Pursuant to Governor Jay Inslee’s Proclamation 20-28.7, Public Utility District No. 1 of Skagit County Board of Commissioner meetings will be held virtually through ZOOM Cloud Meetings.

Join our online meeting by following this link: https://us02web.zoom.us/j/83428450854
Meeting ID: 834 2845 0854
Or dial: 1-253-215-8782

If you have a question or comment for the Board, please submit it by 5 p.m. the Monday prior to the meeting by calling (360) 848-4460 or email to pud@skagitpud.org

CONSENT AGENDA
1. Approval of Agenda 7/28/20
2. Approval of Minutes: 7/14/20 Regular Meeting & 7/16/20 Special Meeting
3. Ratification of Vouchers 7/21/20
4. Voucher Approval 7/28/20

CITYWORKS ASSET MANAGEMENT AND WTP – Presentation

AUDIENCE COMMENTS

OLD BUSINESS
5. Manager’s Report – Staffing

NEW BUSINESS
6. Electronic Document Management System – Action
7. Emergency Declaration for Backwash Pump at Water Treatment Plant – Resolution 2279-20 - Action
8. Utilization of System Development Funds – Westland Distillery Phase I Rackhouse Project – Action

INFORMATION
10. Judy Reservoir Data Report
11. Recent News Articles

COMMISSIONER COMMENTS

ADJOURNMENT
MINUTES OF THE REGULAR MEETING OF THE COMMISSION
PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY, WASHINGTON

July 14, 2020

The meeting was held virtually due to the COVID-19 pandemic.

Commissioners Appearing Remotely: Eron Berg, President; Al Littlefield, Vice President; and Joe Lindquist, Secretary.

Staff Appearing Remotely: George Sidhu, Mark Handzlik, Luis Gonzalez, Kathy White, Brian Henshaw, Mark Semrau, Michael Demers, Sally Saxton, Skagit PUD Attorney Peter Gilbert, and Deana Dean. Others may have appeared but were not identified.

Other Parties Appearing Remotely: Karen Pitt and Germaine Kornegay. Others may have appeared but were not identified.

Commissioner Berg called the meeting to order at 4:30 p.m.

CONSENT AGENDA
Commissioner Lindquist moved to approve the Consent Agenda for July 14, 2020 which was unanimously approved.

1. Approval of Agenda 7/14/20
2. Approval of Minutes: 6/23/20 Commission Meeting and 7/9/20 Special Meeting
3. Ratification of Vouchers 6/30/20 and 7/7/20
4. Voucher Approval 7/14/20 – No. 2936
   Accounts Payable voucher No. 18735-18796 ($423,042.20), Electronic Funds Transfer ($1,111,064.64), and Payroll Electronic Funds Transfers and checks No. ($0.00).
5. Veteran’s Park Development (Sedro-Woolley)
6. Project Acceptance:
   Veteran’s Park Development (Sedro-Woolley)
   Mountain View Estates/Road (Mount Vernon)

AUDIENCE COMMENTS
None.

OLD BUSINESS
7. Manager’s Report
   General Manager George Sidhu provided an update on the following:
   • Department Updates: We are working with FEMA on guidance for financial assistance related to COVID-19 measures.
     Human Resources: Second interviews for three IT Manager candidates will be held tomorrow; two in-person interviews in the Aqua Room and one via Zoom.
     Finance/Customer Service: Paperless billing will be available starting tomorrow and we recently completed the fixed asset module. There has been a slight increase in accounts receivable for accounts over sixty days although it remains consistent with the last three months. Waiver of fees and late penalties is approximately $30,000 total from late-March to present with the average per week decreasing to less than $2,000.
     Maintenance: Crews are keeping busy doing service and main repairs, valve and hydrant maintenance, and mowing. We recently had the opportunity to take the treatment plant lagoon waste to Janicki Industries to see if it is a viable way to dispose of our waste. We are investigating whether this would be a long-term solution for us in the future. Also, the new backwash pump is scheduled to go in next week at the treatment plan. Brief discussion followed regarding disposal of lagoon waste in farmland and whether the accounts receivable aging balances were from commercial or residential accounts.
     Governor’s Proclamation regarding Ratepayer Assistance: This has been extended to August 1st with new guidance to include; programs are to be reviewed subject to a public process and by a governing body, customers are to be notified of the program and encouraged to contact the utility, program should be designed to ensure customers maintain access to essential services, programs are meant to offer long-term payment arrangements of 6-18 months or longer if necessary, and customers should be referred to state and local agencies for bill assistance. Our goal is to develop a program based on our
customer needs, present it to the Board, and finalize it when the Proclamation is about to expire. There is the framework of a plan posted on the website although the intent is to wait and present a more detailed program to the Board which will address specific payment arrangements. Brief discussion followed.

- **Staffing Levels:** George noted that Skagit County remains in Phase 2 with the Governor’s Proclamation being extended to August 1st. The recommendation is to leave the emergency declaration, staggered staffing schedule, and remote commission meetings in place until at least August 1st and revisit the issue at the next meeting. The Board expressed their support of this recommendation.

**NEW BUSINESS**
None.

**INFORMATION**
8. Judy Reservoir Data Report
9. Recent News Articles

**COMMISSIONER COMMENTS**
Commissioner Lindquist will be attending the Skagit Council of Governments (SCOG) meeting on Wednesday July 15th. Commissioner Littlefield had nothing to report at this time and Commissioner Berg noted his attendance at the Public Utility Risk Management Services (PURMS) semi-annual meeting earlier in July.

**ADJOURNMENT**
With no further business to come before the Board, the meeting was adjourned at 4:50 p.m.

________________________________
Eron Berg, President

______________________________
Joe Lindquist, Secretary

______________________________
Al Littlefield, Vice President
The meeting was held virtually due to the COVID-19 pandemic.

Commissioners Appearing Remotely: Eron Berg, President; Al Littlefield, Vice President; and Joe Lindquist, Secretary.

Staff Appearing Remotely: George Sidhu, Mike Demers, Mark Handzlik, Kathy White, Brian Henshaw, Wendy LaRocque, Kevin Tate, Mike Fox, and Skagit PUD Attorney Peter Gilbert. Others may have appeared but were not identified.

Staff Appearing In Person: Luis Gonzales and Deana Dean.

Other Parties Appearing Remotely: Nathan Salseina, Corrin Hamburg, Germaine Kornegay, Jessica Sidhu, and Colby Allen. Others may have appeared but were not identified.

Commissioner Berg called the meeting to order at 4:01 p.m. and provided an overview of the process for today’s meeting. He declared official resignation of his District 3 seat as of August 15, 2020. The appointee will begin his or her term on August 16, 2020.

COMMISSIONER CANDIDATES – FIRST INTERVIEW
The schedule of interviews was as follows:

1. 4:05 Germaine Kornegay
2. 4:25 Corrin Hamburg
3. 4:45 Nathan Salseina

The following questions were asked and answered by the applicants:

1. If you are not familiar with the trends, rules, and regulations of the utility industry, specifically the Washington PUD Association, what is your strategy to gain the necessary knowledge to ensure your success as a Commissioner?

2. Have you reviewed Skagit PUD’s CIP (capital improvement plan)? Do you have thoughts about those projects or priorities, and based on what you know about our water system, what do you see as the most pressing needs for infrastructure or capital projects in the future?

3. We have two situation questions which are examples of emails from constituents regarding potential issues that they may have experienced. Please provide your response to each email:

Example 1:
Dear Commissioner,

Yesterday one of your employees shut off my water without any advance notice or communication. I have a birthday party planned for my daughter on Saturday and I need to have my water turned back on. I have always paid my bills on time and I don’t understand why you would shut my water off without telling me first. I called the office and they refused to help me. Please help me so that I don’t have to cancel my daughter’s party.

Sincerely, Misty Waters

Example 2:
Dear Commissioner,

I am building a new home on my property located on First Avenue and was told by your Engineering Department that I am required to install a new waterline across the full...
frontage of my property (which seems reasonable), but they also said I am required to extend the waterline to the west an additional 300 feet to the intersection of First Avenue and Marine Place. They told me that the new waterline needs to connect to an existing waterline. I think they called it “gridding” or something. I also own the property to the west, but I use it for my cows and the current zoning will not allow a home to be built there. Since that land is not buildable, I won’t get any additional value in paying for a new waterline across the front of that property and I shouldn’t have to pay for it just to receive a water service to my new home. This is going to cost me a lot of extra money and I barely have enough to build my new house. It may kill the project altogether. Please ask your Engineering Department to change their mind.

Sincerely, Bob A. Builder

4. What would be your biggest goal (or goals) as a Board member during the remainder of your term, should you be chosen?

5. If you are appointed, you will take your seat on August 16th and be required to participate in discussions on the 2021 budget. What is your experience in reviewing and authorizing budgets for public entities or organizations? How will you gather the information needed to understand Skagit PUD’s financial plan and participate effectively in the development of the 2021 Budget?

EXECUTIVE SESSION
Commissioner Berg announced the need for an executive session to evaluate the qualifications of a candidate for appointment to elective office – per RCW 42.30.110(1)(h) - for approximately 30 minutes. He stated they would announce their selection following Executive Session.

The Commission recessed at 5:04 p.m. and reconvened at 5:37 p.m.

SELECTION ANNOUNCEMENT
Commissioner Lindquist moved to appoint Germaine Kornegay to fill the remainder of Commissioner Berg’s term effective August 16, 2020, which was unanimously approved.

ADJOURNMENT
With no further business to come before the Board, the meeting was adjourned at 5:39 p.m.

ATTEST

Eron Berg, President

Joe Lindquist, Secretary  Al Littlefield, Vice President
As of JULY 21, 2020

We, the undersigned Board of Commissioners of Public Utility District No. 1 of Skagit County, Washington, do hereby certify that the merchandise and/or services hereinafter specified have been received and are hereby approved for payment in the amount of $515,939.62 this 21st day of July, 2020.

The total is comprised of the following:

Accounts Payable voucher No. from 18797 through 18856 in the amount of $143,541.84, Electronic Funds Transfer in the amount of $190,538.05. Payroll Electronic Funds Transfers and checks No. 031406 through 031489 in the amount of $181,859.73.

Attest:

[Signature]
Manager Acting
Auditor

Date: 07/20/2020

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July 28, 2020

TO: Board of Commissioners

FROM: George Sidhu, P.E., General Manager

SUBJECT: Professional Services Agreements with Cities Digital Inc (CDI) and Brookhouse Professional Services (BPS) for implementation of the Laserfiche Electronic Document Management System (EDMS)

Requested Action:
Authorize the General Manager to sign Professional Services Agreement and Scope of Work with Cities Digital Inc (CDI) for the implementation of Laserfiche Electronic Document Management System. Authorize the General Manager to sign a Professional Service Agreement with Brookhouse Professional Services (BPS) for third-party project management assistance.

Background:
On April 9, 2019, the Board authorized me to enter into a contract with Accent Business Services to facilitate the selection of a new Enterprise Document Management System (EDMS). The original scope of work was divided into two phases: 1) Roadmap Development and 2) Software Evaluation. Phase 1 was completed in July 2019 and Phase 2 was completed in March 2020. The recommended vendor was Cities Digital Inc (CDI) and their EDMS product is Laserfiche.

In April 2020, we initiated negotiations with CDI to produce a Scope of Work and fee schedule for the implementation project. The result of negotiations is a phased approach that allows us to deploy features in a deliberate manner while concurrently establishing internal policy.

The scope of Phase 1 focuses on deploying Laserfiche to a subset of staff members to provide the following: records management, document management, electronic signatures, and workflows to support Accounts Payable and contract approval processes. Subsequent phases will expand access to staff members, improve integration, and further leverage workflow capabilities.

Additionally, we have requested third-party project management assistance from Joe Brookhouse of BPS. Mr. Brookhouse facilitated the EDMS selection and subsequent contract negotiation on behalf of Accent Business Services. Accent no longer provides consulting services and encouraged us to contract directly with BPS.
Staff have been active participants in the selection process and look forward to the anticipated benefits of a capable EDMS - more efficient internal processes, centralized and secure storage of documents and records, records management functionality, and greater responsiveness to public records requests.

**Fiscal Impact:**
Funding for this project will come from Line Item 13 of the District’s adopted 2020 Capital Improvement Plan. The project originally anticipated spending $310,000 over three years ($240,000 in 2020, $50,000 in 2021, and $20,000 in 2022).

The combined costs of the project are estimated to be $292,360 and within the CIP budgeted amount. Phase 1 implementation cost is $133,260 and will be done over the next six to eight months. This will be followed by Phase 2/3, estimated at $159,100. In addition, sales tax and maintenance fees of approximately $17,300 are included in the operations budget. Phase 2/3 is anticipated to begin during the second quarter of 2021 once Phase 1 has been successfully completed.

The project kicks off with: Cayenta Integration, A/P workflows, contract workflow, Lotus Notes migration, and records management as big efficiency gains for the District. Successfully completing these tasks will build internal knowledge and enthusiasm to expand EDMS to other departments, staff, and workflow integrations called out in Phase 2/3.

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*District Option
STATEMENT OF WORK

EXHIBIT 4 TO THE
CONTRACT PURSUANT TO RFP
BETWEEN
CITIES DIGITAL, INC.
AND
PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY

Public Utility District No. 1 of Skagit County
1415 Freeway Dr,
Mount Vernon, WA 98273

Cities Digital, Inc.
Headquarters:
2000 O’Neil Rd., Suite 150
Hudson, WI 54016
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INTRODUCTION TO STATEMENT OF WORK (SOW)

This document contains the overall Skagit Laserfiche Implementation approach and Statement of Work (SOW) for the planning, analysis, data migration, development, training, and Go-Live project activities.

The SOW is an Exhibit to the contract Pursuant to RFP (Contract) signed by Cities Digital, Inc., herein referred to as ‘CDI’, and Public Utility District No. 1 of Skagit County, herein referred to as ‘Skagit’, and all actions directed herein shall be performed in accordance with the Professional Services Agreement.

SCOPE AND PHASING ASSUMPTION

Skagit intends to approach the implementation of Laserfiche (“Solution”) in several phases. The assumption of phasing is presented below. In parallel with execution of Phase 1, the parties will elaborate on the detail for subsequent phases. The number of required licenses will expand as phases progress and as indicated by supported processes.

Detail regarding specific licenses purchased and associated cost is available in Exhibit 3 (“Skagit PUD CDI PSA Ex3_Quote 703379v.4”)

Note: Skagit anticipates no services are required for reports development/modification or for the development or customization of the Solution.

Phase 1:
- 25 licenses
- Records Management
- Workflows for A/P and Contracts
- Cayenta integration
- DocuSign integration including 500xx envelopes
- IBM Notes migration into RM
- Forms Portal Add-On

Phase 2:
- NorthStar integration
- Plan Review workflow

Phase 3:
- Cityworks integration
- ArcGIS integration
- Tokay integration

SCOPE OF WORK SUPPORT DOCUMENTS

1. A – Milestone/Deliverable Acceptance Statement Form: This template functions as the formal sign-off mechanism for individual Deliverables as identified in this SOW.
2. **B – No Cost Scope Change Form**: This template documents any measurable change in scope which DOES NOT result in a change in cost to the Contract. This documentation process ensures complete communication between Skagit and CDI and may be used to reduce or increase the scope of a given Deliverable, Task, or Solution component.

3. **C – Implementation Change Form**: This template documents any measurable change in scope which DOES result in a change in cost to the Contract.
**TRACK 2. PROJECT MANAGEMENT**

**TASK 2.1. MONTHLY ONGOING PROJECT MANAGEMENT**

In the event Skagit must pause the project or when the EDMS project is superseded in priority by another project and is kept open but not a focus, CDI may apply a monthly project management fee equivalent to four project management hours ($700). The ongoing project management cost is associated with upkeep of the project, regular communication and scheduling for the project.

CDI will notify Skagit within five business days of the close of the month of any month where the minimum project management fee will be applied. Skagit will not be subject to this fee in the event project interruptions result from CDI resource availability or schedule delays.

**TASK 2.2. PROJECT ROLES**

2.2.1. **Primary CDI Stakeholders**

1. **CDI Project Resources**

CDI will appoint a team of staff members for the duration of the project. The project team is composed of the following positions and responsibilities:

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDI Consulting Director</td>
<td>- Support CDI financial and resource commitments</td>
</tr>
<tr>
<td></td>
<td>- Included on the CDI change board for all cost and scope changes</td>
</tr>
<tr>
<td>CDI PM and Project Coordinator</td>
<td>- Coordinates all project activities for all CDI project staff</td>
</tr>
<tr>
<td></td>
<td>- Works in close collaboration with Skagit project management and Skagit staff</td>
</tr>
<tr>
<td></td>
<td>- Has overall responsibility for the execution of all CDI tasking</td>
</tr>
<tr>
<td></td>
<td>- Has primary responsibility for project management activities as defined in Track 2 Project Management</td>
</tr>
<tr>
<td>CDI Support Director</td>
<td>- Makes recommendations on Solution architecture – servers and subsystems</td>
</tr>
<tr>
<td></td>
<td>- Assists in the resolution of technical networking and infrastructure system Issues</td>
</tr>
<tr>
<td></td>
<td>- Responsible for developing architecture items – integration with next generation interface</td>
</tr>
<tr>
<td></td>
<td>- Determines any needed 3rd party tools</td>
</tr>
<tr>
<td></td>
<td>- Programs the migration scriProject Portal and code to transfer all pertinent information from legacy systems to the Solution’s database</td>
</tr>
<tr>
<td></td>
<td>- Leads/assists in all data migration tasking</td>
</tr>
<tr>
<td></td>
<td>- Verifies converted data and prepares database for data validation</td>
</tr>
<tr>
<td>CDI Business Process Consultant</td>
<td>- Conducts CDI tasking related to Analysis, and supports the development of Work Orders</td>
</tr>
<tr>
<td></td>
<td>- Assists with data migration tasks</td>
</tr>
<tr>
<td></td>
<td>- Assists with all testing tasks</td>
</tr>
<tr>
<td></td>
<td>- Supports all training and implementation support tasks</td>
</tr>
</tbody>
</table>
2. CDI resources will be assigned in the Project Charter (Deliverable D4). Known individuals are noted below:
   - Consulting Director: Aaron Appleman (key person)
   - Project Manager: TBD (key person)
   - Business Process Consultant: TBD
   - Support Director: Mike Richardson

2.2.2. **Primary Skagit Stakeholders**

1. **Skagit Project Resources**

Skagit will appoint a team of staff members for the duration of the project. The project team is composed of the following positions and responsibilities:

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Sponsor</td>
<td>Overall project owner and champion</td>
</tr>
<tr>
<td>Executive Steering</td>
<td>Advisory group comprising the major customers of the stakeholder business areas</td>
</tr>
<tr>
<td>Policy Team</td>
<td>Primary decision-making body</td>
</tr>
<tr>
<td></td>
<td>- Approves any changes to plan, scope, or timeline</td>
</tr>
<tr>
<td></td>
<td>- Works with project manager to resolve project issues</td>
</tr>
<tr>
<td></td>
<td>- Evaluate project and Solution-related alternatives which have potential impact</td>
</tr>
<tr>
<td></td>
<td>on Skagit and business operations.</td>
</tr>
<tr>
<td></td>
<td>- Empowered to make policy decisions on behalf of stakeholder business areas</td>
</tr>
<tr>
<td></td>
<td>- Escalates issues to other Skagit departments as appropriate (eg. interface</td>
</tr>
<tr>
<td></td>
<td>definition or alignment of business rules)</td>
</tr>
<tr>
<td>Skagit Project Manager</td>
<td>Review and approve all project deliverables</td>
</tr>
<tr>
<td></td>
<td>- Provide overall project oversight and coordinate with business offices</td>
</tr>
<tr>
<td></td>
<td>- Expedite business and functional decision-making to ensure technical</td>
</tr>
<tr>
<td></td>
<td>development progress and completion</td>
</tr>
<tr>
<td></td>
<td>- Escalate issues to Steering Committee when necessary</td>
</tr>
<tr>
<td></td>
<td>- Report on project status to key groups and individuals (Sponsor, Steering</td>
</tr>
<tr>
<td></td>
<td>Committee, etc.)</td>
</tr>
<tr>
<td></td>
<td>- Measure the performance of the project</td>
</tr>
</tbody>
</table>
Role Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Team</td>
<td>- Complete individual tasks required to deliver the project&lt;br&gt;- Participate in analysis, requirement gathering, &amp; preparation of specifications&lt;br&gt;- Provide business expertise regarding processes and system design&lt;br&gt;- Identify reporting requirements&lt;br&gt;- Identify security/ access requirements&lt;br&gt;- Identify and define improvement opportunities&lt;br&gt;- Facilitate data cleansing and migration to the Solution load tables&lt;br&gt;- Identify department-specific requirements&lt;br&gt;- Provide Solution testing support</td>
</tr>
</tbody>
</table>

2. Skagit resources assigned to the project are as follows:
   - Executive Sponsor: George Sidhu
   - Executive Steering Committee: Brian Henshaw, Mark Handzlik, Bill Trueman, Kevin Tate, TBD IT Manager
   - Policy team: Deana Dean, Brian Henshaw, George Sidhu, TBD IT Manager
   - Skagit Project Manager: Deana Dean
   - Project Team: Vivian, Ben Hansen, Luis Gonzalez, Cort Wilson, Catherine Price, Michelle Peters, Bill Trueman, Sally Saxton, Krista Lewis, Cathy Langlow, Sharon Mataya, Mike Demers, Mark Handzlik, Jerry Middleton, Scott Kilpatrick, Mike Fox

**TASK 2.3. ASSUMPTIONS**

It is assumed that:

1. Skagit will reasonably make resources available to assist with all project activities. Skagit will make Skagit project team members available for meetings, discussions and conference calls upon request by CDI. CDI will identify when information is needed and Skagit’s PM will confirm the availability of Skagit resources to meet that timeframe or negotiate an alternative timeframe, to minimize delays in the project.

2. All Onsite visits will be coordinated between the CDI and Skagit PMs.

3. Skagit and CDI, when appropriate, shall consider alternative meeting options to Onsite visits, subject to approval, such as web meetings, remote desktop and conference calls. Making use of this technology will help in reducing travel costs.

4. An adequate number of qualified staff with the appropriate skills and experience will be furnished by CDI and Skagit for each meeting, analytical session, or other review activity, whether Onsite or Remote.

5. Skagit will provide an adequate workspace for each Onsite CDI consultant, with access to a desktop workstation, network, telephone and close proximity to Skagit project team. Adequate breakout and conference space will also be provided.

6. All software, data, and other project Issues or Defects found—whether by CDI or Skagit—will be logged into the Project Portal. Associated tracking reports will be made available to Skagit and will
record the Defect or Issue, resolution (and proposed resolutions, if desired), and acceptance by Skagit staff.

### TASK 2.4. GENERAL MANAGEMENT

#### 2.4.1. Project Portal
Skagit and CDI will agree upon and adopt a project collaboration tool for the purposes of staging all project documents, posting project plans, managing issues, tracking changes, and to be used as needed to communicate and manage all tasking within this SOW. Large Deliverables, such as migrated data, software, and the like, will be delivered using other mutually acceptable means. The web site shall be secured and accessible by anyone with proper security credentials.

#### 2.4.2. Issue Management
The Issue Management process ensures that each Issue identified within the project environment is documented, prioritized and resolved within an appropriate timeframe.

1. **Issue Identification**
   
   Once the CDI PM or Skagit PM identifies an Issue, according to the description above, the Issue will be tracked in the Project Portal.

2. **Issue Review**
   
   The Project Portal will be reviewed by the PMs and project staff in status meetings and a course of action and an owner will be determined for each Issue.

3. **Implement Issue actions through completion.**
   
   The log will maintain the status of all issues from identification through resolution and closed when complete.

#### 2.4.3. Communication Management Plan
The strategies described below have been established to promote effective communication within and about this project. Additional detail has been provided regarding project management meetings and status reports since these are the primary communication modes.

1. **Project Management meetings**

   Ad-hoc or regularly scheduled meetings will be hosted by CDI via web conferencing, Onsite, or as a teleconference, as shown below. In general, CDI will be responsible for producing agendas and documenting the results of the meetings shown below. Both PMs shall have the responsibility to schedule and communicate with their respective teams and provide the necessary support materials.

2. **Status reports**

   The CDI PM will provide a written detailed status report monthly including at a minimum:

   - Tasks worked on during this week’s period indicating status against latest approved schedule
   - Tasks planned to be worked on during upcoming week
- Tasks planned to be started the week after next
- Open issue summary
- Key discussions for next project status meeting
- Change orders
- Risk management
- Outstanding invoices
- Other comments

A single electronic copy of each status report will be sent via email to Skagit PM.

<table>
<thead>
<tr>
<th>Mode or Meeting</th>
<th>Purpose</th>
<th>Attendees</th>
<th>Frequency</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Periodic Planning &amp; Status</td>
<td>Communicate project status, resolve issues, assign resources, and plan project activities.</td>
<td>PMs, SMEs as needed</td>
<td>Weekly, web</td>
<td>Minutes will be recorded and posted to the Project Portal</td>
</tr>
<tr>
<td>Executive Steering Committee</td>
<td>Provide high level project tasking status; budget status; and communicate the six-month tasking plan.</td>
<td>Executive Steering Committee, Policy Team, CDI Sponsor, PMs</td>
<td>Quarterly-Onsite</td>
<td>Minutes will be recorded and posted to the Project Portal</td>
</tr>
<tr>
<td>Sponsors</td>
<td>Confidential meeting to address major project threats; personnel issues, budget status, and other senior management level discussions as needed.</td>
<td>CDI &amp; Skagit Sponsors, PMs, Team as desired</td>
<td>Monthly-Onsite</td>
<td>Minutes will be recorded by Skagit PM and retained for exclusive use by the Sponsors.</td>
</tr>
<tr>
<td>Policy Team</td>
<td>Resolve business policy issues; communicate status; provide business guidance on near term project tasking</td>
<td>Skagit Policy Team</td>
<td>Monthly-Onsite. More frequently as needed.</td>
<td>Minutes will be recorded and posted to the Project Portal</td>
</tr>
<tr>
<td>Ad hoc Issue</td>
<td>Resolve detailed issues, produce Deliverables, and communicate as needed to support project tasking</td>
<td>Team leads, PMs, SMEs, and others as needed</td>
<td>Ad hoc</td>
<td>Results shall be communicated to the PMs by a designated participant. If a PM is present, the PM shall prepare the results.</td>
</tr>
</tbody>
</table>

2.4.4. Risk Management

CDI and Skagit acknowledge that risks exist and may impose a negative impact on the project in scope, cost or time. We agree as a team to address each risk in advance if we are able, or otherwise to come together in mutual agreement and collaboration to deal with each situation as it arises. The Risk Register will be posted on Project Portal with updates provided to Skagit at status meetings. At a minimum, the Risk Register will capture the following:

- Date identified
- Internal vs. External Risk
- Author (person reporting risk)
- Description of risk and its potential impact upon the project
- Likelihood (high, medium, low)
- Severity (high, medium, low)
- Description of mitigation approach
- Status (open, closed)

2.4.5. **Defect Tracking**

Defect identification, documentation, and resolution is an inherent component of Solution testing. The following represents the approach for managing, evaluating, and prioritizing these Defects.

Defects will be tracked using Project Portal. At a minimum the following parameters will be captured for each Defect logged.

- Defect ID
- Severity
- Author (person reporting the Defect)
- Date Identified
- Owner
- Resolution Date
- Resolved By
- Status

2.4.6. **Fixing Defects**

Upon receiving notice of a Defect, the CDI shall follow the procedure in 2.4.2 above and provide a response to Skagit within a reasonable amount of time regarding the CDI’s plan to resolve the Defect. Then CDI will provide to Skagit a Fix in accordance with that plan at which time Skagit will verify whether that the Fix has been made. Upon such verification, the Defect will be considered resolved.

**TASK 2.5. GENERAL RESPONSIBILITIES, CDI AND SKAGIT**

2.5.1. **CDI Responsibilities**

The list below describes CDI’s responsibilities that may not be listed elsewhere in this SOW, during the implementation of this project.

1. The CDI PM will be the single point of contact and manage the activities of CDI staff, as specified in this SOW.
2. CDI will have responsibility for CDI’s project tasks outlined in this SOW. Contractual and administrative communications will flow through Skagit PM and the CDI PM. The CDI PM will coordinate CDI’s software configuration, software and integration development, testing and
integration tasks, and will manage CDI’s day-to-day technical activities related to implementation of the Solution.

3. Skagit calendar shall dictate the observed holidays. All direct communication between CDI and Skagit personnel will be copied to the CDI PM and Skagit PM and staff, as agreed upon.

4. Identify logistical needs for Onsite meetings to Skagit (conference room, projector, access to the Solution, etc.).

5. Ensure CDI communicates the desired Skagit attendees for invitation in advance, and that CDI is present, for all applicable meetings.

6. Provide an adequate number of copies of agendas, handouts and presentation handouts for any meeting that CDI is leading (Onsite or Remote). If the meeting is to be conducted remotely, then only one electronic copy of any materials needs to be delivered, and copies will be made at Skagit facilities as needed. Electronic files may be used in lieu of printed material.

7. Create, review, and update all documents within the timeframe specified in the review process for all draft documents.

8. CDI will provide to Skagit, at least ten (10) business days in advance of desired initial installation date, all updated technical specifications and requirements related to infrastructure parameters and the Database Management Software (DBMS), remote access requirements, service release version, hardware and communication line requirements. Mutually agreeable notice will be provided for all other installation dates.

2.5.2. **Skagit Responsibilities**

The list below describes Skagit’s responsibilities that may not be listed elsewhere in this SOW, during the implementation of this project.

1. Make arrangements to satisfy CDI’s requested logistics of all the Onsite meetings (conference room, projector, access to Solution, etc.).

2. Provide hardware for all software and data installations that have the requisite software, operating system, and other support components installed, based on CDI’s specified requirements.

3. Ensure hardware, communication lines, related infrastructure parameters and the Database Management Software (DBMS) match the service release version, per CDI’s requirement, and are installed properly and configured prior to installation of any CDI software Deliverables.

4. Provide Remote access to the approved CDI team members, consistent with Skagit policy and where Skagit agrees in advance to provide such connectivity.

5. Provide logistics for software installation on servers.

6. Review and provide feedback on all draft documents; in general, Skagit should attempt to provide feedback within five (5) Business Days of receiving the documents.

7. Provide office space and an internet connection for CDI team members.

8. Provide Skagit Business Calendar to CDI.
9. Ensure Skagit attendees are invited in advance and are present, or accounted for via a suitable replacement if necessary, for all applicable meetings.

10. Provide resources at the start of an Onsite visit by CDI team for the installation of software needed for the visit. CDI will identify resources needed and schedule all Onsite visits in advance.

11. Provide adequate departmental resources to support the project timeline while taking into consideration daily and periodic departmental work requirements.

12. Provide adequate facilities and equipment for training.

13. Skagit shall have responsibility for overall project management and will direct all Skagit resources.

14. All direct communication between Skagit and CDI personnel will be copied to the CDI PM and Skagit PM and staff, as agreed upon.

**TASK 2.6. REVIEW OF CDI DELIVERABLES**

In general, all CDI Deliverables shall be made ready after all related tasking is completed and CDI has communicated to Skagit, via email or paper correspondence, that the Deliverable is ready for review and Acceptance. Once notified, Skagit shall take all reasonable means to review the Deliverable in accordance with the criteria listed and timeframes in this SOW.

2.6.1. **Review Periods (unless otherwise noted):**

The default review period will be five (5) Skagit Business Days. At the time of delivery to Skagit, parties may jointly set a review period of duration shorter or longer.

2.6.2. **Deliverable Review Process:**

Both parties will adhere to the following steps for Deliverable review and Acceptance:

1. CDI completes the Deliverable and provides it, in the specified format, to Skagit PM with the Deliverable ID and description in the email subject line. If the Deliverable is such that it cannot be delivered via email, an email will be sent as described, indicating the mode of delivery.

2. Unless otherwise specified and agreed upon by both parties, the review period for all Deliverables is indicated in the Deliverable List. The review period begins the next Business Day following receipt of the Deliverable.

3. For certain activity-based Deliverables (testing, training, analysis workshops), the Deliverable cannot be considered submitted by CDI until all related activities have concluded. For example, all Analysis sessions must conclude before CDI submits this Deliverable to Skagit for review. The parties may decide to split these activities by subject area (or other segment) in order to submit the Deliverable for review. The resulting segmentation should be reflected in the Schedule of Milestones and Payments (Exhibit B).

4. Skagit will use all reasonable efforts to review the Deliverables within the default review period and assess the Deliverables to determine whether they conform in all material respects to the specifications (a walk-through can be requested to facilitate this). Skagit will inform CDI in writing if this deadline will not be met and provide a new date.
5. In the event that the Deliverables are incomplete, unclear or deficient, Skagit will provide a detailed list in writing of the deficiencies and concerns.

6. CDI will use all its reasonable efforts to provide a response resolving the deficiencies and/or concerns within the default review period, starting with receipt of Skagit’s written response. CDI will inform Skagit in writing if this deadline will not be met and provide a new date.

7. Skagit and CDI may, by mutual written agreement, extend the review periods. However, all attempts should be made to adhere to the default review duration so that the overall project can remain on schedule. Failure to do this could result in a change order affecting schedule, cost and scope.

8. CDI will provide Deliverables to Skagit as they are developed.

9. In the event that Skagit does not provide written notification of its rejection or acceptance of a Deliverable within the agreed-upon review period, such Deliverable shall be deemed to be accepted by Skagit unless an extension is requested of, and accepted by, CDI.

10. Skagit shall not unreasonably withhold its acceptance of Deliverables and will respect CDI’s expectation to be compensated as defined in the Schedule of Milestones and Payments (Exhibit B) for the satisfactory completion of Deliverables.
**TRACK 3. PROJECT PLANNING**

**TASK 3.1. PROJECT PREPARATION AND INITIAL INTERVIEW**

Project Preparation describes the collaboration between Skagit and CDI to prepare to begin the project. The Initial Interview is a mechanism by which CDI collects information from clients to confirm scope and project readiness.

### 3.1.1. CDI Activities

Upon execution of the Contract between Skagit and CDI, the CDI team will initiate the project and start preparation and mobilization of its resources in accordance with the requirements defined in this SOW. Skagit and CDI will determine a project start date, and activities will include the following:

1. Prepare Kick-Off and Initial Interview agenda
2. Coordinate with Skagit PM on logistics.

### 3.1.2. Skagit Activities

Skagit will support planning and meeting preparation activities.

### 3.1.3. Acceptance Criteria for CDI Deliverables

1. Meeting materials conform to reasonable business standards and include the topics agreed upon by Skagit and CDI.

### 3.1.4. Task Summary

<table>
<thead>
<tr>
<th>Activity Duration:</th>
<th>One (1) Business Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Location:</td>
<td>N/A</td>
</tr>
<tr>
<td>CDI Staff Count:</td>
<td>1 PM</td>
</tr>
</tbody>
</table>

**CDI Artifacts**

- A1. Kickoff meeting and Initial Interview agenda

**CDI Deliverables:**

None

**Skagit Deliverables:**

None

**TASK 3.2. PROJECT KICKOFF**

The project kick-off allows the CDI and Skagit project teams the opportunity to communicate the project plan to Skagit staff and to generate support for the project.

### 3.2.1. CDI Activities

Lead and participate in the kickoff meeting.
3.2.2. **Skagit Activities**

Provide meeting room facilities to accommodate the kickoff meeting and participate in the kickoff meeting. Provide appropriate resource scheduling to staff the office and ensure kickoff meeting participation.

3.2.3. **Acceptance Criteria for CDI Deliverables**

1. Completion of the Kickoff meeting and completion of any related goals.

3.2.4. **Task Summary**

<table>
<thead>
<tr>
<th>Activity Duration:</th>
<th>One (1) Business Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Location:</td>
<td>Onsite</td>
</tr>
<tr>
<td>CDI Staff Count:</td>
<td>1 PM</td>
</tr>
<tr>
<td>CDI Artifacts:</td>
<td>None</td>
</tr>
<tr>
<td>CDI Deliverables:</td>
<td>D1. Kickoff meeting facilitation</td>
</tr>
<tr>
<td>Skagit Deliverables:</td>
<td>C1. Participate in kickoff meeting</td>
</tr>
</tbody>
</table>

### TASK 3.3. REVIEW/REVISE PROJECT SCHEDULE

This Task describes the effort needed to conduct the first detailed planning session post-Contract signing. All Tasks, resource needs, facilities and logistics, etc., should be addressed.

3.3.1. **CDI Activities**

CDI will prepare a detailed project timeline that identifies specific deliverables and supporting tasks as necessary for effective project scheduling and control. The timeline will provide the estimated duration of each Task, dependencies, and the type and level of participation of CDI and Skagit staff necessary to achieve the plan objectives.

CDI will perform the following:

1. Conduct project planning session(s) with Skagit project management, as needed, to reach agreement.
2. Develop the project timeline, as described above.
3. Compile the Project Charter from the agreed-upon detailed project timeline, governance roles and protocols, and project goals. The Charter is a summary suitable for a lay audience.

3.3.2. **Skagit Activities**

1. Participate in project planning meetings.
2. Review and approve project timeline. All changes to the approved timeline will be handled through a formal change management process.

3.3.3. **Acceptance Criteria for CDI Deliverables**
1. Project timeline is complete, and schedules provide reasonable time to perform tasks.
2. Schedule of Milestones and Payments is consistent with the project timeline.

3.3.4. **Task Summary**

<table>
<thead>
<tr>
<th>Activity Duration</th>
<th>Ten (10) Business Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Location</td>
<td>Onsite and/or Remote</td>
</tr>
<tr>
<td>CDI Staff Count</td>
<td>1 PM, 1 BA</td>
</tr>
<tr>
<td>CDI Artifacts:</td>
<td></td>
</tr>
<tr>
<td>A2. Project Planning Meeting facilitation</td>
<td></td>
</tr>
<tr>
<td>CDI Deliverables:</td>
<td></td>
</tr>
<tr>
<td>D2. Detailed timeline</td>
<td></td>
</tr>
<tr>
<td>Skagit Deliverables:</td>
<td></td>
</tr>
<tr>
<td>C2. Attendance at Project Planning Session</td>
<td></td>
</tr>
</tbody>
</table>
SKAGIT PUD - CDI

EXHIBIT 4: STATEMENT OF WORK

TRACK 4. HARDWARE & SOFTWARE INSTALLATION

Activities in this Track represent installation tasks that are performed at various times in the project, subject to project planning in Track 3 – Project Planning.

TASK 4.1. CONFIRM THE RECOMMENDED SERVER HARDWARE

4.1.1. CDI Activities

Work with Skagit IT to confirm the final network, server, and desktop hardware requirements needed to support Skagit’s development, training, projected operational activity and projected growth plans.

4.1.2. Skagit Activities

Collaborate with CDI and exchange information to assist in arriving at an agreed physical architecture and installation schedule.

4.1.3. Acceptance Criteria for CDI Deliverables

Network, server, operating system and database management software, field device and desktop recommendations are provided to Skagit and comply with Skagit standards.

4.1.4. Task Summary

<table>
<thead>
<tr>
<th>Activity Duration:</th>
<th>One (1) Business Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Location:</td>
<td>Remote</td>
</tr>
<tr>
<td>CDI Staff Count:</td>
<td>1 Infrastructure Analyst</td>
</tr>
</tbody>
</table>

CDI Artifacts:
None

CDI Deliverables:
D3. Server, O/S and DBMS recommendations are provided to Skagit.

Skagit Deliverables:
C3. Skagit technical standards

TASK 4.2. PREPARE ENVIRONMENT

Skagit installs servers, operating system software, database management software, and all related components to prepare for development, training and an eventual production environment.

4.2.1. CDI Activities

1. Answer questions and assist in solving issues which may arise from Skagit during installation.

4.2.2. Skagit Activities

1. Install hardware, operating systems, and database management software for platform.
2. Install and verify all items.

4.2.3. Acceptance Criteria for CDI Deliverables
None

4.2.4. Task Summary

<table>
<thead>
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<tbody>
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<tr>
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</tr>
<tr>
<td>CDI Deliverables:</td>
<td>None</td>
</tr>
<tr>
<td>Skagit Deliverables:</td>
<td>C4. Operating physical environment</td>
</tr>
</tbody>
</table>

**TASK 4.3. DESKTOP DEPLOYMENT**

4.3.1. CDI Activities
1. Assist Skagit’s PC/LAN Technicians as requested in the configuration of the desktop PC in the following possible activities:
   a. Installation and configuration of the desktop database component
   b. Installation and configuration of CDI’s user client program
   c. Installation of field-related components for tablet/laptop PCs
   d. Assist IT, as requested in the installation of the Solution database components, including providing all required scripts for installation and all required schemas.

4.3.2. Skagit Activities
1. Skagit IT will assure proper configuration of all hardware and related equipment and devices.

4.3.3. Acceptance Criteria for CDI Deliverables
1. The entire platform, including end user PCs/laptops/tablets, is ready for installation of CDI and third-party software(s) and database(s), as required, to operate the CDI products.

4.3.4. Task Summary

<table>
<thead>
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</thead>
<tbody>
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<tr>
<td>CDI Staff Count:</td>
<td>1 Infrastructure Analyst</td>
</tr>
</tbody>
</table>
CDI Artifacts:
None

CDI Deliverables:
D4. PC/Laptop/Tablet configurations and master configuration dictionary/documentation

Skagit Deliverables:
C5. Installation and configuration of hardware and software

**TASK 4.4. TRACK ACCEPTANCE**

4.4.1. **CDI Activities**
Prepare and deliver Track Acceptance form.

4.4.2. **Skagit Activities**
Complete Track Acceptance form and return to CDI.

4.4.3. **Acceptance Criteria for CDI Deliverables**
1. Track Acceptance form format and use is in accordance with this SOW.

4.4.4. **Task Summary**

<table>
<thead>
<tr>
<th>CDI Deliverables:</th>
</tr>
</thead>
<tbody>
<tr>
<td>D5. Track Acceptance form</td>
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</table>

<table>
<thead>
<tr>
<th>Skagit Deliverables:</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>
**TRACK 5. ANALYSIS**

The purpose of this Track is to review Skagit’s business and functional requirements to facilitate design of the Solution and custom development. Analysis will help parties determine if there will be a change in business process, configuration to the software, or an enhancement to the software to accommodate the gap.

As per Track 7: Development, if custom programming outside of the current scope is required to meet a requirement, Appendix 3 (Implementation Change Form) shall be prepared to document the need, or if a Contract change order is required, then that process will be followed. Analysis is vital in further refining project tasking.

**TASK 5.1. PROJECT TEAM TRAINING**

5.1.1. **CDI Activities**

1. Schedule and deliver a Solution overview to members of Skagit’s core project team. Sessions include:
   a. Session 1: System Administrator Training
   b. Session 2: Model Administrator Training

5.1.2. **Skagit Activities**

1. Coordinate location and attendance of project team members.

5.1.3. **Acceptance Criteria for CDI Deliverables**

1. Project team has sufficient knowledge of the Solution to participate in subsequent analysis sessions

5.1.4. **Task Summary**

<table>
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<th>Activity Duration:</th>
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<td>CDI Artifacts:</td>
<td></td>
</tr>
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</table>

**CDI Deliverables:**

- D6. Facilitation of project team training

**Skagit Deliverables:**

- C6. Attendance and active participation

**TASK 5.2. ANALYSIS COORDINATION**
5.2.1. **CDI Activities**

1. Schedule a series of meetings according to the project timeline and individual schedules. Major areas are noted below:
   a. Records Management
   b. Workflows – Accounts Payable and Contracts
   c. Cayenta Integration
   d. DocuSign Integration
   e. Forms Portal

2. Meetings should generally be held onsite; however, parties may agree to perform remotely if deemed most practical.

5.2.2. **Skagit Activities**

1. Identification of roles
   a. Identify and document the team member names with associated areas of discipline noting who has authority to make decisions and commitments for Skagit and CDI teams.
   b. Distribute list of roles and responsibilities to all team members.

2. Gather documents to be used for Analysis.

3. Provide a list of the business processes that are performed in the office with a description of the steps used to perform each process. A sample of all relevant forms or reports used in each business process should be included in this documentation.

5.2.3. **Acceptance Criteria for CDI Deliverables**

1. Analysis meeting schedule allows for Skagit staff attendance.

5.2.4. **Task Summary**

<table>
<thead>
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<th>Activity Duration:</th>
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<td>CDI Staff Count:</td>
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</table>

**CDI Artifacts:**

- A3. Analysis meeting schedules, agenda and planning facilitation

**CDI Deliverables:**

**Skagit Deliverables:**

- C7. All existing process flows/maps that may apply to this Task
- C8. All related technical, data, or functional information required by CDI
This Task describes the analysis process, to be conducted using a workshop format, and how the decisions made in, or subsequent to, the Analysis sessions are documented.

5.3.1. **CDI Activities**
CDI will document Skagit business needs to determine how best to accommodate them in the Solution and note any instances where the stated need cannot be met through configuration.

5.3.2. **Skagit Activities**
1. Prior to each Analysis session, Skagit will conduct research and come prepared with current policy, procedures, and expected Solution outcomes for the given Analysis topic.
2. Review Analysis session output and any other analysis documents for clarity and completeness.
3. Attend Analysis sessions.

5.3.3. **Acceptance Criteria for CDI Deliverables**
1. Agreement that all Solution processes have been analyzed

5.3.4. **Task Summary**

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**CDI Artifacts:**

**CDI Deliverables:**
- D7. Analysis workshop completion
- D8. Documentation of Skagit needs

**Skagit Deliverables:**
- C9. Participation in Analysis Workshops

---

**TASK 5.4. PREPARE ANALYSIS DOCUMENT**

5.4.1. **CDI Activities**
1. Prepare the Analysis document indicating the following:
   a. Business process
   b. Any gaps with recommendation resolution
   c. Cost estimate if resolution is considered to require a Contract change order
2. Verify that all functional requirements have documented resolutions.
3. Revise Analysis document per Skagit feedback

5.4.2. **Skagit Activities**
1. Review draft Analysis document and any related documents for clarity and completeness.
2. Approve final version of Analysis Document

5.4.3. **Acceptance Criteria for CDI Deliverables**
1. Analysis document has been delivered to Skagit, represents agreed upon approach to meet business needs, and provides sufficient information for CDI to proceed with development.

5.4.4. **Task Summary**

<table>
<thead>
<tr>
<th>Activity Duration:</th>
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<td>CDI Artifacts:</td>
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</tr>
</tbody>
</table>

**CDI Deliverables:**
- D9. Analysis Document

**Skagit Deliverables:**
- None

---

**TASK 5.5. TRACK ACCEPTANCE (DECISION TO MOVE TO NEXT PHASE)**

5.5.1. **CDI Activities**
Prepare and deliver Track Acceptance form.

5.5.2. **Skagit Activities**
Complete Track Acceptance form and return to CDI.

5.5.3. **Acceptance Criteria for CDI Deliverables**
Track Acceptance form format and use is in accordance with this SOW.

5.5.4. **Task Summary**

<table>
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TRACK 6. DATA MIGRATION

This Track describes activities performed to migrate/convert data, documents, and records from Skagit’s legacy locations to the Solution. The legacy locations identified for Phase 1 include IBM Lotus Notes and Skagit Network Drives. The approach differs for each and is described below. This section is organized accordingly.

Lotus Notes Migration:

CDI has provided a fixed cost quote to perform a Lotus Notes Discovery and a rough order of magnitude estimate for the remaining effort. This estimate is the basis for a pool of hours included in Skagit’s overall project budget. These budgeted dollars are not committed to CDI and will be allocated at Skagit’s discretion.

For Lotus Notes Discovery, CDI will produce a Lotus Notes Migration Plan that identifies the scope of data, migration approach, data mapping, and reconciliation methods. CDI will also provide a fixed cost quote to perform the migration as documented in the migration plan.

If Skagit decides to move forward with the Lotus Notes migration, all work performed is subject to the fixed cost and must be built according to the approved design. If the quote increases the cost of services beyond the funds available in the pool, Skagit may choose to do one of the following:

- Increase the funds available in the pool to accommodate the additional cost OR
- Reduce the scope reduce the cost (e.g. migrate fewer years of historical data, fewer sources, etc).

Network Drive Migration

CDI has provided a fixed cost quote to perform the migration of documents and records from Skagit’s existing network drives. The quote includes effort to for both planning and execution of the migration.

TASK 6.1. LOTUS NOTES MIGRATION PLANNING

CDI, in a collaborative effort with Skagit, will facilitate the analysis necessary to develop a Lotus Notes Migration Plan. The Lotus Notes Migration Plan will be version-controlled and updated whenever significant changes have been made.

6.1.1. CDI Activities

1. Conduct an initial data migration planning Workshop between the CDI conversion specialists and Skagit’s staff.
2. Create the draft Lotus Notes Migration Plan; the plan includes the management of the following:
   a. Lotus Notes email accounts requiring conversion to the Solution
   b. Inventory of databases for conversion
   c. Data mapping matrix listing metadata within the email header
   d. Data migration reconciliation approach (balancing, sampling, etc.)
e. Skagit and CDI data migration roles and responsibilities
f. Fixed cost quote for performance of Lotus Notes Migration

3. Deliver a draft Lotus Notes Migration Plan and review with Skagit
4. Edit Lotus Notes Migration Plan and deliver final version.

6.1.2. **Skagit Activities**
1. Attend data migration planning sessions.
2. Collaborate with CDI to create tests/validations that can be used to manually inspect the data or can be implemented as code or scripts.
3. Review and provide feedback on the draft Lotus Notes Migration Plan.
4. Approve the final Lotus Notes Migration Plan.

6.1.3. **Acceptance Criteria for CDI Deliverables**
1. The final Lotus Notes Migration Plan meets the requirements of Skagit, supports the accurate migration of all in-scope data, and documents the data migration process.
2. Tests/Validations described in the Lotus Notes Migration Plan promote balancing.

6.1.4. **Task Summary**

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<td>A4. Data migration planning meeting agenda</td>
</tr>
<tr>
<td>CDI Deliverables:</td>
<td>D11. Final Lotus Notes Migration Plan</td>
</tr>
<tr>
<td>Skagit Deliverables:</td>
<td>C10. Approval of final Lotus Notes Migration Plan</td>
</tr>
</tbody>
</table>

**TASK 6.2. NETWORK DRIVE MIGRATION PLANNING**

CDI, in a collaborative effort with Skagit, will facilitate the analysis necessary to develop a Network Drive Migration Plan. The Network Drive Migration Plan will be version-controlled and updated whenever significant changes have been made.

6.2.1. **CDI Activities**
1. Conduct an initial data migration planning Workshop between the CDI conversion specialists and Skagit’s staff.
2. Create the draft Network Drive Migration Plan; the plan includes the management of the following:
a. Document and record series (departments) in-scope for migration
b. Organization of documents and records according to index series including naming conventions, external data lookups, metadata and associated folder/security profiles.
c. Definition of workflows to apply metadata, record series, and OCR where available.
d. Determination of record import approach (logical blocks, import script, etc.)
e. Data migration reconciliation approach (balancing, sampling, etc.)
f. Skagit and CDI data migration roles and responsibilities

3. Deliver a draft Network Drive Migration Plan and review with Skagit
4. Edit Network Drive Migration Plan and deliver final version.

6.2.2. **Skagit Activities**
1. Attend data migration planning sessions.
2. Collaborate with CDI to create tests/validations that can be used to manually inspect the data or can be implemented as code or scripts.
3. Review and provide feedback on the draft Network Drive Migration Plan.
4. Approve the final Network Drive Migration Plan.

6.2.3. **Acceptance Criteria for CDI Deliverables**
1. The final Network Drive Migration Plan meets the requirements of Skagit, supports the accurate migration of all in-scope data, and documents the data migration process.
2. Tests/Validations described in the Network Drive Migration Plan promote balancing.

6.2.4. **Task Summary**

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</tr>
<tr>
<td>Skagit Deliverables:</td>
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</tr>
</tbody>
</table>

**TASK 6.3. DATA CLEAN-UP (LOTUS NOTES AND NETWORK DRIVE)**

This Task describes the activities needed to clean source data in preparation for migration. Skagit will perform the majority of data clean-up with guidance from CDI. Data clean-up will likely include deletion of duplicate data (copies of documents, records, unused templates, etc.) and renaming items (folders, documents, and records) to align with naming conventions.
CDI and Skagit may collectively determine that select data cleansing would best be performed by CDI. If so, a change request will be required.

6.3.1. **CDI Activities**
1. Provide guidance to Skagit during clean-up activities as required to ensure timely and accurate results.
2. Programmatic data cleansing (if indicated as being appropriate)

6.3.2. **Skagit Activities**
1. Scrub the legacy data set subject to migration.
2. Inspect scrubbed data to ensure that cleanliness meets standards defined in the data migration plan.

6.3.3. **Acceptance Criteria for CDI Deliverables**
1. Participation promotes efficient and accurate Skagit data clean-up.
2. (If needed) scrubbed data meets established standards.

6.3.4. **Task Summary**

<table>
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<tr>
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<tr>
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<td>D13. Data clean-up guidance</td>
</tr>
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</table>


**TASK 6.4. MIGRATION ITERATIONS (LOTUS NOTES AND NETWORK DRIVE)**

CDI will deliver three iterations of migration of data. The initial iteration will be performed using a representative sample of data to confirm migration routines function as intended and to identify exceptions in Skagit data that will be problematic. Subsequent iterations will be performed with the full scope of data.

For each iteration, CDI and Skagit will perform visual and programmatic inspection of the data. Issues will be identified, documented, and resolved. For each issue, CDI and Skagit will collaboratively determine the source, and address the problem in a timely manner.
Note: Because Lotus Notes data is reference-only, timing of the final iteration does not impact Solution go-live and may be performed at a time determined by both parties.

6.4.1. **CDI Activities**
1. Perform data migration routines.
2. Collaborate with Skagit to document and resolve programmatic and data cleanliness issues.
3. Document tests/validations in the associated Migration Plan

6.4.2. **Skagit Activities**
1. Collaborate with CDI to document and resolve programmatic and data cleanliness issues.

6.4.3. **Acceptance Criteria for CDI Deliverables**
1. Successful migration of full Skagit data set.
2. All identified migration issues have been resolved.

6.5 Task Summary

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</tr>
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</table>

**CDI Artifacts:**

| A6. | Resolution of CDI-owned data issues identified in this iteration |
| A7. | Updates to Migration Plans                                         |

**CDI Deliverables:**

| D14. | Delivery of sample migration                                      |
| D15. | Delivery of full migration                                       |

**Skagit Deliverables:**

| C14. | Resolution of all Skagit-owned data issues identified in this iteration |

**TASK 6.5. FINAL MIGRATION (NETWORK DRIVE)**
This Task describes the final steps and preparations needed for Go-Live, including any final data clean-up activities and incorporation of changes in legacy data, up until the production cutover.

6.5.1. **CDI Activities**
1. Perform data migration routines.
2. Conduct data tests/validations to support Final Acceptance.
3. Provide an exceptions log.

6.5.2. **Skagit Activities**
1. Perform pre-migration balancing.
2. Conduct data tests/validations to support Final Acceptance.
3. Review the exceptions log.

6.5.3. **Acceptance Criteria for CDI Deliverables**
1. CDI has completed the migration of the data provided in the final data extract according to the Migration Plans

6.5.4. **Task Summary**

<table>
<thead>
<tr>
<th>Activity Duration:</th>
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<tr>
<td>D16. Sign-off on Skagit pre-migration balancing</td>
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<tr>
<td>D17. Final migration iteration, including new legacy data created up to the date of cutover</td>
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</tr>
<tr>
<td>D18. Final exception log</td>
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<tr>
<td>Skagit Deliverables:</td>
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</tr>
<tr>
<td>C15. Pre-migration balances</td>
<td></td>
</tr>
<tr>
<td>C16. Final data for migration, as requested</td>
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</tr>
<tr>
<td>C17. Complete validation of data upon receipt of final migration</td>
<td></td>
</tr>
<tr>
<td>C18. Sign-off on final value balancing</td>
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</table>

**TASK 6.6. TRACK ACCEPTANCE**

6.6.1. **CDI Activities**
Prepare and deliver Track Acceptance form.

6.6.2. **Skagit Activities**
Sign Track Acceptance form.

6.6.3. **Acceptance Criteria for CDI Deliverables**
1. Track Acceptance form format and use is in accordance with this SOW.

6.6.4. **Task Summary**

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</tr>
</tbody>
</table>
TRACK 7. DEVELOPMENT

Unless otherwise indicated, tasking described within this Track is applicable to configuration and integrations created as part of this SOW.

TASK 7.1. DEVELOP INTEGRATION POINTS & CONFIGURE SOLUTION

This Task addresses the work that CDI must perform to create the application enhancements and additions as defined by the Analysis Document.

1. Program new code to provide required functionality or outcome.
2. Configure LaserFiche as indicated by Analysis Document
3. Provide interim functionality demonstrations to Skagit to review work in progress and solicit interim feedback.

7.1.2. Skagit Activities

1. Attend interim demonstrations and provide feedback to ensure an accurate understanding of the functionality.
2. Provide additional information as requested.

7.1.3. Acceptance Criteria for CDI Deliverables

1. Configuration or integration completely complies with the Analysis Document.

7.1 Task Summary

<table>
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<td>CDI Deliverables:</td>
<td>D20. Completed and delivered configuration and integrations</td>
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<tr>
<td>Skagit Deliverables</td>
<td>C19. Additional information as requested to support programming effort</td>
</tr>
</tbody>
</table>

TASK 7.2. DEPLOY CONFIGURATION AND INTEGRATIONS

This Task describes the effort needed to prepare and use the modified Solution, or Solution part, for testing at Skagit-designated facilities, on new/enhanced/patched software, reports, database portions, etc. The testing shall be conducted using Skagit data unless otherwise agreed upon in advance by Skagit.

7.2.1. CDI Activities
1. Deliver custom programming in the pre-defined release, based on the agreed upon package format and deployment process.

2. Support the installation of the new software release.

7.2.2. **Skagit Activities**

1. Install software release.

7.2.3. **Acceptance Criteria for CDI Deliverables**

1. The new software release is installed and functional in the test environment.

2. Release documentation and process is understandable and usable by Skagit technical staff.

7.2.4. **Task Summary**

<table>
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<tr>
<td>Skagit Deliverables:</td>
<td>C20. Install the software release</td>
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</table>

**TASK 7.3. CONDUCT UNIT TESTING**

This Task describes the steps needed to support Skagit during testing configuration and integration as defined by the Analysis Document. This testing occurs after CDI has completed standard QA testing before delivery to Skagit.

The general goal of the testing is to ensure that the functionality performs as planned and to provide formal feedback to CDI regarding compliance. Limited configuration and use of Solution security and other Solution administrative functions may be required to perform the testing but should not be the focus. In addition, this testing is not intended to test the configuration of the entire Solution, prove data migration, or conduct other tests that are part of Solution Testing.

Testing shall be conducted onsite at Skagit-designated facilities. The majority of the testing is to be conducted by Skagit personnel. CDI shall be responsible for the development of the test approach and Skagit is responsible for participating in this effort.

Use of Project Portal shall be used to document the test/fix cycle as indicated in Section 2.4.6. (Fixing Defects).

7.3.1. **CDI Activities**
1. Provide training on new functionality to Skagit testers.
2. Provide support services to Skagit testers during the execution of test cases.
3. Collaboratively review test results and triage defects in Project Portal with Skagit testers.
4. Remedy issues documented in Project Portal.

7.3.2. **Skagit Activities**
1. Identify test scenarios and create associated test cases.
2. Perform test cases.
3. Record test results and software Defects in Project Portal.
4. Collaboratively review test results and triage defects in Project Portal with CDI.
5. Revise test case, if necessary.
6. Retest as indicated by test results.

7.3.3. **Acceptance Criteria for CDI Deliverables**
1. Functionality reflects that specified in Analysis Document.
2. Exceptions are all noted as Issues.

7.3.4. **Task Summary**

<table>
<thead>
<tr>
<th>Activity Duration:</th>
<th>Twelve (12) Business Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Location:</td>
<td>N/A</td>
</tr>
<tr>
<td>CDI Staff Count:</td>
<td>1 PM</td>
</tr>
</tbody>
</table>

**CDI Artifacts:**
- A8. Skagit access to Project Portal
- A9. Training delivery and testing support

**CDI Deliverables:**
- D22. Remediation of documented Defects

**Skagit Deliverables:**
- C21. Create test cases
- C22. Enter testing failures or defects in Project Portal
- C23. Test/validate features and functionality of applications and report Defects to CDI

**TASK 7.4. TRACK ACCEPTANCE**

7.4.1. **CDI Activities**
Prepare and deliver Track Acceptance form.

7.4.2. **Skagit Activities**
Complete Track Acceptance form and return to CDI.
7.4.3. **Acceptance Criteria for CDI Deliverables**

1. Track Acceptance form format and use is in accordance with this SOW.

7.4.4. **Task Summary**

<table>
<thead>
<tr>
<th>Activity Duration:</th>
<th>Thirty (30) Business Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Location:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**CDI Deliverables:**

- D23. Track Acceptance form

**Skagit Deliverables:**

None
**TRACK 8. TRAINING**

This Track addresses the delivery of training to end-users. CDI has proposed 10 hours of end-user training based on a train-the-trainer approach. In addition, Skagit has created a pool of 43 hours for supplemental training. The supplemental hours can be allocated by Skagit for further training support from CDI.

Development of customized end-user training by CDI is outside of the scope of this project unless Skagit allocates supplemental hours to this effort.

**TASK 8.1. TRAINING PLANNING**

This Task addresses whom to train, how training will be conducted, logistics, and training topics. Training shall be jointly instructed by Skagit and CDI staff. CDI’s instructor is needed to supply the detailed knowledge of the applications being taught, and a Skagit SME may be needed to bring the detailed knowledge of Skagit’s processes and policy to the classroom. CDI’s instructor will lead the instruction and Skagit’s SME, when applicable, will assist.

If, while creating the training plan, Skagit determines additional sessions would be in the best interest of Skagit, the Contract change order process shall be followed.

8.1.1. **CDI Activities**

1. Determine topics for train-the-trainer and produce a training outline that addresses the areas within the scope of Phase 1 implementation.
2. Provide access to boilerplate training materials.

8.1.2. **Skagit Activities**

1. Confirm topics and review training outline.
2. Schedule Skagit staff as needed.

8.1.3. **Acceptance Criteria for CDI Deliverables**

1. Training outline addresses Phase 1 training topics.

8.1.4. **Task Summary**

<table>
<thead>
<tr>
<th>Activity Duration:</th>
<th>Two (2) Business Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Location:</td>
<td>N/A</td>
</tr>
<tr>
<td>CDI Staff Count:</td>
<td>1 PM, 1 Trainer</td>
</tr>
<tr>
<td>CDI Artifacts:</td>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CDI Deliverables:</th>
</tr>
</thead>
<tbody>
<tr>
<td>D24. Outline of train-the-trainer sessions</td>
</tr>
<tr>
<td>D25. Boilerplate training materials</td>
</tr>
</tbody>
</table>
**SKAGIT PUD - CDI  
EXHIBIT 4: STATEMENT OF WORK**

**Skagit Deliverables:**

C24. Confirm training requirements

---

**TASK 8.2.  CONDUCT TRAIN-THE-TRAINER TRAINING**

8.2.1. **CDI Activities**

1. Conduct train-the-trainer training sessions.

8.2.2. **Skagit Activities**

1. Provide adequate training facilities to accommodate attendees and a lab environment to allow for computer accessibility.

8.2.3. **Acceptance Criteria for CDI Deliverables**

1. Training and associated materials provide sufficient knowledge to Skagit trainers to deliver subsequent training to Skagit staff.

8.2.4. **Task Summary**

<table>
<thead>
<tr>
<th>Activity Duration:</th>
<th>Sixty (60) Business Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Location:</td>
<td>Onsite/remote</td>
</tr>
<tr>
<td>CDI Staff Count:</td>
<td>1 Trainer, 1 Training Coordinator, 1 PM, 1 BA, 1 SME</td>
</tr>
<tr>
<td>CDI Artifacts:</td>
<td>None</td>
</tr>
<tr>
<td>CDI Deliverables:</td>
<td>D26. Delivery of train-the-trainer training course</td>
</tr>
</tbody>
</table>

**Skagit Deliverables:**

C25. Participation in training

---

**TASK 8.3.  TRACK ACCEPTANCE**

8.3.1. **CDI Activities**

Prepare and deliver Track Acceptance form.

8.3.2. **Skagit Activities**

Complete Track Acceptance form and return to CDI.

8.3.3. **Acceptance Criteria for CDI Deliverables**

1. Track Acceptance form format and use is in accordance with this SOW.

8.3.4. **Task Summary**
## Agenda Item #6

### CDI Deliverables:

| D27. Track Acceptance form |

### Skagit Deliverables:

- None
Track 9. Solution Testing

Parties assume that Unit testing during the Development track has sufficiently confirmed that configuration, workflows, and integration function correctly. Skagit may determine that additional testing of the integrated Solution is necessary to confirm all components are functioning properly and ready for use in the production environment. In this event, Skagit is responsible for performing Solution Testing as deemed appropriate by the scope of the project. Additional assistance from CDI in support of Solution Testing – beyond remediation of Defects – will require a change order.
TASK 10.1. DEVELOP GO-LIVE PLAN

10.1.1. CDI Activities
Schedule and facilitate a meeting with Skagit to create and deliver the Go-Live Plan. The following topics or sections shall be addressed:

1. Defect triage and correction approach.
2. Work and support schedules for Go-Live event.
4. Support assignments and schedule for Skagit and CDI personnel for the first 30 calendar days after Go-Live.
5. Go-live specific communication plan.
6. Other plan needs, as identified.

10.1.2. Skagit Activities
1. Collaborate with CDI to produce the Go-Live Plan.

10.1.3. Acceptance Criteria for CDI Deliverables
1. Plan appears to meet the support needs of Skagit for the first 30 calendar days after Go-Live.

10.1.4. Task Summary

<table>
<thead>
<tr>
<th>Activity Duration:</th>
<th>One (1) Business Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Location:</td>
<td>Onsite for the planning meeting</td>
</tr>
<tr>
<td>CDI Staff Count:</td>
<td>1 PM, 1 BA</td>
</tr>
</tbody>
</table>

CDI Artifacts:
A10. Planning facilitation

CDI Deliverables:
D28. Go-Live Plan

Skagit Deliverables:
None

TASK 10.2. CONFIRM SOLUTION READINESS
CDI and Skagit will confirm all aspects of the Solution are ready for production.

1. Solution Readiness. Is the application tested and ready for production?
2. Data Readiness. Is the data ready for production operations? Have all data issues been resolved or planned for during Go-Live period?
3. Process Readiness. Have the business processes and their variations been reviewed? Have all business process re-engineering tasks been completed and made ready for production operations?

4. Resource Readiness. Are all the end-users trained?

10.2.2. CDI Activities
1. Collaborate with Skagit to review all readiness areas to confirm Solution is production-ready

10.2.3. Skagit Activities
1. Collaborate with Skagit to review all readiness areas to confirm Solution is production-ready

10.2.4. Acceptance Criteria for CDI Deliverables
1. Both parties confirm the Solution is production-ready

### TASK 10.3. GO-LIVE EVENT

10.3.1. CDI Activities
1. Provide Go-Live support per the Go-Live Plan and supporting schedules

10.3.2. Skagit Activities
1. Perform Go-Live: activate the Solution and perform user activity such that the Solution is in daily regular production by designated Skagit employees.
2. Assist CDI in performing Go-Live support.

10.3.3. Acceptance Criteria for CDI Deliverables
1. Solution is used as the system of record.

10.3.4. Task Summary

<table>
<thead>
<tr>
<th>Activity Duration</th>
<th>One (1) Business Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Location</td>
<td>Onsite</td>
</tr>
<tr>
<td>CDI Staff Count</td>
<td>Sufficient resources and skills to provide support as needed</td>
</tr>
<tr>
<td>CDI Artifacts</td>
<td>None</td>
</tr>
<tr>
<td>CDI Deliverables</td>
<td>D29. Solution is used as the system of record</td>
</tr>
<tr>
<td>Skagit Deliverables</td>
<td>C26. Perform the Go-Live action and institute the Solution as the system of record as designated</td>
</tr>
</tbody>
</table>

### TASK 10.4. TRACK ACCEPTANCE
10.4.1. **CDI Activities**
Prepare and deliver Track Acceptance form.

10.4.2. **Skagit Activities**
Complete Track Acceptance form.

10.4.3. **Acceptance Criteria for CDI Deliverables**
1. Track Acceptance form format and use is in accordance with this SOW.

10.4.4. **Task Summary**

<table>
<thead>
<tr>
<th>CDI Artifacts:</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CDI Deliverables:</th>
</tr>
</thead>
<tbody>
<tr>
<td>D30. Track Acceptance form</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skagit Deliverables:</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
</tr>
</tbody>
</table>
SKAGIT PUD - CDI

EXHIBIT 4: STATEMENT OF WORK

TRACK 11. TRANSITION

This Track represents post-Go-Live activities intended to facilitate the transition of the Solution to sustainment, to recognize Final Acceptance, and to deliver retained funds to CDI.

TASK 11.1. SOLUTION ACCEPTANCE / TRANSITION TO SUPPORT

This Task describes activities associated with formal Solution Acceptance and the transition of Skagit to the CDI Customer Support team. The task will occur no sooner than 30 days post Go-Live to allow Skagit to operate in production with the Solution sufficiently to identify any previously undiscovered Defects and validate correction functionality.

11.1.1. CDI Activities

1. Collaborate with Skagit to identify and plan remediation for any post Go-Live defects.
2. Prepare Project Close Out form.
3. Schedule and conduct structured meeting to transfer Skagit to CDI Customer Support for post-Go-Live support.

11.1.2. Skagit Activities

1. Collaborate with CDI to identify and plan remediation for any post Go-Live defects.
2. Review Project Close Out form and provide feedback to CDI.

11.1.3. Acceptance Criteria for CDI Deliverables

1. Defects have been remedied according to transition plans.
2. Project Close Out form describes all outstanding Issues, Defects, operational Risks, and action items.

11.1.4. Task Summary

<table>
<thead>
<tr>
<th>Activity Duration:</th>
<th>As defined in the project timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Location:</td>
<td>N/A</td>
</tr>
<tr>
<td>CDI Staff Count:</td>
<td>PM</td>
</tr>
</tbody>
</table>

CDI Artifacts:

- A11. Transition to support meeting

CDI Deliverables:

- D31. Remediation of Defects according to transition plans
- D32. Final Project Close Out form

Skagit Deliverables:

- C27. Signed Acceptance of final Project Close Out form
APPENDIX 1. MILESTONE/DELIVERABLE ACCEPTANCE FORM

The information for Deliverable Acceptance shall be filled out by Vendor and presented to Skagit for approval after all deliverables for a given milestone have been completed. Alternately, this form can be used to document the acceptance of one or more deliverables that may not result in immediate payment. Skagit will then sign the form and return it to Vendor for signature. Vendor signs the form and returns one copy to Skagit.

<table>
<thead>
<tr>
<th>Milestones/Deliverables Name &amp; Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(If only a milestone is listed, it is assumed all deliverables within the milestone are accepted)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Completed:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Notes/Exceptions/Variations:</th>
</tr>
</thead>
</table>

**Vendor Attest**

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>DATE</th>
</tr>
</thead>
</table>

**Skagit Acceptance**

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>DATE</th>
</tr>
</thead>
</table>
## APPENDIX 2. NO COST SCOPE CHANGE FORM

This form shall be used to document non-monetary changes or clarification of scope or schedule.

This form shall be filled out by Vendor and presented to Skagit for approval. Skagit will then sign the form, and return it to Vendor for signature. Vendor signs the form, and returns one copy to Skagit.

<table>
<thead>
<tr>
<th>Task (s) to be changed</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td></td>
</tr>
<tr>
<td>Current language (referenced by section):</td>
<td></td>
</tr>
<tr>
<td>New language or Change:</td>
<td></td>
</tr>
<tr>
<td>Vendor Activities</td>
<td></td>
</tr>
<tr>
<td>Skagit Activities</td>
<td></td>
</tr>
<tr>
<td>Vendor Deliverables</td>
<td></td>
</tr>
<tr>
<td>Skagit Deliverables</td>
<td></td>
</tr>
<tr>
<td>Acceptance Criteria for Vendor Deliverables</td>
<td></td>
</tr>
<tr>
<td>Reason for Change/Notes:</td>
<td></td>
</tr>
<tr>
<td>Estimated Cost</td>
<td></td>
</tr>
</tbody>
</table>

### Vendor, Inc. Agreement – Signature/Title/Date:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>

### Skagit Agreement – Signature/Title/Date:

<table>
<thead>
<tr>
<th>Skagit Executive PM</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>

### Skagit Agreement – Signature/Title/Date:
APPENDIX 3. IMPLEMENTATION CHANGE FORM

If during the process of development a change in scope with monetary impact is indicated, it will be handled through the attached Change Request Form. The organization will complete the form to indicate requested changes and submit to the CDI Project Manager.

Upon receipt, the CDI Project Manager will amend this Statement of Work and issue an Amendment. When the Amendment has been signed by CDI and Skagit, it will be incorporated into the project plan.

IMPORTANT: Change requests may result in an increase in service hours and an extension of deadline. These changes will be noted in the Amendment and will supersede any deadlines or service hours estimated in the original Statement of Work.

Type of Change:

☐ Add to requested functionality
☐ Change to requested functionality
☐ Remove from requested functionality
☐ Information provided about the software product to be integrated with
☐ Increase in services
☐ Reallocation of services

Description:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Requested by:

Requestor: ___________________________ Date: ________________
IMPLEMENTATION STATEMENT ADDENDUM A

In order for a change request to be approved and incorporated into a project, there must be a signed corresponding addendum describing the changes and estimating changes in timeline or time requirements.

Description:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

<table>
<thead>
<tr>
<th>Estimated change in programming time:</th>
<th>Note: this will be billed at the agreed upon hourly rate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated change in timeline:</td>
<td></td>
</tr>
</tbody>
</table>

Client Approval:

Skagit Representative ___________________________ Date ____________

Cities Digital Approval:

CDI Representative ___________________________ Date ____________
### Annual Breakdown

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Software</strong></td>
<td>$47,120.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Maintenance</strong></td>
<td>$9,424.00</td>
<td>$9,424.00</td>
<td>$9,424.00</td>
<td>$9,424.00</td>
</tr>
<tr>
<td><strong>Total Services</strong></td>
<td>$43,725.00</td>
<td>$2,950.00</td>
<td>$2,950.00</td>
<td>$2,950.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>*$100,269.00</td>
<td>$12,374.00</td>
<td>$12,374.00</td>
<td>$12,374.00</td>
</tr>
</tbody>
</table>

*Tax not included

### Software & Annual Maintenance

<table>
<thead>
<tr>
<th>Product</th>
<th>Software Quantity</th>
<th>Soft. Unit Cost</th>
<th>Maint. Unit Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laserfiche Rio Named Full Users 25-49 users (ENFPL25)</td>
<td>25.00</td>
<td>$900.00</td>
<td>$180.00</td>
<td>$27,000.00</td>
</tr>
<tr>
<td>Laserfiche Records Management Edition (Named Full Users 25-49 users) (ERM1)</td>
<td>25.00</td>
<td>$90.00</td>
<td>$18.00</td>
<td>$2,700.00</td>
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<tr>
<td>Laserfiche Forms Professional (Named Full Users 25-49 users) (EFRM1)</td>
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<td>$90.00</td>
<td>$18.00</td>
<td>$2,700.00</td>
</tr>
<tr>
<td>Laserfiche Forms Portal Add-on (EPFRM)</td>
<td>1.00</td>
<td>$7,995.00</td>
<td>$1,599.00</td>
<td>$9,594.00</td>
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<tr>
<td>Laserfiche Quick Fields Basic (QC4)</td>
<td>1.00</td>
<td>$2,500.00</td>
<td>$500.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Laserfiche Import Agent (IA)</td>
<td>1.00</td>
<td>$1,500.00</td>
<td>$300.00</td>
<td>$1,800.00</td>
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<tr>
<td>Laserfiche Connector (Named Full Users 25-49 users) (ECNC1)</td>
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<td>$45.00</td>
<td>$9.00</td>
<td>$1,350.00</td>
</tr>
<tr>
<td>Cayenta Integration</td>
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<td>$5,000.00</td>
<td>$1,000.00</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>DocuSign Integration and Workflow Activities (Requires Public IP, SSL Certificate and DocuSign 'Connector' Feature) (CD7022)</td>
<td>1.00</td>
<td>$2,000.00</td>
<td>$400.00</td>
<td>$2,400.00</td>
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</tbody>
</table>

Software: $47,120.00  
Maintenance: $9,424.00  
Tax: $4,919.34  
Total: $61,463.34

### Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Service Quantity</th>
<th>Service Unit Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementation</td>
<td>132.00</td>
<td>$175.00</td>
<td>$23,100.00</td>
</tr>
<tr>
<td>Lotus Notes Needs Analysis</td>
<td>8.00</td>
<td>$175.00</td>
<td>$1,400.00</td>
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<tr>
<td>Network Drive Migration</td>
<td>50.00</td>
<td>$175.00</td>
<td>$8,750.00</td>
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<tr>
<td>Supplemental Training</td>
<td>43.00</td>
<td>$175.00</td>
<td>$7,525.00</td>
</tr>
<tr>
<td>DocuSign Business Pro with support annual subscription – 500 Envelopes</td>
<td>1.00</td>
<td>$2,950.00</td>
<td>$2,950.00</td>
</tr>
</tbody>
</table>

Service: $43,725.00  
Tax: $.00  
Total: $43,725.00
PROPOSAL FOR SERVICES

UNDERSTANDING

Brookhouse Professional Services LLC. ("BPS") is pleased to submit this proposal to Skagit Public Utility District ("the District") for consulting services to support the implementation of an Enterprise Document Management System (EDMS).

- The District engaged Accent Business Services ("Accent") to facilitate the evaluation of EDMS to address its records and document management needs. Joe Brookhouse of BPS has supported the District on behalf of Accent. Accent has proposed that future support activities transition to BPS.
- The District requests additional support to address the following:
  - Project management oversight for Phase 1 of EDMS implementation

PROJECT MANAGEMENT OVERSIGHT

BPS will provide project management oversight in these categories:

- Project preparation activities
- Coordination of District project resources
- Quality assurance
- Independent verification/validation.

We estimate an average of 40 hours monthly over the life of the implementation project with fluctuation to accommodate current activities.

Project Preparation Activities

BPS will assist with the coordination of activities to prepare the District for implementation of the EDMS. This includes those activities described in Section 4 of the Enterprise Document Management Roadmap delivered July 18, 2019, as well as other tasks directed by the District.

Coordination of District Project Resources

BPS will assist with alignment of District resources (staff, budget, space, etc.) including:
1. Development and management of an internal project schedule
2. Development and management of RAID (risk, action items, issues, and decisions) log

**Quality Assurance Oversight**

1. Monitor plans and budgets
2. Monitor project status and provide independent report to the District leadership
3. Recommend intervention when deviation occurs

**Independent Verification & Validation**

1. Verify deliverables meet associated contractual requirements
2. Mediate between the District and the vendor during disputes

**Deliverables**

1. Periodic status reports
2. Status meeting facilitation (on site or remote as needed)
3. Internal project schedule
4. RAID (risk, action item, issue, decision) log
COST PROPOSAL, PHASE 1

Fees

<table>
<thead>
<tr>
<th>Item</th>
<th>Est. Hours</th>
<th>Rate</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management Oversight (Phase 1)</td>
<td>120</td>
<td>$160</td>
<td>$19,200</td>
</tr>
<tr>
<td>Travel Hours</td>
<td>6</td>
<td>$80</td>
<td>$480</td>
</tr>
<tr>
<td><strong>Total Fees</strong></td>
<td></td>
<td></td>
<td><strong>$19,680</strong></td>
</tr>
<tr>
<td>Estimated Expenses</td>
<td></td>
<td></td>
<td><strong>$2,100</strong></td>
</tr>
<tr>
<td><strong>Total Fees and Expenses</strong></td>
<td></td>
<td></td>
<td><strong>$21,780</strong></td>
</tr>
</tbody>
</table>

Cost Assumptions

- Hours are estimates only. Actual hours may be fewer or greater.
  - Estimated hours for Project Management Oversight assume 40 hours monthly for three (3) months.
  - Estimated hours for Travel assume the current pandemic will limit/prohibit travel and represent one (1) trip monthly over the course of three (3) months. This may increase as allowed and requested by the District.
  - The hours each month may be greater or less than the estimate. In all cases, the actual hours accrued will be invoiced.

- Duration of round-trip travel assumes flight to Paine Field (Everett, WA) and subsequent drive to Mount Vernon. Transportation to PDX and airport wait time do not factor in travel hours.

- BPS will bill travel expenses as incurred. Travel expenses will be comprised of travel (mileage, airfare, car rental), parking/tolls, hotel, and meals and sundry expenses).

- All expenses are estimated but will be passed directly through to the District with no administrative add-on.

- Travel time to District facilities will be billed at 1/2 the labor rate.
PRELIMINARY COST, PHASES 2/3

Fees

<table>
<thead>
<tr>
<th>Item</th>
<th>Est. Hours</th>
<th>Rate</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Management Oversight (Phase 1)</td>
<td>150</td>
<td>160</td>
<td>$24,000</td>
</tr>
<tr>
<td>Travel Hours</td>
<td>20</td>
<td>80</td>
<td>$1,600</td>
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<tr>
<td><strong>Total Fees</strong></td>
<td></td>
<td></td>
<td><strong>$25,600</strong></td>
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<tr>
<td>Estimated Expenses</td>
<td></td>
<td></td>
<td><strong>$6,000</strong></td>
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<tr>
<td><strong>Total Fees and Expenses</strong></td>
<td></td>
<td></td>
<td><strong>$31,600</strong></td>
</tr>
</tbody>
</table>

Cost Assumptions

- Hours are estimates only. Actual hours may be fewer or greater.
  - Estimated hours for Project Management Oversight assume 30 hours monthly for five (5) months.
  - The District may modify BPS’ role following Phase 1. In that event, this preliminary cost proposal will be modified accordingly.
  - Estimated hours for Travel assume the pandemic-related restrictions have been relaxed and represent two (2) trips monthly over the course of five (5) months.
  - The hours each month may be greater or less than the estimate. In all cases, the actual hours accrued will be invoiced.

- Duration of round-trip travel assumes flight to Paine Field (Everett, WA) and subsequent drive to Mount Vernon. Transportation to PDX and airport wait time do not factor in travel hours.

- BPS will bill travel expenses as incurred. Travel expenses will be comprised of travel (mileage, airfare, car rental), parking/tolls, hotel, and meals and sundry expenses).

- All expenses are estimated but will be passed directly through to the District with no administrative add-on.

- Travel time to District facilities will be billed at 1/2 the labor rate.
July 28, 2020

TO: Commissioners

FROM: Mark Handzlik, Engineering Manager

SUBJECT: Emergency Declaration – Resolution 2279-20
Backwash pump at water treatment plant

Requested Action:
Approve Resolution 2279-20 regarding emergency repairs of the backwash pump at the water treatment plant.

Background:
The Judy Water Treatment Plant (WTP) uses one of two pumps to backwash the filter beds. The two pumps are intended to provide redundancy; however, they are of the same age and are nearing the end of their useful life. By themselves, each pump is unreliable.

On July 21, 2020, during the course of capital repairs to replace one of the pumps aged motor, the pump shaft separated from the pump impeller. This left the District with just one backwash pump, which is also prone to failure, to handle heavy demand. This failure led to approximately 40 customers being without water while work was underway to repair the pump.

Staff, working with the Contractor, acted as quickly as possible and the pump was removed Tuesday evening. The malfunctioning pump has been removed and sent to Seattle to be rebuilt. This work along with the planned motor replacement will restore one of the two pumps to like new condition.

After the rebuilt pump has proven itself to be reliable, the second pump will be sent out for rebuilding. These pump rebuilds are in the 2020 capital budget, however, they were not scheduled to be rebuilt in this necessary and aggressive manner.

In the event the sole operating backwash pump fails, and absent of any contingency measure, the District would have approximately one day of water production before the filter beds would clog and render the plant unusable. Staff are strategizing options and developing potential work rounds in the event the working pump fails.

This Resolution authorizes the waiver of purchasing requirements, under RCW 54.04.070 and 39.04.280 and Section 1.1.5 of District Resolution No. 2167-10, for the emergency
repairs and is set to terminate 24 hours after the pump and water system is brought back to normal operations.

Fiscal Impact
These costs are included in the 2020 Budget as part of the Planned Capital Improvement Projects.
RESOLUTION NO. 2279-20

A RESOLUTION OF THE COMMISSION OF PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY, WASHINGTON, PURSUANT TO RCW 54.04.070 AND RCW 39.04.280, AND DISTRICT RESOLUTION NO. 2167-10 REGARDING EMERGENCY REPAIR OF BACKWASH PUMP AT THE WATER TREATMENT PLANT.

WHEREAS, on July 21, 2020, one of two backwash pumps at the water treatment plant failed during repairs; and

WHEREAS, the District attempted to replace one of the pumps, but it was delivered damaged and could not be installed; and

WHEREAS, the water treatment plant is currently operating with only one backwash pump that is of the same age and condition as the one that failed; and

WHEREAS, the District experiences the highest demand during the months of July and August; and

WHEREAS, it is necessary to expedite the repair to ensure the water treatment plant has reliable redundancy to backwash the filter beds; and

WHEREAS, timeliness of the repair is of utmost concern, because should the second backwash pump fail the District would have approximately one day of production available; and

WHEREAS, closure of the Judy Reservoir System Water Treatment Plant would risk the health, safety and welfare of approximately 75,000 residents served in Burlington, Mount Vernon and Sedro-Woolley; and

NOW, THEREFORE, BE IT RESOLVED, that based on the foregoing facts, the Board of Commissioners of Public Utility District No. 1 of Skagit County, Washington, finds that it is in the public interest not to delay the repairs for said backwash pump at the water treatment plant, and therefore finds that the requirements defined in RCW Chapter 54.04.070 and 39.04.280 and Section 1.1.5 of District Resolution No. 2167-10 with reference to purchasing are hereby waived.

BE IT FURTHER RESOLVED that this resolution shall terminate 24 hours after the backwash pump is repaired and the water system is brought back to normal operations.

ADOPTED by the Commission of Public Utility District No. 1 of Skagit County, Washington, at a regular open public meeting thereof this 28th day of July 2020.

Eron Berg, President

Al Littlefield, Vice President

Joe Lindquist, Secretary

Agenda Item #7
July 28, 2020

TO: George Sidhu, P.E., General Manager

FROM: Mark Handzlik, P.E., Engineering Manager

BY: Mike Demers, Engineering Technician

SUBJECT: Request to Utilize System Development Funds (SDF)
Westland Distillery Phase I Rackhouse Project

Requested Action:
Authorize the General Manager to utilize up to $40,000 in System Development Funds for the installation of a mainline master meter assembly related to the Westland Distillery Phase I Rackhouse Project.

Background:
Westland Distillery is pursuing a private development project known as the Westland Distillery Phase I Rackhouse. The proposed project requires a waterline extension across the developer’s property to connect two portions of the District’s water system between Josh Wilson Road and Michael Place. In addition to the new waterlines, the developer will be responsible to fund a new 6-inch pressure reducing valve (PRV) station and SCADA system to control the PRV.

The District has identified a need for metering capabilities in the area of the new water system improvement. The new waterline will become the primary water source for the 230 pressure zone. This pressure zone is made up of customers within the Skagit Golf and Country Club, neighborhoods north of the Country Club, and Peterson Road. Currently the system’s sole supply is from a PRV located at the intersection of Peterson Road and Sunrise Lane where it is also metered. In order to continue accurately tracking water usage and water use efficiency in the 230 pressure zone a second meter will need to be installed on the new primary supply of water to the pressure zone.

To meet this need, the District’s portion of the project will include costs to provide and install a new 8-inch electromagnetic ("mag") meter, vault, and necessary appurtenances within the vault.

Fiscal Impact
Up to $40,000 from the System Development Fund which includes $32,650 for construction and $7,350 (22.5%) in contingency. The use of these funds is consistent with their intended purposes.
This map was created from available public records and existing map sources, not from field surveys. While great care was taken in this process, maps from different sources rarely agree as to the precise location of geographic features. The relative positioning of map features to one another results from combining different map sources without field verification.

The PUD #1 of Skagit County disclaims any warranty of merchantability or warranty of fitness of this map for any particular purpose, either expressed or implied. No representation or warranty is made concerning the accuracy, currency, completeness or quality of data depicted on this map. Any user of this map assumes all responsibility for use thereof, and further agrees to hold the PUD #1 of Skagit County harmless from any damage, loss, or liability arising from the use of this map.
### PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY

#### JUNE 2020

<table>
<thead>
<tr>
<th></th>
<th>YTD 2019</th>
<th>YTD 2020</th>
<th>Percent Change</th>
<th>Revised Budget</th>
<th>Budget to Actual %</th>
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<tbody>
<tr>
<td><strong>Beginning Reserves</strong></td>
<td>$19,625,077</td>
<td>$18,771,502</td>
<td>-4%</td>
<td></td>
<td></td>
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<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential &amp; Multi-family</td>
<td>8,186,414</td>
<td>8,862,055</td>
<td>8%</td>
<td>8,749,705</td>
<td>101%</td>
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<tr>
<td>Commercial, Industrial &amp; Agriculture (a)</td>
<td>2,863,463</td>
<td>2,804,880</td>
<td>-2%</td>
<td>3,124,036</td>
<td>90%</td>
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<tr>
<td>Work &amp; Service Orders (a)</td>
<td>371,022</td>
<td>183,159</td>
<td>-51%</td>
<td>353,004</td>
<td>52%</td>
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<td>System Development Fees (a)</td>
<td>808,703</td>
<td>600,220</td>
<td>-26%</td>
<td>687,036</td>
<td>87%</td>
</tr>
<tr>
<td>Grants &amp; Loans</td>
<td>492,950</td>
<td>166,728</td>
<td>-66%</td>
<td>150,000</td>
<td>111%</td>
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<td><strong>Total Revenues</strong></td>
<td>$13,592,030</td>
<td>$13,210,340</td>
<td>-3%</td>
<td>$13,744,304</td>
<td>96%</td>
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<tr>
<td><strong>Operating Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary/Wages/Benefits</td>
<td>$4,630,719</td>
<td>$4,939,039</td>
<td>7%</td>
<td>$5,268,661</td>
<td>94%</td>
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<tr>
<td>WTP - Water, Power, Chemicals</td>
<td>483,136</td>
<td>469,898</td>
<td>-3%</td>
<td>681,003</td>
<td>69%</td>
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<tr>
<td>Repairs &amp; Maintenance &amp; Fleet (b)</td>
<td>425,800</td>
<td>613,453</td>
<td>44%</td>
<td>703,974</td>
<td>87%</td>
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<tr>
<td>Technology/SCADA/Support (c)</td>
<td>255,409</td>
<td>349,300</td>
<td>37%</td>
<td>332,020</td>
<td>105%</td>
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<tr>
<td>Professional Services (d)</td>
<td>144,049</td>
<td>199,101</td>
<td>38%</td>
<td>281,472</td>
<td>71%</td>
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<tr>
<td>Goods &amp; Services</td>
<td>619,566</td>
<td>649,509</td>
<td>5%</td>
<td>824,243</td>
<td>79%</td>
</tr>
<tr>
<td>Utility &amp; Other Taxes</td>
<td>603,335</td>
<td>604,578</td>
<td>0%</td>
<td>644,788</td>
<td>94%</td>
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<tr>
<td>Construction in Progress (e)</td>
<td>(282,414)</td>
<td>(236,020)</td>
<td>-16%</td>
<td>(715,004)</td>
<td>33%</td>
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<td><strong>Total Operating Expenses</strong></td>
<td>$6,879,600</td>
<td>$7,588,857</td>
<td>10%</td>
<td>$8,021,157</td>
<td>95%</td>
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<tr>
<td><strong>Capital &amp; Debt Expenses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td>477,929</td>
<td>434,763</td>
<td>-9%</td>
<td>727,470</td>
<td>60%</td>
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<tr>
<td>Other Expenses (Equip, Inv., G&amp;S)</td>
<td>2,732,359</td>
<td>2,446,969</td>
<td>-10%</td>
<td>11,076,530</td>
<td>22%</td>
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<tr>
<td><strong>Capital Expenses</strong></td>
<td>3,210,288</td>
<td>2,881,732</td>
<td>-10%</td>
<td>11,804,000</td>
<td>24%</td>
</tr>
<tr>
<td>Debt (Principal &amp; Interest)</td>
<td>1,667,465</td>
<td>1,569,873</td>
<td>-6%</td>
<td>1,569,873</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Total Capital &amp; Debt Service</strong></td>
<td>4,877,753</td>
<td>4,451,605</td>
<td>-9%</td>
<td>13,373,873</td>
<td>33%</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>11,757,353</td>
<td>12,040,462</td>
<td>2%</td>
<td>21,395,030</td>
<td>56%</td>
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<tr>
<td>Revenue Fund</td>
<td>9,051,201</td>
<td>12,325,280</td>
<td>36%</td>
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<tr>
<td>Construction Fund</td>
<td>2,573,992</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>System Development Fees</td>
<td>4,360,466</td>
<td>5,813,681</td>
<td>33%</td>
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<td></td>
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<tr>
<td>Bond &amp; Debt Reserve (f)</td>
<td>2,596,141</td>
<td>496,384</td>
<td>-81%</td>
<td></td>
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<tr>
<td><strong>Ending Estimated Reserves</strong></td>
<td>$18,581,800</td>
<td>$18,635,345</td>
<td>0%</td>
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</tr>
</tbody>
</table>

**Services Added YTD**

|                | 101 | 113 | 12% | 129 Average |

(a) Business activity down due to pandemic
(b) Valve maintenance program startup costs & meter inventory
(c) IT projects & annual maintenance contracts
(d) Bond refinancing costs $86 k
(e) Capital projects delays
(f) Bond reserve no longer required

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**PUBLIC UTILITY DISTRICT NO. 1 OF SKAGIT COUNTY**

**Agenda Item #9**
2020 Judy Reservoir Inflows & Outflows

- July 22 Elevation: 462.99
- July 15 Elevation: 462.71
- Change in Elevation: 0.28
- Spillway elevation: 465.10'
- Stream Inflow YTD: 810.71 MG
- Pumped from river YTD: 850.58 MG

Agenda Item #10
League of Women Voters forums offer candidate forum recordings

Skagit Valley Herald staff
Jul 19, 2020

MOUNT VERNON — Recorded candidate forums held by the nonpartisan League of Women Voters of Skagit County are available to watch on Zoom prior to the Aug. 4 primary.

Recordings for three local races are available on YouTube:

Superior Court Judge Position 3: youtu.be/03VrvwqBwlo
Public Utility District Commissioner: youtu.be/l63Q-17Nh3s

Skagit County Commissioner District 1 & 2: youtu.be/EEACXA9hEK

Recordings for Congressional District 1 and 2 races, done in cooperation with the Bellingham/Whatcom LWV, are available on Vimeo.

U.S. Congressional District 1: vimeo.com/438403864

U.S. Congressional District 2: vimeo.com/438403595

The League of Women Voters on Whidbey Island will hold a live-streamed forum for candidates in the 10th Legislative District from 7 p.m. to 8:30 p.m. Tuesday, July 21. Visit www.lwwwhidbey.org that day for the link.
TOP STORY

Kornegay appointed to PUD board

Germaine Kornegay
Submitted photo
The Skagit Public Utility District has appointed Sedro-Woolley City Councilmember Germaine Kornegay to fill a vacant seat on its board of commissioners.

Kornegay, appointed at a district meeting Thursday, was one of 19 candidates for the seat vacated by outgoing Commissioner Eron Berg, according to a news release from the district.

She said she hopes to use her position to educate the public about the roles and responsibilities of the PUD, and show residents what they are paying for in their water bill.

"It's award-winning water ... but people don't seem to care or know," she said.

The district provides an essential service and does it well, she said. But customers often don't know this, and don't know how important it is to the county.

"Otherwise, (the public) just knows that they shut their water off," Kornegay said.

She said she hopes to educate the public on ways to get bill assistance or set up a payment plan, so situations don't have to escalate to a utility shutoff.

Kornegay is set to take office Aug. 16 and will serve until the end of 2022 — completing Berg's six-year term.

Berg announced his resignation after accepting the job of executive director of the Port of Port Townsend.

Kornegay represents the PUD's District 3, which includes Burlington, Sedro-Woolley and the eastern section of the county.

She said she plans to resign from her seat on the City Council, saying she wants to be able to devote sufficient time to the PUD, and to her job and volunteering efforts.

“Her engagement in the community and experience as a council member will serve the PUD well,” Berg said of his replacement. “I’m confident that Germaine will pick up where I’m leaving off and I thank her for her service.”

Skagit PUD Commissioners earn $30,804 a year.

— Reporter Brandon Stone: bstone@skagitpublishing.com, 360-416-2112, Twitter: @Brandon_SVH