



HOURS OF OPERATION Page (1 of 1)

Chairperson: _____

PURPOSE:

To provide guidance for management of Sacheen Lake Water & Sewer District Hours of Operation.

APPLICABLE REGULATIONS:

None.

PROCEDURE:

1. The Sacheen Lake Water & Sewer District Office is located at 8272 Fertile Valley Road.
2. The phone number for the District office is 509-447-4641. This is connected to the District answering machine and is checked daily during the business week.
3. The cell phone for the District Manager is 509-939-2399.
4. The District email address is: spearman@ifiber.tv. This is checked daily during the business week.
5. The District Office is open Monday-Thursday for two hours a day between the hours of 9 am and 4 pm. (excluding holidays)
6. Individuals needing to contact the District Manager should contact the office phone numbers or email to schedule an appointment.
7. All correspondence should be addressed to:
Sacheen Lake Water & Sewer District
PO Box 311
Newport, WA 99156
This box is checked weekly.