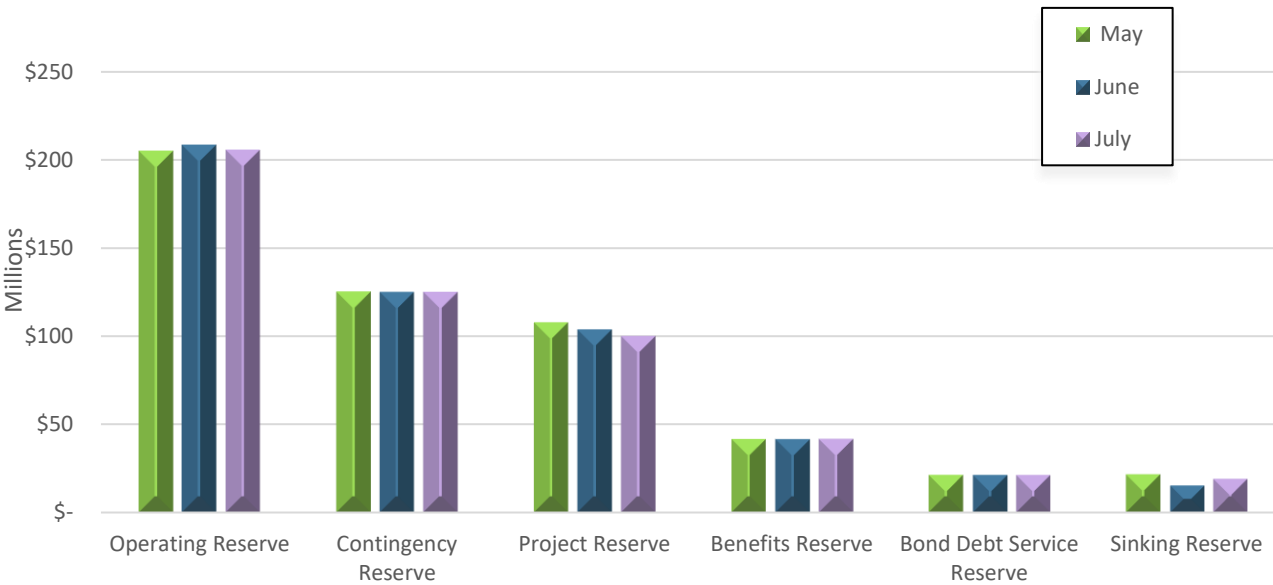
Market purchases were over budget in July; however, those costs were offset by higher market sales.

District staff are continuing to monitor results, reduce costs where possible and identify potential deferrals to help mitigate the impacts of the first four months. The 2023 Forecast reflects the latest assumptions around spending and revenues.



Electric System Treasury Report

Investment Portfolio Balance Trends by Month Prior Three Months

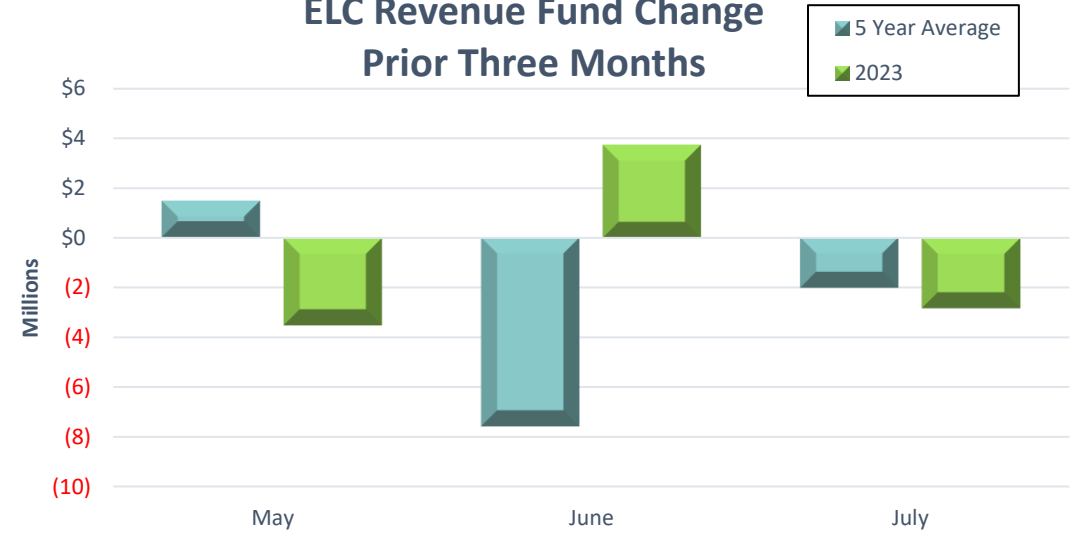


- The portfolio decreased by \$37.9 million since December 31, 2022, primarily due to significant wholesale market energy purchases made in the first quarter.
 - The portfolio continues to experience elevated disbursement activity. Total disbursements through July 31, 2023, are 26% above the five-year average.
- Proceeds received from the 2021 and 2022 bond issuances, held in the Project Reserve, are transferred to the Revenue fund (within the Operating Reserve) as eligible capital expenditures are paid.
 - \$30 million of bond funds transferred from the Project Reserve to the Operating Reserve through July 31, 2023.
 - \$96 million of bond funds remain to be spent and will be transferred to the Revenue Fund through 2025.

Key Performance Indicators

| | |
|---|--|
| Revenue Fund Days Cash on Hand 7/31/2023: 121 Days Requirement: 120 Days | Return on Investments 7/31/2023: 3.11% 7/31/2022: 1.26% |
|---|--|

ELC Revenue Fund Change Prior Three Months



- On average, the Revenue Fund (within the Operating Reserve) experiences the strongest operating cash inflows within the first quarter of each year, followed by periods of cash outflows in warmer months as consumption decreases and District capital construction increases.
 - While July results were close to average, June 2023 expenditures were elevated compared to historical averages. Above-average receipts, including a 2021 storm FEMA recovery of \$3.2 million and \$5.2 million from the Department of Commerce's Utility Arrearage Grant, helped to produce a favorable Revenue Fund inflow in June.
- The average return on District investments continues to rise as investments are made at favorable interest rates observed in the current market environment.
 - \$8.2 million of cash interest income has been earned year to date, compared to \$2.3 million through 07/31/2022.

Electric System Budget and Forecast

- Energy Retail Sales results appear lower than budget through July due to timing and adjustments to billings; actual consumption in July exceeded budget.
- Energy Wholesale Sales were higher than budget during July due to higher volumes being sold at higher prices.
- Purchased Power market power results in July were higher than budget; YTD results reflect significantly higher power costs due to low hydro generation, more than planned market purchases and higher market prices.
- Operations & Maintenance underspending YTD reflects efforts to manage and reduce costs where possible. Results include \$2.3M reimbursable costs related to the mutual aid assistance in Guam.
- Interest Income & Other reflects higher investment income as a result of favorable market conditions.

| | (\$000's) | | (\$000's) | |
|---------------------------------|-------------------------|--------------------------|-------------------|-------------------|
| | YTD Budget through July | YTD Results through July | 2023 Budget | 2023 Projection |
| Operating Revenues | | | | |
| Energy Retail Sales | \$ 391,414 | \$ 384,456 | \$ 644,664 | \$ 637,705 |
| Energy Wholesale Sales | 39,924 | 44,616 | 60,393 | 77,546 |
| Other Operating Revenues* | 37,466 | 43,833 | 56,737 | 64,907 |
| Total Operating Revenues | \$ 468,804 | \$ 472,905 | \$ 761,793 | \$ 780,159 |
| Operating Expenses | | | | |
| Purchased Power* | \$ 222,217 | \$ 246,824 | \$ 349,166 | \$ 404,893 |
| Operations & Maintenance | 157,630 | 153,442 | 267,934 | 263,615 |
| Taxes | 24,784 | 25,375 | 40,163 | 40,754 |
| Depreciation | 37,458 | 38,062 | 64,214 | 64,819 |
| Total Operating Expenses | \$ 442,089 | \$ 463,703 | \$ 721,477 | \$ 774,081 |
| Net Operating Income | \$ 26,714 | \$ 9,202 | \$ 40,317 | \$ 6,078 |
| Interest Income & Other | 7,174 | 15,312 | 12,298 | 20,243 |
| Interest Charges | (10,695) | (10,302) | (18,335) | (18,285) |
| Contributions | 18,993 | 12,910 | 32,559 | 26,389 |
| Net Income | \$ 42,186 | \$ 27,122 | \$ 66,839 | \$ 34,425 |
| Capital Expenditures | \$ 95,894 | \$ 81,268 | \$ 174,372 | \$ 149,427 |

Capital variance explanations on subsequent slides

* 2023 Budget numbers reflect a modification from the approved budget; a \$23M credit has been moved from Purchased Power to Other Operating Revenues to reflect the actual accounting treatment of the RDC (Reserve Distribution Clause) credit from Bonneville Power Administration. The accounting treatment was not known when the 2023 budget was finalized; this adjustment will improve variance reporting.

Electric System Project Status Reports (\$000's)

| YTD Budget | YTD Results | 2023 Budget | 2023 Forecast |
|------------|-------------|-------------|---------------|
| \$12,294 | \$11,762 | \$21,076 | \$18,877 |

Substation, Metering, and Telecom Projects:

The Harbour Pointe Upgrade has been completed and energized and the Edgecomb 2nd Bank (transformer & switchgear) electrical assembly is completed (this is a project to support new load), system reliability project on the first bank is in progress. The new Sky Valley Substation is energized and serving load. Civil site construction is underway for the new Jennings Park substation. Ten substation System Reliability projects are planned for 2023; two are complete with design and construction ongoing for the others. Seven other major substation projects are currently in the design phase.

Telecom will be completing two fiber optic builds to reduce the risk of a single point of failure while adding capacity. The radio replacement project will begin construction with the initial purchase of base station equipment and staging. The first phase of the next generation substation transport project will start later this year with the purchase of equipment (next year) for the network's core sites. Telecom continues to support the AMI Network buildout.

| YTD Budget | YTD Results | 2023 Budget | 2023 Forecast |
|------------|-------------|-------------|---------------|
| \$34,302 | \$31,308 | \$58,804 | \$51,314 |

Transmission and Distribution Projects:

Approximately 453 bad order poles and 5.2 miles of depreciated cable have been replaced to-date. Some BO pole and cable work has been deferred to help with the forecasted 2023 budget shortfall. Contract work associated with the Ballinger Substation 5th feeder has been completed. District crews are on track to complete installation of feeder cable across I-5 and the pulling of fiber optic cable from the substation this fall. Relocation of ~41 poles to accommodate Snohomish County's 35th Ave W road improvement project was completed in early April. Crews completed the installation of the underground distribution system getaways associated with the new Sky Valley substation, as well as the construction of a new double-circuit overhead distribution line along Chain Lake Road. The remaining Sky Valley distribution work, located south of SR2, should be completed this year. Several projects, including the SR530 Control Zone relocation, the Alderwood 188th ST Multi-circuit system reconductor, will also be substantially deferred until next year to comply with 2023 budget constraints.

Electric System Project Status Reports (\$000's)

| YTD Budget | YTD Results | 2023 Budget | 2023 Forecast |
|------------|-------------|-------------|---------------|
| \$9,289 | \$11,034 | \$15,923 | \$17,779 |

| YTD Budget | YTD Results | 2023 Budget | 2023 Forecast |
|------------|-------------|-------------|---------------|
| \$2,917 | \$5,081 | \$5,000 | \$7,374 |

Regional Design and Construction:

The District connected 2,119 new meters through second quarter of 2023 which included two large multi family units (80 and 85 units respectively). One of the complexes required an upgrade to 3 phase 120/208v services with relocated poles on the frontage, a loop feed and equipment designed for EV chargers in all units. The other complex required two 3-phase transformers with capability for EV charging.

Emergency Work and Major Storms:

Emergency work is slightly above budget due to higher call out volume and a transfer of O&M costs (\$1.4M) to capital from the November 2022 storm. There have been no major storms year to date.



Electric System Project Status Reports (\$000's)

| YTD Budget | YTD Results | 2023 Budget | 2023 Forecast |
|------------|-------------|-------------|---------------|
| \$10,927 | \$7,973 | \$18,733 | \$21,798 |

Connect Up Program:

Friends & Family meters installations and testing were successfully completed on July 31st and the team has now started the General Meter Installation phase of the program. The team is on track to install 300 Electric meters and 400 Water meters in August. The Sensus manufacturing ramp up and production rate at their manufacturing facility is improving, and Sensus will be shipping ~2500 Electric meters in August. This monthly quantity is expected to continue to improve throughout the year. The AMI Network Project has installed 103 of 149 base stations.



| YTD Budget | YTD Results | 2023 Budget | 2023 Forecast |
|------------|-------------|-------------|---------------|
| \$5,222 | \$3,994 | \$8,952 | \$7,004 |

Transportation:

The 2023 forecast is adjusted downward, reflecting the supply chain issues facing the industry.

| YTD Budge | YTD Results | 2023 Budget | 2023 Forecast |
|-----------|-------------|-------------|---------------|
| \$611 | \$606 | \$1,048 | \$1,124 |

Information Technology Systems:

The District's network, computer, and storage infrastructure requires regular investments in order to remain reliable, secure, compliant, and maintainable. IT will spend the entire capital budget by the end of the year in order to keep infrastructure up-to-date. The spend includes the award of an RFQ to replace old SAN Fabric infrastructure. The capital spend also includes the KloudGin Schedule & Dispatch and the Energy Services Platform project currently in progress.

Electric System Project Status Reports (\$000's)

| YTD Budget | YTD Results | 2023 Budget | 2023 Forecast |
|------------|-------------|-------------|---------------|
| \$16,725 | \$10,033 | \$30,393 | \$24,238 |

Facilities - North County Local Office:

The office building is framed, electrical/HVAC are installed, and sheetrock is ready to go in. The warehouse has begun interior framing and the loading dock canopy steel is being erected.



| YTD Budget | YTD Results | 2023 Budget | 2023 Forecast |
|------------|-------------|-------------|---------------|
| \$1,661 | \$425 | \$10,717 | \$807 |

Facilities - Other Capital Projects:

Other capital Facilities projects include:

- The Ops waterline replacement will begin in September.
- The District Masterplan is in the beginning stages which will help us plan for our development, remodeling and space needs.



Generation System Budget and Forecast

Highlights Through July 2023

- Wholesale Sales are lower than budget due to slightly lower expenditures through July as well as higher than budgeted investment income.
- Operations & Maintenance expenditures on track with budget through July.

| | (\$000's) | | (\$000's) | |
|---------------------------------|-------------------------|--------------------------|------------------|------------------|
| | YTD Budget through July | YTD Results through July | 2023 Budget | 2023 Forecast |
| Operating Revenues | | | | |
| Wholesale Sales | 15,427 | 14,723 | 26,446 | 25,742 |
| Other Operating Revenues | - | 130 | - | 131 |
| Total Operating Revenues | \$ 15,427 | \$ 14,853 | \$ 26,446 | \$ 25,873 |
| Operating Expenses | | | | |
| Operations & Maintenance | 5,576 | 5,606 | 9,559 | 8,911 |
| Taxes | 57 | 45 | 98 | 85 |
| Depreciation | 3,524 | 3,571 | 6,041 | 6,088 |
| Total Operating Expenses | \$ 9,157 | \$ 9,222 | \$ 15,698 | \$ 15,084 |
| Net Operating Income | \$ 6,270 | \$ 5,631 | \$ 10,748 | \$ 10,789 |
| Interest Income & Other | 408 | 779 | 700 | 1,051 |
| Interest Charges | (2,428) | (1,887) | (4,162) | (3,477) |
| Contributions | 29 | 466 | 50 | 487 |
| Net Income | \$ 4,279 | \$ 4,989 | \$ 7,336 | \$ 8,849 |
| Capital Expenditures | 3,409 | 3,084 | 5,845 | 4,977 |

Capital variance explanations on subsequent slides

Generation System Project Status Reports (\$000's)

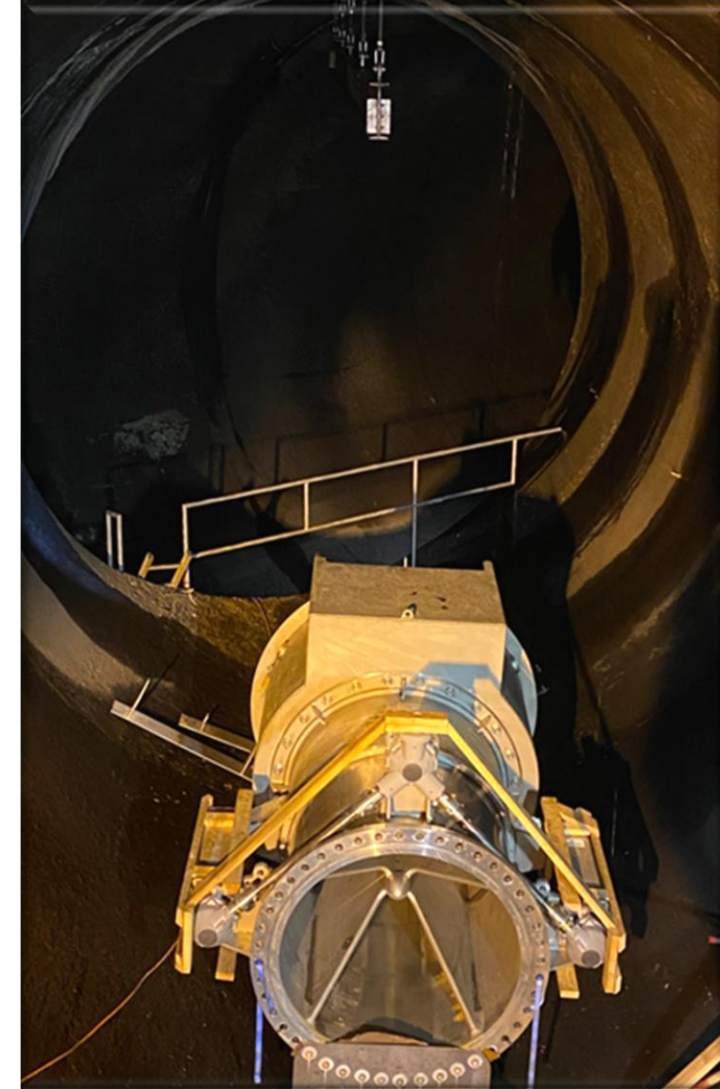
| YTD Budget | YTD Results | 2023 Budget | 2023 Forecast |
|------------|-------------|-------------|---------------|
| \$3,409 | \$3,084 | \$5,845 | \$4,977 |

Cone Valves and Generator Replacement Project:

Contractor Shinn Mechanical has new 48-in and 10-in valves on site inside Culmback Dam. The 10-in valve and its meter are installed, and the switchgear and protective relays for the generator have been installed and tested. Remaining work and commissioning are scheduled to be complete by September 8, 2023.



Decommissioning of the 60kw turbine/generator
230/243



New 48in FCV ready to be hoisted in place

Water System Budget and Forecast

Highlights Through July 2023

- Water Retail Sales are running ahead of budget due to dry weather in the summer months.
- Water Wholesale Sales reflect higher than budgeted sales to the Cities of Arlington and Granite falls throughout the year.
- Purchased Water is higher than budget due to the larger than budgeted rate increase from the City of Everett and higher demand.
- Contributions are lower than budget due to less developer activity in the service area.

| | (\$000's) | | (\$000's) | |
|---------------------------------|-------------------------|--------------------------|-------------------|-------------------|
| | YTD Budget through July | YTD Results through July | 2023 Budget | 2023 Forecast |
| Operating Revenues | | | | |
| Water Retail Sales | \$ 7,748 | \$ 8,519 | \$ 13,282 | \$ 14,053 |
| Water Wholesale Sales | 294 | 548 | 503 | 758 |
| Other Operating Revenues | 216 | 213 | 370 | 367 |
| Total Operating Revenues | \$ 8,258 | \$ 9,280 | \$ 14,155 | \$ 15,179 |
| Operating Expenses | | | | |
| Purchased Water | \$ 2,147 | \$ 2,637 | \$ 3,680 | \$ 4,235 |
| Operations & Maintenance | 4,742 | 4,720 | 8,129 | 7,983 |
| Taxes | 420 | 463 | 720 | 776 |
| Depreciation | 2,128 | 2,092 | 3,647 | 3,612 |
| Total Operating Expenses | \$ 9,437 | \$ 9,912 | \$ 16,176 | \$ 16,606 |
| Net Operating Income | \$ (1,179) | \$ (632) | \$ (2,021) | \$ (1,427) |
| Interest Income & Other | 60 | 608 | 102 | 656 |
| Interest Charges | (346) | (85) | (593) | (347) |
| Contributions | 3,146 | 2,002 | 5,394 | 4,249 |
| Net Income | \$ 1,681 | \$ 1,893 | \$ 2,882 | \$ 3,130 |
| Capital Expenditures | 7,301 | 3,877 | 14,446 | 10,986 |

Capital variance explanations on subsequent slides

Water System Project Status Reports (\$000's)

| YTD Budget | YTD Results | 2023 Budget | 2023 Forecast |
|------------|-------------|-------------|---------------|
| \$7,301 | \$3,877 | \$14,446 | \$10,986 |

Projects Completed:

The Lake Stevens Well Rehab Project was completed in the first quarter of 2023 and the treatment plant was back online end of March.

Projects in process:

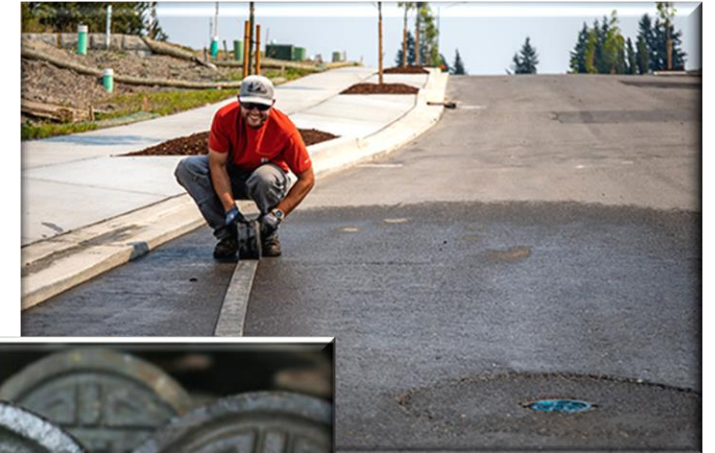
Design work has begun on the Lake Stevens Treatment Plant Building Expansion work and the project is with Contracts to be reviewed and go out to bid.

The AMI/Connect Up Water project has ongoing work with testing in progress. Four time-limited staff have been onboarded and the box/lid replacements are in progress.

Existing electrical and SCADA has been relocated on the Kayak Reservoir #2 Demo work, the project is with Contracts to be reviewed and go out to bid.

Design work and permit submittals have been completed-to-date on the Kayak Reservoir #2 Replacement project.

The Water Main Replacements 44th St NE/139th Ave NE work has had design work begun and the project is with Contracts to be reviewed and go out to bid.



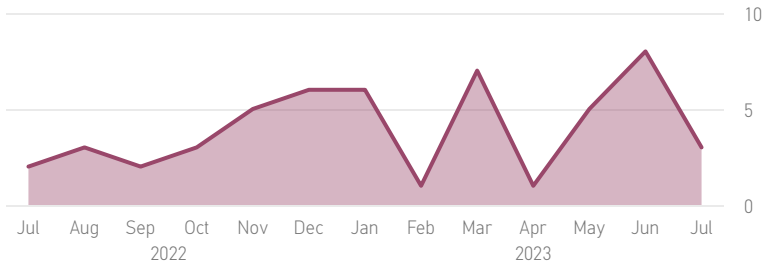
3 **1**

Reported Injuries Preventable Vehicle Accidents

Safety Incidents (reporting month)

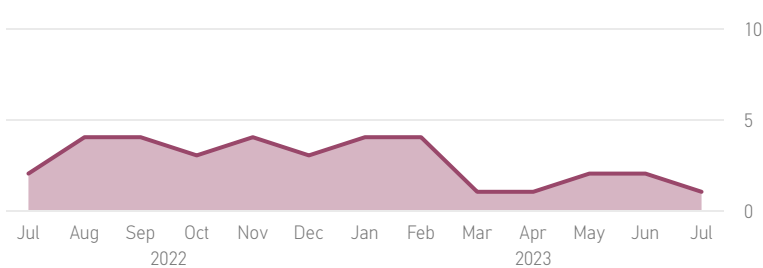
Are we reducing the number of injuries?

The graph below shows the number of **reported injuries** by month.



Are we reducing the number of vehicle accidents?

The graph below shows the number of **preventable accidents** by month.



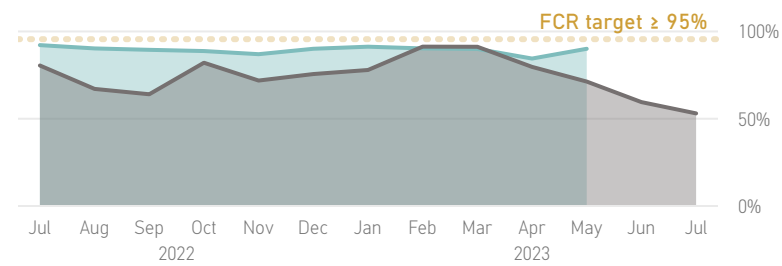
69% **741**

% Payments via CSS Tools JD Power Overall Cust Sat

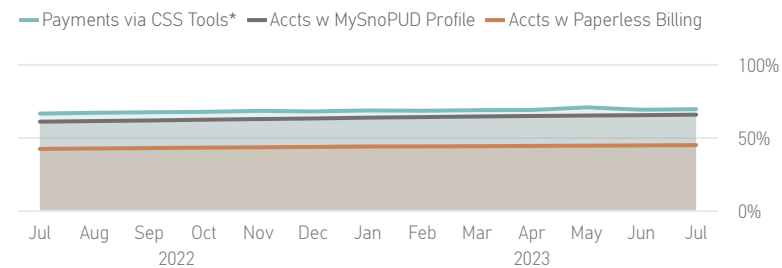
Customer Experience (most recent month / report)

What is our customers' call center experience?

First call resolution (FCR) = no call back w/in 2 days. **Service Level** = answered w/in 30 sec.



Are customers using the self-service tools we offer?



* Includes payments made via MySnoPUD, One-Time Payment, and IVR

How satisfied are our customers?

District Overall Customer Satisfaction compared to our peer utilities, according to JD Power. Our target is a score ≥ 800.

| | 2022: Q2 | 2023: Q2 |
|-------------------|----------|----------|
| District | 758 | 741 |
| West Mid-Size Avg | 734 | 715 |

^ Call data through May 8, 2023 only.

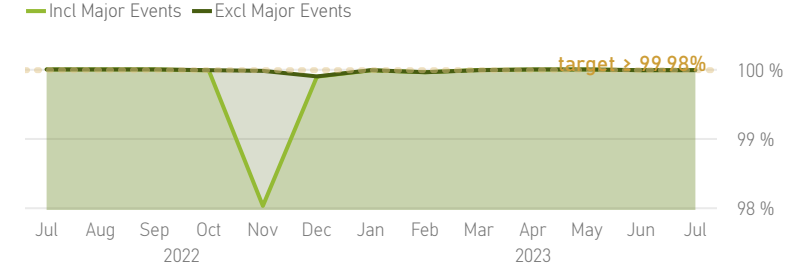
99.970 % **0.8 %** **0.67**

Electric System Uptime Electric Cust w/6+ Outages Water Outages per 1,000 Cust

System Reliability (performance over last 12 months)

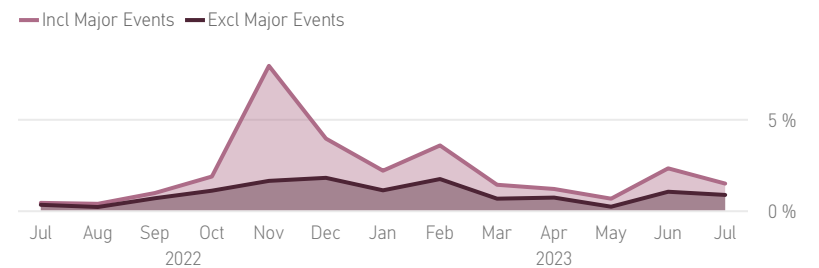
What is our customers' experience of electric system reliability?

The % of time that power was available to customers. Downtime excludes planned outages.



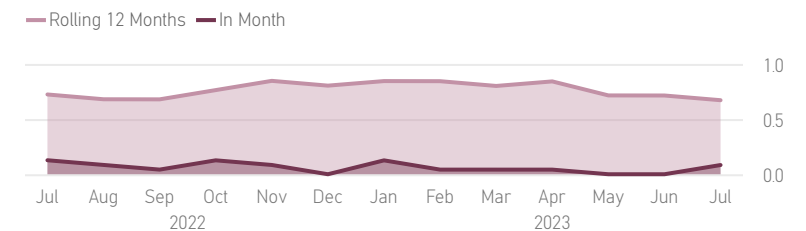
What % of electric customers experienced 6+ outages in the last 12 months?

Includes unplanned outages that lasted one minute or more.



What is our customer's experience of water system reliability?

The number of emergency outages per 1,000 customers.



2023 District Monthly Performance Dashboard

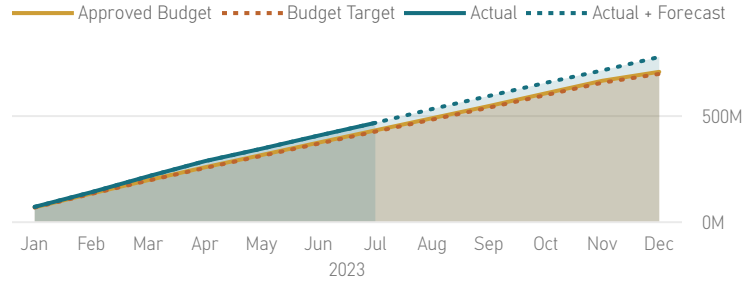
performance through July 2023 (data as of August 14, 2023)



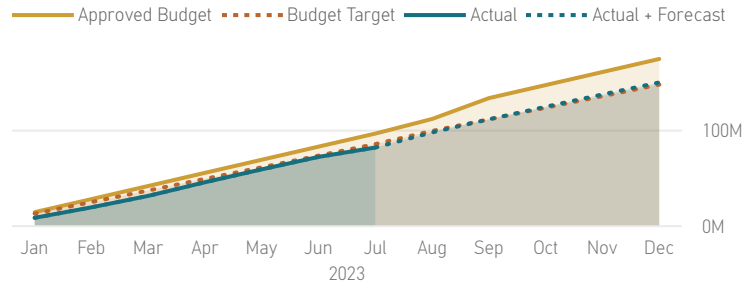
Electric Financial Performance (compared to YTD approved budget)

108 % % Operating Budget Spent
85 % % Capital Budget Spent
104 % % Sales Revenue Budget Met

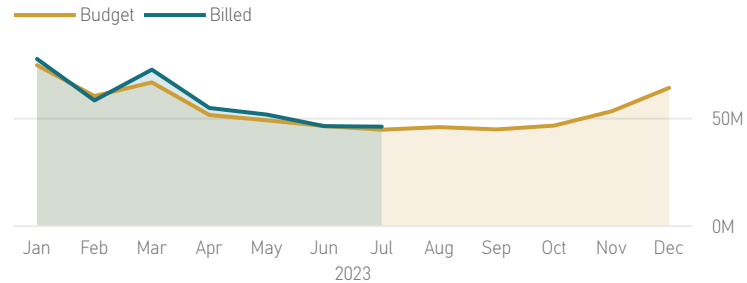
Operating Spending



Capital Spending



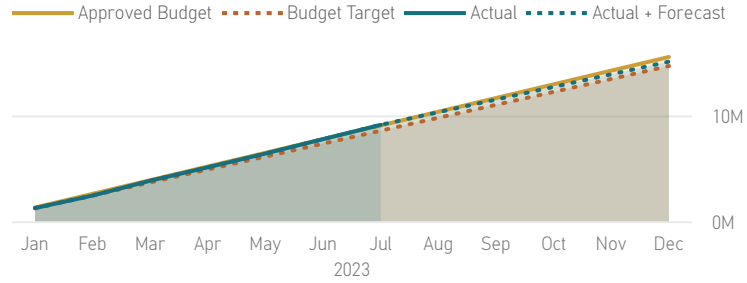
Billed Retail Revenue (excludes Unbilled Revenue Adjustment)



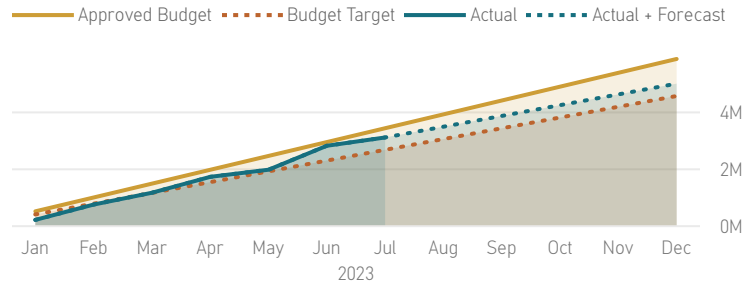
Generation Financial Performance (compared to YTD approved budget)

101 % % Operating Budget Spent
90 % % Capital Budget Spent

Operating Spending



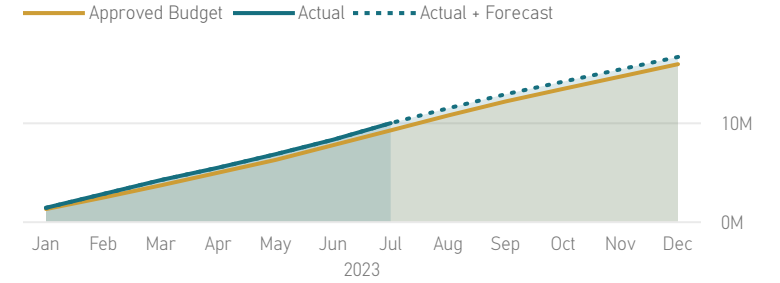
Capital Spending



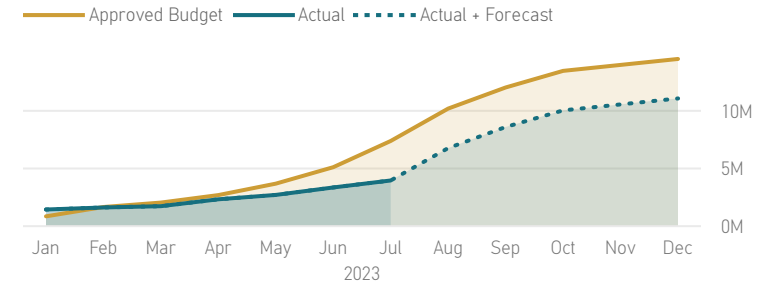
Water Financial Performance (compared to YTD approved budget)

108 % % Operating Budget Spent
53 % % Capital Budget Spent
104 % % Sales Revenue Budget Met

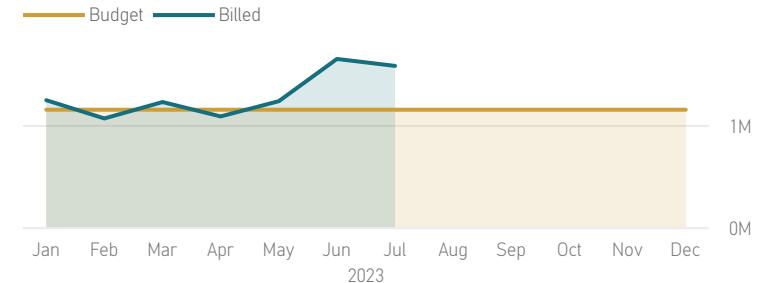
Operating Spending



Capital Spending



Billed Retail and Wholesale Revenue



DASHBOARD OVERVIEW

This dashboard is intended to provide key performance metrics that give insight into overall District Performance in relation to our strategic priorities.

The dashboard is updated to the most recent past month when financial close is complete. This is typically between the 10th and 15th of the month.

If you have questions about the dashboard or the data, please reach out to Laura Lemke.

KPI TEXT COLOR

If a target has been set for a key performance metrics (KPI), the metrics in the top bar will change color depending on how we're performing against the target.

Orange indicates that we are not meeting the target, **green** indicates that we are. The targets are shown in the supporting graphs. For the operating and capital budget metrics, if the % budget is below 85% or above 105% the KPI will be **orange**, otherwise it will be **black**. KPIs without targets will always be **black**.

DEFINITIONS AND ADDITIONAL RESOURCES

Call Center Metrics:

First Call Resolution - A call is considered to have been resolved on the first call if there are no additional calls from the same incoming phone number within 2 business days.

Service Level - Service level calculates the percent of incoming calls that are answered by a customer service rep within 30 seconds of the customer entering the hold queue.

Customer Self-Service (CSS) Metrics:

Payments via CSS Tools - This metric tracks customer adoption and use of PUD payment channels. It does not include electronic payments that customers make through their own bank portal or PUD payment partner sites.

Accounts with MySnoPUD Profile - This tracks the portion of active PUD accounts in a given month that were associated to one or more MySnoPUD profiles as of the last day of the month.

Accounts with Paperless Billing - This tracks the portion of active PUD accounts in a given month that receive only an electronic bill as of the last day of the month.

JD Power Overall Customer Satisfaction: This metric summarizes the customer satisfaction research conducted by JD Power. The number shown is the YTD number for the study year. The District also conducts its own customer satisfaction research. For more info contact Auya Nyachuba in Business Readiness.

Electric System Reliability Metrics:

System Uptime - This calculation is also known as Average Service Availability Index (ASAI). ASAI measures the average availability of the sub-transmission and distribution systems that serve customers. Essentially, it calculates the % of time that power is on in a given period of time. The target is based on an annual SAIDI target of less than 105. SAIDI measures the average minutes of outage experienced by customers during a one year period.

Customers Experiencing Multiple Outages - This calculation is also known as CEMI-5. It measures how many customers experience more than five (5) power interruptions of one minute or more in the past year.

Water Outages: This calculation multiplies the number of unplanned water outages each month by 1000 and then divides it by the number of active water connections.

Budget and Financial Metrics: These metrics reflect the close of the month.



BUSINESS OF THE COMMISSION

Meeting Date: August 22, 2023

Agenda Item: 8A

TITLE

Governance Planning Calendar

SUBMITTED FOR: Governance Planning

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

ACTION REQUIRED:

- Decision Preparation
- Policy Discussion
- Policy Decision
- Statutory
- Incidental (Information)
- Monitoring Report

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 – 2023

To Be Scheduled

- Broadband Resolution

To Be Scheduled

Governance Planning Calendar – 2023

August 24, 2023

Special Meeting:

- Jackson Hydro Site Tour

Governance Planning Calendar – 2023

September 5, 2023

Morning Session:

- Media
- Connect Up Quarterly Update
- Organized Markets Update
- WAVE Fiber Lease Agreement

Afternoon Session:

- Governance Planning Calendar

September 19, 2023

Morning Session:

- Community Engagement
- Legislative
- 2022 Reliability Performance District System Reliability Overview
- Supply Chain Update
- Interurban Trail Easement with Snohomish County

Afternoon Session:

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

Governance Planning Calendar – 2023

October 2, 2023

Morning Session:

- Media
- Pole Attachment Rates

Afternoon Session:

- Public Hearing:
→Open 2024 Proposed Budget Hearing
- Governance Planning Calendar

October 17, 2023

Morning Session:

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

Afternoon Session:

- Public Hearing and Action:
→Pole Attachment Rates
- Governance Planning Calendar

Governance Planning Calendar – 2023

November 7, 2023

Morning Session:

- Media

Afternoon Session:

- Public Hearing:
→Continue Public Hearing on the 2024 Proposed Budget
- Monitoring Report:
→3rd Quarter Financial Conditions and Activities Monitoring Report
- Governance Planning Calendar

November 21, 2023

Morning Session:

- Community Engagement
- Legislative

Afternoon Session:

- Public Hearing:
→Continue Public Hearing on the 2024 Proposed Budget
- Adopt Regular Commission Meeting Dates for the Year 2024
- Governance Planning Calendar

Governance Planning Calendar – 2023

December 5, 2023

Morning Session:

- Media

Afternoon Session:

- Public Hearing and Action:
→ Adopt 2024 Budget
- Monitoring Report:
→ Financial Planning and Budgeting Monitoring Report
- Elect Board Officers for the Year 2024
- Proposed 2024 Governance Planning Calendar

December 19, 2023

Morning Session:

- Community Engagement
- Legislative
- Connect Up Quarterly Update

Afternoon Session:

- Public Hearing and Action:
→ Disposal of Surplus Property - 1st Quarter
→ Confirm Final Assessment Roll for LUD No. 66
- Adopt 2024 Governance Planning Calendar

Governance Planning Calendar – 2023

2023 Year-at-a-Glance Calendar

January

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

February

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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

March

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

April

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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

May

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

June

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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

July

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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

August

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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

September

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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

October

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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

November

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

December

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| 10 | 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