NON-EXCLUSIVE LEASE AGREEMENT

By this agreement ("Lease") made and entered into on the ~~5th~~ 7th day of July, 2017, between PUBLIC UTILITY DISTRICT NO. 1 OF CHELAN COUNTY, WASHINGTON, hereinafter referred to as the "District," and PESHASTIN WATER DISTRICT, hereinafter referred to as "Lessee," the District agrees to lease to Lessee non-exclusive space in the premises located at 222 Chumstick Hwy., Leavenworth, which is the District's Leavenworth office, Chelan County, Washington, described and limited as follows (the "Demised Premises"):

> Desk and top two drawers of file cabinet in front office (pictured in Exhibit A-1 attached hereto and incorporated herein by this reference);
> Storage space in upstairs storage area for storing up to six (6) boxes of records (general location of desk, file cabinet, and storage space is labeled on the floor plans in Exhibit A-2);
> Use of kitchen and restroom;
> Location to the left/around the corner from the District's exterior wall-mounted drop-box for a sign indicating Lessee's office hours (change in location is subject to District written approval);
> Minimal use (not to exceed 125 copies per month) of the District's copy machine – the District reserves the right to review Lessee's use of the copy machine and limit or rescind the use of the copy machine without impact to rent or other terms of this lease;
> Locations for two payment drop boxes, one exterior drop box to be located to the left/around the corner from the District's wall-mounted drop-box, and one interior drop box to be located to the left of the 2nd customer service window (change in location is subject to District written approval);
> Lessee's employees' personal vehicles shall be parked in the employee parking area;
> During the course of work, Lessee's work vehicles shall park in areas outside of the public parking at the front of the building. Lessee shall not park any off-work vehicles at the premises.

on a month-to-month tenancy, to commence on July 7, 2017.

1. RENT. Lessee shall pay District monthly rent in the amount of one-hundred seventy-five dollars ($175.00). Rent for July 2017 shall be prorated from the occupancy commencement date, and is due and payable by July 25, 2017. Thereafter, rent for each month is due and payable on the first day of each month, at 327 North Wenatchee Avenue, Wenatchee, State of Washington, or at such other place as the District may designate; provided, however, that if Lessee is late in payment of rent for three (3) consecutive installments, the District may elect at any time during the term of this lease to require that the base rent be paid by Lessee quarterly in advance, additionally nothing herein limits District's remedies for breach of this Lease.

Lessee is exempt from leasehold excise tax. However, if during the term of this lease, Lessee's status as leasehold hold tax exempt changes, or for any other reason leasehold excise tax is due on this lease, Lessee shall pay the leasehold tax as required by RCW 82.29A.010 et. seq.

2. ADJUSTMENT OF RENT. The rent shall be adjusted annually for rent due on and after July 1st of each year by the percentage change that occurred during the preceding one-year period in the US Consumer Price Index for all Urban Consumers (US CPI-U) using the data as published by the United States Department of Labor's Bureau of Labor Statistics, or its successor.

3. LATE CHARGES. If any installment of rent or any sum due from Lessee shall not be received by the District or its agent within five (5) days after the date such amount becomes due then, without notice, Lessee shall pay to the District a late charge of twenty-five ($25) dollars or 15 percent (15%) of such overdue amount, whichever is greater. The parties hereby agree that such late charge represents a fair and reasonable estimate of the costs the District will incur by reason of late payment by Lessee, including costs of processing and accounting charges. Acceptance of such late charges by the District shall in no event constitute a waiver of Lessee's default or breach with respect to such overdue amount, nor prevent the District from exercising any of the rights and remedies granted hereunder.

4. POSSESSION AND ACCESS. Lessee shall have possession of the Demised Premises as of the tenancy commencement date. The District shall issue two contractor badges for access to the demised premises. Lessee shall use no means other than the issued badges for access to the demised premises. Badges shall only be issued to and used by Abby Bergren/Office Manager, and Jason Williams/Water Manager, "Lessee's Authorized Employees". Lessee shall abide by the District's "Employee, Contractor and Visitor Identification Badges" policy, as now exists or is hereafter amended, attached in Exhibit B, attached and incorporated herein by this reference. Lessee's Authorized Employees shall receive and agree to abide by instruction on arming/disarming the alarm system should Lessee's Authorized Employees need access to the demised premises outside of office hours. No other person or persons shall be allowed to access the Demised Premises. Lessee's employees may not have non-authorized individuals, including children, in areas of the office off-limits to the public, or present for longer than brief visits during office hours.

5. OFFICE HOURS. Lessee shall only hold public office hours during times that the District has the office open to the public. The District's regular open office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.; closing for an hour at noon. Should the District have a temporary scheduled closure during of the regular office hours the District will provide Lessee with a two (2) business day notice. However, in an emergency, the District shall change the office hours as the District deems appropriate and provide Lessee notice as soon as possible. In the event the District permanently changes the office hours the District will provide a minimum two (2) week written notice to Lessee.

6. QUIET ENJOYMENT. Nothing herein contained shall imply or import a covenant on the part of the District for quiet enjoyment. In particular, the parties recognize, without limitation, that the District, including but not limited to District employees, Commissioners, consultants, agents and contractors, shall be entitled to enter upon the subject property during the term of this lease at any time for any purpose as may be necessary in the sole discretion of the District.

7. USE OF PREMISES. The Demised Premises shall be used and occupied by Lessee exclusively for the purpose of business operations of the Peshastin Water District. Lessee shall permit no waste, damage or injury to the premises.

8. SURVEILLANCE CAMERAS. District has surveillance cameras in use in the Demised Premises. Lessee is aware that District views internal and external footage for employee and customer protection.

9. UTILITIES. The District shall provide electricity, water, and sewer. Lessee shall be responsible for the installation of telephone service and a telephone. The District shall provide internet access through its existing wi-fi system.

10. LESSEE PROVIDED SUPPLIES AND EQUIPMENT. With the exception of the authorized copy machine use, Lessee shall provide its own office supplies, including but not limited to items such as pens, paper, file folders, etc. Lessee shall provide its own computer and printer.

11. COMPLIANCE WITH APPLICABLE LAWS. Lessee shall comply, at Lessee's sole cost and expense, with all applicable laws affecting the cleanliness, use, occupancy, and preservation of the demised premises, and the sidewalks connected thereto, during the term of this lease, including, but not limited to, matters pertaining to industrial hygiene; environmental conditions on, in, under or about the premises including soil and groundwater conditions; and, the use, generation, manufacture, production, installation, maintenance, removal, transportation, storage, spill or release of any Hazardous Substance or storage tank, now in effect or which may come into effect during the term of this lease or any renewal thereof.

For purposes of this lease, the term all "applicable laws" includes, without limitation, all sanitary laws; building and zoning ordinances; rules and regulations of any Federal, State, County, city or municipal entity including health department and weed control boards; covenants, easement and restrictions of record; permits; and the requirements of any applicable fire insurance underwriter or rating bureau, and the recommendations of the District's engineers and/or consultants relating to the demised premises.

12. HAZARDOUS SUBSTANCES. Lessee shall not, without District's prior written consent, keep on or around the Demised Premises, for use, disposal, treatment, generation, storage or sale, any substances designated as, or containing designated as hazardous, dangerous, toxic or harmful (collectively referred to as "Hazardous Substances"), and/or which are subject to regulation by any federal, state or local law, regulation, statute or ordinance. Lessee, at its sole cost, shall comply with all laws relating to storage, use and disposal of Hazardous Substances at the demised premises. Lessee shall defend, indemnify and hold the District harmless from and against all claims, costs, damages and liabilities, including reasonable attorney's fees and costs, as well as reasonable cost of any removal, cleanup and restoration work and materials mandated or required by any governmental agency having jurisdiction, arising out of or in connection with Lessee's violation of, or failure to comply with, any such laws. Lessee's obligations hereunder shall survive the termination of this lease.

13. CONDITION OF PREMISES. Lessee stipulates that it has examined the Demised Premises, including the grounds and all buildings and improvements, and that they are, at the time of

this lease, in good order, repair, and a safe, clean, and tenantable condition and Lessee hereby accepts the same in their current condition. Lessee acknowledges that it has determined, to Lessee's satisfaction, that the premises can be used for the purpose for which Lessee intends, including compliance with all applicable building and zoning regulations.

District hereby expressly disclaims any warranty or representation regarding the condition of the premises, whether latent or apparent, and further disclaims any warranty or representation as to the suitability of the premises for the use intended by Lessee.

14. INDEMNIFICATION. The Lessee shall indemnify, defend and hold harmless the District from and against any and all claims, demands, cause of actions, suits or judgments (including fees, costs and expenses [including attorney fees] incurred in connection therewith and in enforcing the indemnity) for deaths or injuries to persons or for loss of or damage to property arising out of or in connection with the condition, use or occupancy of the Demised Premises or any improvements thereon; or by Lessee's non-observance or non-performance of any law, ordinance or regulation applicable to the Demised Premises; or incurred in obtaining possession of the Leased Premises after a default by the Lessee, or after the Lessee's default in surrendering possession upon expiration or earlier termination of the term of the Lease, or enforcing any of the Lessee's covenants in this Lease. This includes, without limitation, any liability or injury to the person or property of Lessee, its agents, officers, employees, or invitees. The Lessee specifically waives any immunity provided by Washington's Industrial Insurance Act. This indemnification covers claims by Lessee's own employees.

In the event of any such claims made or suits filed, District shall give Lessee prompt written notice thereof and Lessee shall have the right to defend or settle the same to the extent of its interests thereunder.

Lessee, as a material part of the consideration to be rendered to District, waives all claims against District for damages to goods, wares, merchandise and loss of business in, upon or about the Demised Premises and for injury to Lessee, its agents, employees, invitees or their persons in or about the Leased Premises from any cause arising at any time; except for District's negligence or wrongful conduct.

15. INSURANCE.

a. Lessee shall be solely responsible for insuring its own personal property.

b. From and after the commencement date of the term of this Lease, Lessee shall provide general liability insurance at its sole cost and expense, against claim for bodily injury and property damage under a policy of general liability insurance, with limits of $1,000,000.00 single limit or its equivalent for bodily injury, and $1,000,000.00 for property damage for matters occurring at the demised premises as a result of Lessee's occupancy or use. Such policy shall name District and Lessee as insureds. Before taking possession of the Premises, the Lessee shall furnish the District with a certificate evidencing the aforesaid insurance coverage.

c. The aforementioned minimum limits of policies shall in no event limit the liability of Lessee hereunder. No policy of Lessee's insurance shall be cancelable or subject to reduction of coverage or other modification except after thirty (30) days prior written notice to District by the insurer. Lessee shall, at least thirty (30) days prior to the expiration of the policies, furnish District with renewals or binders.

d. The insurance shall be issued by carriers acceptable to the District, and District's approval shall not be unreasonably withheld.

e. Lessee agrees that if Lessee does not procure and maintain such insurance, District may (but shall not be required to) procure such insurance on Lessee's behalf and charge Lessee the premiums together with a twenty-five percent (25%) handling charge, payable upon demand.

16. LIENS AND INSOLVENCY. Lessee shall keep the Demised Premises and the property in which the demised premises are situated, free from any liens arising out of work performed, materials furnished or obligations incurred by Lessee. In the event the Lessee becomes insolvent, voluntarily or involuntarily bankrupt, or if a receiver, assignee or other liquidating officer is appointed for the Lessee or any business conducted by the Lessee upon the Demised Premises, then the District may cancel this lease at the District's option.

17. RELEASE. In addition to, and not by way of limitation of, the Lessee's obligation to indemnify District, Lessee waives its right of recovery against the District for any loss insured by fire, extended coverage, and other property insurance policies existing for the benefit of the Leased Premises. The Lessee shall obtain any special endorsements, if required, by its insurer to evidence compliance with the waiver.

Each insurance policy obtained by the Lessee shall provide that the insurance company waives all rights of recovery by way of subrogation against the District in connection with any damage covered by the policy. The District shall not be liable to the Lessee for any damage caused by fire or any other risk insured against under any property insurance policy.

18. ASSIGNMENT AND SUBLETTING. Lessee shall not assign this lease, or sublet or grant any concession or license to use the Demised Premises or any part thereof.

19. ALTERATIONS AND IMPROVEMENTS. Lessee shall make no alterations to the buildings on the Demised Premises or construct any building or make other improvements on the demised premises.

20. DAMAGE TO PREMISES. If the Demised Premises, or any part thereof, shall be partially damaged by fire or other casualty not due to Lessee's negligence or willful act or that of Lessee's employee, family, agent, or visitor, the term of this lease, at the option of the District, shall end and the rent shall be prorated up to the time of the damage. In the alternative, the District may elect to have such premises repaired in which event there shall be an abatement of rent corresponding with the time during which, and the extent to which, the leased premises may have been untenantable.

All damage to the Demised Premises by Lessee or by any person who may be in or upon the demised premises at the invitation of the Lessee shall be paid for by Lessee.

21. DANGEROUS MATERIALS. Lessee shall not keep or have on the Demised Premises any article or thing of a dangerous, inflammable, or explosive character that might unreasonably increase the danger of fire on the leased premises or that might be considered hazardous or extra hazardous by any responsible insurance company.

22. ANIMALS. Lessee shall keep no domestic or other animals on or about the leased premises without the written consent of the District.

23. RIGHT OF INSPECTION. The District and its agents shall have the right at all reasonable times during the term of this lease and any renewal thereof to enter the Demised Premises for the purpose of inspecting the premises and all building and improvements thereon.

24. SUBORDINATION OF LEASE. This Lease and Lessee's leasehold interest hereunder are and shall be subject, subordinate, and inferior to any liens or encumbrances now or hereafter placed on the demised premises by the District, all advances made under any such liens or encumbrances, the interest payable on any such liens or encumbrances, and any and all renewals or extensions of such liens or encumbrances.

25. HOLDOVER BY LESSEE. If Lessee should holdover beyond the termination of this lease term, without consent of the District, Lessee shall pay as liquidated damages a sum equal to treble the rent amount due the last month of the immediately preceding term. This paragraph shall not affect any of the District's rights to terminate this Lease and declare a forfeiture or to otherwise take possession of the demised premises.

26. SURRENDER OF PREMISES. At the expiration of the lease term, Lessee shall quit and surrender the Demised Premises hereby demised in as good state and clean condition as they were at the commencement of this lease, reasonable use and wear thereof and damages by the elements excepted.

27. DEFAULT. If any default is made in the payment of rent, or any part thereof, at the times hereinbefore specified, or if any default is made in the performance of or compliance with any other term or condition hereof, the lease, at the option of the District, shall terminate and be forfeited, and the District may reenter the Demised Premises and remove all persons therefrom. Lessee shall be given thirty (30) days written notice of any default or breach, and termination and forfeiture of the lease shall not result if, within thirty (30) days of receipt of such notice, Lessee has corrected the default or breach or has taken action reasonably likely to such correction within a reasonable time.

28. ABANDONMENT. If at any time during the term of this lease Lessee abandons the Demised Premises or any part thereof, the District may, at the District's option, enter the demised premises by any means without being liable for any prosecution therefor, and without becoming liable to Lessee for damages or for any payment of any kind whatever, and may, at the District's discretion, as agent for Lessee, re-let the Demised Premises, or any part thereof, for the whole or any part of the then unexpired term, and may receive and collect all rent payable by virtue of such re-letting, and, at the District's option, hold Lessee liable for any difference between the rent that would have been payable under this lease during the balance of the unexpired term, if this lease had continued in force, and the net rent for such period realized by the District by means of such re-letting. If the District's right of reentry is exercised following abandonment of the premises by Lessee, then the District may consider any personal property belonging to Lessee and left on the premises to also have been abandoned, in which case the District may dispose of all such personal property in any manner the District shall deem proper and is hereby relieved of all liability for doing so.

29. OPTION TO TERMINATE LEASE. Either party may terminate this Lease for any reason by providing a minimum of thirty (30) days written notice to the other party.

30. NOTICES. Any notice required to be given by either party to the other pursuant to the provisions of this Lease or any law, present or future, shall be in writing and shall be deemed to have been duly given or sent if either delivered personally or deposited in the United States Mail, postage prepaid, registered or certified, return receipt requested, addressed as follows:

Lessor: Public Utility District No. 1
of Chelan County
Real Estate Services Department
327 North Wenatchee Avenue
Wenatchee, WA 98801

Lessee: Peshastin Water District
PO Box 751
Peshastin, WA 98847

31. NON-WAIVER OF BREACH. The failure of the District to insist upon strict performance of any of the covenants and agreements of this Lease, or to exercise any option herein conferred in any one or more instances, shall not be construed to be a waiver or relinquishment of any such covenant, agreement or option, and the same shall be and remain in full force and effect.

32. BINDING EFFECT. The covenants and conditions herein contained shall apply to and bind the legal representatives of the parties hereto, and all covenants are to be construed as conditions of this Lease.

33. ATTORNEY FEES. If by reason of any default on the part of the Lessee in the performance of any of the provisions of this Lease, it becomes necessary for the District to employ an attorney, the Lessee agrees to pay all costs and all reasonable attorney fees incurred by the District in connection therewith. The parties hereby stipulate and agree that jurisdiction over the parties hereto and venue of any action arising out of this lease agreement shall reside in Chelan County, Washington.

34. ENTIRE AGREEMENT. This Lease represents the entire agreement of the parties. Unless set forth herein in writing, neither party shall be bound by any statements or representations made and each agrees that there are no such statements or representations being relied upon in making this lease. No alterations, changes or amendments to this lease will be binding upon either party unless such party has executed a written statement acknowledging such alteration, change or amendment.

IN WITNESS WHEREOF, the parties have executed this Lease the day and year first above written.

LESSEE:
PESHASTIN WATER DISTRICT

By: _____
JAMES GRANGER, Commissioner

PUBLIC UTILITY DISTRICT NO. 1
OF CHELAN COUNTY, WASHINGTON

By _____
JEFF SMITH
Managing Director, District Services

By: _____
CARNAN BERGREN, Commissioner

Managing Director, District Services

State of Washington
County of Chelan

I certify that I know or have satisfactory evidence that JAMES GRANGER is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as a Commissioner of PESHASTIN WATER DISTRICT to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

PATRICIA JEAN FOSTER-DENNIS
COMMISSION EXPIRES
NOTARY PUBLIC
6-01-18
STATE OF WASHINGTON

Dated July 5, 2017

Signature Patricia Jean Foster-Dennis
Notary Public

My appointment expires 06-01-18

State of Washington
County of Chelan

I certify that I know or have satisfactory evidence that CARNAN BERGREN is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as a Commissioner of PESHASTIN WATER DISTRICT to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

PATRICIA JEAN FOSTER-DENNIS
COMMISSION EXPIRES
NOTARY PUBLIC
STATE OF WASHINGTON

Dated July 5, 2017

Signature Patricia Jean Foster-Dennis
Notary Public

My appointment expires 06-01-18

State of Washington
County of Chelan

I certify that I know or have satisfactory evidence that JEFF SMITH is the person who appeared before me and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the Managing Director, District Services of PUBLIC UTILITY DISTRICT NO. 1 OF CHELAN COUNTY, WASHINGTON, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument

Lisa A Graves
Commission Expires
Notary Public
07-07-2021
State of Washington

Dated July 7, 2017

Signature Lisa A. Graves
Notary Public

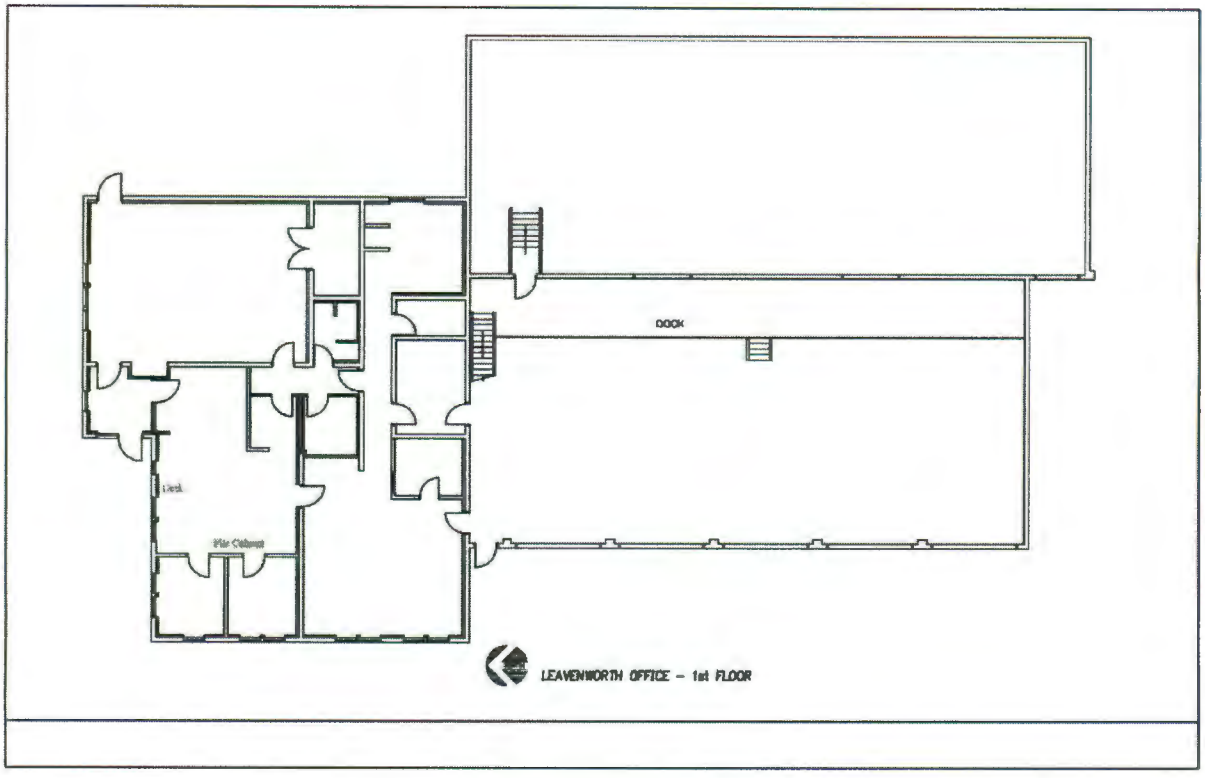
My Appointment Expires 7-7-2021

Exhibit A-1

Desk

Top two drawers of file cabinet

Exhibit A-2


DOCK
LEAVENWORTH OFFICE – 1st FLOOR

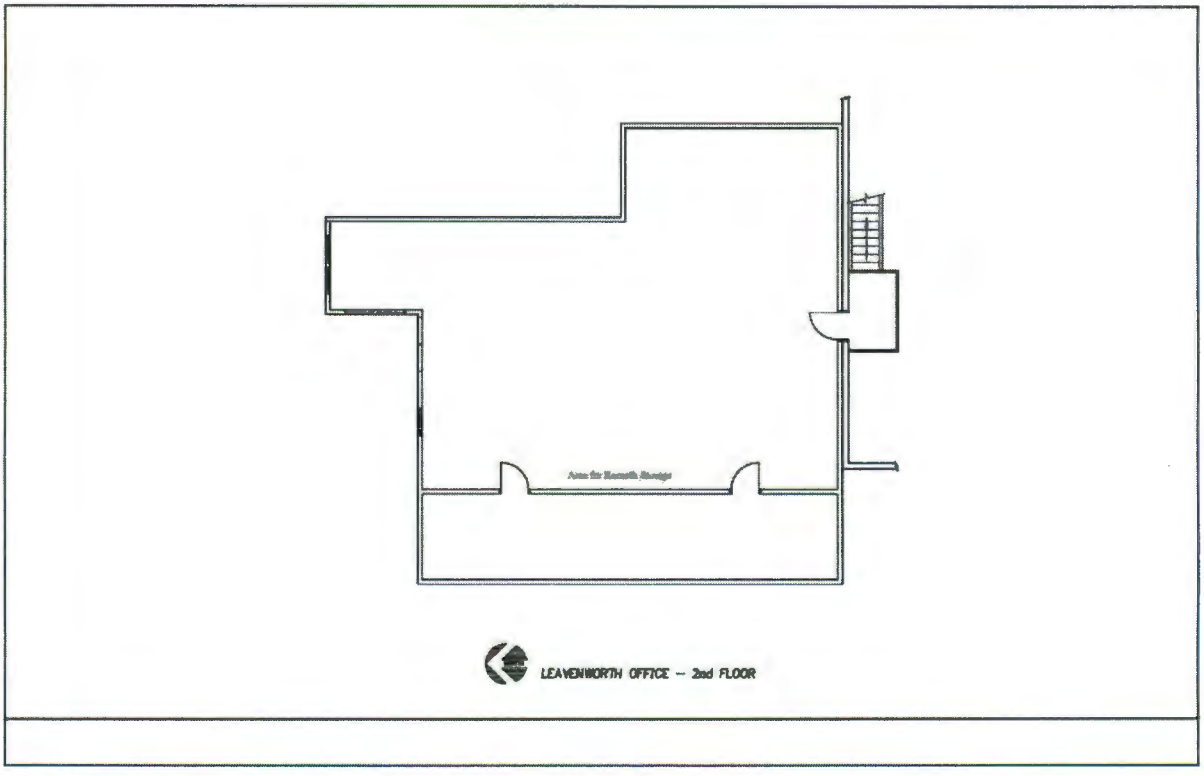

LEAVENWORTH OFFICE – 2nd FLOOR

Exhibit B

CHELAN COUNTY

PUBLIC UTILITY DISTRICT NO. 1 OF CHELAN COUNTY

Employee, Contractor and Visitor Identification Badges

Policy #704

Purpose

This policy provides information on the District's Identification Badge Program. The purpose of the policy is to describe the requirements necessary to protect the public, District employees and assets.

Policy

Each employee/contractor is responsible for the integrity and safekeeping of his or her badge and/or PIN credential. Sharing, borrowing or lending a District badge or PIN credential is prohibited.

Employee Badges:

1. All employees must wear their approved District Employee Photo ID Badge when entering secured areas of the District. "Secured areas" include District buildings, facilities and fenced properties.

2. The badge must be worn at or above the waist and be visible at all times while in District buildings/facilities that are open to the public.

3. While performing work in District buildings/facilities not open to the public, employees are required to have their badges readily available. Display practices may be modified by the employee's supervisor for special work conditions.

4. Any employee who forgets his/her badge should immediately contact the Security Division to obtain a temporary employee badge.

5. Any employee who misplaces or loses his/her badge should immediately notify the Security Division.

6. To help prevent unauthorized access to a secured area, employees shall question any unknown person not wearing a badge to determine whether that person is an employee, contractor or visitor and who has sponsored them to be on site. Any concerns should be reported to the Security Division immediately.

7. When entering any access-controlled area by vehicle, each vehicle and occupant must stop to display the proper ID badge.

8. Badges should not be worn off-site unless for official business.

9. All employees serving as sponsors shall comply with the provisions of this policy with respect to the issuance and use of contractor and visitor badges.

Critical Infrastructure Protection:

1. The District controls access to critical infrastructure protected spaces in accordance with NERC Critical Infrastructure Protection Standards. Employees shall comply with the procedures as described in **Policy #906**.

Employee PIN codes:

1. PIN codes are not intended as a substitute for electronic access/ID badges. PIN codes are exclusively intended for situations where electronic access badges may not be readily in possession (i.e. call-out response when away from residence).
2. If a business need can be demonstrated, supervisors may submit a request to the Security Division for issuance of a 5-digit PIN code for their personnel.

3. PIN codes are to be safeguarded by employees, and employees are prohibited from sharing the PIN code with others.

Contractor Badges:

1. A "sponsor" is any District employee who assumes responsibility for overseeing a contractor.

2. A "contractor" is a vendor, supplier, professional service representative or consultant who has business with the District.

3. Sponsors must comply with specialized District escort procedures when escorting contractors into any critical infrastructure protected space in accordance with NERC Critical Infrastructure Protection Standards. Sponsors shall comply with the procedures as described in **Policy #906**.

4. Contractors who will be on District property for five days or less can be provided a Contractor Day Use or Professional Services Badge at the request of their sponsor.

5. Contractors who will be on District property for more than five days can be issued a Contractor Photo ID or access badge at the request of their sponsor.

6. When contractors conduct work at remote site locations, then the issuance of photo ID or access badges may not be necessary. In such cases, sponsors will notify the Security Division of the company name, location of work, and time frame contractors will be onsite.

7. Sponsors shall ensure contractors are issued the appropriate access credentials and shall instruct them to properly wear their badges while in secured areas of the District.

8. Sponsors shall ensure the contractor badges are returned to the Security Division at the end of each project. In cases where the project is not yet completed, but the contractor will be off-site for more than 15 days, the sponsor shall retrieve the contractor's badge and forward to the Security Division for safe-keeping.

9. Sponsors who authorize photo ID badges for contractors will be required to schedule appointments with Security at least 24 business hours in advance of badge issuance. A **Badge Authorization Form** must be completed in its entirety (Expiration date, where access is needed, time of day, days of the week, 24-hour PUD sponsor phone number) and given to the Security Division 24 business hours in advance of the scheduled badging to ensure proper access.

10. Contractor badges automatically expire and become disabled by the Security Division after ten business days of inactivity. If a contractor has not been on site within ten business days, that contractor must contact his/her sponsor at least 24 business hours prior to their return to the project. The sponsor is then responsible for contacting the Security Division at least 24 business hours in advance for a badge reset. For operational efficiency, the Security Division requires this 24 business hour advanced notice.

11. Contractors who misplace or lose their badges must immediately notify their sponsor who will immediately notify the Security Division.

Visitor Badges:

1. A "sponsor" is any District employee who assumes responsibility for overseeing a visitor.

2. Sponsors will escort all visitors within District buildings/facilities that are not open to the public.

3. Sponsors must comply with specialized District escort procedures when escorting visitors into any critical infrastructure protected space in accordance with NERC Critical Infrastructure Protection Standards. Sponsors shall comply with the procedures as described in **Policy #906.**

4. All visitors to the Rocky Reach and Rock Island projects are required to receive a visitor's badge if they will be accessing areas of these facilities not open to the public. Exception: Areas open to the general public at Rocky Reach Hydro project.

5. Visitors who will be on District property for five days or less may be provided a visitor's badge.

6. Visitors shall be instructed by their sponsor to wear their badge properly while in secured areas of the District and will follow those instructions.

7. Visitors who misplace or lose their badges must immediately notify their sponsor, who will then immediately notify the Security Division.

Separation of Employment, Completion/Termination of Contractor Services:

1. Upon separation of employment or completion/termination of contractor services, supervisors and sponsors shall ensure District badges are immediately returned to the Security Division.

Contact Information

Security Division

Reference

Policy #703 – District Issued Keys
Policy #104 – Employee Separation Policy
Policy #906 – CIP Cyber Security Policy

Formerly:	Administrative Instruction #36: Employee, Contractor and Visitor Identification Badges
Effective Date:	January 8, 2002
Date of Amendments:	Sept 1, 2004; July 13, 2010; Oct. 23, 2014