Meetings of the Board of Commissioners are now hybrid meetings. The public is welcome to attend in-person at the District Office or remotely through the Zoom meeting platform.

Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join. https://us02web.zoom.us/j/89099599640

Or join by phone:
Dial (for higher quality, dial a number based on your current location):
US: +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 669 444 9171 or +1 669 900 6833 or +1 719 359 4580 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 931 3860 or +1 689 278 1000 or +1 929 205 6099 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799
Webinar ID: 890 9959 9640
International numbers available: https://us02web.zoom.us/u/kuw8BSAVm

**Estimated Time Allocated**

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<td>CALL TO ORDER</td>
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<tr>
<td>03:31 PM</td>
<td>1</td>
<td>APPROVAL OF AGENDA</td>
</tr>
<tr>
<td>03:32 PM</td>
<td>3</td>
<td>PUBLIC COMMENTS</td>
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Zoom instructions are available on the District's website: https://spwater.org/371/Board-Meetings.
Written public comment is limited to three minutes per person or five minutes per group.
Written public comments are to be emailed to administration@spwater.org no later than 12:00 noon the date of the meeting.

03:35 PM 5 CONSENT AGENDA
A Approval of Position Creation: Lead Customer Service Specialist, Business Intelligence Analyst/Developer, and GIS Developer/Administrator
B Zhu SE 48th ST Short Plat - DEA Initial Acceptance Resolution - Parcel 1524069058
C Approval of the Commissioner Fund Summary Approval Document

**ACTIVE AGENDA**

<table>
<thead>
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<td>04:00 PM</td>
<td>20</td>
<td>B Media and Public Communications Training</td>
</tr>
<tr>
<td>04:20 PM</td>
<td>45</td>
<td>C Louis Thompson Rd Sewer Project - ULID Information &amp; Set Public Meeting Date</td>
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**REPORTS**

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<td>05:10 PM</td>
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<tr>
<td>05:15 PM</td>
<td>10</td>
<td>Commissioner</td>
</tr>
</tbody>
</table>

**ADJOURN**

Next Regular Meeting - Monday, April 17, 2023
Public Comments

**Verbal Comments:**
Limited to three minutes per person or five minutes per group.

For those attending remotely, Zoom instructions are available on the District’s website: [https://spwater.org/371/Board-Meetings](https://spwater.org/371/Board-Meetings).

**Written Public Comments:**
Emailed to administration@spwater.org no later than 12:00 p.m. the date of the meeting. Note “Public Comment” and the meeting date in the Subject field of the email.
Consent Agenda
Consent Agenda

Item A
INTRODUCTION:
Since completing the District’s last classification study, a number of positions have been identified for reclassification with revised position responsibilities. Staff is proposing the creation of the following positions: Lead Customer Service Specialist, Business Intelligence Analyst/Developer, and GIS Developer/Administrator.

BACKGROUND:
As the District’s organization has grown, and systems have matured, a number of positions have also evolved, taking on additional tasks and responsibilities. In recognition in the change in the positions, staff consulted with Koff & Associates to revisit position design and compensation. The effected positions are: Lead Customer Service Specialist, Business Intelligence Analyst/Developer, and GIS Developer/Administrator. In addition to the change in position in responsibilities and Board approval would also establish market based wage ranges for the positions. The proposal does not include any additional staffing.

FISCAL:
- Approximate increase of $7,200 to 2023 personnel budget

OPTIONS:
- Approve the position creation and change in based wage ranges
- Not approve the position creation and change in based wage ranges

STAFF RECOMMENDATIONS:
- Approving the position creation and change in based wage ranges

ATTACHMENTS:
- Lead Customer Service Specialist Job Description
- Business Intelligence Analyst/Developer
- GIS Developer/Administrator
- 042023 Pay Plan Update
## 04/2023 Pay Plan Update

<table>
<thead>
<tr>
<th>Salary Ranges</th>
<th>2023 Min Monthly</th>
<th>2023 Max Monthly</th>
<th>2023 Min Yearly</th>
<th>2023 Max Yearly</th>
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<tbody>
<tr>
<td>Professional - Exempt Positions</td>
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<td></td>
<td></td>
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<tr>
<td>GIS Developer/Administrator</td>
<td>$7,658</td>
<td>$10,722</td>
<td>$91,900</td>
<td>$128,659</td>
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<td>BI Analyst/Developer</td>
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<td>Administrative</td>
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<td>Customer Service Lead</td>
<td>$5,443</td>
<td>$7,620</td>
<td>$65,311</td>
<td>$91,436</td>
</tr>
</tbody>
</table>
Job Title: Lead Customer Service Specialist  
Date: April 2023

Employment Status: Full-time  
FLSA Status: Non-Exempt

Department: Finance  
Manages Others: No

Reports To: Finance Manager  
Purchasing Level: Employee

Summary:
Under supervision of the Finance Manager or Assistant Finance Manager, plans, assists and leads the work of Customer Service staff to provide reliable, responsive, and efficient customer service in relation to utility billing, general inquiries, and all other initial customer contacts. Supports management and policy making functions associated with the mission, objectives, and initiatives of the District.

Core Competencies/Responsibilities:
• Assists and supports the Finance Department in achieving District goals and objectives, including data collection, statistical reporting, and analysis of utility billing service levels.
• Monitors the customer service experience including customer service portal to assist in making recommendations to increase efficiencies and enhance service.
• Provides mentoring and training to Customer Service Specialists to continuously improve and enhance their skill set and facilitates duty rotations to ensure cross-training is complete and back-ups are established.
• Coordinates, schedules, and performs work functions to ensure all work including utility billing, customer requests, system alerts and escrow requests are completed timely and accurately. Monitors the AMI system and issues service requests as needed.
• Handles escalated customer concerns and complaints regarding billing and ensures resolution.
• Updates utility billing rates within the billing system, reviews monthly billing totals and compiles monthly revenue graphs and reports.
• Maintains documentation and records in accordance with District procedures and practices and ensures appropriate internal controls, policies, and procedures are followed.
• Other job assignments or special projects may be required based on the needs of the District.
### Required Knowledge, Skills, and Abilities:

#### Knowledge:
- Utility billing terminology and procedures
- Collection processes and procedures
- Principles and practices of effective leadership and customer service practices
- Basic math
- Customer service techniques
- District policies and procedures related to utility billing and customer support practices
- Windows Operating System; Microsoft Office Products; Archival Software; Financial Software, Utility Billing Software, Automated Metering Infrastructure (AMI) Software; Computerized Maintenance Management System; Enterprise Content Management; Customer Portal Program; Adobe PDF; and SharePoint; and other District applications

#### Skills:
- Work effectively and efficiently with District customers and other agencies
- Business writing skills including grammar, punctuation, and proofreading
- Strong organization, time management, follow-through and customer service skills and telephone etiquette
- Analyze complex problems to develop and evaluate options and implement solutions

#### Abilities:
- Lead and mentor workgroup
- Practice and follow safety rules, regulations, and procedures necessary to maintain a safe work environment
- Maintain fairness, consistency and confidentiality of personal information and sensitive data
- Self-motivated and work independently with minimum supervision
- Work constructively in a team-oriented environment including being able to communicate with tact, diplomacy, and professionalism
- Meet deadlines and balance multiple or changing priorities while producing accurate work product
- Multitask, prioritize, track projects, and follow through with assigned tasks
- Maintain accuracy and conform to established procedures and processes in accordance with applicable laws and regulations

### Requirements:
- High School Diploma or equivalent
- Minimum 4 years prior customer service experience
- If operating a District vehicle, a valid Washington state driver’s license in good standing

### Additional Training/Requirements/Responsibilities
- Incident Command System (ICS) training: ICS-100, ICS-200
- National Incident Management System (NIMS): IS-700

### Working Hours:
8:00 am – 4:30 pm M-F, extended hours during Emergencies or as workload requires
**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in cubical laid out office environment with moderate noise level
- A work presence at the District’s headquarters is required and partial remote work will be allowed subject to District policies
- Regularly exposed to computer/laptop, telephone, headset, video camera, copier/scanner/printer

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally (10%-29%)
  - Climbing Stairs
  - Reaching Forward/Overhead
  - Standing
  - Twisting
  - Lifting/Carrying 11-25 lbs.

- Periodically (30%-54%)
  - Grasping/Handling
  - Neck Flexion/Extension
  - Repetitive Motions
  - Walking

- Frequently (55%-79%)
  - Sitting
  - Hearing
  - Talking
  - Seeing
  - Lifting/Carrying 0-10 lbs.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.
### Summary:

Under supervision of the Information Systems Manager, the Business Intelligence Analyst/Developer supports multiple District programs and special projects for the General Manager, the Operations Department, and the District’s annual operations plan. Supports management and policy making functions associated the mission, objectives, and initiatives of the District.

### Core Competencies/Responsibilities:

- Compiles and analyzes data related to operations, preventive maintenance, asset management and related business metrics, develops and maintains dashboards and reports to identify trends, monitors the effectiveness of implementation of preventative maintenance activities, and supports decision-making.

- Administers, maintains and monitors asset management and reliability centered maintenance applications and functions within the Computer Maintenance Management System (CMMS) to include analytic tools, inspection templates, new asset templates, RCM process and condition rating practices.

- Supports the Operations Department in the development, monitoring, and implementation of the annual operations plan. Meets with Operations management to review progress of plan implementation and identifies issues affecting the attainment of plan goals.

- Provides training to District staff on the CMMS system and serves as a resource for system issues; assists staff with report writing functions.

- Supports the integration of CMMS systems with GIS and ESRI Applications including creating content and portal web maps; facilitates CMMS system user groups.

- Develops management and statistical reports to support budgeting and resource management efforts.

- Other job assignments or special projects may be required based on the needs of the District.
# Required Knowledge, Skills and Abilities:

## Knowledge:
- Working knowledge of programming languages including SQL Server
- GIS principles and practices
- Principles and techniques of systems analysis and design
- Methods and techniques utilized in planning, scheduling, maintenance, and work repair
- General knowledge of water and sewer system operations
- Reporting tools and software
- Windows Operating System; Microsoft Office Products; Microsoft Projects, Microsoft BI, Archival; Computerized Maintenance Management System; Financial Software; ArcGIS Enterprise; SharePoint; Adobe; SQL Server; and other District applications

## Skills:
- Technical writing skills including grammar, punctuation, and proofreading
- Read and interpret construction drawings, as-built, and maps
- Analyze complex problems to develop and evaluate options and implement solutions
- Strong organization, time management, follow-through, and customer service skills
- Presentation skills in dealing with groups of various sizes and demographics

## Abilities:
- Practice and follow safety rules, regulations and procedures necessary to maintain a safe work environment
- Work constructively in a team oriented environment including being able to communicate with tact, diplomacy, and professionalism
- Develop reports using SQL or equivalent tools
- Understands databases, spreadsheet programs and report writers utilized by the District’s Computerized Maintenance Management System.
- Ability to solve complex analytical challenges, independently analyze information, and make recommendations based on analysis.
- Self-motivated and work independently with minimum supervision
- Meet deadlines and balance multiple or changing priorities while producing accurate work product
- Multitask, prioritize, track projects, and follow through with assigned tasks

## Requirements:
- Bachelor’s degree or any combination of relevant education and/or experience may be substituted
- Prior knowledge/experience in water and/or sewer operations is a plus
- If operating a District vehicle, a valid Washington state driver’s license in good standing

## Recommended Training:
- Water Distribution Manager (WDM)
- Wastewater Collection (WWC1)

## Additional Training/Requirements/Responsibilities
- Incident Command System (ICS) training: ICS-100, ICS-200
- National Incident Management System (NIMS): IS-700
- May back-up GIS Database Administrator on specific tasks
**Working Hours:** 8:00 am – 4:30 pm M-F, extended hours during Meetings, Emergencies, or as work load requires

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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### Summary:

Under supervision of the Information Systems Manager, the GIS Developer/Administrator maintains the enterprise Geographic Information System (GIS) in accordance with the needs and priorities of the District. Ensures the databases are functioning optimally and users can upload, retrieve, and analyze the data across various platforms. Supports management and policy making functions associated the mission, objectives, and initiatives of the District.

### Core Competencies/Responsibilities:

- Performs GIS database administration duties related to system architecture, user access, system backup and recovery and monitors system health.
- Administers and configures ESRI GIS platforms including the Utility Network; analyzes and shares data via platforms including ArcGIS Desktop and Pro.
- Configures and coordinates application development projects, develops and maintains geospatial applications in an enterprise solution environment; administers ArcGIS online and portal membership, content, configuration, and organizational usage.
- Designs, develops, and evaluates geospatial and attribute data. Shares, converts, validates and processes data and performs quality control.
- Designs, develops, and supports geo-processing scripts, tools, and processes for automated data updates using Python and SQL statements.
- Provides technical database application design and support for GIS, Advanced Metering Infrastructure (AMI), and Computerized Maintenance Management System (CMMS) to support the District’s asset management and Capital Improvement Plans.
- Designs and creates interfaces, queries, and reports based on user needs utilizing commercial off-the-shelf (COTS), configurable and non-customized platforms.
- Designs, develops, and maintains window and web applications for viewing and editing spatial and non-spatial databases.
- Provides technical support and resolution for GIS tools, applications, and process problems.
- Assists in the design, implementation, and maintenance of information systems best suited to the operational needs of District departments by consulting with clients and information technology staff. Develops, programs, tests, and writes documentation and training for client department staff.
- Other job assignments or special projects may be required based on the needs of the District.

### Required Knowledge, Skills, and Abilities:

#### Knowledge:
- Proficiency in GIS concepts and experience in ESRI’s ArcGIS Enterprise, ArcGIS Pro, ArcGIS Online, Business Analyst and extensions
- Engineering, information, and Geographical Information Systems (GIS)
- Advanced level GIS principles and practices
- Surveying and Global Positions Systems principles and practices
- Engineering applications of GIS and engineering principles and practices
- Administration of enterprise GIS systems and relational database management systems
- Windows Operating System; Microsoft Office Products; Computerized Maintenance Management System: SCADA (Supervisory Control and Data Acquisition): ArcGIS Enterprise; Exchange; Microsoft SQL Server; Hyper VMWare; Python; Financial Software; Archival Software; Adobe; SharePoint; and other District applications

#### Skills:
- Database management/scripting of MS SQL Server, MS Access, Python
- Technical writing skills including grammar, punctuation, and proofreading
- Strong organization, time management, follow-through, and customer service skills
- Analyze complex problems to develop and evaluate options and implement solutions
- Proficient in use of GIS software, specifically ArcDesktop, ArcPro, Python, and related GIS software to convert into useful data with existing enterprise systems
- Presentation skills in dealing with groups of various sizes and demographics

#### Abilities:
- Read and interpret, water, sewer, storm drainage, and grading plans
- Communicate and train staff on the use of information systems in non-technical terms
- Practice and follow safety rules, regulations, and procedures necessary to maintain a safe work environment.
- Self-motivated and work independently with minimum supervision
- Work constructively in a team oriented environment including being able to communicate with tact, diplomacy, and professionalism
- Meet deadlines and balance multiple or changing priorities while producing accurate work product
- Multitask, prioritize, track projects, and follow through with assigned tasks

### Requirements:
- Bachelor’s Degree in applicable discipline
- Minimum 3 years prior GIS experience performing spatial database design and analysis or application development in an automated mapping environment
- If operating a District vehicle, a valid Washington state driver’s license in good standing

### Supplemental Training Requirements within 2 years from date of hire:
- ESRI Geodatabase Management Administration Certification
### Additional Training/Requirements/Responsibilities

- Incident Command System (ICS) training: ICS-100, ICS-200, ICS-300, ICS-400
- National Incident Management System (NIMS): IS-700, IS-800
- May serve in the GIS Situation Unit under the Planning Chief Officer in the ICS Structure

### Working Hours:

8:00 am – 4:30 pm M-F, extended hours during Meetings, Emergencies, or as work load requires

### Work Environment:

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Consent Agenda

Item B
RESOLUTION NO. __________

RESOLUTION OF THE BOARD OF COMMISSIONERS OF SAMMAMISH PLATEAU WATER AND SEWER DISTRICT, KING COUNTY, WASHINGTON, AUTHORIZING AND APPROVING THE APPLICATION FOR THE DEVELOPER EXTENSION AGREEMENT FOR THE

ZHU SE 48TH ST SHORT PLAT

WHEREAS, Cizhao Zhu have submitted an application to enter into a Developer Extension Agreement for service to a development known as

ZHU SE 48TH ST SHORT PLAT; and

WHEREAS, said party has submitted to the District Preliminary/Certificate Fees of

WATER $8,052.50 SEWER $3,052.50

BE IT RESOLVED, by the Board of Commissioners of Sammamish Plateau Water & Sewer District, King County, Washington, as follows:

1. The District hereby approves the application and authorizes the execution of the Developer Extension Agreement referenced above.

2. The balance of the Preliminary/Certificate fees not yet paid as required by District resolution will be due no later than when the District General Manager approves by signature the design for construction of the water and/or sewer facilities associated with this Developer Extension Agreement, and;

3. If there is no construction of any water and/or sewer facilities for the project, the balance of the Preliminary/Certificate fees not yet paid as required by District resolution will be due before the installation of water meters or side sewers and/or before the District’s final Acceptance of the Developer Extension Agreement, whichever is sooner.
**ADOPTED** by the Board of Commissioners of Sammamish Plateau Water and Sewer District, King County, Washington, at a regular open public meeting held on the 10th day of April 2023.

**Individual Commissioner's Vote on this Resolution:**

| Approved: | ___________________________ |
| Opposed:  | ___________________________ |
| Abstained: | ___________________________ |
| Absent:   | ___________________________ |

Lloyd Warren, President and Commissioner

| Approved: | ___________________________ |
| Opposed:  | ___________________________ |
| Abstained: | ___________________________ |
| Absent:   | ___________________________ |

Ryika Hooshangi, Vice President and Commissioner

| Approved: | ___________________________ |
| Opposed:  | ___________________________ |
| Abstained: | ___________________________ |
| Absent:   | ___________________________ |

Mary Shustov, Secretary and Commissioner

| Approved: | ___________________________ |
| Opposed:  | ___________________________ |
| Abstained: | ___________________________ |
| Absent:   | ___________________________ |

Tom Harman, Commissioner

| Approved: | ___________________________ |
| Opposed:  | ___________________________ |
| Abstained: | ___________________________ |
| Absent:   | ___________________________ |

Nav Otal, Commissioner
EXHIBIT A

REAL PROPERTY DEPICTION
ZHU SE 48TH ST SHORT PLAT
TAX PARCEL 1524069058

REAL PROPERTY LOCATION
Consent Agenda

Item C
COMMISSIONER FUND SUMMARY APPROVAL DOCUMENT
Government Unit: SAMMAMISH PLATEAU WATER & SEWER DISTRICT ALL FUNDS

BOARD OF COMMISSIONERS APPROVAL:
We the undersigned Board of Commissioners of the above named Governmental unit of King County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and the vouchers identified below are approved for payment.

<table>
<thead>
<tr>
<th>Position #1: Tom Harman</th>
<th>Date Signed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position #2: Ryika Hooshangi</td>
<td>Date Signed:</td>
</tr>
<tr>
<td>Position #3: Nav Otal</td>
<td>Date Signed:</td>
</tr>
<tr>
<td>Position #4: Lloyd Warren</td>
<td>Date Signed:</td>
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<tr>
<td>Position #5: Mary Shustov</td>
<td>Date Signed:</td>
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<table>
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<tr>
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<th>FUND #</th>
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BUC010-1-D1(King County)

CORRECT GRAND TOTAL $347,098.31

EFT request Date: 03-17-23
COMMISSIONER FUND SUMMARY APPROVAL DOCUMENT

Government Unit: SAMMAMISH PLATEAU WATER & SEWER DISTRICT ALL FUNDS

BOARD OF COMMISSIONERS APPROVAL:

We the undersigned Board of Commissioners of the above named Governmental unit of King County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and the vouchers identified below are approved for payment.

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Commissioner Meeting Target Date 4/10/2023

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<tr>
<th>FUND NAME</th>
<th>FUND #</th>
<th>VOUCHER #’S</th>
<th>TOTAL VOUCHER AMOUNT</th>
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BUC010-1-D1(King County)

CORRECT GRAND TOTAL $595.25

EFT Request Date 03-14-2023
COMMISSIONER FUND SUMMARY APPROVAL DOCUMENT
Government Unit: SAMMAMISH PLATEAU WATER & SEWER DISTRICT ALL FUNDS

BOARD OF COMMISSIONERS APPROVAL:
We the undersigned Board of Commissioners of the above named Governmental unit of King County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and the vouchers identified below are approved for payment.

Commissioner Meeting Target Date: 4/10/2023

Position #1: Tom Harman
Date Signed:

Position #2: Ryika Hooshangi
Date Signed:

Position #3: Nav Otal
Date Signed:

Position #4: Lloyd Warren
Date Signed:

Position #5: Mary Shustov
Date Signed:

<table>
<thead>
<tr>
<th>FUND NAME</th>
<th>FUND #</th>
<th>VOUCHER #/S</th>
<th>TOTAL VOUCHER AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>#10 ELECTRONIC REMITTANCE Bank of America-Sect 125- maint fund (MBA/MBA Trust and Mutual of Omaha - April 2023)</td>
<td>09-082-0010</td>
<td>WT.137417-137418</td>
<td>$92,745.42</td>
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CORRECT GRAND TOTAL $169,645.01

BUC010-1-D1(King County)
EFT request Date: 03/27/2023
COMMISSIONER FUND SUMMARY APPROVAL DOCUMENT
Government Unit: SAMMAMISH PLATEAU WATER & SEWER DISTRICT ALL FUNDS

BOARD OF COMMISSIONERS APPROVAL:
We the undersigned Board of Commissioners of the above named Governmental unit of King County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and the vouchers identified below are approved for payment.

<table>
<thead>
<tr>
<th>Position #</th>
<th>Name</th>
<th>Date Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tom Harman</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Ryika Hooshangi</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Nav Otal</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Lloyd Warren</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Mary Shustov</td>
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</table>

Commissioner Meeting Target Date 4/10/2023

<table>
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<tr>
<th>FUND NAME</th>
<th>FUND #</th>
<th>VOUCHER #’S</th>
<th>TOTAL VOUCHER AMOUNT</th>
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<tbody>
<tr>
<td>WARRANTS - Maint Fund</td>
<td>09-082-0010</td>
<td>137420-137493</td>
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<td>09-082-1010</td>
<td>200576</td>
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<td>WARRANTS - Const Fund</td>
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BUC010-1-D1(King County) CORRECT GRAND TOTAL $661,893.36
Warrant Date: 03-29-2023
Hi Vicha, You have my authorization to process the vouchers.

Jay Krauss
General Manager

Good afternoon Jay,

As the District’s designated Auditing Officer, please approve the attached Special District Voucher Approval Document by replying to this email confirming approval.

The District Board of Commissioners has authorized the District’s Auditing Officer to approve warranted expenditures and to provide the Board information on the warranted expenditures at the next available Commissioner meeting.

In addition, during the COVID-9 pandemic, King County is accepting email approvals by the Auditing Office in lieu of signatures for warrant submission.

Attached are the Auditing Officer Blanket Vouchers for the check run date of 3-29-2023 with a summary of these items below:

<table>
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<tr>
<th>Voucher Code</th>
<th>Fund Description</th>
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<tr>
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Thank you and have a great day!

Respectfully,
Vicha Whitney (She/Her/Hers)
Payroll – Accounts Payable Specialist
direct 425.295.3202  e-mail
website  facebook  twitter  youtube

Sammamish Plateau Water®

Clean water is always there because we’re always here.™
1510 228th Avenue SE; Sammamish, WA 98075; main 425.392.6256  fax 425.391.

NOTICE OF PUBLIC DISCLOSURE: Public documents and records are available to the public as required under the Washington State Public Records Act (Chapter 42.56 RCW). Accordingly, this e-mail, in whole or in part, may be subject to disclosure pursuant to the Public Records Act, regardless of any claim of confidentiality, privilege or exemption asserted by a third party.
Special District Voucher Approval Document

Scheduled Payment Date: 03/29/2023
Total Amount: $351,638.10
Control Total: 74
Payment Method: WARRANT

District Name: Sammamish Plateau Water and Sewer District
File Name: AP_SAMWTSWRAPSUPINV_20230321144721.csv
Fund #: 090820010
Maint Fund: 137420-137493

CONTACT INFORMATION
Preparer's Name: Vicha Whitney
Email Address: Accountspayable@spwater.org

PAYMENT CERTIFICATION
RCW (42.24.080)
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):

<table>
<thead>
<tr>
<th>Jay Krauss by email</th>
<th>03/21/2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized District Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Authorized District Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Authorized District Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature Date    Authorized District Signature Date
________________________________________     ______________________

Comm Target date: 04/03/2023

SUBMIT SIGNED DOCUMENT TO:
King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

Printed On Tuesday, March 21, 2023 at 02:47:35 PM
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<th>Vendor Site</th>
<th>Invoice No.</th>
<th>Invoice Date</th>
<th>Inv. Amount</th>
<th>Description</th>
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### District Name: Sammamish Plateau Water and Sewer District

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<th>Invoice No.</th>
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Special District Voucher Approval Document

Scheduled Payment Date: 03/29/2023
Total Amount: $23.73
Control Total: 1
Payment Method: WARRANT

District Name: Sammamish Plateau Water and Sewer District
File Name: AP_SAMWTSWR_APUPINV_20230321130056.csv
Fund #: 090821010
Joint Fund : 200576

Preparer’s Name: Vicha Whitney
Email Address: Accountspayable@spwater.org

Contact Information

Payment Certification
RCW (42.24.080)
Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):

<table>
<thead>
<tr>
<th>Jay Krauss by email</th>
<th>03/21/2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized District Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Authorized District Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Authorized District Signature</td>
<td>Date</td>
</tr>
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</table>

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature Date    Authorized District Signature Date

Comm Target date : 04/03/2023

Submit Signed Document To:
King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA  98104

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

King County Finance Use Only:
Batch Processed By: ____________________
Date Processed: ____________________

Printed On Tuesday, March 21, 2023 at 01:01:05 PM
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**Special District Voucher Approval Document**

**Scheduled Payment Date:** 03/29/2023  
**Total Amount:** $310,231.53  
**Control Total:** 9  
**Payment Method:** WARRANT

**District Name:** Sammamish Plateau Water and Sewer District  
**File Name:** AP_SAMWTSWR/APSUPINV_20230321125850.csv  
**Fund #:** 090823510  
**Const Fund:** 303437 - 303445

**CONTACT INFORMATION**

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<tr>
<th>Preparer's Name:</th>
<th>Vicha Whitney</th>
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<tbody>
<tr>
<td>Email Address:</td>
<td><a href="mailto:Accountspayable@spwater.org">Accountspayable@spwater.org</a></td>
</tr>
</tbody>
</table>

**PAYMENT CERTIFICATION**

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

**Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)):**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Jay Krauss by email</td>
<td>03/21/2023</td>
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**SUBMIT SIGNED DOCUMENT TO:**

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<th>King County Accounts Payable</th>
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<tr>
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**KING COUNTY FINANCE USE ONLY:**

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<td>PURCELL PAINTING &amp; COATINGS</td>
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<td>UTILITIES SERVICE CO INC</td>
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<td>WESTERLUND EXCAVATION LLC</td>
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COMMISSIONER FUND SUMMARY APPROVAL DOCUMENT
Government Unit: SAMMAMISH PLATEAU WATER & SEWER DISTRICT ALL FUNDS

BOARD OF COMMISSIONERS APPROVAL:
We the undersigned Board of Commissioners of the above named Governmental unit of King County, Washington do hereby certify that the merchandise or services hereinafter specified have been received and the vouchers identified below are approved for payment.

Commissioner Meeting Target Date 4/10/2023

<table>
<thead>
<tr>
<th>Position #</th>
<th>Name</th>
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<tr>
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<td>Tom Harman</td>
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<tr>
<td>#2</td>
<td>Ryika Hooshangi</td>
<td></td>
</tr>
<tr>
<td>#3</td>
<td>Nav Otal</td>
<td></td>
</tr>
<tr>
<td>#4</td>
<td>Lloyd Warren</td>
<td></td>
</tr>
<tr>
<td>#5</td>
<td>Mary Shustov</td>
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BUC010-1-D1(King County) CORRECT GRAND TOTAL $300,331.84
EFT request Date: 03-31-23
Active Agenda
Active Agenda
Item A

Customer Accommodations during Incidents Presentation
INTRODUCTION:

An initiative from the Board was to “develop level of service policies related to customer service during operational outages and main breaks.” Staff has drafted a suggested framework for customer accommodations during incidents and will give a presentation to the Board at the meeting.

ATTACHMENTS:

- Framework Outline: Customer Accommodations during Incidents
- Presentation
**Customer Accommodations during Incidents**

**DRAFT – 4/10/2023**

The following customer accommodations apply during incidents within the control of the District. This does not apply to catastrophic incidents (earthquakes, severe storms, flooding, winter storms, etc.).

Sammamish Plateau Water (SPWSD) will cover the cost of hotel accommodations for customers under the following three circumstances:

**a) Sewer backup into residential property causes damage to residential home and cleanup required, residents advised to leave due to health concerns:**

- Incident is caused by failure of SPWSD infrastructure, or cause is unknown or under investigation.
- SPWSD staff will take the following actions:
  - District offers hotel accommodations at a location selected by the District and arrange payment on behalf of the customer(s).
    - Provide hotel accommodations for 1-3 days while sewage clean-up and restoration is initiated.
    - Incidents lasting longer than three (3) days will be evaluated on a case-by-case basis.
    - Hotel accommodations will cover the room only and no other hotel amenities.
  - Other accommodations, such as pets and meals, will be considered on a case-by-case basis.
  - Provide customers with SPWSD points of contact information and Water and Sewer Risk Management Pool (WSRMP) claim adjuster information.
  - Sewage cleanup and restoration will be coordinated with WSRMP.

**b) Water main break causes property damage to residential home and cleanup required, residents advised to leave due to health concerns:**

*(NOTE: Damage to interior of customer home caused by a hot water tank failure or by a plumbing break inside the home or any plumbing line on the customer side of the meter is the customer’s responsibility.)*

- Incident is caused by failure of any SPWSD infrastructure on the District’s side of the meter, or the cause is unknown or under investigation.
- SPWSD staff will take the following actions:
  - District offers hotel accommodations at a location selected by the District and arrange payment on behalf of the customer(s).
    - Provide hotel accommodations for 1-3 days while clean-up and restoration is initiated.
    - Incidents lasting longer than three (3) days will be evaluated on a case-by-case basis.
    - Hotel accommodations will cover the room only and no other hotel amenities.
  - Other accommodations, such as pets and meals, will be considered on a case-by-case basis.
  - Provide customers with SPWSD points of contact information and WSRMP claim adjuster information.
  - Water damage cleanup and restoration will be coordinated with WSRMP.
c) **Water service outage or loss of pressure lasting for an extended period of time**

This type of incident will be handled on a case-by-case basis depending upon circumstances and could include the following accommodations:

- Provide customers with SPWSD points of contact information
- Offer bottled water
- Hotel accommodations may be offered during extended incidents
  - District offers hotel accommodations at a location selected by the District and arrange payment on behalf of the customer(s).
  - Hotel accommodations will cover the room only and no other hotel amenities.
    - Other accommodations, such as pets and meals, will be considered on a case-by-case basis.

**Water or sewer outages caused by catastrophic incidents (earthquakes, severe storms, flooding, winter storms, etc.)**

- Outages may be widespread and resumption of normal service may take weeks or months due to needed repairs.
- SPWSD staff will take the following actions until water and sewer facilities are repaired:
  - Work with neighboring agencies (cities, counties, state) to provide Community Points of Distribution (CPOD) for bottled water and food.
  - Accommodations may include the following:
    - Residents may be advised by the authorities to shelter in place if possible. This may be the best option for pet owners.
    - Residents with damage to their homes should contact the Red Cross for sheltering options at (206) 323-2345.
    - Residents with pets should notify Red Cross of sheltering options that include pets, since not all Red Cross shelters allow them. The Red Cross works with partners in the community who can open a pet shelter nearby.
    - Provide customers with SPWSD points of contact information and WSRMP claim adjuster information if home was damaged due to water or sewer main breaks of District assets.
Customer Accommodations during Incidents
April 10, 2023 Board Meeting
SCOPE OF ACCOMMODATIONS

› Accommodations for incidents within the control of the District.
   • Infrastructure failure, cause unknown or under investigation

› Does not apply to catastrophic incidents
   • Earthquakes, severe storms, flooding, winter storms, etc.
MAJOR SERVICE DISRUPTIONS

- SEWER OVERFLOW OR BACKUP & PROPERTY DAMAGED
- WATERMAIN BREAK & PROPERTY DAMAGED
- WATER SERVICE OUTAGE OR PRESSURE LOSS
ACCOMMODATIONS

WHEN ADVISED TO LEAVE HOME DUE TO HEALTH CONCERNS

› Hotel accommodations
  – 1-3 days
  – Room only, other hotel amenities not included

› Other accommodations, such as pets and meals, considered on case-by-case basis

› Provide SPW and WSRMP contact information

› Sewage cleanup and restoration will be coordinated with WSRMP

SEWER OVERFLOW OR BACKUP & PROPERTY DAMAGED
ACCOMMODATIONS

WHEN ADVISED TO LEAVE HOME DUE TO HEALTH CONCERNS

› Hotel accommodations
  – 1-3 days
  – Room only, other hotel amenities not included

› Other accommodations, such as pets and meals, considered on case-by-case basis

› Provide SPW and WSRMP contact information

› Sewage cleanup and restoration will be coordinated with WSRMP
ACCOMMODATIONS

HANDLED ON A CASE-BY-CASE BASIS BASED ON CIRCUMSTANCES

› Provide SPW contact information
› Offer bottled water
› Hotel accommodations may be offered during extended incidents
  – 1-3 days
  – Room only, other hotel amenities not included
  – Other accommodations, such as pets and meals, considered on case-by-case basis
Active Agenda
Item B

Media and Public Communications Training
Active Agenda

Item C

Louis Thompson Rd Sewer Project – ULID Information & Set Public Meeting Date
INTRODUCTION:
The City of Sammamish is proceeding with a project to install stormwater facilities and other road improvements along Louis Thompson Road. In conjunction with the City of Sammamish project relocation of existing District water facilities along Louis Thompson is also proceeding.

At the Board meeting on 3/20/2023, the Board provided direction on proceeding with a Utility Local Improvement District (ULID) for installation of sewer in Louis Thompson Road between 205th Ave NE and Main Street, and into the Louis Thompson Sewer Basin Side Streets.

District staff will be requesting Board input on ULID assessment options, public outreach strategy, and on the proposed project schedule.

POLICY:
Board approved funding for design of the sewer in Louis Thompson Road.

2022 Wastewater Comprehensive Plan Policy Section 6.7.2
- 6.7.2.1 Support Sewer Extensions when Funds Available for
  - a. Transition customers (septic to sewer), especially in fully developed areas.
  - b. Interagency projects providing an opportunity for significantly reduced project costs for transition customers.

BACKGROUND:
The City of Sammamish project extends in Louis Thompson Road from East Lake Sammamish Pkwy to 210th Pl SE.

During the Board meeting of 3/20/2023, the Board indicated the Louis Thompson Basin Sewer Project scope would include:
- Louis Thompson Road from the existing sewer at 205th Ave NE and extending to Main Street;
- Side Streets off of Louis Thompson Road in Eden View, Eden Creek Estates, Short Plat 278021, and in the Tamarack development including 208th Ave NE, 210th Ave NE, Main Street & 210th Pl NE.

Construction of the project, if directed to go to construction, would be completed in two phases. Phase 1 includes the Louis Thompson Road portion that would be constructed in conjunction with the City project. Phase 2 includes the Side Streets, and would be bid separately from Phase 1.
The Board also indicated the Sewer Project would be the subject of a ULID, initiated by Resolution, with the ULID Assessment to be set at 50% of the total Sewer Local Facility cost, and a ULID term of 20 years. The remaining Sewer Local Facility Charge to be collected upon connection. The Board further indicated a preference that the ULID Final Assessment meeting would be held following substantial completion of Phase 1 and bidding of Phase 2 of the Sewer Project.

In today’s meeting District staff will be presenting information regarding and requesting input on:

- ULID assessment options
  - All include 50% Sewer LFC as directed by Board on 3/20/2023
  - Whether the Board will support an option to include in the ULID Assessment (at Property Owners request)
    - Remaining Sewer LFC
    - Sewer General Facility Charge
- Public Outreach Strategy
  - Outreach for the Public Meeting
  - Topics to be covered in the Public Meeting
- Proposed Project Schedule
  - Public Meeting
  - Preliminary Assessment Hearing
BUDGET STATUS:

Sewer Cost Estimates
Louis Thompson Road Sewer $2,812,500
Side Streets Sewer $2,290,150
Total Sewer* $5,102,650

*This cost has been updated from 3/20/2023 information based on the revised project scope.

FISCAL IMPACT:
Moving forward with any of the Louis Thompson Basin Sewer will required inclusion in the current Capital Plan associated funding to be approved.

OPTIONS:
Discuss the following, and get Board direction for next steps:

1. ULID Assessment Options
   A. 50% Sewer LFC Assessment Only
   B. Allow Inclusion of Remaining Sewer LFC with Assessment
   C. Allow Inclusion of Remaining Sewer LFC and Sewer GFC with Assessment

2. Public Outreach Strategy

3. Proposed Project Schedule
   A. Public Meeting Date Choice
   B. Preliminary Assessment Hearing Date Possibilities

STAFF RECOMMENDATIONS:
NA

ATTACHMENTS:
- Presentation will be provided at the Board Meeting.
Reports