

**WAC 246-295-060 SMA plan content for management and operation only.** 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 purveyors, individuals or other entities in adequately addressing these elements:

- (1) SMA ownership, including at a minimum:
  - (a) A statement of intent to manage and operate public water systems;
  - (b) Current organizational structure of SMA, legal authority, mailing address, responsible party, and contact person;
  - (c) Documentation showing that at least one staff person has, at a minimum, three years of water utility ownership and/or management experience; and
  - (d) Identification of existing public water systems the applicant currently operates. The identification must include the number of connections in each system, the department identification number and the system location.
- (2) SMA service area information, including at a minimum:
  - (a) A map of the SMA service area; and
  - (b) A general written description of the SMA service area.
- (3) Conditions of service, including at a minimum:
  - (a) Operation decision criteria;
  - (b) Service request process overview flowchart including time frames; and
  - (c) A list of available services.
- (4) 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 the model contract for operation and maintenance services; and
  - (d) Two copies of all applicable operations contracts in effect.
- (5) Documentation that all Group A systems managed and operated 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 managed and operated 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.

[Statutory Authority: RCW 70.116.134. WSR 94-18-108, § 246-295-060, filed 9/6/94, effective 10/7/94.]