Small Water System Management Program

Dockton Water Association

19550J

February 2013

Mission Statement *(Optional)*

To provide safe, abundant, reliable and affordable drinking water to all properties in our service area

Statement of Adoption *(Optional)*

Governing Board Members *(Optional)*

List the names and titles of current governing board members.

Bob Lane, President

Richard Sundholm, Vice President

Arthur Lee, Treasurer

Toni Doane, Secretary

Steve Andrus, Director

Duncan Greene, Director

Frank Zellerhoff, Sr., Director

Permit or Cert. #	Name of Rightholder	Priority Date	Source Number	Primary or Supplemental	Existing Water Rights		Existing Consumption		Current Water Right Status Excess/(Deficiency)	
					Maximum Instantaneous Flow Rate (Qi)	Maximum Annual Volume (Qa)	Maximum Instantaneous Flow Rate (Qi)	Maximum Annual Volume (Qa)	Maximum Instantaneous Flow Rate (Qi)	Maximum Annual Volume
SI-23804C SP	Dockton Water Assn.	March 17, 1981	SO-1	Primary	0.16 cu ft per second 71.8 GPM	25 acre-ft. per year	0.15 cu ft per second 69 GPM	66.7 acre ft per year	017 cu ft per second. 74.6 GPM	3.3 acre-ft. per year
Permit # 7810 Cert # 10, Page S 4669	Johnson & Berry See Note 2	October 11, 1951	SO-1	Primary	0.16 cu ft per second 71.8 GPM	45 acre-ft per year	See note 1	See note 1.	See note 1.	See note 1.
Permit # 5739 Cert # 11. Page GW 5383-A	Bard and Howard See Note 3	August 10, 1961	SO-2	Primary SANDY SHORES	0.22 cu ft per second 100 GPM	48 acre-ft. per year	0.22 cu ft per second 100 GPM	5.8 acre ft per year	0	42.2 acre-ft per year
Permit # 2537 Cert # 14, Page S 6734	Dockton Improvement Corporation	November 12, 1937	SO-3	Primary	0.04 cu ft per second 18 GPM		0.012 cu ft per second 5.5 GPM	3.6 acre ft per year	0.058 cu ft per second 26.1 GPM	12.4 acre-ft. per year
SI-20464C SP	Dockton Improvement Corporation	March 1, 1973	SO-3	Primary	0.03 cu ft per second 13.6 GPM	16 acre-ft. per year	See note 4	See note 4	See Note 4	See Note 4
TOTAL					0.61 Cu ft per second 275.2 GPM	134.0 acre-ft. per year	0.382 cu ft per second 174.5 GPM	76.1 acre ft per year	0.258 cu ft per second 100.7 GPM	57.9 acre-ft per year

NOTES:

1. Certificate # SI-23804C and Permit #7810 are integrated as one source following consolidation.

2. Johnson & Berry sold water system to Harborview Water Association in July, 1963. Dockton Improvement Corp. and Harborview Water Association consolidated as Dockton Water Association effective January 01, 1983.

3. Bard & Howard (Sandy Shores Water Co.) sold that water system to Sandy Shores Homeowners Assn. which then consolidated with the Dockton Improvement Corp to form Dockton Water Association effective January 01, 1983.

4. Certificate # SI-20464C and Permit #2537 are integrated as one source.

S - SURFACE WATER
SP - SPRINGS
GW - GROUND WATER

1.1 Management Structure and the Governing Board

Purpose

To document the system's management and ownership structure.

Background

A water system's governing body is legally obligated to deliver safe drinking water to its customers. Such a responsibility must not be taken lightly. System decision makers play as important a role in delivering safe drinking water as system operators do because they set the system's priorities and policies. It is important to document who makes decisions and how they make them, and communicate this information to system staff and customers.

How to complete this section

Answer the questions in Table 1-1 on how your system is owned and managed and how decisions are made. Your sanitary surveyor may go over these answers during your sanitary survey.

Some questions ask you to attach copies of relevant documents. This will keep important information in one place. You can attach copies in this section, in Chapter 4 (Other Documents), or add a reference to explain where they are.

Table 1-1
Ownership and Management

Water system name	Dockton Water Association	
Type of system *Check all that apply.*	☐ Homeowners association ☐ Single private owner ☐ Partnerships ☒ Corporation ☐ Local government (Town*, County*, Public Utility or Water District) ☐ Other **If your system is a town or county, ask your regional planner if a SWSMP is the right planning document for you.*	
Name and phone number for person(s) or association that owns system	Name Owned by 470 shareholders Name	Phone Phone
Do you have articles of incorporation or a certificate of registration with the Department of Revenue?	☒ Yes. See attachment 1-1A ☐ No.	

Do you have a document that establishes the legal authority to make decisions for the system? *For example, by-laws, resolutions, ordinances?*	☒ Yes. See attachment 1-1B ☐ No	
Do you have any insurance policies for the system?	☒ Yes. ☐ No.	
Who makes the major decisions? *For example, who decides when to make improvements, how to finance improvements, when to allow additional connections.*	☐ Single party ☒ Board Seven member Board of Directors ☐ System customers or a representative subset of customers ☐ Commissioners (how many commissioners) ☐ Other	
How long are the terms of service for members of the decision-making body?	Three year staggered terms	
How often do those responsible for making decisions meet?	☒ Monthly ☐ When necessary	☐ Annually ☐ Quarterly
	☐ Other	
Are customers notified about these meetings?	☐ Yes ☒ No	If yes, how are they notified?
Is there an organizational chart?	☐ Yes. If yes, attach a copy. ☒ No	
Does the system have any paid employees?	☒ Yes ☐ No	If yes, do you have personnel policies? ☐ Yes ☒ No
Identify the persons or positions responsible for making financial transactions. *For example, who maintains records, pays bills, and receives payments?*	**Treasurer** has overall fiduciary responsibility and signs all checks **Manager** opens the mail, sorts and records payments, posts bills and prepares checks for payment, does payroll, pays taxes, reports to the Board. **Billing Clerk** posts water payments; prepares, prints, folds, stuffs and mails monthly bills; makes bank deposits; maintains customer records.	

Do you have a process to record and respond to customer complaints?	☒ Yes ☐ No.	Manager checks voicemail and e-mail daily. Responds directly to complaints or sends e-mail to billing clerk or operator for their follow-up. Call back within 24 hours. Written record of complaint and response filed in Customer File.

Further action

- Have any of these questions caused you to think about changing your current practices?

  ☒ Yes. If yes, list the issue in Section 1.7 (Next Steps).

  ☐ No.

For more information

- ***Owning and Managing a Drinking Water System*** **(331-084)** outlines how to get started, regulations, obligations, helpful tips, and responsibilities.

ATTACHMENT 1-1A

STATE of WASHINGTON SECRETARY of STATE

I, Ralph Munro, Secretary of State of the State of Washington and custodian of its seal, hereby certify that, according to records on file in this office, as of the date of this certificate,

DOCKTON WATER ASSOCIATION

is a WASHINGTON NONPROFIT corporation,

duly authorized to transact business or conduct affairs as a corporation in the State of Washington.

Date: October 24, 1985

Corporation Number: 23216062

Date of Incorporation
or Qualification: May 26, 1982

Given under my hand and the seal of the State of Washington, at Olympia, the State Capitol.

Ralph Munro

Ralph Munro, Secretary of State

am

SSF 69

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FILED
STATE OF WASHINGTON
SEP 18 1990
RALPH MUNRO
SECRETARY OF STATE

ARTICLES OF AMENDMENT
OF
DOCKTON WATER ASSOCIATION

WASHINGTON NONPROFIT CORPORATION ACT - 24.03

Pursuant to the provisions of RCW 24.03 of the Washington Nonprofit Corporation Act, the undersigned adopt the following Articles of Amendment to the Articles of Incorporation:

1. The name of record of the corporation is DOCKTON WATER ASSOCIATION.

2. The following amendment to the articles of incorporation was adopted on August 19, 1989:

ARTICLE 1.17

Directors of this Corporation shall have no personal liability to the Corporation or its members, if any, for monetary damages for conduct as a director PROVIDED that such provision shall not eliminate or limit the liability of a director for acts or omissions that involve intentional misconduct by a director or a knowing violation of law by a director, or for any transaction for which the director will personally receive a benefit in money, property or services to which a director is not legally entitled. No such provision may eliminate or limit the liability of a director for any act or omission occurring before the date when such provision becomes effective.

Personal liability of the directors shall be limited to the full extent of the law including any change that might occur in the law in the future.

3. August 19, 1989 was the date of the meeting of members at which the amendment was adopted. A quorum was present at the meeting and the amendment passed unanimously by vote of members present or represented by proxy.

Dated: Sept. 14, 1990

DOCKTON WATER ASSOCIATION

Robert G Leeson
President

Marie Le Blanc
Secretary

Subscribed and sworn to before me Sept. 14 1990.

Jean A Aspinall
Notary Public for Washington
residing at Vashon Is.
My Commission expires 6-9-94

ATTACHMENT 1-1B

BYLAWS
OF THE
DOCKTON WATER ASSOCIATION

With amendments through June 18, 2005

PREAMBLE

The Dockton Water Association is chartered by the State of Washington as a not-for-profit corporation the purpose of which is to provide water for domestic purposes to its members. The Association is also recognized for tax purposes by the U.S. Internal Revenue Service as a "501(c)" non-profit organization.

ARTICLE I - MEMBERS

1.1. QUALIFICATIONS.

Any person, natural or otherwise, qualified to own real estate in the State of Washington and who has legal or equitable title to or evidence of title to any portion of land within the area served by the Dockton Water Association, shall, upon application for membership and tender of the current membership fee, or such other fees as may, from time to time, be approved by vote of the Board of Directors of the corporation, be admitted to membership in the corporation. Except as elsewhere provided, membership is restricted to single family residences. Membership in the corporation shall, nevertheless, be conditioned upon the ability of the corporation to deliver service to the property of the applicant in a manner consistent with industry standards, the regulations governing Class A Water Systems and the service limitations established by the Washington State Department of Health.

1.2 ENTITLEMENTS.

I.2.1. **Membership in the corporation** shall, in the absence of an emergency, entitle members to a supply of water sufficient to serve the normal needs of one single family residence with appurtenant lawns, gardens, orchards, etc. The Board of Directors will establish, maintain and publish regulations which define:

1.2.1.1. The volume of water considered as sufficient for normal needs.

1.2.1.2. Emergencies, and restrict water usage when emergencies are imposed.

1.2.2. **Voting.** Each membership shall be entitled to one vote on all matters placed for vote by the general membership. Matters brought to a vote shall be decided by simple majority.

1.3 EXCEPTIONS TO SINGLE FAMILY RESIDENCE MEMBERSHIPS.

1.3.1. **An auxiliary residence**, occupied for at least two consecutive months per year, located on the same property as the primary residence, shall require a full membership .

1.3.2. **Memberships may be obtained for non-domestic uses** under conditions specified by the Board of Directors, who shall insure that the provision of such service does not degrade the ability to serve single family residences.

1.4. LOCATION OF SERVICE.

Members are entitled to water from a point in the existing distribution system selected based upon industry standard engineering practices and consistent with a conceptual system design for the distribution system which is based upon full development of properties within the service area under prevailing zoning and building restrictions. All costs incident to connecting to the system shall be borne by the member concerned. No work or installations shall be made on private property without a signed and recorded easement from the property owner(s) concerned.

1.5. MEMBERSHIP CLASSIFICATION.

Membership shall be divided into two classes, "Full Membership" and "Reserved Membership". "Full Membership" applies to those members presently being served by the water system, and who are otherwise in good standing with the corporation. The "Reserved Membership" category consists of those members in good standing with the corporation, but who are not presently being served by the water system.

1.6. COMPUTATION OF CHARGES FOR WATER.

1.6.1. **Establishment of Charges**. All rates shall be established by the Board and published for the membership.

1.6.2. **Charges for Single Residences.** Charges for water shall be computed as follows:

1.6.2.1. Assessment of a base rate for service and additional charges for the actual usage of water over the amount included, if any, in that base rate.

1.6.3. **Charges for Reserved Memberships.** "Reserved Memberships" shall pay one half the established base rate to maintain their membership in good standing.

1.6.4. **Auxiliary Dwellings.** An auxiliary dwelling shall be billed for water service at the base rate, in addition to the primary dwelling's billing at the base rate plus overages, regardless of being served through the same meter.

1.6.5. **Non-Domestic Users.** The Board of Directors shall determine the charges made to non-domestic users.

1.7. MEMBERSHIP OWNERSHIP.

Memberships are assigned to a specific property (as defined on the Membership Certificate) and transfers with that property upon change of property ownership. Transfer to another property is not allowed, regardless of ownership, except when approved by the Board of Directors. When a member wishes to withdraw, the membership may be sold to the Association at the current membership fee (or as otherwise defined in any purchase agreement) provided that a waiting list exists for the purchase of the share. The membership will then be offered to the next property on the shares waiting list.

1.8. EXPULSION OF MEMBERS.

1.8.1. **For Non-Payment.** Any member who, for a period of ninety days after due date, fails to pay any assessments levied by the Board of Directors for water service, betterments, maintenance, or damage inflicted on the corporation's property by such member's action or neglect, may upon majority vote of the Board of Directors, be stricken from the list of members and thereafter neither such ex-member or persons occupying property owned by such ex-member shall be entitled to any service or privilege of the members of this corporation. In such event the corporation shall refund to the ex-member the amount of his membership fee paid less any amounts owing the corporation, including charges to discontinue service to the member. If reapplication for service is made, upon approval of the Board of Directors, the current membership fee and reconnection fee shall be charged to and paid by the applicant prior to reconnection.

1.8.2. **For Failure to Comply with Bylaws, Rules & Regulations.** Any member failing to comply with the provisions of the Bylaws and/or Rules and Regulations published by the Board of Directors may upon majority vote of the Board of Directors, be stricken from the list of members and thereafter neither such ex-member or persons occupying property owned by such ex-member shall be entitled to any service or privilege of the members of this corporation. In such event the corporation shall refund to the ex-member the amount of his membership fee paid less any amounts owing the corporation, including charges to discontinue service to the member. If reapplication for reinstatement is made, upon approval of the Board of Directors, the current membership fee and reconnection fee shall be charged to and paid by the applicant prior to reconnection.

1.9. INSPECTION OF RECORDS.

1.9.1. Minutes of the Annual Meetings and meetings of the Board of Directors, together with all other records required by RCW 24.03.135,shall be available for inspection by members.

1.10. ANNUAL MEETING.

The annual meeting of the membership of the Dockton Water Association shall be held on the third Saturday in June. Special meetings of the membership of the Dockton Water Association may be called from time to time at the discretion of the Board of Directors or by a petition submitted by a member to the Board of Directors. Such petitions must bear the signatures of at least 1/20th of the Association's membership. The time and place of any meeting shall be designated in the notice of the meeting, which shall be mailed not less than fourteen or more than thirty days prior to the meeting.

1.10.1. **Quorum**. At any meeting of the membership of the Dockton Water Association, twenty five percent of the membership, represented in person or by proxy, who are then in good standing and thereby entitled to vote, shall constitute a quorum. Each membership shall be entitled to one vote. Votes may be cast in person, by mail, or by proxy. If a quorum shall fail to attend either in person, by mail, or by proxy, the presiding officer may adjourn the meeting without notice until a quorum shall attend and thereupon proceed with business.

1.10.2. **Agenda.** The members shall elect directors to fill vacancies then occurring for three year terms, hear reports from officers, and conduct such other business as may properly come before the members.

1.11. SALE OF CAPITAL ASSETS.

Any sale, exchange, or transfer, with or without consideration, of any asset of the corporation of a current market value of $5000, shall require the approval of a majority of the members in attendance, in person or by proxy, at any regular or special meeting called for that purpose.

ARTICLE II - BOARD OF DIRECTORS

2.1. NUMBER.

The business and property of the Dockton Water Association shall be managed by a board of seven directors.

2.2. ELECTION OF DIRECTORS.

The directors of the Dockton Water Association shall be elected from those nominated by a committee appointed by the president, by a majority vote of the membership of Dockton Water Association represented in person, by mail, or by proxy at the annual meeting of the membership. Members wishing to suggest nominations shall contact the Secretary no later than 60 days prior to the annual meeting.

2.3. QUALIFICATIONS OF DIRECTORS.

All members of the Board must be members of the Dockton Water Association and in good standing during their term of office.

2.4. TERM.

Terms of office shall be three years.

2.5. ANNUAL MEETING OF DIRECTORS.

The annual meeting of the Board of Directors shall be held immediately following the annual meeting of members.

2.6. REGULAR MEETINGS OF DIRECTORS.

The regular meetings of the Board of Directors shall be held at least once each calendar quarter. Notice need not be given of the annual meeting or of any regular meeting of the board. The President may call special meetings of the Board by giving (3) three day notice to the Directors in writing of the time and place of such meeting.

2.7. VOTING.

Each member of the Board of Directors shall possess one vote in matters coming before the Board. Voting at meetings of the Board of Directors shall be in person or by proxy. Four members of the Board of Directors shall constitute a quorum. Any action taken by the Board shall be by simple majority of members present and/or by proxy.

2.8. BOARD VACANCIES.

Any vacancy occurring on the Board by reason of death, resignation or removal of a director shall be filled by a majority vote of the remaining members of the Board. Such appointee shall serve during the unexpired term of the director whose position has become vacant.

2.9. REMOVAL OF DIRECTOR.

2.9.1. **By the Board**. Any director may be removed by the Board if it determines that such removal is in the best interest of the Dockton Water association. Without limitation of the foregoing, two unexcused absences from two consecutive meetings may constitute grounds for removal. Notice of the proposed removal, stating the grounds for removal, shall be given to said director not less than fifteen (15) days prior to the day of the meeting at which the proposed action will be taken. The director, at his option, may appear at said meeting and may present such witnesses and evidence as he may desire. Removal of any director shall be only by a majority of the entire Board.

2.9.2. **By Membership Vote**. Any director may also be removed from office by a majority vote of

the membership at any regular or special meeting of the membership of the corporation. Notice of the proposed removal, stating the grounds for removal, shall be given to said director not less than fifteen (15) days prior to the date of the meeting at which the proposed action will be taken. The director, at his option, may appear at said meeting and may present such witnesses and evidence as he may desire. Removal of any director shall be by a majority of the entire membership of the Dockton Water Association.

2.10. ELECTION OF OFFICERS.

At the annual meeting of the Board of Directors, the members of the Board of Directors shall elect from members of the Board the President, Vice President, Secretary and Treasurer of the Dockton Water Association.

2.11. COMPENSATION.

The directors shall be entitled to such compensation for their services as shall be determined, from time to time, by a majority vote of the members present in person or by proxy at any regular or special meeting of the membership of the Association. Until such time as compensation shall be established, they shall be entitled to no compensation.

2.12. RULES AND REGULATIONS.

The Board of Directors shall have the power and authority, from time to time, to promulgate such rules and regulations regarding the supply and usage of water and connections to or extensions of the system as it deems in the best interest of the membership of the corporation.

2.13. BOARD DUTIES AND FISCAL AUTHORITY.

The duties and the fiscal authority of the Board of Directors to and for the membership shall be as follows.

2.13.1. The Board shall be responsible for the physical operation of the water system.

2.13.2. The Board shall be responsible for the fiscal health of the Water Association.

2.13.3. The Board shall be responsible for the business of the water system, which includes but is not limited to:

2.13.3.1. The setting of fees.

2.13.3.2. The billing and collecting for water service.

2.13.3.3. The payment of loans, taxes, labor, and utilities.

2.13.3.4. Payment for unscheduled maintenance and repairs to be a limit of $15,000 per completed job. Scheduled expenses as listed in the membership-approved proposed annual budget or manager/operator contract shall not be subject to such limitation.

2.13.3.5. The preparation and keeping of records pertinent to the business.

2.13.3.6. Establishment and maintenance of an Emergency Reserve Fund of not less than $30,000. Expenditures from this fund may be made only in accordance

with the provisions of paragraph 2.14.

2.13.3.7. The preparation and mailing of a detailed yearly financial statement and proposed annual budget mailed directly to each share holder for membership approval.

2.14. EMERGENCY AND EXTRAORDINARY EXPENDITURES.

2.14.1. The Board may authorize emergency and/or extraordinary expenditures up to the limit of the Emergency Fund.

2.14.2. An "Emergency" exists when:

2.14.1.1. There is an uncontrollable rupture in the system with loss of service and/or actual or threatening property damage.

2.14.1.2. Unexpected failure of existing equipment.

2.14.1.3. Unexpected damage to reservoirs, well, or water source of the existing system.

2.14.3. "Extraordinary" requirements are those rare situations which, in the opinion of the Board, are in imminent danger of becoming "Emergency" status and where preventive measures would save cost and/or liability.

2.15. LIMITATIONS TO THE FISCAL AUTHORITY OF THE BOARD.

The Board may not:

2.15.1. Obligate the Association to any costs exceeding the provisions of 2.13.3.4 and 2.14, without the approval of the membership.

2.15.2. Sell more shares for water than provided for in the current approved Operating Permit issued by the State Department of Health.

ARTICLE III - OFFICERS

3.1. PRESIDENT.

The President of the corporation shall supervise all activities of the corporation, execute all instruments on it's behalf, preside at all meetings of the Board of Directors and of the membership of the Dockton Water Association, call such meetings of the membership as shall be deemed necessary in addition to the annual meeting of the members, call special meetings of the Board of Directors, and perform such other duties as are usually inherent in such office.

3.2. VICE PRESIDENT.

The Vice President shall act for the President in his/her absence and perform such other duties as the President may direct.

3.3. SECRETARY.

The Secretary shall keep records of the Board of Directors and of the Corporation, keep records of the proceedings of the Board of Directors and members, shall countersign and execute such documents with the President as may be required, and perform such other acts as the President may direct. The Secretary shall also keep records indicating the interest held by each member of the corporation, including the type of membership held and the property to which such membership attaches.

3.4. TREASURER.

The Treasurer shall be accountable for all funds belonging to the Corporation. Duties shall include, but not be limited to the following:

3.4.1. Oversee the payment of obligations incurred by the Corporation for budgeted expenses and for special obligations authorized by the Board of Directors

3.4.2. Oversee maintenance of bank accounts in depositories designated by the Board of Directors.

3.4.3. Review the monthly financial reports prepared by the Association's Bookkeeper.

3.4.4. Render financial reports at regular meetings of the Board of Directors.

3.4.5. Maintain records of payments made by members.

3.4.6 Implement accounting procedures which protect the assets of the association and are approved by the Board of Directors, including specifying when two Board members should sign checks, drafts, or other forms of payment.

ARTICLE IV - INDEMNIFICATION OF DIRECTORS AND OFFICERS AND LIABILITY INSURANCE

4.1. INDEMNIFICATION.

The corporation shall indemnify to the full extent permitted by law any person who is made, or threatened to be made, a party to any action, suit or proceeding (whether civil, administrative, or investigative) by reason of the fact that he, his testator, or in testate is or was a director, officer, employee, or agent of the corporation or served any other enterprise at the request of the corporation.

4.2. INSURANCE COVERAGE.

The corporation shall have the power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the corporation, or is serving at the request of the corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against him and incurred by him in any capacity or arising out of his status as such, whether or not the corporation would have the power to indemnify him against such liability under the provisions of this section.

ARTICLE V - BYLAW AMENDMENT

5.1. Members may propose amendments to the Bylaws by submitting a written petition to the Board of

Directors. Such petition shall have signatures thereon of not less than ten (10) members in good standing. The Board may take preliminary action to recommend approval, rejection or modification of the proposed Bylaws. The proposed Bylaws amendments shall be published to the membership with the annual report and shall be voted upon by the membership at the annual meeting

5.2. The Board of Directors may propose such amendments to the Bylaws as they consider appropriate. The proposed Bylaws amendments shall be published to the membership.

5.3 The Board of Directors shall request legal review of proposed Bylaw amendments when deemed necessary.

DOCKTON WATER ASSOCIATION

BOARD OF DIRECTORS' POLICIES

(Revised through June 26, 2006)

I. DEFINITIONS

1. Auxiliary Dwelling: Auxiliary dwelling shall have the same meaning as the term "accessory dwelling unit" in King County code as currently defined and hereafter amended. An auxiliary dwelling is a complete dwelling unit that is attached, detached, or contained within the primary dwelling. It is designed for occupancy by people for living and sleeping purposes and contains kitchen facilities including appliances for refrigeration and heating of food and a sink. As of June 28, 2004, King County code reads:

21A.06.345 Dwelling unit: one or more rooms designed for occupancy by a person or family for living and sleeping purposes, containing kitchen facilities and rooms with internal accessibility, for use solely by the dwellings occupants; dwelling units include but are not limited to bachelor, efficiency and studio apartments, factory-built housing and mobile homes.

21A.06.350 Dwelling unit, accessory: a separate, complete dwelling unit attached to or contained within the structure of the primary dwelling; or contained within a separate structure that is accessory to the primary dwelling unit on the premises.

21A.06.662 Kitchen or kitchen facility: an area within a building intended for the preparation and storage of food and containing:

A. An appliance for refrigeration of food;

B. An appliance for the cooking or heating of food; and

C. A sink.

[*Definition of auxiliary dwelling units clarified by Board action at the November 25th, 2002 Board Meeting. Policy amendment adopted January 27, 2003 Board Meeting]*

2. Historical Monthly Usage: Historical monthly usage, as used in policy VI, shall mean the average of the total billed consumption for the month in question for each of the last three years of the account in question. If the account has been active for less than three years, then the average for that month of the last two years, or simply last year's consumption for that month will be substituted, as available. If the account is less than a year old, then the historical monthly usage will be the average consumption for the same month in question of a random sample of ten percent of all active accounts. [*Adopted by the Board at their regular meeting on August 23, 2004]*

II. SERVICE EXTENSIONS

1. GENERAL

The Dockton Water Association (hereafter Association) will provide water service to all properties within their service area under the following conditions.

2. EXISTING SHAREHOLDERS

Persons holding valid Reserve Water Share Certificates, and are paid up-to date, may obtain service by applying for same to the Association. The shareholder shall pay all costs for installation of the service line and meter from the water main to the property line. If no main exists abutting the shareholder's property, it will be required that the shareholder bear the expense of installing a main extension (size will be determined from system analysis and State Department of Health requirements) from the nearest existing system main to the farthest point of the property to be served.

3. NEW APPLICANTS

Applicants for new water shares, in addition to paying the current Membership Fee, shall be subject of the conditions stated above for existing shareholders. In addition, the Membership Certificate shall specify that no service connection will be allowed until any required main extension is completed and the cost thereof is paid by the certificate holder.

4. SERVICE TO NEW DEVELOPMENTS

The number of shares allotted to the Association is constrained by the Washington State Department of Health as limited by the physical characteristics of the water system. Approval for an increased allotment of water shares will typically require significant expenditures to increase sources flows and/or increase system storage capacity. These expenses (in addition to any costs for an expanded distribution system) would be associated with extensions of the water system to serve new developments or approved plats within the Service Area. The costs associated with any such extensions will be defrayed by accepting the conditions of one of the following two options:

Option 1 - The developer may provide for the design and construction of the water system extension. The design shall be approved by both the Washington State Department of Health and the Board of the Association prior to start of construction. The engineering firm which provides the design shall supervise construction and issue a Certificate of Completion upon completion of construction. Upon issuance of the Certificate of Completion, the distribution system will be deeded to the Dockton Water Association (See file for Piner Point extension for example). The developer shall be responsible for the construction of the necessary lines from the development to the nearest suitable Association water main. Each parcel to be served within the development must pay the current Membership Fee and service line fees as described above.

Option 2 - The Association may provide for the design and construction of the water system extension. Under this option, the Association will contract for the design and construction of the system extension. The developer will be required to deposit the estimated cost of the project in an escrow account prior to initiation of the project. Any overruns to the estimated cost shall be paid by the developer prior to initiation of service to the development. Any under runs will be refunded to the developer.

Note - Under either option the developer will be required to bear the cost of modifying sources and/or storage capacity, as appropriate.

5. SERVICE TO NEW AREAS
Service extension to existing groups of homes or groups of individual lots within the service area shall be accomplished in accordance with Option 2 of the Service to New Developments described above. The property owners will be responsible to organize interested parties and to collect and deposit the necessary funds into an escrow account.

6. REIMBURSEMENT FOR MAIN EXTENSIONS
The applicant or developer may be required to extend a water main adjacent to property other than their own to satisfy the above conditions of service. Under such conditions, the Association will consider entering into a contract with such parties for recovery of the pro-rata share of the main extension costs from any adjacent property that seeks service from that main. Such contract would limit such recovery for a specific number of years from the date of the water main extension by the Association. Each request for a reimbursement contract shall be considered separately by the Association. *(Adopted by Board Action at the November 14, 1995 meeting; amended on April 24, 2006.)*

7. FIRE-FLOW DESIGN CONSIDERATIONS
Water main extensions and replacements serving areas of existing development will be designed to the specifications in the most current Water System Plan. Pipe sizes will be determined primarily by the hydraulic requirements for adequate flow and pressure to meet residential service standards, but will also consider the fire-flow needs of residential sprinkler systems on large-lot developments, and both sprinkler and hydrant needs where the homes to be served are at urban densities. *(Adopted by Board Action at the June 26, 2006 meeting)*

III. FEES AND CHARGES

1. MEMBERSHIP FEES – Share Price
It is intended that each membership, or water share, represent the appropriate proportion of the assets of the Association. To achieve this and as soon as feasible, based upon an appraisal of DWA's physical assets, the appropriate value of each share will be recalculated. Until that is done, membership fees (Share prices) shall be $10,000 each.

Repurchase of shares by the Association shall be at the discretion of the Board of Directors and will be limited to those instances when a waiting list of potential share owners exits. *(Revised by Board Action at May 19, 2003 Business Mtg. & June 7, 2003 Special Board Mtg.)*

2. MONTHLY FEES – Water Service
Members whose property receives residential water service pay a basic monthly charge of $30.00, which includes the first 600 cubic feet of water used. A charge of $0.017 is

assessed for each Cubic Foot used over 600 but less than 3.001. A charge of $0.05 win be charged for each Cubic Foot used over 3,000. "Receive water service" means that a connection to the main has been made and a meter installed.

Members receiving commercial water service pay a monthly fee of $60.00 plus the cost of water usage calculated in the same manner as for residential members. Commercial service is defined as those properties that are served by a line exceeding 2 inches in diameter that is required to sustain normal, everyday water consumption. (Note: this commercial rate will not apply to those services which have a 2 inch diameter line specifically sized to only meet the fire flow requirements of an installed sprinkler system. Members who have reserve shares (i.e., not receiving water-no meter installed) pay a monthly charge of $15.00. *(Rates revised by Board action at October 25, 2004 meeting to go into effect with the January, 2005 bill)*

3. MONTHLY FEES – Capital Charge
In addition to the monthly fees for water service all members will pay a monthly Capital Charge of twelve dollars ($12.00) for each share. This charge will be shown separately on the monthly bill, and the monies collected will be accounted for separately in the budget for payment of debt service on loans for capital projects and for other capital needs of the system. *(Capital Charge adopted by Board action at October 25, 2004 meeting to go into effect with the January, 2005 bill)*

4. CONNECTION FEES
All costs incident to making a connection to a serving main, installation of a meter and associated fittings and piping will be accomplished by the Association and charged to the member concerned. Such installations become the property of the Association, which is responsible for subsequent maintenance and repairs. Installation and service of lines connecting meters to the houses or other points on members' property (including the installation and maintenance of any pressure reducing valves) are exclusively the responsibility of the members concerned. Connection fees are billed as follows:

King County Permit Fee	Actual Cost
King County Inspection Fee	Actual Cost
Meter, fittings & piping	Cost + 10% handling charge.
Contractor's Service charge.	Cost + 10% handling

5. OTHER CHARGES

a). Certificates of Water Availability
No charge will be made for the preparation of Certificates of Water Availability for persons who are members of the Association. A charge of $25.00 will be levied for the preparation of a Certificate of Water Availability for property within the Service Area but which is not owned by a member of the Association. Certificates of Water Availability will be issued to non-members only by specific action of the Board on a case-by-case basis.

b) Penalty Charges
Members will be assessed Penalty Charges as follows:

For late payment of bills a penalty charge of 1 % of the unpaid balance due. Each regular monthly statement contains information about the payment due date. When a bill is 60 days in arrears, a delinquency notice will be mailed to the member advising that water service will be suspended in 30 days unless payment in full is received. The letter will advise that the Board will, upon application, consider continuing service in special circumstances and upon approval of a payment plan.

For reconnection of service, after water service has been discontinued for non-payment, a reconnection fee of $50.00.

For handling checks returned by the bank upon which drawn, a penalty of $25.00.

6. FEE RESPONSIBILITY
Fees and charges are the responsibility of members and not of tenants or other occupants of the properties concerned. The Association will render bills only to members. *(Adopted by Board Action at June 19, 1992 meeting and updated September 25, 2000)*

IV. METER ACCESS

Members are responsible for maintaining clear access to their meters to facilitate meter reading. When members fail to maintain such clear access they will be notified, in writing, of the need for corrective action. If no action is taken within 14 days of the date of such notification, the Association will cause the necessary work to be performed. The member will be charged the greater of the actual cost of such work, plus 10%, or $50.00. *(Adopted by Board Action at the January 10, 1997 meeting)*

V. REDEMPTION OF SANDY SHORES/HARBORVIEW SHARES

Claims for conversion of outstanding shares in either the Sandy Shores or Harbor View systems (Consolidated with Dockton Water Association as of January 1, 1983) to DWA shares will be honored under the following conditions:

1. Evidence of ownership of such outstanding shares is presented to and approved by the Board.

2. Monthly maintenance fees, applicable to reserve shares, are paid for the period from January 1, 1983 to the first day of the month following conversion. Maintenance fees shall be calculated as follows for each share converted: From January 1, 1983 to June 1, 1985 at the rate of $7.50 per month; From June 1, 1985 to first day of month following conversion at the rate of 12.50 per month.

3. Each share must be assignable to a tract of real property within the service area of DWA.

4. When multiple shares are offered for redemption and condition 3 above cannot be

satisfied for all such shares, the shareholder will be reimbursed for the excess shares at the original price paid for such share(s). NOTE: See member file #397 (Langdon) for typical settlement letter. *(Adopted by Board Action at the January 10, 1997 meeting)*

VI. LOSS OF WATER ON CUSTOMER SIDE OF METER

1. Members who experience an unexpected loss of water on their side of the meter due to a break in their service line, or other plumbing failure may petition the Board for relief from the cost of the excess water.

2. The petition will:
   i. Be in writing to the Board President no later than thirty (30) days from receipt of the water bill showing the excess consumption;
   ii. Describe the circumstances leading to the loss, actions taken on discovery to stop the loss including notice to the water association, and actions taken since the incident to prevent recurring losses; and
   iii. Ask for relief from charges for a specific volume of water estimated to have been lost during the event.

3. The Board will consider the petition at the next regular Board meeting following its receipt, make a decision within thirty (30) days of that meeting, and notify the petitioning member in writing of the decision.

4. The Board may either deny the petition or grant the request for relief for a specific dollar amount of excess water charges. If the Board grants relief it will either be from all (100 percent) charges in excess of the "historical monthly usage" [as defined in Section I, above], OR half (50 percent) of the charges in excess of "historical monthly usage".

5. In making its decision the Board will consider, first, if the loss was the result of an act of God, such as an earth quake, slide, or storm; but not including extreme low temperatures. If so, and if the member took timely and prudent actions to stop the loss, including a request to the Association to shut off the meter if no other immediate remedy was available, and if the loss was of a scale to represent no significant cost or hardship on the Association membership, then the Board will excuse the cost of all water above the "historical monthly usage" for that account in the month in which the loss occurred.

6. If the loss was not the result of an act of God, or if an act of God, but the Board finds the other two criteria in section 5 (timely action and no Association hardship) were not satisfied, then the Board may deny the petition or grant relief of half the charges for water lost in excess of the "historical monthly usage".

[Adopted by the Board action at their regular meeting on August 23, 2004]

VII. CONTRACTS WITH EMPLOYEES

In order to avoid conflicts of interest, or the appearances of conflicts of interest, the Association shall not enter into any agreement or contract with any employee to pay for services, goods,

rentals or other such business arrangement, other than an employment agreement having a job description for the position. Any request for an exception to this policy shall be submitted to the Board of Directors for review, and if approved, shall be authorized in writing. *(Adopted by the Board at the July 13, 1999 meeting)*

VIII. MEDICAL LEAVES OF ABSENCE

The Board, in its sole discretion, may grant an unpaid leave of absence of up to six months to any employees who provide written certification from a licensed health care provider verifying that the employee is unable to perform assigned duties due to disability or other medical conditions. An employee taking leave for the birth of a child may be permitted leave for a period of actual disability in addition to the leave available under this policy.

During leave, the employee will receive no salary or benefits except that the Board may in its sole discretion continue paying the employer's share of medical insurance premiums for the employee. The employee must make arrangement to pay his or her share of medical insurance premiums, as well as the full amount of premiums for dependent coverage.

The Association may require the employee to substitute personal days and/or vacation days for unpaid leave time under this policy. Also, an employee on leave does not accrue personal days or earn vacation credit, and is not entitled to paid holidays.

Before returning from medical leave, the employee must provide a written certification from a licensed health care provider verifying that he or she is able to perform the essential functions of the job. If the employee is unable to return to work within six months, his or her employment with the Association will be terminated.

The Association will provide such additional or different treatment of employees as required by applicable law. *(Adopted at Board Meeting on August 19, 2000)*

IX. WAITING LIST POLICY

A waiting list shall be maintained by the Association for those persons within the service area that desire access to any future water shares that become available. The list will be kept on a "first come, first served" basis. Each request for a future share must be associated with a particular property within the service area and each building lot will be limited to a single share on the waiting list.

In the event that a share becomes available, it will be offered at the existing rate to the person at the top of the waiting list. This offer will be presented by written notice by certified mail, Return Receipt Requested, with a limit of sixty days from the date of the offer to conclude the transaction. *In* the event that a person fails to act on the offer within the sixty-day window, the offer will then be extended to the next person on the waiting list. Anyone that fails to respond to the offer within the sixty-day period will be dropped from the waiting list. *(Adopted at Board Meeting On September 25, 2000)*

X. CONTRACTING POLICY

1. REQUIREMENTS.
The Dockton Water Association contracts for three categories of system services:

Emergency repairs, to minimize water damage and restore disrupted service in the shortest possible time. Potential responders are Vashon Island contractors with appropriate equipment and skills, who will respond on a priority basis upon telephone notification. Contractor familiarity with the system is of benefit to the Association.

New Hook-ups, involve installation of corporation valve, Meter Set with backflow prevention device, meter and meter box. Some installations may require road bores. Requirements are for a standard installation, coupled with reliable scheduling and timely completion of work. Goals are to achieve system-wide standardization and the use of proven components in order to minimize subsequent correctional maintenance. Cost considerations limit installation work to Vashon Island contractors with appropriate equipment and skills.

Scheduled maintenance and improvements are generally of a scope requiring advance engineering, development of written specifications and, when required, appropriate permits. Depending upon the scope of work, potential responders include both on- or off-island contractors.

2. POLICIES.
In adopting these policies the Board is mindful of its responsibility for insuring that all work on the system is consistent with regulatory requirements and industry standards. The Dockton Water Association Board also has a duty to the membership to insure that best value is received from any funds expended. To insure this, and except as provided for herein, contracts will be awarded on a competitive basis, based upon "best value". It is recognized that the lowest cost does not necessarily equate to "best value", determination of which rests with the Board.

The Board recognizes the need to provide an incentive for qualified contractors to commit in advance to the provision of dependable emergency response, and to acquire general familiarity with the water system. The only viable means for providing that incentive is by reserving for the emergency response contractor certain categories of routine work. Accordingly, the Board will select an appropriate Island contractor from among those prepared to commit to and capable of timely emergency response, reserving to the contractor selected the accomplishment of all new hook-ups and small time and materials work of value of $5,000 or less. In making such selection the Board will insure that the rates the contractor will charge are in line with the prevailing rates for similar work by other contractors. A written agreement will be executed between DWA and the contractor selected specifying rates to be charged and contractor commitment to timely emergency response. The duration of such agreements will, be at the discretion of the Board and subject to periodic review.

Other work for which the estimate is $5,000 or greater will normally be offered on a competitive basis to qualified contractors on- or off-island. Award will be made to the

contractor evaluated as providing "best value", based upon written proposals/bids. Exceptions to the competitive process may be made at the discretion of the Board for appropriate reasons, such as prior accomplishment of similar work for the Association, etc.

The Board will insure that appropriate written statements of work are developed for all work for which competitive bids are solicited, providing appropriate specifications for installations and materials. The level of detail will be sufficient for contractors to develop reliable estimates and for the DWA inspector(s) to evaluate performance.

All contracts will be awarded in writing with subsequent changes in scope or cost, if any, also made in writing. *(Adopted at Board Meeting On January 22, 2001)*

XI. RECOMMENDATIONS FOR CURRENT OR PAST EMPLOYEES

In keeping with recommended business practices, the Board will not make recommendations for an employee (past or present) to be used in seeking employment opportunities. Upon receipt of a request, the Board will only verify the dates of active employment for an employee. *(Adopted at Board Meeting on May 11, 2001)*

XII. PROTECTION OF MEMBER PRIVACY

During the normal course of business transactions, the DWA Board, and its employees or contractors may have access to certain information that is considered privileged information by some of the Association members or by Association employees. Other than the specific information identified in 1.1. (j) of the Bylaws of the Association (which is available to all members through the Association Secretary), all other information shall be considered private. This includes mailing addresses, phone numbers or any other information that would not always be available to the general public. In order to honor the private concerns of our members neither the Board nor any of its employees or contractors are authorized to divulge private information to the general public including any requests coming from individual members of the Association *(Adopted at Board Meeting on September 24, 2001)*

XIII. CHECK SIGNING POLICY

Consistent with Bylaw article III, section 3.4.6, check signing authority will be vested in three Board officers: the President, Vice President and Treasurer. All checks issued by the Association must be signed by one of these vested officers. Any check in an amount greater than three thousand dollars ($3,000) must be signed by two of these vested officers. *(adopted at Board meeting on April 24, 2006)*

Table 1-2
Service Area and Facilities Map

Attach a copy of each map	Date produced	Produced by
Service area map. See attachment 1-2A	2005	Manager
Facilities map. See attachment 1-2B	2005	Manager

Municipal Water Law. All Group A community water systems with 15 or more **residential** connections are "municipal water suppliers." Municipal water suppliers can expand the place-of-use boundary in their water right(s) to match their service area in a DOH-approved planning document. To receive this benefit:

1. Identify your service area as your water right place-of-use boundary on your service area map.
2. Ask each local planning agency with jurisdiction over your service area to review your SWMSP and complete a Local Government Consistency Review Checklist. The checklist has instructions to help you through the process, but we recommend that you contact your DOH regional planner before you start.
3. Include the completed checklist with your SWSMP when you submit it to DOH for approval.

Further action

- Is there another water system nearby?

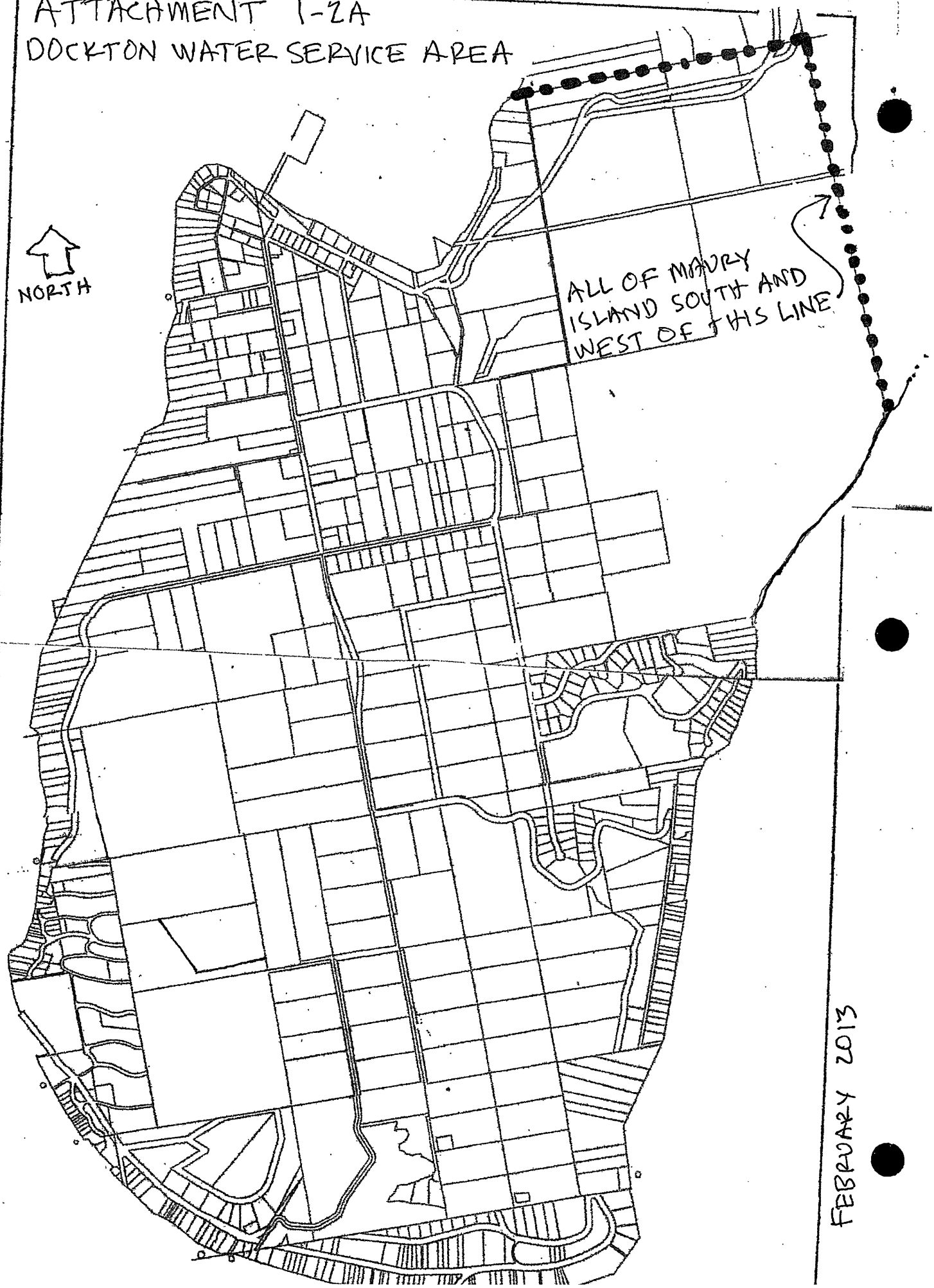
  ☐ Yes.

  ☒ No.
  Reach out to adjacent water systems. Share a copy of your service area map. Gauge interest in the possibility of sharing emergency equipment, the cost of new equipment that both systems can use, or even installing an emergency intertie between systems.

For more information

- ***Municipal Water Suppliers: Service areas in planning documents*** **(331-432)** explains the new service area requirements and service area definitions municipal water suppliers should understand when they develop their planning document.
- ***Municipal Water Law: Expanding a water right place of use*** **(331-367)** explains how a municipal water supplier can expand its water right's place of use to a service area identified in a DOH-approved planning or engineering document.
- Visit our Municipal Water Law web page at http://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/WaterSystemDesignandPlanning/MunicipalWaterLaw.aspx

ATTACHMENT 1-2A
DOCKTON WATER SERVICE AREA



FEBRUARY 2013

ATTACHMENT 1-2B
FACILITIES MAP

1,000' 0 1,000' 2,000'
1" = 1,000'

193 ZONE

Sandy Shores PRV

Dockton Springs (Booster Station

Transmission Main

Sandy Shores Well

246 ZONE

520 ZONE

520 Zone Booster Station

PRV Station

Hake Springs NOT IN USE

430 ZONE

Upper Level Reservoirs

Manzanita PRV

235 ZONE

LEGEND

- 2" WATER MAIN
- 4" WATER MAIN
- 6" WATER MAIN
- 8" WATER MAIN
- 8" PROPOSED MAIN FUTURE
- RESERVOIRS
- BOOSTER STATION
- PRV
- SERVICE AREA BOUNDARY
- PRESSURE ZONE BOUNDARY

DOCKTON WATER ASSOCIATION

FIGURE 2
WATER SYSTEM BASEMAP

Gray & Osborne, Inc.
CONSULTING ENGINEERS

FEBRUARY, 2013

Table 1-3
Service Policies

Do you have a written policy for the following?	Has it ever been updated?	Brief description
Water rate structure and fees.	☒ Yes ☐ No If yes, when was last update? July, 2011	A monthly base rate for active customers pays for the first 600 cubic feet. Overage charges in two tiers follow. Reserve customers pay half the active base rate each month. All shareholders pay a fixed monthly capital charge.
System improvement funding. *For example, how you will allocate the cost of future replacements or improvements to customers.*	☒ Yes ☐ No If yes, when was last update? Annual	We maintain and update annually as part of the budgeting process a System Replacement Schedule that tracks the net present value and end of life costs for all system components. We also have a Capital Improvements Program with a list of prioritized projects and estimated costs. $50,000 annual depreciation payment goes to system replacement reserves. $65,000 capital charges and $16,000 reserve base charges both go to system improvement reserves.
Customer responsibilities. *For example, consent agreements for inspections or requirements to install and test backflow assemblies.*	☐ Yes ☒ No If yes, when was last update?	
New customer responsibilities. *For example, hook-up fees, other assessments, or service meter requirements.*	☒ Yes ☐ No If yes, when was last update?	Customers pay full hook-up costs + 10% inspection fee. Must purchase water share for $10,000. If no main to property, must pay for full cost of extending the main.

Further action

- Do you periodically review your policies to make sure they continue to meet the system's needs?
  ☒ Yes ☐ No.
  If no, consider making this commitment and identifying follow-up action in Section 1.7 (Next Steps).

For more information

Step 7 Educate customers. Educate your customers about cross-connection health hazards and how to control or eliminate them. Periodically send water bill inserts or brochures on CCC or include information in your Consumer Confidence Report. See sample CCC education brochures at http://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/WaterSystemDesignandPlanning/CrossConnectionControlBackflowPrevention/CCCBrochures.aspx

Briefly describe how you will educate customers:

We will conduct an annual survey with the ballot mailing for the annual meeting. We will send additional materials about CCC with monthly bills as appropriate.

Step 8 Re-evaluate existing connections and review new service requests. Periodically reevaluate existing connections (without RPBAs) and review any changes in water use, particularly if there has been an ownership change for the service connection. Evaluate new service requests and ensure that the appropriate backflow protection is installed (if needed) **before** you serve water to the connection. Your CCS should help with these tasks because the CCS must make the final hazard assessment for each connection.

Table 1-4
Cross-Connection Control Program

Identify the steps you completed and target completion dates for remaining required tasks.

Completed	Task	Completion Date
☒	**Step 1**: Retain a DOH-certified cross-connection specialist (CSS).	January 2013
☒	**Step 2:** Establish legal authority to implement a program. See attachment 1-4A	Summer 2013
☐	**Step 3:** Develop administrative and technical procedures.	Summer 2013
☐	**Step 4:** Develop a record-keeping and reporting system.	Summer 2013
☐	**Step 5:** Conduct initial hazard evaluations and ensure backflow preventers are installed.	Fall 2013
☐	**Step 6:** Ensure assembly testing.	On going
☐	**Step 7:** Educate consumers about cross connections.	Before annual meeting in June 2013
☐	**Step 8:** Reevaluate existing services and review new applications for service.	On going

Table 1-5
Source Water Protection Program

Identify completed steps and target completion dates for remaining tasks.

Completed	Task	Completion Date
☒	**Step 1:** Complete a susceptibility assessment form for each source and submit to DOH.	May 1995
☐	**Step 2:** Create a map showing all sources, sanitary control areas, and source water protection areas. Include the 6-month, and 1-, 5-, and 10-year time of travel zones. Attach a copy.	January 2014
☐	**Step 3:** Secure control of your sanitary control area or watershed control area. Attach a copy of your legal documentation.	January 2014
☐	**Step 4:** Conduct survey to identify contaminant sources in your source water protection area and develop a contaminant inventory list. Attach a copy.	February 2014
☐	**Step 5:** Send letters to landowners and facility operators in your inventory area, regulatory agencies, local governments with land use decision authority, and emergency responders. Attach a sample copy of each letter.	February 2014
☐	**Step 6:** Develop a contingency plan to provide an alternate source of potable water as part of your emergency response plan.	March 2014
☐	**Continuous:** Update contaminant inventory list every two years and resend notification letters as needed.	Ongoing

Table 1-6
Emergency Response Plan

Section 1 – System Information
Document basic system information. This should be readily available to system personnel, local emergency responders, repair contractors, and DOH.

Basic description and location of system facilities *For example: We have two wells of 180' and 223' depth. The wells pump through a pump house and disinfection facilities into two storage reservoirs, one at the north end and one at the south end of the system.*	The primary source at Dockton Springs has 32 well points gathering water by gravity through a headworks and chlorine contact tank and then pumped at 120gpm to two concrete storage tanks at the highest point in the service area. Water is distributed by gravity from storage passing through three pressure reduction valves to waterfront properties. Pressure to high zone properties is increased by a booster pump station. 423-foot deep Sandy Shores well provides backup during peak demand, pumping to the same concrete storage.	
Population served and number of service connections	People: 700	Connections: 384
Person(s) responsible for maintaining and implementing the emergency plan *At least two people should share this responsibility to ensure backup coverage.*	Name: Kelly Robinson Jim Kuijper Title: Manager Operator	Phone Number: 206-463-5600 Cell Number: 206 963-9255 206-300-5446

Section 2 – Chain of Command
Document lines of authority and responsibility. This will eliminate confusion and speed up emergency response time. The first step is to inform the person responsible for making key decisions. Put this person at the top of the list. Other responsibilities include:

- Notifying DOH
- Notifying system customers
- Assessing system facilities and operations in the field
- Making repairs or notifying an appropriate contractor

Name and title	Responsibilities during an emergency	Contact numbers
Kelly Robinson, Manager	Notify DOH Notify system customers Keep President informed	206-963-9255
Jim Kuijper, Operator	Assess system facilities Notify Zellerhoff Construction to make repairs	206-300-5446

Name and title	Responsibilities during an emergency	Contact numbers
Bob Lane, President	Keep Board informed	206-669-2027

Section 3 – Emergency Reference List
List important parties to contact.

Emergency contact	Phone Number(s)	Emergency contact	Phone number(s)
Fire/Police/Medical	911	Certified operator(s) Scott Durkee (backup)	206-355-8999
County emergency services	911	System engineer or engineering consultant Warren Perkins	206-284-0860
County local health contact		Electrician	
Department of Ecology spill response		Electric utility Puget Sound Energy	1-888-225-5773
Water testing laboratory Water Management Laboratories, Inc.	253-531-3121	Pump service	
DOH water quality contact		Excavation contractor Zellerhoff Construction	463-6161 396-0305
DOH regional engineer Richard Rodrigus	253-395-6384	Call before you dig. FAX: Phone:	206-296-0196 206-296-7456
DOH emergency after hours contact	1-877-481-4901	Equipment rental Island Lumber	463-5000
Other Propane Vashon Energy	463-3637	Neighboring water system	

Section 4 – Emergency Notification
Identify how you will notify customers.

The system notifies its customers as follows: *Check all that apply*	How does the system provide customers with system contact information? *Check all that apply*
☒ Phone calls. Include phone list location: Water office at 9710 SW Windmill ST ☐ Media release ☒ Door to door	☒ Monthly Billing ☒ Annual Newsletter ☒ Other Owner's Manual

Emergency Notification (Priority Customers)
If you have priority customers or serve vulnerable populations, maintain a list of these customers so you can notify them first. You should review and update this list annually.

Does the system serve priority customers? *Check all that apply. Include names and addresses.*	
☐ Hospitals and clinics	
☐ Nursing homes	
☐ Schools	
☒ Other	Dockton Fire Station 26316 99th AV SW

Section 5 – Response Actions for Specific Events
Identify action to take in the following events. You may want to refer to your facilities map (Section 1.3) to help determine the effects of possible events and the best response action.

	Immediate actions to take *(assess damage, contact DOH, contact repair service)*	**Who should be notified** *(DOH, customers, repair service, county)*
Power outage	Check reservoir levels Start generator at Dockton Springs	Jim Kuijper, Operator
Transmission or line break	Close valves to isolate damaged main.	Frank Zellerhoff Jr. Customers who will be out of service during repairs
Chlorine treatment failure	Check chlorinator at Dockton Springs Check chlorine tank level Reprime chlorinator	Jim Kuijper, Operator
Source pump failure	Check Breakers; reset if necessary	Jim Kuijper, Operator Electrician
Coliform MCL	Test chlorine residual Look for potential source at Springs.	DOH
Severe reduction or loss of water in source	Assess damage Close valves to isolate damage Check reservoir levels Activate backup pumping at Sandy Shores Well	Jim Kuijper, Operator Customers who will be out of service during repairs.
Flood	Assess damage at Dockton Springs, lower Sandy Shores and Manzanita Beach Drive	Island EOC
Earthquake	Check concrete storage silos for damage. Close valves to isolate break. Shut off pumps if necessary	Island EOC

Section 6 –Alternative Water Supplies

Identify alternative water supplies that may be available if your supply becomes unexpectedly disrupted or contaminated. Alternative supplies can include emergency sources and emergency interties. They can also include the temporary use of bottled water or tanker trucks.

Note: You must obtain DOH approval before putting any emergency source or alternative supply of water into service. Requirements for using and maintaining emergency drinking water are in ***Emergency drinking water sources*** **(331-317)**.

Emergency sources

List available emergency sources and existing emergency interties.

Emergency source name	WFI source number	Maintained in operable condition?	Availability *How much water can be produced each day, how soon can it begin?*	Is the water safe for drinking?
None				

Short-term alternative supplies

List bottled water suppliers or tanker trucks that may be able to deliver bulk water in your area.

	Vendor or supplier	Phone number	Availability *How much water can be delivered each day, how soon can it begin?*	Is the water safe for drinking?
None on island				

Long-term potential alternative supplies

List any potential interties with an adjacent water system. Do not include existing interties.

Water systems located within one-quarter mile	Feasibility of connecting?	Has any contact been made with this system?
Non e		

1.7 Next Steps to Improve Managerial Capacity

List the follow-up action(s) you committed to take in previous sections. Include any estimated costs in the future expenses portion of your budget.

Item to address	Responsible party	Target start date	Target completion date	Estimated cost
Adopt personnel policies	Kelly Robinson	April 2013	July 2013	0
Complete CCC plan and policies	Jim Kuijper	July 2013	September 2013	0
Complete source protection plan and policies	Kelly Robinson	January 2014	March 2014	0

Table 2-1
Certified Operator

Position	Name	Certification class and level	Contracted by your system since (date)
Certified Operator (lead)	James Kuijper	WDM in training	□une 2012
Certified Operator (assistant or backup)	Scott Durkee	WDM 1	No contract. Need to call.
Cross-Connection Control Specialist	James Kuijper	WDM in training	June 2012

Further action

- Do the governing board and certified operator agree that it is the operator's responsibility to perform the "typical operator duties" listed in this section?
  ☒ Yes ☐ No.
  If no, modify the employment agreement or include the issue in Section 2.10 (Next Steps).

- Do the governing board and certified operator meet on a regular basis to discuss past activities, the system's current operational status, regulatory requirements, and planning for future system needs?
  ☒ Yes ☐ No.
  If no, modify the employment agreement or include the issue in Section 2.10.

- If the certified operator is unavailable during an emergency, is a back-up operator available?
  ☒ Yes ☐ No.
  If no, develop a short-term coverage plan or include the issue in Section 2.10. A good place to start is by talking with a neighboring water system.

- If the certified operator leaves, do you have a plan for obtaining a new one?
  ☒ Yes ☐ No.
  If no, develop a succession plan or include the issue in Section 3.0. A good place to start is by talking with a neighboring water system.

For more information

- See our Waterworks Operator Certification web page.

Table 2-2
Operations and Maintenance Program

Section 1 – Routine Maintenance Schedule

Maintenance and operational activity	Applicable? (check box)		Responsible party	Frequency
	Yes	No		
Measure and record production from each source and any interties	☒	☐	Inspector	Daily
Recalibrate source meters	☒	☐	Operator	Every 3 years
Read service meters	☒	☐	Meter Reader	Monthly
Replace service meters	☒	☐	Operator	As needed
Measure water level in each well (static and pumping level)	☒	☐	Operator	Monthly
Measure chlorine residual in distribution system	☒	☐	Inspector	Daily
Flush dead ends	☒	☐	Operator	Annually
Exercise main line valves	☒	☐	Operator	Annually
Record use of treatment chemicals (corrosion control, disinfection, iron or manganese removal)	☒	☐	Inspector	Daily
Maintain chemical feed pumping equipment	☒	☐	Operator	As needed
Conduct leak detection in the distribution system	☒	☐	Operator	As needed
Recalibrate water quality monitoring instruments	☐	☒		
Inspect reservoir hatches, vents, and overflow outlets for tight seals and intact screens	☒	☐	Operator	Twice a year

Maintenance and operational activity	Applicable? (check box)		Responsible party	Frequency
	Yes	No		
Inspect and clean reservoir interior	☒	☐	Contracted to Liquivision	Every three years
Inventory spare parts, chemcial supplies, and equipment.	☒	☐	Operator and Manager	Continuously
Measure and record pump hours at Dockton Springs	☒	☐	Inspector	Daily
Test cross-connection control devices (by a backflow assembly tester)	☐	☒		Must be completed once a year
Conduct safety training needed to comply with OSHA and WISHA standards	☐	☒		
Conduct routine and repeat coliform monitoring	☒	☐	Operator	Monthly routine
Review coliform monitoring plan to ensure it reflects current customer base and service area	☒	☐	Manager	When the customer base changes
Review water system security features and processes (fencing, locks)	☐	☒		
Conduct source chemical monitoring as described in your water quality monitoring report	☒	☐	Operator	As specified in WQMR. Six extra tests this year: 3 in May and 3 in August.
Measure and record pump hours at Booster Pump station	☒	☐	Meter Reader	Monthly
Complete and distribute consumer confidence report	☒	☐	Operator writes. Manager distributes	Must be completed once a year
Drain and clean chlorine contact basin	☒	☐	Operator	Annually
Maintain Dockton Springs well points	☒		Operator	As needed

Maintenance and operational activity	Applicable? (check box)		Responsible party	Frequency
	Yes	No		
Exersize both emergency generators	☒		Operator	Monthly

Section 2 - Control Position for Valves, Switches, Relays, and Timers

Indicate normal settings, positions, or readings for pump controls, electrical switches, valves, or gauges. Describe any seasonal differences in pump, reservoir, and valve control settings.

Type of switch, valve or control	Normal and seasonal settings
Lower Dockton pressure gauge	80psi
Silo force main pressure gauge	160psi
Leak detection by-pass meter at Springs	1296.28

Section 3 - Suppliers List

Develop a list of supplies you periodically order and include the supplier's name and phone number.

Type of supply, spare part, or specialty service	Name of supplier or contractor	Phone number(s)
Sodium Hypochlorite	Cascade Columbia Distribution Company	206-282-6334
System repair parts	HD Waterworks Supply	206-722-4800
Propane	Vashon Energy	206-463-3637
Pump holding tank at water office	Neice Pumping	206-463-5969
Meters and meter boxes	Fog-Tite, Inc	206-935-8000

Further action

- Have any parts of Table 2-2 caused you to think about changing your current O&M practices?
  ☒ Yes. ☐ No.
  If yes, list the issue in Section 2.10 (Next Steps).

For more information

- ***Preventive Maintenance Program: Guide for small public water systems using groundwater*** **(331-351)** provides a schedule of routine O&M tasks for small drinking water systems using groundwater.

Step 2 Transfer the testing dates into your O&M program (Section 2.2) and into specific water quality monitoring programs as you develop them. Refer to the documents below for specific guidance on how to collect samples, pick site locations, and develop monitoring plans.

- ***Preparation of a Coliform Monitoring Plan for Group A Public Water Systems*** **(331-036)** explains how to create and submit a coliform monitoring plan.
- ***Disinfectants and Disinfection Byproduct Stage 1 Rule*** **(331-254)** discusses disinfectants, byproducts, and monitoring plans.
- ***Lead and Copper Monitoring*** **(331-111)** discusses distribution system monitoring requirements, action levels for lead and copper, selecting sample sites, and sample collection procedures.

Step 3 Transfer the testing costs into your budget (Section 3.3)

Step 4 Attach a copy of your coliform monitoring plan and site-sampling map in this section.

Step 5: Revise your testing schedule if additional follow-up testing is required, or you receive a waiver for a specific monitoring requirement.

Table 2-3
Water Quality Monitoring Program

Completed	Task	Completion Date
☒	**Step 1:** Attach a copy of your WQMR.	**See attachment 2-3a**
☒	**Step 2:** Transfer testing dates into your O&M program and into your specific water quality monitoring programs.	
☒	**Step 3:** Transfer testing costs into your budget.	
☒	**Step 4:** Attach a copy of your coliform monitoring plan and site-sampling map.	**See attachment 2-3b**
☒	**Step 5:** Revise testing schedule if monitoring requirements change.	Ongoing

Further action

- Do you keep copies of sampling results for at least 10 years?
  ☒ Yes. ☐ No.
  If no, begin doing so or list the issue in Section 2.10 (Next Steps).

For more information

- See drinking water accredited laboratories and the containments they can analyze at http://www.ecy.wa.gov/programs/eap/labs/lab-accreditation.html

ATTACHMENT 2-3a

Washington State Department of Health
Division of Environmental Health
Office of Drinking Water

Water Quality Monitoring Report for the Year 2013

System: DOCKTON WATER ASSOCIATION **PWSID:** 19550 J **Report Date:** 03/07/2013
Contact: KELLY ROBINSON **Group:** A - Comm **County:** KING **Region:** NORTHWEST

Part 1: List of Active Sources with Water Quality Monitoring Requirements

DOH Source#	Name	Type	Use	Susceptibility Rating
S01	DOCKTON PARK SPRINGS	Spring	Permanent	Unknown
S02	SANDY SHORES WELL AAB173	Well	Permanent	Low

Part 2: Sampling Schedule for the Year 2013

Coliform Sampling (Routine)	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
	1	1	1	1	1	1	1	1	1	1	1	1

* Indicates the requirement is an exception from WAC 246-290.

- If the coliform (bacteriological) sampling schedule listed at the bottom of the current Water Facilities Inventory (WFI) form for your system is different from the schedule listed above, follow the schedule on the current WFI.
- Samples must be collected from representative points throughout the distribution system.
- Repeat samples are required following an unsatisfactory sample. In addition, collect a sample from each operating groundwater sourc
- A minimum of 5 routine samples are required the month following one or more unsatisfactory samples in accordance with your system's Coliform Monitoring Plan.

Lead and Copper Distribution Sampling

- Lead and copper samples must be collected from indoor faucets within the distribution system after the water has sat unused in the pipes for at least 6 hours but no more than 12 hours.
- Sample faucets should be flushed with cold water the evening prior to collecting the sample.
- Part 2 indicates the month in which samples should be collected. Part 4 indicates the total number of sample required.
- If you are required to sample annually or once every 3 years, samples must be collected between June and September.

Chlorine Residual Sampling

- Systems that use continuous chlorination must take chlorine residual measurements daily (or at a reduced frequency approved by the department), and at the same time and location as routine and repeat coliform samples.

Disinfection Byproducts Sampling

Stage 1

- Systems that use continuous chlorination treatment must collect samples for total trihalomethanes (TTHM) and for haloacetic acids (HAA5) for each chlorination treatment facility identified in your individual disinfection byproducts (DBP) monitoring plan. Collect the samples from the distribution system at the frequency and locations identified in your DBP monitoring plan.

Chemical Sampling Requirements

- Source water chemical samples must be taken from a location as near to the source as possible, but after all treatment, and before entering the distribution system.
- Nitrate, nitrite and arsenic are included as part of a complete IOC.

Washington State Department of Health
Division of Environmental Health
Office of Drinking Water

Water Quality Monitoring Report for the Year 2013

Monitoring Group	Test Panel	Sample Location	Schedule/Status
Herbicides	Herbs	S02	Waiver granted - No sampling required thru Dec 2013
Insecticides	Insect	S01	Waiver granted - No sampling required thru Dec 2013
Insecticides	Insect	S02	Waiver granted - No sampling required thru Dec 2013
Inorganic Contaminants **	IOC	S01	1 complete IOC sample between Jan 2011 - Dec 2019
Inorganic Contaminants **	IOC	S02	1 complete IOC sample between Jan 2011 - Dec 2019
Lead/Copper *	LCR	Distribution	LCR 1 Set of 10 samples between Jun 2013 - Sep 2013
Nitrate *	NIT	S01	Collect 1 sample every 1 year
Nitrate *	NIT	S02	Collect 1 sample every 1 year
General Pesticides	Pest1	S01	Waiver granted - No sampling required thru Dec 2013
General Pesticides	Pest1	S02	Waiver granted - No sampling required thru Dec 2013
Diquat	Diquat	All sources	State Waiver Thru Dec 2013
Total Trihalomethane	THM		1 sample between Jan 2011 - Dec 2013
Volatile Organic Contaminants	VOC	S01	Waiver granted - No sampling required thru Dec 2013
Volatile Organic Contaminants	VOC	S02	1 sample between Jan 2011 - Dec 2013

** These contaminant monitoring groups do not have waiver options under the SDWA.*

*** Your IOC waiver also requires that you sample more frequently for some analytes. You are required to collect a sample for these analytes **ONLY** when they are scheduled in Part 2.*

Water Quality Monitoring Report for the Year 2013

Month	Source	Monitoring Requirement	Test Panel
January		*No source chemical sampling required this month*	
~~February~~ May	S02	VOLATILE ORGANIC CONTAMINANTS	VOC1
March		*No source chemical sampling required this month*	
April		*No source chemical sampling required this month*	
May	S01	IOC	IOC
May	S02	IOC	IOC
June		*No source chemical sampling required this month*	
July		*No source chemical sampling required this month*	
August		HAA5	
August		LEAD / COPPER	LCR
August		TRIHALOMETHANES	THM
September		*No source chemical sampling required this month*	
October		*No source chemical sampling required this month*	
November		*No source chemical sampling required this month*	
December		*No source chemical sampling required this month*	

Part 3: Waivers

- Automatically granted to all sources based on DOH assessment of source specific information, and regional and state conditions.
- Current susceptibility assessment is required for all sources to obtain a waiver. No waiver application, or fee required.
- Waivers granted for the **2011 - 2013** compliance period are listed in Part 4.

Part 4: Water Quality Monitoring Frequency

- Although waivers may be granted for your system, there may be some monitoring required as a condition of the waiver.

Monitoring Group	Test Panel	Sample Location	Schedule/Status
Asbestos	ASB	Distribution	Collect 1 Asbestos sample in 2019
Bacteriological	Coli	Distribution	See routine sample schedule in part 2
Dioxin	Dioxin	All sources	State Waiver Thru Dec 2013
Endothall	Endo	All sources	State Waiver Thru Dec 2013
EDB and other soil fumigants	Fumigant	S01	State Waiver Thru Dec 2013
EDB and other soil fumigants	Fumigant	S02	State Waiver Thru Dec 2013
Glyphosphate	Glyphs	All sources	State Waiver Thru Dec 2013
Halo-Acetic Acids	HAA5		1 sample between Jan 2011 - Dec 2013
Herbicides	Herbs	S01	Waiver granted - No sampling required thru Dec 2013

Water Quality Monitoring Report for the Year 2013

Part 5: Regional Water Quality Monitoring Contact

Northwest Regional Office

For further information call the Northwest Regional Office Steve Hulsman Phone: (253) 395-6777

For questions regarding Disinfection ByProducts (DBP) monitoring, contact: Jolyn Leslie (253) 395-6762

Special Note

For Group A Community Systems Only: Your Consumer Confidence Report, summarizing the results of your 2012 water quality monitoring requirements is due before July 1, 2013. For further information visit www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/RegulationandCompliance/CCRReports.aspx or contact the CCR Coordinator at your Regional Office.

KELLY ROBINSON
DOCKTON WATER ASSOCIATION
9710 SW WINDMILL STR
VASHON WA 98070

Coliform Monitoring Plan

Water System Name:	Dockton Springs			**Population Served:**	600
System ID Number:	19550J			**Active Connections:**	391/485
Number of Actice Sources:	2			**Storage Capacity:**	317,708 gallons
Source #:	SO1	**Capacity:**	142gpm	**Treated:**	Yes
DOE Tag:		**Depth:**		**Treatment Description:**	
Type:	Spring	**Metered:**	Yes	CT6- Chlorinated for disinfection at well points and well	
Source #:	SO2	**Capacity:**	100gpm		
DOE Tag:	AAB173	**Depth:**	423ft		
Type:	Well	**Metered:**	Yes		

Number of Routine Samples Required by Regulations:	2	Number of Sample Sites Needed to Represent the Distribution System:	6

SITE GROUP I	**Routine & Repeat Site 1**	Sample Station 4- Stuckey Ave SW & Windmill St	Sample Station
	Routine & Repeat Site 2	Dockton Pump House	Hose Bib
	Repeat Site 2	25731 Stuckey Ave SW	Hose Bib
	Repeat Site 3	25815 Stuckey Ave SW	Hose Bib
	GWR	1 from each active source	Hose Bib
SITE GROUP II	**Routine & Repeat Site 1**	Sample Station 2- 265th St SW & 99th Ave SW	Sample Station
	Routine & Repeat Site 1	Dockton Pump House	Hose Bib
	Repeat Site 2	26621 99th Ave SW	Hose Bib
	Repeat Site 3	26230 99th Ave SW	Hose Bib
	GWR	1 from each active source	Hose Bib
SITE GROUP III	**Routine & Repeat Site 1**	Sample Station 6- 27605 Hake Rd SW	Sample Station
	Routine & Repeat Site 1	Dockton Pump House	Hose Bib
	Repeat Site 2	27629 Hake Rd SW	Hose Bib
	Repeat Site 3	24733 Hake Rd SW	Hose Bib
	GWR	1 from each active source	Hose Bib
SITE GROUP IV	**Routine & Repeat Site 1**	Sample Station 7- 27836 Manzanita Beach Rd	Sample Station
	Routine & Repeat Site 1	Dockton Pump House	Hose Bib
	Repeat Site 2	27836 Manzanita Beach Rd	Hose Bib
	Repeat Site 3	28710 Manzanita Beach Rd	Hose Bib
	GWR	1 from each active source	Hose Bib
SITE GROUP V	**Routine & Repeat Site 1**	Sample Station 8- 9525 SW 288th St	Sample Station
	Routine & Repeat Site 1	Dockton Pump House	Hose Bib

	Repeat Site 2	9601 SW 288th St	Hose Bib
	Repeat Site 3	9631 SW 288th St	Hose Bib
	GWR	1 from each active source	Hose Bib
SITE GROUP VI	Routine & Repeat Site 1	Sample Station 10- 27506 Sandy Shores Dr SW	Sample Station
	Routine & Repeat Site 1	Dockton Pump House	Hose Bib
	Repeat Site 2	27428 Sandy Shores Dr SW	Hose Bib
	Repeat Site 3	27518 Sandy Shores Dr SW	Hose Bib
	GWR	1 from each active source	Hose Bib

Month	Site	Month	Site	Month	Site
January	A	May	E	September	C
February	B	June	F	October	D
March	C	July	A	November	E
April	D	August	B	December	F

Alternative routine sample sites are allowed at the DOH and/or Certified Operations discretion only if the routine designated sample is not available during routine sample collection times. If alternative sites become routine (more than twice per reporting year) the CMP shall be updated to reflect any and all changes and disclosed to all parties.

A Treatment Technique Triggger is defined as a confirmed total coliform sample occurance (two or more total coliform positive samples, no E. coli) or if a system fails to collect the required repeat coliform samples. This triggers the requirment to perform a Level 1 assessment. A level 1 assessment is basic water system evalution that an owner, Certified Operator, or other person knowledgeable of the water system may do. There are 3 main elements to performing this assesment.

1. Investigation: Identify any sanitary defects that allowed coliform to enter the distribution system or a failure or imminent failure of an existing barrier.
2. Discussion: Evaluate what was identified during the assessment that might have allowed the contamination to occur and the corrective action needed to remedy the problem.
3. Corrective action: Record the steps taken to correct the sanitary defect that may have allowed the contination to occur.

Under any circumstance, if an E. coli positive sample occurs, contact DOH immediately. A Boil Water Advisory and public notification will be requried. Attached to this is a boil water adivisory notice for distribution.

Additionally, if an E. coli positive sample occurs, or a second Trigger Violation occurs within a rolling 12-month period, this then triggers a Level II Assessment. While this assessment contains the same 3 main elements, DOH requires it to be performed by an Engineer, Certified Operator with a Water Distribution Manager Level II or higher, or Health Deptarment staff. Contact DOH for guidence on this requirment.

Public Notificatoin Requirments
E. Coli MCL violation- Issued within 24 hours (Tier 1) • Routine total coliform-positive; *repeat E. Coli-positive.* • Routine *E. Coli- positive*; repeat total coliform-positive. • Routine *E. Coli-positive*; system fails to take all repeat samles. • Repeat total coliform-positive; sample not tested for *E. Coli.*
Treatment technique violation- Issued within 30 days (Tier 2)

ATTACHMENT 2-36

Washington Water Service Company
COLIFORM MONITORING PLAN

System Information

WATER SYSTEM NAME:		COUNTY:		SYSTEM I.D. NUMBER:
Dockton Water Association		King		19550J
SOURCE	**DOH SOURCE NUMBER:**	**CATEGORY:**		**WELL DEPTH:**
	S01	Dockton Springs		S01 (spring) – N/A
	S02	Sandy Shore Well		S02 -- 396'
	S03	Hake Spring (Inactive Source)		N/A
TREATMENT	**TREATMENT PROCESS:**	**PURPOSE:**	**STORAGE**	**STORAGE CAPACITY:**
	Chlorination (S01 and S02)	Surface Water Connectivity (Spring only)		317,680 Gallons

Sampling Information

NUMBER OF ROUTINE SAMPLES REQUIRED Monthly BY REGULATION = 1	NUMBER OF SAMPLE SITES NEEDED TO REPRESENT THE DISTRIBUTION SYSTEM = 8

	TYPE	SITE #	LOCATION		
SAMPLE SITE GROUP 1	ROUTINE/REPEAT	X1	9710 SW Windmill Street (hose bibb)	Lots 24-26 Plat of Dockton	TP# 2051200140
	REPEAT	R11	9736 SW Windmill Street	Lot 21/22 Plat of Dockton	TP# 2051200058
	REPEAT	R12	26024 97th Avenue SW	Lot 64 Plat of Dockton	TP# 2051200450
	GWR	GWR1	GWR Triggered Source Sample (Raw Water) Docton Spring Headworks	Lot 58 & POR 38	TP# 2051200251
	GWR	GWR2	GWR Triggered Source Sample (Raw Water) Well S02	27206-94th Ave SE	TP# 7558800010
	INVESTIGATIVE	I1	Reservoir #1	10134 SW 280th Street-A	TP# 3122039018
	INVESTIGATIVE	I2	Reservoir #2	10134 SW 280th Street-A	TP# 3122039018
	INVESTIGATIVE	I3	BPS Suction Header	27829-99th Ave. SW-A	TP# 3122039059
	INVESTIGATIVE	I4	BPS Discharge Header Storage Tank	Lot 58 & POR 38	TP# 2051200251

GWR = Ground Water Rule

SAMPLE INFORMATION

	ROUTINE/REPEAT	X2	Eclipse Sample Sta.	Intersection of Stuckey Ave SW & SW Windmill St	
SAMPLE	REPEAT	R21	25731 Stuckey Avenue SW	Metes & Bound Desc.	TP# 3022039041
SITE	REPEAT	R22	25815 Stuckey Avenue SW	Metes & Bound Desc.	TP# 3022039019
GROUP	GWR	GWR1	GWR Triggered Source Sample (Raw Water) Docton Spring Headworks	Lot 58 & POR 38	TP# 2051200251
2	GWR	GWR2	GWR Triggered Source Sample (Raw Water) Well S02	27206-94th Ave SE	TP# 7558800010
	INVESTIGATIVE	I1	Reservoir #1	10134 SW 280th Street-A	TP# 3122039018
	INVESTIGATIVE	I2	Reservoir #2	10134 SW 280th Street-A	TP# 3122039018
	INVESTIGATIVE	I3	BPS Suction Header	27829-99th Ave. SW-A	TP# 3122039059
	INVESTIGATIVE	I4	BPS Discharge Header Storage Tank	Lot 58 & POR 38	TP# 2051200251
	ROUTINE/REPEAT	X3	Eclipse Sample Sta.	Intersection of 265th Street SW & 99th Avenue SW	
SAMPLE	REPEAT	R31	26621 99th Avenue SW	Lot 68 Plat of Dockton	TP# 2051200470
SITE	REPEAT	R32	26230 99th Avenue SW	Lot 39 Plat of Dockton	TP# 2051200262
GROUP	GWR	GWR1	GWR Triggered Source Sample (Raw Water) Docton Spring Headworks	Lot 58 & POR 38	TP# 2051200251
3	GWR	GWR2	GWR Triggered Source Sample (Raw Water) Well S02	27206-94th Ave SE	TP# 7558800010
	INVESTIGATIVE	I1	Reservoir #1	10134 SW 280th Street-A	TP# 3122039018
	INVESTIGATIVE	I2	Reservoir #2	10134 SW 280th Street-A	TP# 3122039018
	INVESTIGATIVE	I3	BPS Suction Header	27829-99th Ave. SW-A	TP# 3122039059
	INVESTIGATIVE	I4	BPS Discharge Header Storage Tank	Lot 58 & POR 38	TP# 2051200251
	ROUTINE/REPEAT	X4	NOT USED		
SAMPLE	REPEAT	R41			
SITE	REPEAT	R42			
GROUP	GWR	GWR1			
4	GWR	GWR2			
	INVESTIGATIVE	I1			

SAMPLE INFORMATION

	ROUTINE/REPEAT	X5	NOT USED		
SAMPLE	REPEAT	R51			
SITE	REPEAT	R52			
GROUP	GWR	GWR1			
5	GWR	GWR2			
	INVESTIGATIVE	I1			
	ROUTINE/REPEAT	X6	Eclipse Sample Sta.	27605 Hake Road SW	TP# 8550002325
SAMPLE	REPEAT	R61	27629 Hake Road SW	Metes & Bound Desc.	TP# 8550002375
SITE	REPEAT	R62	27433 Hake Road SW	Metes & Bound Desc.	TP# 3122039039
6	GWR	GWR1	GWR Triggered Source Sample (Raw Water) Docton Spring Headworks	Lot 58 & POR 38	TP# 2051200251
	GWR	GWR2	GWR Triggered Source Sample (Raw Water) Well S02	27206-94th Ave SE	TP# 7558800010
	INVESTIGATIVE	I1	Reservoir #1	10134 SW 280th Street-A	TP# 3122039018
	INVESTIGATIVE	I2	Reservoir #2	10134 SW 280th Street-A	TP# 3122039018
	INVESTIGATIVE	I3	BPS Suction Header	27829-99th Ave. SW-A	TP# 3122039059
	INVESTIGATIVE	I4	BPS Discharge Header Storage Tank	Lot 58 & POR 38	TP# 2051200251
	ROUTINE/REPEAT	X7	Eclipse Sample Sta.	27836 Manzanita Beach Rd	TP# 8550001645
SAMPLE	REPEAT	R71	27836 Manzanita Beach Rd	Lot 30/31 Blk 10 Tacoma Yacht Club Park	TP# 8550001645
SITE	REPEAT	R72	27810 Manzanita Beach Rd	Lot 19/22 Blk 10 Tacoma Yacht Club Park	TP# 8550001595
GROUP	GWR	GWR1	GWR Triggered Source Sample (Raw Water) Docton Spring Headworks	Lot 58 & POR 38	TP# 2051200251
7	GWR	GWR2	GWR Triggered Source Sample (Raw Water) Well S02	27206-94th Ave SE	TP# 7558800010
	INVESTIGATIVE	I1	Reservoir #1	10134 SW 280th Street-A	TP# 3122039018
	INVESTIGATIVE	I2	Reservoir #2	10134 SW 280th Street-A	TP# 3122039018
	INVESTIGATIVE	I3	BPS Suction Header	27829-99th Ave. SW-A	TP# 3122039059
	INVESTIGATIVE	I4	BPS Discharge Header Storage Tank	Lot 58 & POR 38	TP# 2051200251

SAMPLE INFORMATION

	ROUTINE/REPEAT	X8	9601 SW 288th Street (tapped meter)	Lot 6/7 Blk 9 Northilla Beach Add	TP# 61758012105
SAMPLE	REPEAT	R81	Eclipse Sample Sta.	9525 SW 288th Street	TP# 6175801180
SITE	REPEAT	R82	9631 SW 288th Street	Lot 12/13 Blk 9 Northilla Beach Add	TP# 6175801221
GROUP	GWR	GWR1	GWR Triggered Source Sample (Raw Water) Docton Spring Headworks	Lot 58 & POR 38	TP# 2051200251
8	GWR	GWR2	GWR Triggered Source Sample (Raw Water) Well S02	27206-94th Ave SE	TP# 7558800010
	INVESTIGATIVE	I1	Reservoir #1	10134 SW 280th Street-A	TP# 3122039018
	INVESTIGATIVE	I2	Reservoir #2	10134 SW 280th Street-A	TP# 3122039018
	INVESTIGATIVE	I3	BPS Suction Header	27829-99th Ave. SW-A	TP# 3122039059
	INVESTIGATIVE	I4	BPS Discharge Header Storage Tank	Lot 58 & POR 38	TP# 2051200251
SAMPLE	ROUTINE/REPEAT	X9	NOT USED		
SITE	REPEAT	R91			
GROUP	REPEAT	R92			
9	GWR	GWR1			
	ROUTINE/REPEAT	X10	Eclipse Sample Sta.	27506 Sandy Shores Drive SW	TP# 7558800600
SAMPLE	REPEAT	R101	27428 Sandy Shores Drive SW	Metes & Bounds Desc.	TP# 3222039042
SITE	REPEAT	R102	27518 Sandy Shores Drive SW	Lot 62 Sandy Shores Add.	TP# 7558800620
GROUP	GWR	GWR1	GWR Triggered Source Sample (Raw Water) Docton Spring Headworks	Lot 58 & POR 38	TP# 2051200251
10	GWR	GWR2	GWR Triggered Source Sample (Raw Water) Well S02	27206-94th Ave SE	TP# 7558800010
	INVESTIGATIVE	I1	Reservoir #1	10134 SW 280th Street-A	TP# 3122039018
	INVESTIGATIVE	I2	Reservoir #2	10134 SW 280th Street-A	TP# 3122039018
	INVESTIGATIVE	I3	BPS Suction Header	27829-99th Ave. SW-A	TP# 3122039059
	INVESTIGATIVE	I4	BPS Discharge Header Storage Tank	Lot 58 & POR 38	TP# 2051200251
SITE	ROUTINE/REPEAT	X11	28605 Manzanita Beach Rd SW (tapped meter)	Lot 23-24 Blk 2 Rosehilla Beach Add.	TP# 7427600300
GROUP	REPEAT	R111	28616 Manzanita Beach Rd SW	Lot 5 Blk 3 Rosehilla Beach Add.	TP# 7427600330
11	REPEAT	R112	28535 Manzanita Beach Rd SW	Lot 15-22 Blk 2 Rosehilla Beach Add.	TP# 7427600240
	GWR	GWR1	GWR Triggered Source Sample (Raw Water) Docton Spring Headworks	Lot 58 & POR 38	TP# 2051200251
	GWR	GWR2	GWR Triggered Source Sample (Raw Water) Well S02	27206-94th Ave SE	TP# 7558800010
	INVESTIGATIVE	I1	Reservoir #1	10134 SW 280th Street-A	TP# 3122039018
	INVESTIGATIVE	I2	Reservoir #2	10134 SW 280th Street-A	TP# 3122039018
	INVESTIGATIVE	I3	BPS Suction Header	27829-99th Ave. SW-A	TP# 3122039059
	INVESTIGATIVE	I4	BPS Discharge Header Storage Tank	Lot 58 & POR 38	TP# 2051200251

COLIFORM MONITORING PLAN - SAMPLE SITE ROTATION SCHEDULE

MONTH	SAMPLE SITE (S)	MONTH	SAMPLE SITE (S)
January	X1, X7, GWR1*	**July**	X3, X11, GWR1*
February	X2, X8, GWR1*	**August**	X6, X10, GWR1*
March	X3, X11, GWR1*	**September**	X1, X7, GWR1*
April	X6, X10, GWR1*	**October**	X2, X8, GWR1*
May	X1, X7, GWR1*	**November**	X3, X11, GWR1*
June	X2, X8, GWR1*	**December**	X6, X10, GWR1*

***GWR1- Monthly investigative coliform & HPC raw water sample from spring headworks (not submitted as a GWR triggered source water sample)**

MONTH AFTER FOLLOW-UP SAMPLE SITES

The month after a coliform positive sample the following sites:

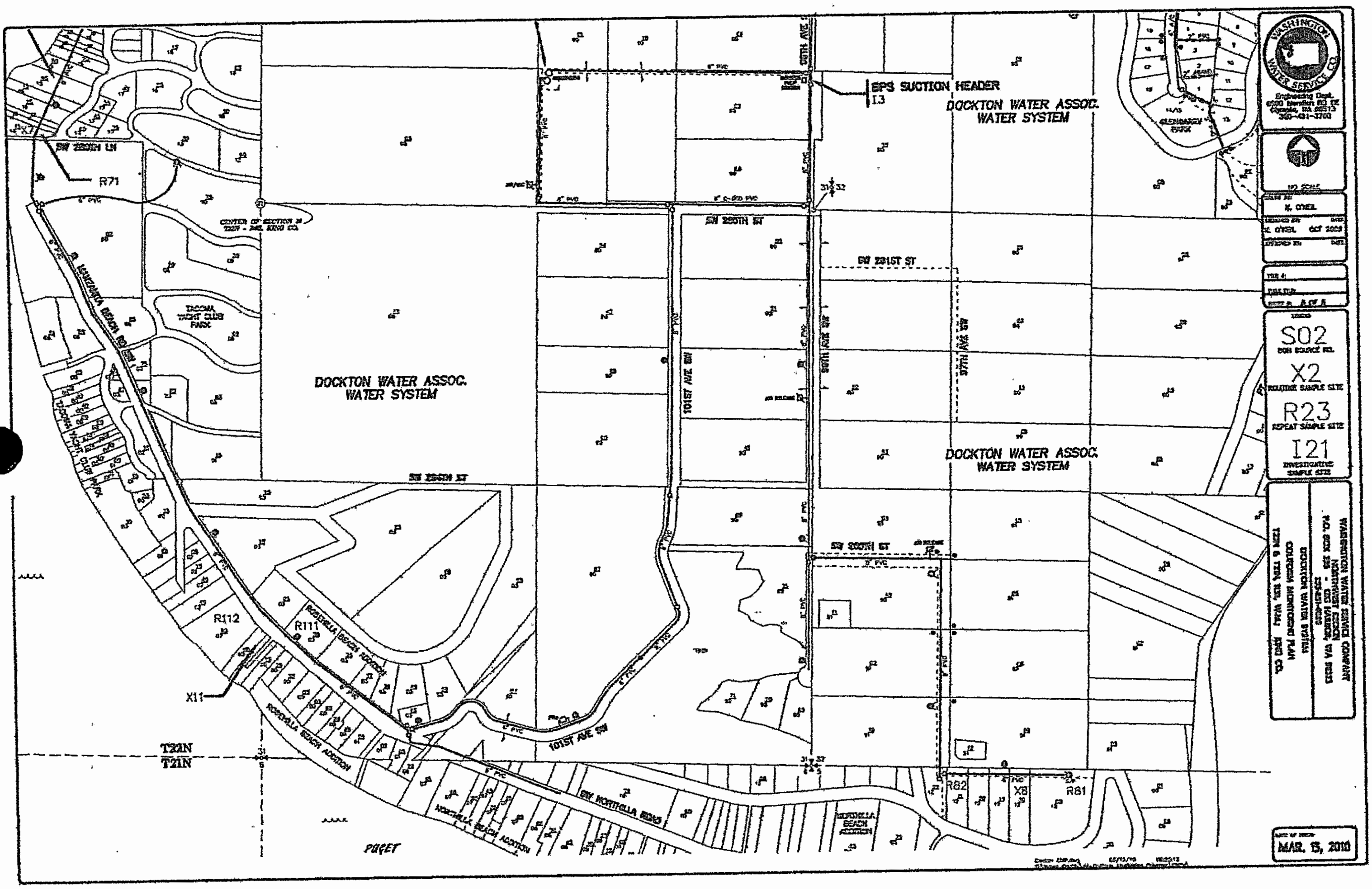
X1 – 9710 SW Windmill Street (hose bibb)
X3 – Sample Station @ Intersection of 265th St SW & 99th Ave SW
X7 – Sample Station @ 27836 Manzanita Beach Road
X8 – 9601 SW 288th Street (tapped meter)
X10 – Sample Station @ 27506 Sandy Shores Drive SW

PREPARATION INFORMATION

System Name	Date Plan Completed	Dates Modified
Dockton Water Association	March 4, 2010	March 15, 2010

Name of Plan Creator and Title:	Day Time Phone Number:
Washington Water Service Co., Engineering Department	(360) 491-3760
State Reviewer:	**Date Last Reviewed:**

WASHINGTON WATER SERVICE COMPANY
NO SCALE
S02
X2
R23
I
MAR. 15, 2011



DOCKTON WATER ASSOC. WATER SYSTEM
DOCKTON WATER ASSOC. WATER SYSTEM
DOCKTON WATER ASSOC. WATER SYSTEM
BPS SUCTION HEADER
I3
R71
PX7
R112
R111
X11
R82
X8
R81
SW 226TH ST
SW 231ST ST
101ST AVE SW
SW NORTILLA ROAD
T22N
T21N
PUGET
S02
X2
R23
I21
MAR. 15, 2010

Table 2-4A

Short-Lived Asset Component Inventory and Assessment (service life is 6 years or less)

See our own System Replacement Schedule at Attachments 2-4a and b

Short-Lived Asset Component	Size, Length, Diameter, and/or Capacity Where necessary, list each individual component separately	Year Constructed or Installed	Estimated Life Expectancy	Current Age	Estimated Cost to Replace	Replace in Next 6 Years?
Hypo-Chlorination System			3-5 Years			☐ No ☐ Yes If Yes, Year
UV Light	47 FORMTEXT		1 Year			☐ No ☐ Yes If Yes, Year
Major Tools			5-9 Years			☐ No ☐ Yes If Yes, Year
Software (billing, SCADA, cross-connection control)			5-9 Years			☐ No ☐ Yes If Yes, Year
Safety Equipment			5-9 Years			☐ No ☐ Yes If Yes, Year
Filters and Filter Media			5-9 Years			☐ No ☐ Yes If Yes, Year
Pressure Tanks (bladder)			6-9 Years			☐ No ☐ Yes If Yes, Year
Building Heat and Cooling			5-9 Years			☐ No ☐ Yes If Yes, Year
Instrument Switches and Gauges			5-9 years			☐ No ☐ Yes If Yes, Year

Table 4. CURRENT Master System Replacement Schedule

For the Year: 2013 ... With Steve's Planning Committee changes

Map ID	Description	Purchase or Install Year	Purchase or Install Cost	Expected Life (years)	Current Year Replacement Cost	Annual Replacement Appreciation (percent)	Replacement Year	Years to Replacement	Projected Replacement Cost	Salvage Value	Net Cost to Replace
	DOCKTON SPRINGS										
	Dockton Springs Wellpoints (old)	2005	3,000	7	3,100	0.4%	2012	-1	$3,100	$ -	$3,100
	Dockton Springs Wellpoints (new)	2011	450	10	450	0.5%	2021	8	$473	$ -	$473
	Dockton Springs Headworks tank	2005	4,500	50	4,700	0.6%	2055	42	$5,936	$ (800)	$6,736
	Chlorine injection vault (w/o mag meter)	2005	4,000	25	4,200	0.6%	2030	17	$4,674	$ (400)	$5,074
	Chlorine Contact Tank	2003	26,000	50	29,000	1.2%	2053	40	$46,142	$ (2,200)	$48,342
	Dockton Springs Pumphouse	2006	95,000	50	100,000	0.8%	2056	43	$138,160	$ -	$138,160
	Dockton Springs Pumps (2)	2006	28,800	25	31,000	1.1%	2031	18	$37,778	$ -	$37,778
	DS Controls and accessories	2006	20,000	20	25,000	3.6%	2026	13	$40,349	$ -	$40,349
	DS Generator with shelter	2012	20,000	20	20,100	0.5%	2032	19	$22,098	$ -	$22,098
	DS Propane tank	2012	4,600	25	4,700	2.2%	2037	24	$7,875	$ 100	$7,775
	Upper storage tank with plumbing	2012	1000	50	1,000	0.5%	2062	49	$1,283	$ -	$1,283
	SANDY SHORES WELL										
	Sandy Shores Well	1982	20,000	50	29,000	1.5%	2032	19	$41,113	$ -	$41,113
	SS Pumphouse building	1982	1,500	5	7,700	4.0%	1987	-26	$7,700	$ -	$7,700
	SS Well Pump and controls	1982	3,990	15	19,500	8.0%	1997	-16	$19,500	$ -	$19,500
	SS Booster Pump	1982	1,000	5	1,800	To be abandoned					
	Sandy Shores Well Generator	1998	14,400	25	15,000	0.3%	2023	10	$15,434	$ -	$15,434
	SS Propane tank	2013	1,000	25	1,000	0.5%	2038	25	$1,133	$ 100	$1,033
	TWIN SILO STORAGE TANKS										
	Two silo tanks (including controls)	1982	87,000	50	251,500	6.1%	2032	19	$1,679,420	$(10,000)	$1,689,420
	BOOSTER PUMP STATION										
	Booster Station vault & contents	1997	90,000	50	215,000	4.0%	2047	34	$639,602	$ (7,000)	$646,602
	DISTRIBUTION PIPELINES										
	PVC C900 DR-14 8 inch										
	2105 ft Stouder	2006	126,300	75	136,800	1.2%	2081	68	$306,172	$ -	$306,172
	600 ft Windmill	2009	72000	75	42,000	1.4%	2084	71	$204,258	$ -	$204,258
	1,200 ft Dock Loop	2011	115,000	75	115,000	1.4%	2086	73	$326,245	$ -	$326,245
	PVC CL 200										
	18,160 ft 8 inch	1990	900,000	50	1,180,400	1.4%	2040	27	$1,763,654	$ -	$1,763,654
	8,880 ft 6 inch	1990	437,500	50	577,200	1.4%	2040	27	$871,716	$ -	$871,716
	Ductile Iron										
	200 ft 8 inch	1990	11,800	75	13,000	0.4%	2065	52	$16,428	$ -	$16,428
	100 ft 8 inch (Springs)	2006	6,500	75	6,600	0.2%	2081	68	$7,663	$ -	$7,663
	120 ft 6 inch (Pt. Piner)	2009	7,700	75	7,800	0.3%	2084	71	$9,819	$ -	$9,819
	HDPE SDR-11										
	1,838 ft 6 inch (Pt Piner)	2008	115,000	50	119,470	0.8%	2058	45	$169,377	$ -	$169,377
	1,965 ft 2 inch	2008	13,755	50	15,000	To be abandoned					
	Asbestos-Cement										
	5,800 ft 6 inch (99th)	1990	180,000	50	232,000	1.3%	2040	27	$335,984	$ -	$335,984
	4,960 ft 4 inch (Sandy Shores)	1990	158,000	50	198,400	1.1%	2040	27	$274,620	$ -	$274,620
	1,600 ft 4 inch steel	1990	53,000	30	64,000	0.9%	2020	7	$69,393	$ -	$69,393
	8920 ft 2 inch PVC	1990	292,900	30	428,800	2.0%	2020	7	$533,255	$ -	$533,255
	DISTRIBUTION FIXTURES										
	Manzanita Pressure Reducing Station	1986	8,000	25	12,500	2.1%	2011	-2	$12,500	$ -	$12,500
	Sandy Shores Pressure Reducing Station	1981	10,100	30	20,000	3.1%	2011	-2	$20,000	$ -	$20,000
	Lower Dockton Pressure Reducing Station	2004	50,000	50	51,000	0.2%	2054	41	$55,869	$ -	$55,869
	Sandy Shores Pressure Relief Station	2008	5,000	50	5,200	0.8%	2058	45	$7,447	$ -	$7,447
	117 Valves	1990	125,000	50	105,000	1.4%	2040	27	$250,500	$ -	$250,500
	6 valves in Windmill project	2009	5,600	75	5,800	0.9%	2084	71	$10,907	$ -	$10,907
	5 valves in Dock Loop project	2011	4,665	75	4,700	0.4%	2086	73	$6,177	$ -	$6,177
	49 Fire Hydrants and valves	1990	140,000	50	105,000	1.4%	2040	27	$280,560	$ -	$280,560
	1 hydrant at Windmill & Stuckey	2009	2,100	75	2,150	0.6%	2084	71	$3,277	$ -	$3,277
	2 hydrants on the Dock Loop	2011	4,200	75	4,300	1.2%	2086	73	$10,203	$ -	$10,203
	Ten Testing Stations	2000	12,000	25	14,000	1.3%	2025	12	$16,500	$ -	$16,500
	366 Metered Services (includes meter)	1990	247,100	25	250,000	0.1%	2015	2	$250,272	$ -	$250,272
	5 Metered Services (Windmill)	2009	3,400	25	3,700	2.2%	2034	21	$5,866	$ -	$5,866
	12 Metered Services (Dock Loop)	2011	8,100	25	8,400	1.9%	2036	23	$12,815	$ -	$12,815
	MISCELLANEOUS DEPRECIABLE ASSETS										
	Water Office building	1922	1,500	150	131,400	3.5%	2072	59	$261,303	$ -	$261,303
	Office Furniture and Equipment	2005	5,000	10	5,200	0.5%	2015	2	$5,256	$ -	$5,256
	Shop tools and minor equipment	2005	5,000	17	5,100	0.3%	2022	9	$5,217	$ -	$5,217
	TOTALS:		**3,552,460**		**4,633,670**						**8,835,225**

Table 2-4B

Long-Lived Asset Component Inventory and Assessment (service life is longer than 10 years)

See our own System Replacement Schedule at Attachments 2-4a and b

Long-Lived Asset Component	Size, Length, Diameter, and/or Capacity Where necessary, list each individual component separately	Year Constructed or Installed	Estimated Life Expectancy	Current Age	Estimated Cost to Replace	Replace in Next 6 Years?
EXAMPLE Well	Well #1 8-inch diameter and 200 feet deep Well #2 12-inch diameter and 145 feet deep	Drilled 1924 Drilled 1986	50-100 years	87 years 25 years		☐ No ☒ Yes (Well #1) If Yes, Year 2014
EXAMPLE Submersible Well Pump	Well #1 10 hp Well #2 25 hp	Installed 1996 Installed 2006	10-15 years	15 years 5 years		☒ No ☐ Yes If Yes, Year ____
Well			50-100 years			☐ No ☐ Yes If Yes, Year
Submersible Well Pump			10-15 years			☐ No ☐ Yes If Yes, Year
Turbine Well Pump			25-50 years			☐ No ☐ Yes If Yes, Year
Source Meter			15-30 years			☐ No ☐ Yes If Yes, Year
Well and Pump House			25-100 years			☐ No ☐ Yes If Yes, Year
Reservoirs			50-100 years			☐ No ☐ Yes If Yes, Year
Altitude, Pressure Reducing, Pump Control, Surge Anticipation Valves			20 years			☐ No ☐ Yes If Yes, Year

ATTACHMENT 2-46 Current Year: 2013

Table 5. System Replacement Stress Test: First Year

For Replacement Year: 2013 Sorted by replacement priority and payments

Description	Purchase or Install Year	Purchase or Install Cost	Current Year Replacement Assumptions: Expected Life (years)	Current Year Replacement Cost	Annual Replacement Appreciation (percent)	Replacement Year	Years to Replacement	End of Life: Projected Replacement Cost	Salvage Value	Net Cost to Replace	Contributions: Interest Rate: 1.50% Current Reserves	2013-2014 Payments
SS Pumphouse building	1982	1,500	5	7,700	4.0%	1987	-26	$7,700	$ -	$7,700	$7,700	0
SS Well Pump and controls	1982	3,990	15	19,500	8.0%	1997	-16	$19,500	$ -	$19,500	$19,500	0
Manzanita Pressure Reducing Station	1986	8,000	25	12,500	2.1%	2011	-2	$12,500	$ -	$12,500	$12,500	0
Sandy Shores Pressure Reducing Station	1981	10,100	30	20,000	3.1%	2011	-2	$20,000	$ -	$20,000	$20,000	0
Dockton Springs Wellpoints (old)	2005	3,000	7	3,100	0.4%	2012	-1	$3,100	$ -	$3,100	$3,100	0
PAST DUE:		26,590		62,800						$62,800	$62,800	0
366 Metered Service (including meters)	1990	247,100	25	250,000	0.1%	2015	2	$250,272	$ -	$250,272	$242,929	$3,644
Office Furniture and Equipment	2005	5,000	10	5,200	0.5%	2015	2	$5,256	$ -	$5,256	$ 5,102	$77
SHORT RANGE (6 years):		252,100		255,200						255,527	248,031	3,720
1,600 ft 4 inch steel	1990	53,000	30	64,000	0.9%	2020	7	$69,393	$ -	$69,393	$ 40,520	$3,943
8920 ft 2 inch PVC	1990	292,900	30	428,800	2.0%	2020	7	$533,255	$ -	$533,255		$72,819
Dockton Springs Wellpoints (new)	2011	450	10	450	0.5%	2021	8	$473	$ -	$473		$56
Shop tools and minor equipment	2005	5,000	17	5,100	0.3%	2022	9	$5,217	$ -	$5,217		$546
Sandy Shores Well Generator	1998	14,400	25	15,000	0.3%	2023	10	$15,434	$ -	$15,434		$1,442
Ten Testing Stations	2000	12,000	25	14,000	1.3%	2025	12	$16,500	$ -	$16,500		$1,265
DS Controls and accessories	2006	20,000	20	25,000	3.6%	2026	13	$40,349	$ -	$40,349		$80,071
MID RANGE (7 to 15 years):		397,750		552,350						$680,622	$40,520	$160,143
Chlorine injection vault (w/o mag meter)	2005	4,000	25	4,200	0.6%	2030	17	$4,674	$ (400)	$5,074		$264
Dockton Springs Pumps (2)	2006	28,800	25	31,000	1.1%	2031	18	$37,778	$ -	$37,778		$1,844
DS Generator with shelter	2012	20,000	20	20,100	0.5%	2032	19	$22,098	$ -	$22,098		$1,014
Sandy Shores Well	1982	20,000	50	29,000	1.5%	2032	19	$41,113	$ -	$41,113		$1,886
Two silo tanks (including controls)	1982	87,000	50	251,500	6.1%	2032	19	$1,679,420	$(10,000)	$1,689,420		$77,508
5 Metered Services (Windmill)	2009	3,400	25	3,700	2.2%	2034	21	$5,866	$ -	$5,866		$240
12 Metered Services (Dock Loop)	2011	8,100	25	8,400	1.9%	2036	23	$12,815	$ -	$12,815		$471
DS Propane tank	2012	4,600	25	4,700	2.2%	2037	24	$7,875	$ 100	$7,775		$272
SS Propane tank	2013	1,000	25	1,000	0.5%	2038	25	$1,133	$ 100	$1,033		$34
18,160 ft 8 inch	1990	900,000	50	1,180,400	1.4%	2040	27	$1,763,654	$ -	$1,763,654		$53,466
8,880 ft 6 inch	1990	437,500	50	577,200	1.4%	2040	27	$871,716	$ -	$871,716		$26,426
5,800 ft 6 inch (99th)	1990	180,000	50	232,000	1.3%	2040	27	$335,984	$ -	$335,984		$10,185
4,960 ft 4 inch (Sandy Shores)	1990	158,000	50	198,400	1.1%	2040	27	$274,620	$ -	$274,620		$8,325
117 Valves	1990	125,000	50	105,000	1.4%	2040	27	$250,500	$ -	$250,500		$7,594
49 Fire Hydrants and valves	1990	140,000	50	105,000	1.4%	2040	27	$280,560	$ -	$280,560		$8,505
Booster Station vault & contents	1997	90,000	50	215,000	4.0%	2047	34	$639,602	$ (7,000)	$646,602		$14,718
Chlorine Contact Tank	2003	26,000	50	29,000	1.2%	2053	40	$46,142	$ (2,200)	$48,342		$891
Lower Dockton Pressure Reducing Station	2004	50,000	50	51,000	0.2%	2054	41	$55,869	$ -	$55,869		$996
Dockton Springs Headworks tank	2005	4,500	50	4,700	0.6%	2055	42	$5,936	$ (800)	$6,736		$116
Dockton Springs Pumphouse	2006	95,000	50	100,000	0.8%	2056	43	$138,160	$ -	$138,160		$2,311
1,838 ft 6 inch (Pt Piner)	2008	115,000	50	119,470	0.8%	2058	45	$169,377	$ -	$169,377		$2,663
Sandy Shores Pressure Relief Station	2008	5,000	50	5,200	0.8%	2058	45	$7,447	$ -	$7,447		$117
Upper storage tank with plumbing	2012	1000	50	1,000	0.5%	2062	49	$1,283	$ -	$1,283		$18
200 ft 8 inch	1990	11,800	75	13,000	0.4%	2065	52	$16,428	$ -	$16,428		$211
Water Office building	1922	1,500	150	131,400	3.5%	2072	59	$261,303	$ -	$261,303		$2,786
2105 ft Stouder	2006	126,300	75	136,800	1.2%	2081	68	$306,172	$ -	$306,172		$2,621
100 ft 8 inch (Springs)	2006	6,500	75	6,600	0.2%	2081	68	$7,663	$ -	$7,663		$66
600 ft Windmill	2009	72000	75	42,000	1.4%	2084	71	$204,258	$ -	$204,258		$1,631
120 ft 6 inch (Pt. Piner)	2009	7,700	75	7,800	0.3%	2084	71	$9,819	$ -	$9,819		$78
6 valves in Windmill project	2009	5,600	75	5,800	0.9%	2084	71	$10,907	$ -	$10,907		$87
1 hydrant at Windmill & Stuckey	2009	2,100	75	2,150	0.6%	2084	71	$3,277	$ -	$3,277		$26
1,200 ft Dock Loop	2011	115,000	75	115,000	1.4%	2086	73	$326,245	$ -	$326,245		$2,490
5 valves in Dock Loop project	2011	4,665	75	4,700	0.4%	2086	73	$6,177	$ -	$6,177		$47
2 hydrants on the Dock Loop	2011	4,200	75	4,300	1.2%	2086	73	$10,203	$ -	$10,203		$78
LONG TERM (more than 15 years):		2,861,265		3,746,520						7,836,276	$0	$229,985
Booster Pump	1982	1,000	5	1,800	To be abandoned							
1,965 ft 2 inch	2008	13,755	50	15,000	To be abandoned							
		14,755		16,800								
TOTALS:		3,552,460		4,633,670						8,835,225	351,351	393,848

Step 1: Describe your prior water conservation program. If you're already taking steps to use water more efficiently, your WUE program should enhance your efforts.

- Include a short discussion of your prior program and its effectiveness.

> We have four leak detection meters to look of leaks in the shoreline areas, but none yet in place for upland parts of our system.
>
> We have a rate structure with two overage tiers: 1.7 cents per cu ft for useage less than 3,000 cubic feet and 5 cents for usage greater than 3,000.

Step 2: Describe your source of water supply. You must consider the characteristics of your water supply source when establishing a water savings goal as part of your WUE program. This information will help give context to your customers and the public about your WUE program and your water savings goal. You can refer to your DOH source assessment form for basic source information. See Appendix C of the WUE Guidebook for more ideas to consider when describing your water supply characteristics.

- Briefly describe your source. Include at least the following:

1. Source description. *(For example, do you use groundwater or surface water or both?)*

> Our primary source is Dockton Springs, with 30 shallow well points. Our secondary source is a deep well.

2. Name and location of the source from which water is used. *(For example, what body of water or watershed does your source draw from?)*

> Dockton Springs is served by a perched acquifer. The Sandy Shores well draws water from the deep groundwater table.

Step 3: Adopt a WUE goal that supports water demand efficiency. Your system's governing body must establish at least one quantifiable water savings goal to enhance efficient water use by customers (demand side). You must establish your goal in a public forum and provide at least two weeks advance notice to your customers and the public. You can use regularly scheduled board or other meetings to establish your WUE goal as long as the advance notice indicated that the WUE goal is part of the agenda. You must re-establish your goal using this same process at least every six years. Chapter 7 of the WUE Guidebook explains how to set your goals.

- Identify your WUE goal(s).

> Reduce our DSL to consistently less than 10% each month. The Board has not

taken any action to officially adopt this goal, but I am sure they would if asked.

- Attach a copy of the official adoption document in this section.
- Attach a copy of the public notice for the goal-setting meeting, the agenda, and any meeting minutes in this section.

Tip: You can post notice of your WUE goal-setting meeting on your WUE webpage to meet the public notice requirement. See our WUE webpage for the link to take you through the process at http://www.doh.wa.gov/CommunityandEnvironment/DrinkingWater/WaterSystemDesignandPlanning/WaterUseEfficiency.aspx

Step 4: Select WUE measures that support your goal and evaluate them for cost-effectiveness. You must evaluate a minimum number of measures to help your system achieve the proposed goal. Research the types of measures that would be a "good-fit" for your customers and your source of supply and evaluate whether implementing the measure would be cost-effective. Sections 5.6 and 5.7 of the WUE Guidebook explain how to evaluate measures and what qualifies as a measure. See Appendix B for examples of measures.

If your system serves fewer than 500 connections, you must evaluate at least one measure for cost-effectiveness. If your system has 500 to 999 connections, you must evaluate at least four measures.

- Identify the measure(s) you decided to evaluate.

We have only considered and adopted two measures: 1. Keep the conservation two-tiered rate structure 2. Install more leak detection meters.

- Briefly describe the evaluation results for each measure.

The Board is doing both of these now.

Note: If you decide to implement a measure (Step 5), you don't have to evaluate it for cost-effectiveness. Some small systems find that evaluating selected measure(s) for cost-effectiveness is more difficult than simply deciding to implement them.

Step 5: Decide which WUE measures to <u>implement</u>. After you evaluate the measures you selected, decide the ones you will implement to help achieve the water savings goal. Identify when you will implement each measure and how your system will fund measures having an associated cost.

- List the WUE measures you will implement. Include an implementation schedule and associated costs.

We are installing one more leak detection meter this month, and plan to install one more this summer.

- Make sure to carry the implementation costs over to the future expenses portion of

Step 6: Educate your customers on using water efficiently. You must describe how you provide general education to your customers on the importance of using water efficiently in your WUE Program. If you provide customer education more than once a year, you can count it as one of your required measures. See Section 5.7 and Appendix J of the WUE Guidebook for water conservation tips to share with your customers.

- Briefly describe your customer education material and how often you provide it.

> We hold an annual shareholder's meeting in June every year. We send promotional materials on the budget, election of new board members, etc with monthly bills. In future meetings we will include information about our Water Use Efficiency goals.

Step 7: Estimate projected water savings from the selected WUE measures. Every measure you choose to implement should result in water savings. Your measures will establish your WUE program and may affect your future water demand. Chapter 4 of the WUE Guidebook explains how to predict water savings based on different WUE programs.

- Identify the predicted amount of water savings for each measure you will implement.

> We could save about $800 a year in electricity and sodium hypochlorite if we reduced our annual water loss to 10%.

Step 8: Decide how to evaluate the effectiveness of your WUE program. If you don't achieve your goal, you must adjust your WUE program by trying different measures or changing your goal. Remember that you must establish WUE goals through a public process. WUE programs can change for many reasons. Things such as drought, budget constraints, and demographic changes may cause shifts in water use patterns. Plan to adapt and amend your WUE program to keep it economical, effective and positioned to meet your goal.

- Briefly describe how you will evaluate the effectiveness of your WUE program.

> We measure water loss each month by comparing billed to pumped water.

Step 9: Determine distribution system leakage. After all your customers have service meters, your WUE program must include the system's distribution system leakage (DSL). Refer back to Table 2-6 in Section 2.6 (Water Production, Consumption, and DSL). If you completed the table using Excel, your system's DSL for the same year was automatically calculated in the bottom right corner. If you did not use the Excel feature, take the data you provided in Sections 2.6 and 2.7 and refer to Chapter 6 of the WUE Guidebook to determine your DSL.

Note: You can also refer to your most recent WUE annual report.

- Identify your system's DSL. Use data from the same year that you used to calculate water production and consumption totals in Section 2.6.

Last calendar year our DSL was 23.2%

- If you don't have customer service meters, you can't accurately calculate your system's DSL. If this is the case, discuss your progress toward installing service meters below. **Municipal water suppliers must have service meters installed on all direct connections by January 22, 2017.**

Notes:

- Compliance with the 10 percent leakage standard is based on your rolling 3-year average after you submit your Annual WUE Report to DOH. If your rolling 3-year average DSL exceeds 10 percent, your WUE Program must include a water-loss control action plan. See Chapter 6.5 of the WUE Guidebook for information about the possible allowance of up to 20 percent DSL for systems with fewer than 500 connections.

- When you have six years of DSL data (as reported to DOH in your annual WUE report), you will need to include DSL for the past six years in your WUE Program.

Step 10: Evaluate rate structures that encourage water demand efficiency. You must evaluate the feasibility of adopting a rate structure that encourages water demand efficiency. The evaluation should describe the pros and cons of implementing a conservation rate structure if you don't already have one. A conservation rate structure is an "inclining block" or a "seasonal rate" structure. An inclining block rate is a higher charge per unit of water with higher use. A seasonal rate is a higher charge per unit of water during your peak usage season. Section 5.4 of the WUE Guidebook explains what to consider in your evaluation and what to include as part of your WUE Program.

- Describe the evaluation results below. Include your current rate structure.

We have this kind of rate structure now.

Table 2-9
Water Use Efficiency Program

Identify the steps you completed and target completion dates for remaining tasks.

Completed	Task	Completion Date
☒	**Step 1:** Describe previous water use efficiency efforts or WUE program.	
☒	**Step 2:** Describe your source of supply.	
☒	**Step 3:** Establish a WUE goal in a public forum. Include a short description.	**But, not formally adopted by the Board**
☒	**Step 4:** Select measures to support the WUE goal and evaluate them for cost-effectiveness. Include a list of your proposed measures. *You don't have to evaluate the measures you choose to implement.*	
☒	**Step 5** Identify measures you will implement in the next six years. List the selected measures and implementation schedule.	
☐	**Step 6:** Provide WUE educational material to your customers. Attach a copy or brief description.	**We will send information with the June 2013 water bill**
☒	**Step 7:** Estimate projected water savings for each selected measure. Include a brief description.	
☒	**Step 8:** Establish how you will evaluate your WUE Program for effectiveness. Include a brief description.	
☒	**Step 9:** Determine your system's DSL. Use data from the same year used to calculate total water production and consumption in Section 2.6 and 2.7. Include the DSL totals.	
☒	**Step 10:** Evaluate the feasibility of adopting a conservation rate structure. Include a brief description of the results.	

3.1 Short-Lived Asset Replacement and Other Planned Improvements

Purpose

To document the short-lived assets you need to replace in the next six years, the estimated schedule, and cost.

Background

Water systems must create a list of planned (or future) improvements (WAC 246-290-105). The list should describe the project, anticipated start date, and estimated cost. In Section 2.4, you assessed your system and determined which short-lived components (assets) you need to replace in the next six years. You can draw on that exercise to create a list of future improvement projects to replace your short-lived assets.

After you have a list of future replacement and improvement projects, you'll need to make sure your system has the funds to complete them. The best way to do this is establish a short-lived asset replacement reserve account. A reserve account will allow you to spread the cost of future projects over several years and help your system maintain financial stability and security.

How to complete this section

Follow the instructions below to complete Table 3-1A. This will be your list of short-lived asset replacement and any other planned improvement projects. This section contains an optional exercise (Table 3-1B) to help you calculate how much money you'll need to contribute annually to fund a short-lived asset replacement reserve account.

Step 1 Refer back to Table 2-4A in Section 2. Transfer the **short-lived assets** you need to replace in the next six years into Table 3-1A below. Include the estimated cost and the anticipated year.

Step 2 Identify any other improvement projects you intend to make that are not part of your asset replacement strategy. Include the estimated cost and the anticipated year. *For instance, installing customer service meters.*

Table 3-1A
Planned Improvements (short-lived assets)

See our Six-Year Capital Improvements Program list at attachment 3-1A
and 6-year Cash FLOW projection @ 3-1B

Short-Lived Asset Replacement or Other Improvement Project	Estimated Cost	Anticipated Year
	$	
	$	
	$	
	$	

ATTACHMENT 3-L

Dockton Water Association

Table 2 CAPITAL IMPROVEMENTS PROGRAM

DRAFT Project List for the 2013-14 Budget Stress Test

Priority Year	Project	Linear Feet	From	To:	Materials (Improvement)	All Other (Replacement)	TOTALS
2013	Two Leak Detection Meters				2,800		2,800
2013	Manzanita Pressure Relief Station				9,000		9,000
2013	Downtown Dockton phase 3	1,840	260th and Stuckey		50,000	135,000	185,000
2013	Restoration of office/board room space				5,000	10,000	15,000
2014	Sandy Shores Well Filtration				285,000		285,000
2014	Sandy Shores Well Dual Deep well pump				13,000	2,000	15,000
2016	268th	2,075	94th	Hake	30,000	95,000	125,000
2018	Hake Road	3,200	268th	end	80,000	240,000	320,000
After 2018	265th	800	99th	end	11,000	39,000	50,000
After 2018	94th	2,065	SS well	Summerhurst	40,000	115,000	155,000
After 2018	263rd	1,200	99th	end	18,000	54,000	72,000
After 2018	264th	1,400	99th	force main			
After 2018	Windmill Street	850	99th	94th			
After 2018	261st	800	99th	end	11,000	37,000	48,000
After 2018	Upper Sandy Shores (274th and 90th)	1,813	94th	end	30,000	88,000	118,000
After 2018	Lower Sandy Shores	3,237	275th	end	100,000	185,000	285,000
	GRAND TOTALS:	**17,440**			**684,800**	**1,000,000**	**1,684,800**

ATTACHMENT 3-16

Table 3. Capital Reserves

Projected Six-Year CASH FLOW by Replacement & Improvement

	Beginning Balance		Revenue			Expenses			Ending Balance	
			Improvement		Replacement	Improvement				
Year	Improvement	Replacement	Capital Charge	Reserve base charge	Depreciation payment	Debt Service	Projects	Replacement	Improvement	Replacement
2013	300,809	351,351	67,900	16,600	50,000	36,000	66,800	145,000	282,509	256,351
2014	282,509	256,351	67,900	16,600	50,000	36,000	298,000	2,000	33,009	304,351
2015	33,009	304,351	67,900	16,600	50,000	36,000	-	-	81,509	354,351
2016	81,509	354,351	67,900	16,600	50,000	36,000	30,000	95,000	100,009	309,351
2017	100,009	309,351	67,900	16,600	50,000	36,000	-	-	148,509	359,351
2018	148,509	359,351	67,900	16,600	50,000	36,000	80,000	240,000	117,009	169,351
			$407,400	$99,600	$300,000	$216,000	$474,800	$482,000		
	$652,160		**$807,000**			**$1,172,800**			**$286,360**	

Table 3-2
Planned Improvements (long-lived assets)

See our System Replacement Schedule Master List and Six-Year Stress Test at Attachments 3-2a, b and c.

Long-lived Asset Replacement	vice area Cost to Replace	Anticipated Year	Financing Method *Bank loan, public loan, reserve fund, raise rates.*	Reserve Account Total Annual Contribution
	$			$
	$			
	$			
	$			
	$			
	$			
	$			

For more information

- See our Drinking Water State Revolving Fund web page for information on low-interest loans available to public water systems

Six-year Stress Test. Narrative for the Board

I have attached a seven-page pdf that documents the results of this year's six-year stress test on our capital assumptions for the 2013-14 budget. The purpose of the test is to help the board decide if the three earmarked revenue streams we currently set aside each year for our capital accounts is enough to cover our capital liabilities out into the future. Here is a narrative on what each of the seven tables show:

Table 1 documents the first step in the process when Steve's committee reviews the System Replacement Table from last year's budget and makes changes in the primary driving numbers, such as life expectancies, and also fills in the purchase price and life expectancy for new capital items added in the past year. The bold italicized numbers in the table are the items changed in this review. This year we also consolidated some listings, such as combining the meters with the metered services.

Table 2 shows the results of the next step in the process: updating the Capital Improvements Program, which is a list of all our anticipated future capital projects, prioritized through the next six years, and with cost estimates broken out by "materials" and "all other". This last breakout is necessary because we pay for materials out of our capital improvement reserves and all other costs out of our capital replacement reserves. Note that we have assumed that the projects to be completed over the next six years will skip work in 2015 and again in 2017 to allow more time to build up our reserves. I made this decision after I ran the table the first time with 268th and Hake in 2015 and 2016, which, of course, brought out reserves down below zero. This is the first of the kind of "what if" exercises that these planning tools allow. Note also that we have put a 'placeholder" amount of $15,000 to remodel the old board room and office next this year. We are still waiting for bids on this project and a final decision by the board to do the work this year.

Table 3 shows the combined impact over the 6-year stress period of our current capital revenue earmarks and capital project expenditures on our beginning and ending capital reserve balances on both the improvement and replacement sides of the budget. It shows that our current beginning balance of $652,160 will be added to over the period by $807,000 in earmarked contributions (capital charge, reserve base charge and depreciation payment) and subtracted from by $1,172,800 in capital project expenses to yield a net total capital reserve at the end of 2018 of $286,360. Another example of the kinds of "what if" options available here is that we could have assumed that the Sandy Shores well filtration project be funded out of a loan by removing it from the Expenses side of the ledger and increasing annual debt service costs on the Revenue side, thereby increasing our ending balances.

Table 4 takes us into the heavy-duty formula-driven part of the analysis on the system replacement side of the budget. The first three columns are familiar to us from table 1; they list the assets by broad categories, their purchase year and cost, and expected years of life. The next four columns in the middle of the table calculate a rate of appreciation and the number of years to replacement. The appreciation percent is based on a comparison of the purchase price with its current year replacement cost over the intervening time period. In cases where the asset is too new to give a reasonable result we just manually write in a

percentage. The accuracy of this kind of arithmetic depends heavily on the accuracy of the current year replacement cost number. In the big cities they use teams of engineers with lots of project cost estimating experience to update these numbers every year. Finally, the three "End of Life" columns at the right side of the table project the end of life replacement cost of each asset by applying its appreciation rate to its remaining years. Some assets have salvage costs. A negative salvage value means it actually adds costs to dispose of or decommission the asset; a positive value show what we think we can sell it for as salvage. The last column shows the net cost to replace. Note the totals at the bottom. The purchase cost of all our assets is estimated at $3.5 million. It would cost about $4.6 million to replace them all today. We estimate that we will need to pay out at total of more than $8.8 million to replace them all at the end of all the lives.

Table 5 is the first "stress" part of the test. It is constructed by first sorting all the assets in table 4 by their replacement year and then parsing this list into four groups: Past Due (all assets that are already past their expected life), Short Range (assets expected to end their life within the next six years), Mid Range assets with between seven and fifteen years of remaining life, and Long Term assets with more than fifteen years of life remaining. Then we add two columns to the far right to measure how far our current reserves will cover our liabilities, and what payments we would have to make annually to meet our liabilities into the future. To make these net present value calculations we have to make some assumptions about what kind of interest we can earn on both present reserves and future contributions. This is shown at 1.5% in the upper right hand corner. Right now this is a high estimate, but for longer-term assets in the future it will likely be low.

Under the "current reserves" column we start at the top to fill in our contributions until we reach the total, which we know from table 3 is $351,351. Note that we have enough to cover all our past due assets ($62,800) as well as our two short range assets. The arithmetic gets a little more complicated for the short range items because it has to take into account the interest earned on our current reserves over the next two years of the assets' lives, then calculate what we would have to contribute (with interest) in each of the next two years to make up the difference. Finally, the table shows that we have enough reserves left over to make a $40,520 down payment on the first asset in the mid range list. Seven more annual contributions of $3,943 will fill out the balance.

For all the remaining mid range and long term assets on the list, the table calculates the annual payment needed in this and future years to have enough in reserves to pay to replace the asset at the end of its expected life. Note that to fully meet our future liabilities we would have to make a payment this year of $393,848, or more than our current reserves. Our budgeted payment is $50,000. But on the positive side we are covered out about seven years, a reasonably comfortable time frame.

Tables 6 and 7 repeat the same steps as 4 and 5, but on projected assets six-years into the future. The list of assets has been updated to show all the capital projects completed on the schedule shown in table 2. Note that the value of installed assets has grown from $3.5 to $4.2 million and the cost to replace at end of life from $8.8 to 9.1 million. The contributions columns in table 7 show that even though we only have $169,351 in remaining reserves to

apply, they buy us down about the same distance (about 7 years) into our future replacement list as our current situation. The total payment to meet full liabilities has also gone down by nearly $100,000 because although the total value at replacement has gone up their average life expectancy has increased giving us more time to make payments.

So, bottom line, we still have substantial unmet system replacement liabilities in the system, and we are a long way from being fully funded, but our $50,000 annual depreciation contribution (along with the capital charge and reserve base charge) and a modest pace of improvement projects over the next six years appears to allow us to gain on the problem.

ATTACHMENT 3-2a

Table 1. System Replacement Assumptions

For review and markup for the 2013-14 Budget

System Components	Purchase or Install		Expected Life
Description	Year	Cost	(years)
DOCKTON SPRINGS			
Dockton Springs Wellpoints (old)	2005	3,000	7
Dockton Springs Wellpoints (new)	2011	450	10
Dockton Springs Headworks tank	2005	4,500	50
Chlorine injection vault (w/o mag meter)	2005	4,000	25
Chlorine Contact Tank	2003	26,000	50
Dockton Springs Pumphouse	2006	95,000	50
Dockton Springs Pumps (2)	2006	28,800	25
Controls and accessories	2006	20,000	20
Generator with shelter	2012	*20,000*	*20*
Propane tank	2012	*4,600*	*25*
Upper storage tank with plumbing	2012	*1000*	*50*
SANDY SHORES WELL			
Sandy Shores Well	1982	20,000	50
Pumphouse building	1982	1,500	5
Well Pump and controls	1982	3,990	15
Booster Pump	1982	1,000	5
Sandy Shores Well Generator	1998	14,400	25
Propane tank	*2013*	*1,000*	*25*
TWIN SILO STORAGE TANKS			
Two silo tanks (including controls)	1982	87,000	50
BOOSTER PUMP STATION			
Booster Station vault & contents	1997	90,000	*50*
DISTRIBUTION PIPELINES			
PVC C900 DR-14 8 inch			
2105 ft Stouder	2006	126,300	75
600 ft Windmill	2009	72000	75
1,200 ft Dock Loop	2011	115,000	75
PVC CL 200			
18,160 ft 8 inch	1990	900,000	50
8,880 ft 6 inch	1990	437,500	50
Ductile Iron			
200 ft 8 inch	1990	11,800	75
100 ft 8 inch (Springs)	2006	6,500	75
120 ft 6 inch (Pt. Piner)	2009	7,700	75
HDPE SDR-11			
1,838 ft 6 inch (Pt Piner)	2008	115,000	*50*
1,965 ft 2 inch	2008	13,755	*50*
Asbestos-Cement			
5,800 ft 6 inch (99th)	1990	180,000	50
4,960 ft 4 inch (Sandy Shores)	1990	158,000	50
1,600 ft 4 inch steel	1990	53,000	30
8,920 ft 2 inch PVC	1990	352,000	30
DISTRIBUTION FIXTURES			
Manzanita Pressure Reducing Station	1986	8,000	25
Sandy Shores Pressure Reducing Station	1981	10,100	30
Lower Dockton Pressure Reducing Station	2004	50,000	50
Sandy Shores Pressure Relief Station	2008	5,000	50
117 Valves	1990	125,000	50
6 Valves (Windmill project)	2009	*5,600*	*75*
5 Valves on Dock Loop	2011	*4,665*	*75*
49 Fire Hydrants and valves	1990	140,000	50
1 hydrant at Windmill & Stuckey	2009	*2,100*	*75*
2 hydrants on the Dock Loop	2011	*4,200*	*75*
Ten Testing Stations	2000	12,000	25
366 Metered Services	1990	*247,100*	*25*
5 Metered Services (Windmill)	2009	*3,400*	*25*
12 Metered Services (Dock Loop)	2011	*8,100*	*25*
MISCELLANEOUS DEPRECIABLE ASSETS			
Water Office building	1922	1,500	150
Office Furniture and Equipment	2005	5,000	10
Shop tools and minor equipment	2005	5,000	17

ATTACHMENT 3-25

Table 6. FUTURE Master System Replacement Schedule

For the Year: 2019 — With all the capital project changes through 2018

	System Component			Current Year Replacement Assumptions					End of Life		
		Purchase or Install									
Map ID	Description	Year	Cost	Expected Life (years)	Current Year Replacement Cost	Annual Replacement Appreciation (percent)	Replace-ment Year	Years to Replace-ment	Projected Replacement Cost	Salvage Value	Net Cost to Replace
	DOCKTON SPRINGS										
	Dockton Springs Wellpoints (old)	2005	3,000	7	3,100	0.2%	2012	-7	$3,100	$ -	$3,100
	Dockton Springs Wellpoints (new)	2011	450	10	450	0.5%	2021	2	$473	$ -	$473
	Dockton Springs Headworks tank	2005	4,500	50	4,700	0.3%	2055	36	$5,273	$ (800)	$6,073
	Chlorine injection vault (w/o mag meter)	2005	4,000	25	4,200	0.4%	2030	11	$4,373	$ (400)	$4,773
	Chlorine Contact Tank	2003	26,000	50	29,000	0.7%	2053	34	$37,240	$ (2,200)	$39,440
	Dockton Springs Pumphouse	2006	95,000	50	100,000	0.4%	2056	37	$116,268	$ -	$116,268
	Dockton Springs Pumps (2)	2006	28,800	25	31,000	0.6%	2031	12	$33,343	$ -	$33,343
	DS Controls and accessories	2006	20,000	20	25,000	1.9%	2026	7	$29,274	$ -	$29,274
	DS Generator with shelter	2012	20,000	20	20,100	0.1%	2032	13	$20,288	$ -	$20,288
	DS Propane tank	2012	4,600	25	4,700	0.3%	2037	18	$4,971	$ 100	$4,871
	DS Upper storage tank with plumbing	2012	1000	50	1,000	0.5%	2062	43	$1,283	$ -	$1,283
	SANDY SHORES WELL										
	Sandy Shores Well Filtration System	2014	285,000	25	285,000	1.5%	2039	20	$413,519	$ -	$7,700
	Sandy Shores Deep Well Pump	2014	15,000	20	15,000	1.5%	2034	15	$20,203	$ -	$20,203
	Sandy Shores Well Generator	1998	14,400	25	15,000	0.2%	2023	4	$15,132	$ -	$15,132
	SS Propane tank	2013	1,000	25	1,000	0.5%	2038	19	$1,133	$ 100	$1,033
	TWIN SILO STORAGE TANKS										
	Two silo tanks (including controls)	1982	87,000	50	251,500	5.1%	2032	13	$1,051,428	$(10,000)	$1,061,428
	BOOSTER PUMP STATION										
	Booster Station vault & contents	1997	90,000	50	215,000	4.0%	2047	28	$639,602	$ (7,000)	$646,602
	DISTRIBUTION PIPELINES										
	PVC C900 DR-14 8 inch										
	2105 ft Stouder	2006	126,300	75	136,800	0.6%	2081	62	$203,723	$ -	$203,723
	600 ft 8" (Windmill)	2009	72,000	75	77,000	0.7%	2084	65	$120,989	$ -	$120,989
	1,200 ft 8" (Dock Loop)	2011	115,000	75	123,000	0.9%	2086	67	$220,145	$ -	$220,145
	1840 ft 8" (260th/Stuckey)	2013	176,600	75	193,000	1.5%	2088	69	$558,811	$ -	$558,811
	2075 ft 8" (268th)	2016	114,500	75	130,000	1.5%	2091	72	$349,751	$ -	$349,751
	3200 ft 8" (Hake)	2018	307,400	75	322,000	1.5%	2093	74	$938,981	$ -	$938,981
	PVC CL 200										
	18,160 ft 8 inch	1990	900,000	50	1,180,400	1.1%	2040	21	$1,535,628	$ -	$1,535,628
	8,880 ft 6 inch	1990	437,500	50	577,200	1.1%	2040	21	$756,430	$ -	$756,430
	Ductile Iron										
	200 ft 8 inch	1990	11,800	75	13,000	0.4%	2065	46	$15,343	$ -	$15,343
	100 ft 8 inch (Springs)	2006	6,500	75	6,600	0.1%	2081	62	$7,103	$ -	$7,103
	120 ft 6 inch (Pt. Piner)	2009	7,700	75	7,800	0.1%	2084	65	$8,487	$ -	$8,487
	HDPE SDR-11										
	1,838 ft 6 inch (Pt Piner)	2008	115,000	50	119,470	0.4%	2058	39	$137,181	$ -	$137,181
	1,965 ft 2 inch	2008	13,755	50	15,000	To be abandoned					
	Asbestos-Cement										
	5,800 ft 6 inch (99th)	1990	180,000	50	232,000	1.0%	2040	21	$295,473	$ -	$295,473
	4,960 ft 4 inch (Sandy Shores)	1990	158,000	50	198,400	0.9%	2040	21	$245,064	$ -	$245,064
	1,600 ft 4 inch steel	1990	53,000	30	64,000	0.7%	2020	1	$65,643	$ -	$65,643
	DISTRIBUTION FIXTURES										
	Manzanita Pressure Reducing Station	1986	8,000	25	12,500	1.7%	2011	-8	$12,500	$ -	$12,500
	Manzanita Pressure Relief Station	2013	9,000	25	11,000	3.7%	2038	19	$22,341	$ -	$22,341
	Sandy Shores Pressure Reducing Station	1981	10,100	30	20,000	2.6%	2011	-8	$20,000	$ -	$20,000
	Lower Dockton Pressure Reducing Station	2004	50,000	50	51,000	0.1%	2054	35	$53,445	$ -	$53,445
	Sandy Shores Pressure Relief Station	2008	5,000	50	5,200	0.4%	2058	39	$5,995	$ -	$5,995
	117 Valves	1990	125,000	50	105,000	1.4%	2040	21	$250,500	$ -	$250,500
	6 valves in Windmill project	2009	5,600	75	5,800	0.4%	2084	65	$7,317	$ -	$7,317
	5 valves in Dock Loop project	2011	4,665	75	4,700	0.1%	2086	67	$5,005	$ -	$5,005
	49 Fire Hydrants and valves	1990	140,000	50	105,000	1.4%	2040	21	$280,560	$ -	$280,560
	1 hydrant at Windmill & Stuckey	2009	2,100	75	2,150	0.2%	2084	65	$2,510	$ -	$2,510
	2 hydrants on the Dock Loop	2011	4,200	75	4,300	0.3%	2086	67	$5,249	$ -	$5,249
	4 hydrants 260th/Stuckey	2013	8,400	75	9,000	1.2%	2088	69	$20,406	$ -	$20,406
	5 hydrants 268th	2016	10,500	75	11,000	1.6%	2091	72	$34,209	$ -	$34,209
	6 hydrants Stuckey	2018	12,600	75	12,600	1.5%	2093	74	$38,488	$ -	$38,488
	Ten Testing Stations	2000	12,000	25	14,000	0.9%	2025	6	$14,928	$ -	$14,928
	316 Metered Services (includes meter)	1990	247,100	25	253,000	0.1%	2015	-4	$253,000	$ -	$253,000
	5 Metered Services (Windmill)	2009	3,400	25	3,500	0.3%	2034	15	$3,659	$ -	$3,659
	12 Metered Services (Dock Loop)	2011	8,100	25	8,300	0.3%	2036	17	$8,749	$ -	$8,749
	8 Metered Services (268th)	2016	5,400	25	5,500	0.6%	2041	22	$6,298	$ -	$6,298
	22 Metered Services (Hake Road)	2018	14,900	25	14,900	1.0%	2043	24	$19,108	$ -	$19,108
	20 Metered Services (260th/Stuckey)	2013	13,500	25	15,000	1.9%	2038	19	$21,358	$ -	$21,358
	MISCELLANEOUS DEPRECIABLE ASSETS										
	Water Office building	1922	1,500	150	131,400	2.5%	2072	53	$60,908	$ -	$60,908
	Water Office/Board Room remodel	2013	15,000	150	16,000	1.1%	2163	144	$78,691	$ -	$78,691
	Office Furniture and Equipment	2005	5,000	10	5,200	0.3%	2015	-4	$5,200	$ -	$5,200
	Shop tools and minor equipment	2005	5,000	17	5,100	0.1%	2022	3	$5,123	$ -	$5,123
	TOTALS:		**4,220,870**		**5,232,570**						**8,705,577**

Future Year: 2019 ATTACHMENT 3-2c

Table 7. System Replacement Stress Test: Last Year

2019 With all the capital project changes through 2018

	Purchase or Install		Current Year Replacement Assumptions					End of Life			Contributions	
											Interest Rate:	1.50%
Description	Year	Cost	Expected Life (years)	Current Year Replacement Cost	Annual Replacement Appreciation (percent)	Replacement Year	Years to Replacement	Projected Replacement Cost	Salvage Value	Net Cost to Replace	Current Reserves	2019-2020 Payments
Manzanita Pressure Reducing Station	1986	8,000	25	12,500	1.7%	2011	-8	$12,500	$ -	$12,500	$7,700	0
Sandy Shores Pressure Reducing Station	1981	10,100	30	20,000	2.6%	2011	-8	$20,000	$ -	$20,000	$19,500	0
Dockton Springs Wellpoints (old)	2005	3,000	7	3,100	0.2%	2012	-7	$3,100	$ -	$3,100	$12,500	0
316 Metered Services (includes meter)	1990	247,100	25	253,000	0.1%	2015	-4	$253,000	$ -	$253,000	$20,000	0
Office Furniture and Equipment	2005	5,000	10	5,200	0.3%	2015	-4	$5,200	$ -	$5,200	$3,100	0
PAST DUE:		273,200		293,800				$293,800		$293,800	$62,800	0
1,600 ft 4 inch steel	1990	53,000	30	64,000	0.7%	2020	1	$65,643	$ -	$65,643	$ 64,673	$970
Dockton Springs Wellpoints (new)	2011	450	10	450	0.5%	2021	2	$473	$ -	$473	$ 459	$7
Shop tools and minor equipment	2005	5,000	17	5,100	0.1%	2022	3	$5,123	$ -	$5,123	$ 4,899	$73
Sandy Shores Well Generator	1998	14,400	25	15,000	0.2%	2023	4	$15,132	$ -	$15,132	$ 14,257	$214
Ten Testing Stations	2000	12,000	25	14,000	0.9%	2025	6	$14,928	$ -	$14,928	$ 13,652	$205
SHORT RANGE (6 years):		84,850		98,550				$101,299		$101,299	$ 97,940	$1,469
DS Controls and accessories	2006	20,000	20	25,000	1.9%	2026	7	$29,274	$ -	$29,274	$8,611	$2,822
Chlorine injection vault (w/o mag meter)	2005	4,000	25	4,200	0.4%	2030	11	$4,373	$ -	$4,373		$369
Dockton Springs Pumps (2)	2006	28,800	25	31,000	0.6%	2031	12	$33,343	$ -	$33,343		$2,557
DS Generator with shelter	2012	20,000	20	20,100	0.1%	2032	13	$20,288	$ -	$20,288		$1,425
Two silo tanks (including controls)	1982	87,000	50	251,500	5.1%	2032	13	$1,051,428	$ (400)	$1,051,828		$73,881
Sandy Shores Deep Well Pump	2014	15,000	20	15,000	1.5%	2034	15	$20,203	$ -	$20,203		$1,211
5 Metered Services (Windmill)	2009	3,400	25	3,500	0.3%	2034	15	$3,659	$ -	$3,659		$219
MID RANGE (7 to 15 years):		178,200		350,300				$1,162,567		$1,162,967	$8,611	$82,483
12 Metered Services (Dock Loop)	2011	8,100	25	8,300	0.3%	2036	17	$8,749	$ -	$8,749		$456
DS Propane tank	2012	4,600	25	4,700	0.3%	2037	18	$4,971	$ -	$4,971		$243
SS Propane tank	2013	1,000	25	1,000	0.5%	2038	19	$1,133	$ -	$1,133		$52
Manzanita Pressure Relief Station	2013	9,000	25	11,000	3.7%	2038	19	$22,341	$ -	$22,341		$1,025
20 Metered Services (260th/Stuckey)	2013	13,500	25	15,000	1.9%	2038	19	$21,358	$ -	$21,358		$980
Sandy Shores Well Filtration System	2014	285,000	25	285,000	1.5%	2039	20	$413,519	$ (7,000)	$420,519		$18,186
18,160 ft 8 inch	1990	900,000	50	1,180,400	1.1%	2040	21	$1,535,628	$ -	$1,535,628		$62,754
8,880 ft 6 inch	1990	437,500	50	577,200	1.1%	2040	21	$756,430	$ (800)	$757,230		$30,945
5,800 ft 6 inch (99th)	1990	180,000	50	232,000	1.0%	2040	21	$295,473	$ -	$295,473		$12,075
4,960 ft 4 inch (Sandy Shores)	1990	158,000	50	198,400	0.9%	2040	21	$245,064	$ -	$245,064		$10,015
117 Valves	1990	125,000	50	105,000	1.4%	2040	21	$250,500	$ -	$250,500		$10,237
49 Fire Hydrants and valves	1990	140,000	50	105,000	1.4%	2040	21	$280,560	$ -	$280,560		$11,465
8 Metered Services (268th)	2016	5,400	25	5,500	0.6%	2041	22	$6,298	$ -	$6,298		$244
22 Metered Services (Hake Road)	2018	14,900	25	14,900	1.0%	2043	24	$19,108	$ -	$19,108		$667
Booster Station vault & contents	1997	90,000	50	215,000	4.0%	2047	28	$639,602	$ -	$639,602		$18,549
Chlorine Contact Tank	2003	26,000	50	29,000	0.7%	2053	34	$37,240	$ -	$37,240		$848
Lower Dockton Pressure Reducing Station	2004	50,000	50	51,000	0.1%	2054	35	$53,445	$ -	$53,445		$1,172
Dockton Springs Headworks tank	2005	4,500	50	4,700	0.3%	2055	36	$5,273	$ -	$5,273		$112
Dockton Springs Pumphouse	2006	95,000	50	100,000	0.4%	2056	37	$116,268	$ -	$116,268		$2,374
1,838 ft 6 inch (Pt Piner)	2008	115,000	50	119,470	0.4%	2058	39	$137,181	$ -	$137,181		$2,614
Sandy Shores Pressure Relief Station	2008	5,000	50	5,200	0.4%	2058	39	$5,995	$ -	$5,995		$114
DS Upper storage tank with plumbing	2012	1000	50	1,000	0.5%	2062	43	$1,283	$ -	$1,283		$21
200 ft 8 inch	1990	11,800	75	13,000	0.4%	2065	46	$15,343	$ -	$15,343		$234
Water Office building	1922	1,500	150	131,400	2.5%	2072	53	$60,908	$ -	$60,908		$760
2105 ft Stouder	2006	126,300	75	136,800	0.6%	2081	62	$203,723	$ -	$203,723		$2,014
100 ft 8 inch (Springs)	2006	6,500	75	6,600	0.1%	2081	62	$7,103	$ -	$7,103		$70
600 ft 8" (Windmill)	2009	72,000	75	77,000	0.7%	2084	65	$120,989	$ -	$120,989		$1,112
120 ft 6 inch (Pt. Piner)	2009	7,700	75	7,800	0.1%	2084	65	$8,487	$ -	$8,487		$78
6 valves in Windmill project	2009	5,600	75	5,800	0.4%	2084	65	$7,317	$ -	$7,317		$67
1 hydrant at Windmill & Stuckey	2009	2,100	75	2,150	0.2%	2084	65	$2,510	$ -	$2,510		$23
1,200 ft 8" (Dock Loop)	2011	115,000	75	123,000	0.9%	2086	67	$220,145	$ -	$220,145		$1,929
5 valves in Dock Loop project	2011	4,665	75	4,700	0.1%	2086	67	$5,005	$ -	$5,005		$44
2 hydrants on the Dock Loop	2011	4,200	75	4,300	0.3%	2086	67	$5,249	$ -	$5,249		$46
1840 ft 8" (260th/Stuckey)	2013	176,600	75	193,000	1.5%	2088	69	$558,811	$ -	$558,811		$4,673
4 hydrants 260th/Stuckey	2013	8,400	75	9,000	1.2%	2088	69	$20,406	$ -	$20,406		$171
2075 ft 8" (268th)	2016	114,500	75	130,000	1.5%	2091	72	$349,751	$ -	$349,751		$2,731
5 hydrants 268th	2016	10,500	75	11,000	1.6%	2091	72	$34,209	$ -	$34,209		$267
3200 ft 8" (Hake)	2018	307,400	75	322,000	1.5%	2093	74	$938,981	$ -	$938,981		$7,009
6 hydrants Stuckey	2018	12,600	75	12,600	1.5%	2093	74	$38,488	$ -	$38,488		$287
Water Office/Board Room remodel	2013	15,000	150	16,000	1.1%	2163	144	$78,691	$ -	$78,691		$157
LONG RANGE (more than 15 years):		3,670,865		4,474,920				$7,533,531		$7,541,331	$0	$206,819
1,965 ft 2 inch	2008	13,755	50	15,000	To be abandoned							
		4,220,870		5,232,570				$ 9,091,196		$9,099,396	$169,351	$290,772

See our Six Year Budget at attachment 3-3

Form 3.3 - Budget Table						
Cash Balance Carried Forward		$0	$0	$0	$0	$0
Income and Revenue						
	Current Year	CY +1	CY +2	CY +3	CY +4	CY +5
Rates						
Annual or special assessments						
Property taxes (for taxing districts only)						
Miscellaneous revenue						
New connection fees						
Interest earned on bank deposits						
Total Income and Revenue and Balance	$0	$0	$0	$0	$0	$0
Operating Expenses and Payments						
Employee salaries and benefits						
Contract operator						
Insurance						
Water quality sampling						
Short-lived asset replacement						
Chemicals						
Electricity						
Fuel						
Vehicle maintenance						
Property taxes (paid)						
B & O tax (paid)						
Income Tax (for-profit utilities only)						
Engineering services						
Legal services						
Accounting services						
DOH fees						
Office supplies,postage						
Telecommunications (phone, internet)						
Utilities (water, sewer, waste collection)						
Travel and training						
Other expenses:						
Debt payments (loan principle and interest)						
Total Operating Expenses and Payments	$0	$0	$0	$0	$0	$0
Operating Reserve - Target Value						
Operating reserve beginning balance		$0	$0	$0	$0	$0
Contribution to operating reserve						
Operating reserve ending balance	$0	$0	$0	$0	$0	$0
Emergency Reserve - Target Value						
Emergency reserve beginning balance		$0	$0	$0	$0	$0
Contribution to emergency reserve						
Withdrawal from emergency reserve						
Emergency reserve ending balance	$0	$0	$0	$0	$0	$0
Short-lived Asset Reserve						
Short-lived asset reserve beginning balance		$0	$0	$0	$0	$0
Contribution to short-lived asset reserve						
Withdrawal from short-lived asset reserve	$0	$0	$0	$0	$0	$0
Short-lived asset reserve ending balance	$0	$0	$0	$0	$0	$0
Long-lived Asset Reserve						
Long-lived asset reserve beginning balance		$0	$0	$0	$0	$0
Contribution to long-lived asset reserve						
Withdrawal from long-lived asset reserve	$0	$0	$0	$0	$0	$0
Long-lived asset reserve ending balance	$0	$0	$0	$0	$0	$0
Long-lived Asset Replacement Funding						
Loan						
Grant						
Long-lived asset reserve						
Special capital improvement assessment						
Total funding for long-lived asset replacement	$0	$0	$0	$0	$0	$0
Ending Cash Balance for Current Year *Does not include reserve account balances.*	$0	$0	$0	$0	$0	$0

ATTACHMENT 3-3

Table 3.3 Dockton Water Association

Six-Year Budget

OPERATING BUDGET	2012-2013 ADOPTED	2013-2014	2014-2015	2015-2016	2015-2016	2016-2017	2017-2018
BEGINNING YEAR OPERATING BALANCE:	**10,000**	11,900	11,800	10,650	18,000	14,360	17,500
NEW REVENUES							
Water Sales	180,000	180,000	180,000	190,000	190,000	195,000	195,000
State Utility Excise Taxes	6,600	9,100	9,100	9,600	9,600	9,800	9,800
Hook-up Inspection Fees	-	-	150		160		160
Subtotal New Operating Revenues:	186,600	189,100	189,250	199,600	199,760	204,800	204,960
TOTAL AVAILABLE OPERATING RECEIPTS:	**196,600**	**201,000**	**201,050**	**210,250**	**217,760**	**219,160**	**222,460**
EXPENSES							
Administration							
Salaries	44,400	44,400	44,400	45,100	45,800	46,500	47,200
Payroll taxes	6,000	6,000	6,000	6,100	6,200	6,300	6,400
General engineering services	1,600	1,600	1,600	1,600	1,600	1,600	1,600
Legal services	300	300	300	300	400	400	400
Accounting services	2,100	2,100	2,100	2,100	2,100	2,100	2,100
Office supplies and services	2,000	2,000	2,000	2,100	2,100	2,100	2,100
Postage (including meter rental)	2,800	2,800	2,800	2,800	2,800	2,800	2,800
Other Administative costs	-	-	-	-	-	-	-
Insurance	5,100	5,100	5,200	5,300	5,400	5,500	5,600
Subtotal Administration:	**64,300**	**64,300**	**64,400**	**65,400**	**66,400**	**67,300**	**68,200**
Operations							
Operator of Record	18,000	20,000	20,500	22,000	24,000	24,500	25,000
Water Quality Testing	2,600	2,600	2,600	2,600	2,700	2,700	2,800
Electricity	10,000	10,200	10,400	10,500	10,700	10,800	11,000
Telephone and Internet	2,300	2,300	2,300	2,400	2,400	2,400	2,500
Water treatment supplies	1,400	1,400	1,400	1,400	1,500	1,500	1,500
Shop supplies and parts	1,500	1,500	1,500	1,500	1,600	1,600	1,600
Unscheduled System maintenance	10,000	10,200	10,400	10,500	10,700	10,800	11,000
Equipment repair	200	200	200	200	200	200	200
Building and grounds maintenance	2,000	2,000	2,000	2,100	2,100	2,100	2,200
Subtotal Operations:	**48,000**	**50,400**	**51,300**	**53,200**	**55,900**	**56,600**	**57,800**

Taxes Licences and Fees							
Property taxes and filing fees	2,000	2,000	2,100	2,100	2,100	2,200	2,200
State Utility and Use taxes	6,600	6,700	6,800	6,900	7,000	7,100	7,200
Licenses and Fees	3,800	3,900	4,000	4,000	4,000	4,100	4,200
Subtotal Taxes, Licenses and Fees:	**12,400**	**12,600**	**12,900**	**13,000**	**13,100**	**13,400**	**13,600**
System Replacement Contribution:	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**	**50,000**
TOTAL OPERATING EXPENSES:	**174,700**	**177,300**	**178,600**	**181,600**	**185,400**	**187,300**	**189,600**
ENDING YEAR OPERATING BALANCE:	**21,900**	**23,700**	**22,450**	**28,650**	**32,360**	**31,860**	**32,860**
Ending Year budgeted Operating Profit (Loss):	**11,900**	**11,800**	**10,650**	**18,000**	**14,360**	**17,500**	**15,360**
CAPITAL BUDGET							
SYSTEM REPLACEMENT RESERVES	**2012-2013 ADOPTED**	**2013-2014**	**2014-2015**	**2015-2016**	**2015-2016**	**2016-2017**	**2017-2018**
INCOME							
Beginning Carry-over balance:	**351,351**	**245,351**	**291,951**	**339,151**	**291,051**	**338,651**	**145,451**
New Revenues							
System Replacement Contributions	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Interest on Replacement reserves:	-	3,600	2,200	2,900	3,600	2,800	3,600
Subtotal new Replacement Reserve revenues:	50,000	53,600	52,200	52,900	53,600	52,800	53,600
TOTAL AVAILABLE SYSTEM REPLACEMENT RECEIPTS:	401,351	298,951	344,151	392,051	344,651	391,451	199,051
EXPENDITURES							
System Replacement Projects							
A: Meter Replacement Program	3,000	3,000	3,000	3,000	3,000	3,000	3,000
B: Watermain Replacement	145,000	2,000		95,000		240,000	
C: Manzanita Elbow Replacement	-	-	-	-	-	-	-
D. Well Point rehabilitation	1,000	-	-	-	-	-	-
E. Manzanita Pressure Relief Valve	6,000	-	-	-	-	-	-
Subtotal System Replace Projects:	155,000	5,000	3,000	98,000	3,000	243,000	3,000
Unscheduled Replacement Costs	1,000	2,000	2,000	3,000	3,000	3,000	3,000
TOTAL SYSTEM REPLACEMENT EXPENDITURES:	156,000	7,000	5,000	101,000	6,000	246,000	6,000
ENDING CARRY-OVER BALANCE:	245,351	291,951	339,151	291,051	338,651	145,451	193,051

CAPITAL IMPROVEMENT RESERVES	2012-2013 ADOPTED	2013-2014	2014-2015	2015-2016	2015-2016	2016-2017	2017-2018
INCOME							
Beginning Carry-over balance:	**300,809**	276,709	31,309	85,209	105,209	157,409	128,709
New Revenues							
Reserve Account base charges	16,400	16,400	16,400	16,800	16,800	17,200	17,200
Capital charges:	67,800	67,800	67,800	67,900	67,900	68,000	68,000
New Connection reimbursements:	-	-	1,500	-	1,600	-	1,600
Interest on Improvement reserves:	-	4,400	4,200	1,300	1,900	2,100	2,800
Subtotal new Capital Improvement revenues:	84,200	88,600	89,900	86,000	88,200	87,300	89,600
TOTAL AVAILABLE CAPITAL IMPROVEMENT RECEIPTS:	385,009	365,309	121,209	171,209	193,409	244,709	218,309
EXPENDITURES							
State Loan Payments	36,000	36,000	36,000	36,000	36,000	36,000	36,000
New Connections	-						
Waterline Materials	66,800	298,000		30,000		80,000	
Manzanita PRV	-	-	-	-	-	-	-
Dockton Springs Improvements	5,500	-	-	-	-	-	-
Other Capital Outlays	-	-	-	-	-	-	-
TOTAL CAPITAL IMPROVEMENT EXPENDITURES:	108,300	334,000	36,000	66,000	36,000	116,000	36,000
ENDING CARRY-OVER BALANCE:	276,709	31,309	85,209	105,209	157,409	128,709	182,309

CONTINGENCY RESERVES	2012-2013 ADOPTED	2013-2014	2014-2015	2015-2016	2015-2016	2016-2017	2017-2018
Beginning Carry-over balance:	57,800	57,800	58,700	59,500	70,400	71,500	82,600
Interest on Contingency Reserves:	-	900	900	900	1,100	1,100	1,200
TOTAL AVAILABLE CONTINGENCY RESERVE RECEIPTS:	57,800	58,700	59,600	60,400	71,500	72,600	83,800
Unanticipated Expenses:	-	-	-	-	-	-	-
ENDING CARRY-OVER BALANCE:	57,800	58,700	59,600	60,400	71,500	72,600	83,800

How to complete this section

Follow the steps below to complete Table 4-2 and attach a copy of your current operating permit.

Step 1 Attach a copy of your current operating permit in this section. Consider keeping a list of past operating permits in this location to create a historical record. If you don't have a copy of your current operating permit, request a copy from your DOH regional office.

Step 2 Identify your current operating permit color in Table 4-2. If your operating permit is red, yellow, or blue, identify the condition(s) listed on your permit below. Next list the corrective action you will take and include a target completion date. Staff at your DOH regional office can help you understand what corrective action to take or help you develop an action plan for returning to compliance.

Make sure to include the follow-up action you identified and any associated costs in one of the "Next Steps" sections in your SWSMP and into the future expenses portion of your budget (Section 3.3).

Table 4-2
Annual Operating Permit

Current Permit Color	**Permit Condition(s)** *If your permit is red, yellow, or blue, list the conditions noted on the permit for returning to substantial compliance*	**Corrective Action** *List the actions you intend to take to return your system to substantial compliance*	**Target Completion Date**
Green			