

LAKEHAVEN UTILITY DISTRICT  
King County, Washington

**Resolution No. 2005-1035**

A **RESOLUTION** of the Board of Commissioners of the Lakehaven Utility District, King County, Washington, adopting an "Emergency and Inclement Weather Operations and Safety Policy".

**WHEREAS**, the occurrence of adverse weather or other emergency conditions may impact the ability of District employees to safely travel to work, and

**WHEREAS**, such conditions also may impact the regular operations of the District, and

**WHEREAS**, the Board has considered the need to adopt guidelines to respond to inclement weather and other emergency conditions, and

**WHEREAS**, believing the policy attached hereto to provide appropriate direction for response in such instances,

NOW, THEREFORE, **BE IT RESOLVED** that:

1. The Board of Commissioners hereby adopts the "Emergency and Inclement Weather Operation and Safety Policy, attached hereto as Exhibit "A".
2. The Board reserves the right to alter or amend the policy as deemed necessary.
3. This Resolution shall become effective upon the date of adoption as established below.

ADOPTED by the Board of Commissioners of Lakehaven Utility District, King County, Washington, at an open public meeting this 27th day of January, 2005.

ATTEST:

Edward C. Stewart ✓  
President and Commissioner      Yea      Nay      Abstain

Deverly J. Twedde ✓  
Vice President and Commissioner      Yea      Nay      Abstain

Donald L. Miller ✓  
Secretary and Commissioner      Yea      Nay      Abstain

J. Sawyer ✓  
Commissioner      Yea      Nay      Abstain

Thomas M. Jaramala ✓  
Commissioner      Yea      Nay      Abstain

Approved as to form: Sh. H. Park  
General Counsel

**EXHIBIT "A"**  
**LAKEHAVEN UTILITY DISTRICT**

Document: General Policy		Number: 100-13
Section: Administration		Issue Date: 3/07/90
Subsection: Emergency and Inclement Weather Operations and Safety		Rev. Date: 1/13/05
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1) Policy:

It is in the best interest of the District to insure the safety and well-being of District employees during inclement weather conditions and other emergencies and to ensure the continued operation of the water and sewer systems during such periods

2) Procedures:

a) Emergency Operations:

- i) In the event the General Manager and/or General Counsel determines that an emergency exists requiring immediate action, the General Manager and/or General Counsel shall have the power, without prior action of the Board of Commissioners,
  - (1) To enter into contracts and/or agreements and to purchase, procure, and expend funds on behalf of the District, provided that such expenditures or contracts do not exceed on a total cumulative basis, one million dollars (\$1,000,000.00);
  - (2) To control, limit, or redirect the delivery of water service and/or sewer service to District customers;
  - (3) To reassign District personnel and to employ additional personnel;
  - (4) To implement the District's Emergency Management Plan and/or to activate the District's Emergency Operations Center;
  - (5) To apply to applicable State and/or Federal agencies having jurisdiction over disaster assistance programs, for reimbursement of eligible and approved expenditures associated with a response to the emergency condition; and
  - (6) To perform all other acts deemed necessary or appropriate to protect the interests of the District and the public.

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- ii) To appropriately and expediently respond to the prevailing emergency conditions, the General Manager and/or General Counsel are delegated, pursuant to RCW 57.08.050 and its reporting provisions, the authority to waive competitive bid requirements and execute contracts over the amount of two hundred thousand dollars (\$200,000.00), subject to the total threshold provided above, for the construction of works or structures, for the purchase of equipment, materials, or supplies, or performance of labor or services and take any directly related and immediate action required by that emergency, when such construction, purchase of equipment, materials, or supplies, is determined by the General Manager and/or General Counsel to be of urgent necessity. In these cases, the provisions of the applicable policies addressing small works roster for public works contract projects, consultant contracts for engineering services, and purchases in general, shall be suspended as deemed necessary to expediently respond to said prevailing emergency conditions.
  
- iii) Not later than seventy-two (72) hours after determination by the General Manager and/or General Counsel of an emergency and that action must be taken pursuant to this section, the General Manager and/or General Counsel shall notify the President of the Board of Commissioners the reasons necessitating such determination and the actions taken. If the President cannot be reached, the General Manager and/or General Counsel shall notify the Vice President of the Board of Commissioners, and if the Vice President cannot be reached, the General Manager and/or General Counsel shall notify the Secretary of the Board of Commissioners.
  
- iv) The General Manager and/or General Counsel shall report to the Board not later than seven (7) days after the emergency action or at its next regularly scheduled meeting, if that meeting will occur not later than fourteen (14) days after the action, the details of the emergency and reasons justifying the action taken.
  
- v) At each regularly scheduled meeting following the emergency action, the Board shall determine by majority vote whether there is a need to continue the action or terminate action at the earliest possible date that conditions warrant, so that the remainder of the emergency action may be completed through competitive bid procedures.
  
- vi) Within thirty (30) calendar days of the conclusion of activities undertaken in response to the emergency action, the General Manager and/or General Counsel shall present to the Board a summary report of the emergency, an assessment of the damages

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sustained to District assets, the repair and restoration projects undertaken to restore damaged District assets, and recommendations for improvements to processes and procedures, and to District assets, to mitigate the impacts from future hazards and events.

**b) Employee Absences During Emergencies/Adverse Conditions:**

i) The General Manager and General Counsel may, by consensus, suspend all or any portion of District operations whenever an adverse or emergency condition occurs.

(1) Adverse or emergency conditions may be considered to exist during civil disturbances, electrical or mechanical shutdown, earthquakes, severe weather conditions and other similar situations.

(2) Employees will be notified of the declaration of an adverse or emergency condition made during the workday by their supervisor. Notification shall be made during non-work hours through the "Employee Emergency Telephone Line" at 206-633-7060. Exhibit "A" provides instructions for the use of the "Employee Emergency Telephone Line". In the event a declaration of adverse or emergency conditions is issued during the workday, such as may be caused by a significant snow event that impacts the ability of employees to travel from work safely, employees not deemed critical to the operation of the District will have the option of leaving work early, in which case any work time missed shall be covered by vacation or personal leave (if available), or to continue to work. In the event that operations are suspended during the work day, employees shall be paid for the entire work day without deduction of accrued leave. Should the declaration of adverse or emergency conditions occur outside of regular work hours, employees not deemed critical to the operation of the District may choose to not report to work, in which case any work time missed shall be covered by vacation or personal leave (if available), or to report to work. In the event that operations are suspended during the non-work hours, the work time missed shall be covered by vacation or personal leave (if available). The regular schedules of employees deemed critical to the operation of the District will not be impacted by such declaration.

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- (3) In the absence of notification of any such declaration, employees are to presume that all operations are normal. If in such case, however, the employee reasonably finds travel to or from work to be unsafe, the employee may leave work early, or delay reporting to work until such time as travel is safe, and the time missed will be covered by vacation or personal leave (if available).

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**EXHIBIT "A"**  
**INSTRUCTIONS FOR UPDATING THE**  
**EMPLOYEE EMERGENCY TELEPHONE LINE**  
**(206) 633-7060**

1. Dial 206-633-7000
2. Press the "#" key after the message starts
3. You will be prompted to enter the mailbox number. Enter the mailbox number: 206-196-7060
4. Enter the security code: \_\_\_\_\_
5. To check receipt of a message, press "3" (This is how you listen to the current messages)
6. Enter the Recipient Mailbox Number: 206-633-7060
7. The box can contain up to 3 messages, with the oldest played first. After some instructions you will be prompted to press "1" to retain the message or press "2" to discard the message. **TO PREVENT POSSIBLE CONFUSION, ALL PRIOR MESSAGES SHALL BE DISCARDED, AND THE APPROPRIATE NEW MESSAGE SHALL BE RECORDED. AT THE END OF THE EMERGENCY SITUATION AND RESUMPTION OF NORMAL BUSINESS FUNCTIONS, IT IS IMPORTANT THAT THE "OPEN FOR BUSINESS AS USUAL" MESSAGE BE RECORDED AND RETAINED UNTIL THE NEXT EMERGENCY SITUATION OCCURS. To return to the main menu, press "\*" once (only once!)**
8. At the main menu, press "2" to "send" a new message. The instructions state to start recording at the tone and press "#" when finished.
9. After pressing "#" to finish recording, you will be prompted to enter the mailbox to which to send it. Enter: 206-633-7060, then press "#" again to send the message.
10. Press "\*" then "\*" again to exit the system.