

**SAMMAMISH PLATEAU WATER & SEWER DISTRICT
KING COUNTY, WASHINGTON**

RESOLUTION NO. _____

RESOLUTION OF THE BOARD OF COMMISSIONERS OF SAMMAMISH
PLATEAU WATER AND SEWER DISTRICT, KING COUNTY,
WASHINGTON, FORMALLY ADOPTING AND RATIFYING POLICIES
PREVIOUSLY IMPLEMENTED RELATING TO THE COVID-19 VIRUS.

WHEREAS, on March 16, 2020, the District Board of Commissioners (Board) adopted Resolution No. 4952 declaring a local emergency relating to the COVID-19 virus;

WHEREAS, on March 16, 2020, the District Board also approved the immediate implementation of policies relating to the COVID-19 virus which the Board desires to formally adopt and ratify by resolution;

WHEREAS, on March 23, 2020, Governor Inslee issued Proclamation 20-25 which implemented a stay at home directive due to COVID-19;

WHEREAS, on March 24, 2020, Governor Inslee issued Proclamation 20-28 relating to the Open Public Meetings Act and Public Records Act;

WHEREAS, on March 26, 2020, the Office of Attorney General issued updated guidance to state and local agencies relating to the Open Public Meetings Act; and

WHEREAS, the District Board desires to adopt this Resolution to formally adopt and ratify the policies previously approved by the Board at the March 16, 2020 Board meeting, which policies are consistent with the above referenced Proclamations and guidance from the Attorney General's Office; now, therefore,

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

1. **Temporary Billing and Collection Policies Relating to COVID-19.** In response to the COVID-19 emergency, the following billing and collection policies are hereby formally adopted and ratified.

A. Delinquent Bills for Water and/or Sewer Service. The District will work with customers who are unable to pay their bills for water and/or sewer service in a timely manner due to the impact of COVID-19 by extending reasonable payment terms for a period not to exceed sixty (60) days beyond the date the District rescinds the declaration of emergency. The District is not authorized to forgive or waive any charges for water and/or sewer services provided by the District.

B. Shutoff Policy. The District will discontinue its practice of shutoffs or lock offs of water service relating to delinquent service charges, including service to rental homes, for a period not to exceed sixty (60) days beyond the date the District rescinds the declaration of emergency

C. Re-establishment of Locked Off Accounts. If the District becomes aware of an existing locked off account needing access to water, the District will re-establish service for a period not to exceed sixty (60) days beyond the date the District rescinds the declaration of emergency.

D. Late Fees and Interest. The District will suspend the imposition of late charges and interest for delinquent water and/or sewer accounts for a period not to exceed sixty (60) days beyond the date the District rescinds the declaration of emergency.

E. Multi-family Dwelling Units. The District acknowledges that many of its customers who may be impacted by the COVID-19 virus reside in multi-family dwelling units. While the District will discontinue water shutoffs, the District has no control or jurisdiction over the policies that may be implemented by the owner or manager of a multi-family complex and the impact such policies may have on their tenants.

2. Remote Meetings Due to COVID-19. Until rescinded by the District Board of Commissioners or General Manager, meetings of the District will be held remotely through conference call or teleconferencing technology. Members of the public may only attend the District meetings using the established conference call or teleconferencing technology. Public comments may only be submitted to the Board in writing. All remote meetings will be held in accordance with Proclamation 20-28 and the guidance offered by the Attorney General's Office relating to the Open Public Meetings Act.

3. Rescission of Temporary Policies Authorized Due to COVID-19. The District General Manager, at his discretion, may rescind the policies authorized pursuant to this Resolution at any time.

[Signatures of following page]

ADOPTED by the Board of Commissioners of Sammamish Plateau Water and Sewer District, King County, Washington, at a regular open public meeting held on the 6th day of April, 2020.

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

Approved: _____
Opposed: _____
Abstained: _____
Absent: _____

Ryika Hooshangi, President and Commissioner

Approved: _____
Opposed: _____
Abstained: _____
Absent: _____

Lloyd Warren, Vice President and Commissioner

Approved: _____
Opposed: _____
Abstained: _____
Absent: _____

Mary Shustov, Secretary and Commissioner

Approved: _____
Opposed: _____
Abstained: _____
Absent: _____

Tom Harman, Commissioner

Approved: _____
Opposed: _____
Abstained: _____
Absent: _____

Mahbubul Islam, Commissioner