

WAC 246-295-050 SMA plan content for ownership. The SMA plan shall address the following elements at a minimum in a manner acceptable to the department. A department guideline titled *Satellite Management Planning Handbook* is available to assist the potential SMA in adequately addressing these elements:

- (1) SMA ownership, including at a minimum:
 - (a) A statement of intent to own public water systems;
 - (b) Current organizational structure of the SMA, legal authority, mailing address, responsible party, and contact person;
 - (c) Identification of existing public water systems the applicant currently owns, and/or manages and operates. The identification shall include the number of connections in each system, the department identification number and the system location.
 - (d) Documentation showing that at least one staff person has, at a minimum, three years of water utility ownership and/or management experience.
- (2) SMA service area information, including at a minimum:
 - (a) A map of the SMA service area;
 - (b) A general written description of the SMA service area; and
 - (c) Future service area agreement(s) of systems owned by SMA if applicable.
- (3) Service area policies/conditions of service where applicable, including at a minimum:
 - (a) Annexation policies consistent with local comprehensive plans;
 - (b) Ownership versus management and operation decision criteria;
 - (c) Policies related to new and existing public water systems, including the method of determining financial feasibility of adding new or existing systems to the SMA;
 - (d) Ordinances, resolutions and agreements related to the provision of drinking water;
 - (e) Service request process overview flowchart, including time frames; and
 - (f) A list of available services.
- (4) System design standards for new and existing systems;
- (5) Financial viability, including at a minimum:
 - (a) A written description of available revenue sources;
 - (b) A budget; and
 - (c) General financial policies.
- (6) Operation and maintenance program, including at a minimum:
 - (a) Documentation that at least one staff person will, at a minimum, be certified at a water distribution manager 2 level or above and meet any additional department required certified operator requirements;
 - (b) Overall SMA routine and preventive maintenance program, including an emergency response plan;
 - (c) A copy of model contract for operation and maintenance services, if applicable; and
 - (d) Two copies of all applicable operations contracts in effect.
- (7) Documentation from affected counties that the SMA plan is consistent with their plans and policies;
- (8) Documentation that all Group A systems owned by the potential SMA on the date of request have obtained their operating permit and are not classified in the red operating permit category pursuant to chapter 246-294 WAC. If Group B systems are also owned by the potential SMA, provide documentation that such systems are in compliance

with chapter 246-291 WAC. A special provision pursuant to WAC 246-295-110 may be utilized in the determination of compliance.

(9) Current water system plan(s) or department approved plan development schedule, if applicable.

[Statutory Authority: RCW 70.116.134. WSR 94-18-108, § 246-295-050, filed 9/6/94, effective 10/7/94.]