



# Northshore Utility District

## Resolution No. 2008-08-06

A RESOLUTION of the Board of Commissioners of Northshore Utility District, establishing and adopting District water, sewer, and street lighting utility rates and charges and establishing policies and procedures for the assessment, administration, and collection thereof.

WHEREAS, the Board of Commissioners of the Northshore Utility District previously adopted Resolution No. 2008-03-03 on March 17, 2008, establishing District utility rates and charges and setting forth policies and procedures for the assessment, administration, and collection thereof; and

WHEREAS, subsequent to the adoption of Resolution No.2008-03-03, as set forth above, the District has revised such District utility rates and charges and certain policies and procedures relating to the assessment, administration, and collection; and

WHEREAS, it is desirable and in the best interest of the residents of the District and users and potential users of the District's sewer and water systems that such resolutions and the District's policies and procedures relating to the assessment, administration, and collection of District utility rates be consolidated; now, therefore,

BE IT RESOLVED by the Board of Commissioners of Northshore Utility District of King County, Washington, as follows:

### **SECTION 1.00 SEWER SERVICE RATES**

#### A. Residential

Sewer service to single-family homes shall be charged a base fixed rate plus a usage charge. The sewer usage charge shall be \$2.50 per 100 cubic feet (CCF) of "indoor water consumption" in excess of 7.5 CCF per month.

"Indoor water consumption" shall be defined as the lowest non-zero usage by billing period for the preceding twelve months. A new account is assigned an initial indoor water consumption of 7.5 CCF per month until it is replaced by actual consumption statistics from its billing history.

Sewer service to other residential properties shall be charged only a fixed base rate. The bimonthly sewer base rate per residential dwelling unit shall be as follows:

Class 1 -	Single-family Homes Plus the usage charges described above.	\$77.50
Class 2 -	Two to Four Unit Residential Structure (Duplexes, triplexes and fourplexes)	\$67.50
Class 3 -	Apartments (Five or more unit residential complex)	\$60.00
Class 4 -	Condominiums and Townhouses (Shared water meters)	\$60.00
Class 5 -	Mobile Home Parks	\$66.50

Units billed include all occupied space for residence or office, adjusted to the average number of mobile homes parked in the park per two month billing period; provided, however, it will be presumed that all the mobile home spaces are occupied, unless within 30 days of the billing thereof, the owner presents evidence to the satisfaction of the District General Manager of the actual average monthly occupancy of the mobile home spaces.

**B. Non-residential**

Sewer service to non-residential properties shall be charged bimonthly a fixed base rate plus a usage charge as follows:

Class 6	Wet Laundries & Dedicated Carwash Supply Lines	\$77.50
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In addition to the above base rate, there shall be a consumption charge based on water usage in excess of the first 15 CCF, within the bimonthly billing period, of \$4.37 per CCF.

The rate reflects a 3% evaporation allowance for consumption. A laundry or carwash business without its own water meter will not be allowed this Class 6 rate classification; it shall be classified as Class 7.

Class 7	Non-residential	\$79.50
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This includes all other classes of sewer service not otherwise specified. In addition to the above base rate, there shall be a consumption charge based on water usage in excess of the first 15 CCF within the bimonthly billing period, of \$4.50 per CCF.

C. Other Wastewater Collection Services

All other collection/disposal services including wastewater from main flushing, construction, fire flow testing and other sources will be charged at a rate of \$5.17 per CCF.

D. Monitoring Charges and Surcharge Billings

Certain wastewater collection connections are assessed a monitoring surcharge, a heavy metals surcharge, or an oil and grease surcharge by King County – Department of Natural Resources and Parks. The above-described surcharges shall be passed through to the responsible party at the stated cost charged by King County plus a ten percent (10%) overhead for District handling.

**SECTION 2.00 WATER SERVICE RATES**

The bimonthly water service charge includes a fixed base rate and a usage charge based on water consumption. The base rate for residential water customers shall be charged based on the number of dwelling units. The base rate for water service to non-residential properties shall be determined by meter size. The usage charge for all service classes is based on the volume of water consumed during the bimonthly billing period. The usage charge ranges from \$2.00 to \$4.75 per CCF of water usage.

Usage Volume in 100-cubic Feet (CCF)	Bimonthly Base Charge	Usage Charge per 100- Cubic -Feet (CCF)
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A. Residential

Class 8 – Single-family Homes or Condominiums with individual meters

Up to 13 CCF	\$29.00	\$2.00
Next 4 CCF		\$2.75
Next 8 CF		\$3.75
Additional CCF		\$4.75

Class 9 – 2 to 4 Unit Residential Structures (duplexes, triplexes and four-plexes)

Up to 8 CCF times No. of units	\$26.50	\$2.00
Next 2 CCF times No. of units		\$2.75
Next 3 CCF times No. of units		\$3.75
Additional CCF		\$4.75

Usage Volume in 100-cubic Feet (CCF)	Bimonthly Base Charge	Usage Charge per 100- Cubic -Feet (CCF)
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## Class 10 - Apartments Five or more units residential complexes

Up to 8 CCF times No. of units	\$26.50	\$2.00
Next 2 CCF times No. of units		\$2.75
Next 3 CCF times No. of units		\$3.75
Additional CC		\$4.75

## Class 11 - Condominium and Townhouses with a shared meter

Up to 8 CCF times No. of units	\$26.50	\$2.00
Next 2 CCF times No. of units		\$2.75
Next 3 CCF times No. of units		\$3.75
Additional CCF		\$4.75

## Class 12 - Mobile Home Parks

Up to 13 CCF times No. of units	\$29.00	\$2.00
Next 4 CCF times No. of units		\$2.75
Next 8 CCF times No. of units		\$3.75
Additional CCF		\$4.75

Units billed include all occupied spaces for residences or offices, adjusted to the average number of mobile homes parked in the a park per bimonthly billing period; provided, however, it will be presumed that all the mobile home spaces are occupied, unless within 30 days of the billing, the owner presents evidence to the satisfaction of the District Manager of the actual average monthly occupancy of the mobile home spaces.

## B. Non-residential

## Class 13 - Non-residential up to ¾-Inch Meter

Up to 13 CCF	\$29.00	\$2.80
Next 4 CCF		\$3.20
Next 8 CCF		\$3.50
Additional CCF		\$3.80

Usage Volume in 100-cubic Feet (CCF)	Bimonthly Base Charge	Usage Charge per 100- Cubic -Feet (CCF)
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Class 14 - Non-residential 1-Inch Meter

Up to 22 CCF	\$60.00	\$2.80
Next 7 CCF		\$3.20
Next 13 CCF		\$3.50
Additional CCF		\$3.80

Class 15 - Non-residential 1½-Inch Meter

Up to 43 CCF	\$120.00	\$2.80
Next 13 CCF		\$3.20
Next 27 CCF		\$3.50
Additional CCF		\$3.80

Class 16 - Non-residential 2-Inch Meter

Up to 69 CCF	\$200.00	\$2.80
Next 21 CCF		\$3.20
Next 43 CCF		\$3.50
Additional CCF		\$3.80

Class 17 - Non-residential 3-Inch Meter

Up to 139 CCF	\$380.00	\$2.80
Next 43 CCF		\$3.20
Next 85 CCF		\$3.50
Additional CCF		\$3.80

Class 18 - Non-residential 4-Inch Meter

Up to 217 CCF	\$630.00	\$2.80
Next 67 CCF		\$3.20
Next 133 CCF		\$3.50
Additional CCF		\$3.80

Class 19 - Non-residential 6-Inch Meter

Up to 433 CCF	\$1,200.00	\$2.80
Next 133 CCF		\$3.20
Next 267 CCF		\$3.50
Additional CCF		\$3.80

Class 20 - Emergency Use

The rate for the use of water in the event of an emergency as determined by the District shall be \$4.75 per CCF.

Class 21 - Wholesale Water

The wholesale water rate shall be an amount equal to the average cost of wholesale water, purchased from the Seattle Public Utilities (SPU), plus forty percent (40%) of said amount. If the sale/use of wholesale water is responsible for the "peaking penalty" under the District's supply contract with SPU, the wholesale customer shall be charged for the proportionate penalty charge billed to the District by SPU. See Section 11.08 on Minimum Billing.

C. Irrigation Meters

All meters obtained for the purpose of irrigation shall be charged the non-residential water rates according to the size of meter installed.

**SECTION 3.00 STREET LIGHTING SERVICE RATES**

A. Residential

Class 22 - Single-family Residence

There shall be a charge of \$5.75 per bimonthly billing period per single-family residence situated within a lighting area.

Class 23 - Multiple Residential Complexes

There shall be a charge of \$2.50 per bimonthly billing period per multiple residential units located within a multiple residential complex; including apartments, condominiums, mobile home parks, duplexes, triplexes, four-plexes, and other multiple unit dwelling complexes situated within a lighting area.

B. Non-Residential

Class 24 - Non-residential Lighting Area

There shall be a charge of \$9.00 per bimonthly billing period for all non-residential establishments per water service account situated within a lighting area.

Class 25 - Requested Special Installation of Residential Light Charges

There shall be a charge of \$27.50 per bimonthly billing for each specially installed residential light.

## **SECTION 4.00 USER CLASSIFICATION FOR ALL SERVICES**

### **Section 4.01 Condominiums and Townhouses**

For the purpose of regular service billing, condominiums and townhouses with individual water meters installed for each unit are considered class 1 for sewer service and class 8 for water service. Condominiums and townhouses without individual water meters installed for each unit are considered class 4 for sewer service and class 11 for water service.

### **Section 4.02 Multiple-Dwellings**

In the case of a multiple dwelling unit complex, the entire complex is viewed as a whole. For example: the accounts for several four-unit buildings, clustered within the same apartment complex, are billed as apartments. On the other hand, a stand-alone four-unit building in a single tax lot is considered a four-plex.

### **Section 4.03 Single-family Homes**

For bimonthly regular service billing purposes, a “single-family” shall mean a property that meets all of the following requirements:

- The property must be a residential home or a mobile home on a separate tax lot with less than 10,000 square feet of living space.
- The property is not used for business or activities catering to the public.

Properties that fail to meet the above requirements shall be considered class 7 for sewer service and class 13 to 19 for water service.

### **Section 4.04 Group and Assisted Living Facilities**

A group or assisted living facility, located in a single-family structure, is classified as a single-family residence. A group or assisted living facility located in a multi-family structure or complex will be classified as either multi-family or commercial as is appropriate.

### **Section 4.05 Mixed Use Property**

For those structures that combine both commercial and residential use, two separate meters will be required. One meter will be installed for commercial use and one meter will be installed and designated for domestic residential use.

## **SECTION 5.00 SERVICE CONNECTIONS AND BILLING**

### **Section 5.01 One Meter Per Single-family Service**

Each single-family residence shall be served by its own water meter. The only exception shall be where the appropriate land use authority allows an attached or detached guesthouse under its special conditions (example: medical necessity). Guesthouse status shall be established by documentation as required and approved by the District at its sole discretion.

### **Section 5.02 Non-single-family Connections**

There shall be one meter per detached building for non-single-family service connections. However, laundry service providers or “Laundromats” must be connected to the water main directly with its own water meter. Otherwise, it will be billed as Class 7 for sewer service.

### **Section 5.03 One Account Per Meter**

With the exception of meters installed specifically for fire protection purposes (fire sprinkler systems), there shall be one account and one bill per water meter, regardless of the number of units serviced by each meter for water and sewer accounts.

### **Section 5.04 Bimonthly Billings**

There shall be one billing every two months for regular water, sewer, and street light service accounts.

### **Section 5.05 Combined Bill**

For users receiving more than one utility service, there shall be a combined bill.

### **Section 5.06 Due Date and Discount**

Depending on the number of days in the applicable calendar month(s), all bills are due 59 to 62 days from the date of billing. The due date for each billing shall be so specified on the bill. Current charges for water, sewer, and street light services on each billing are subject to a 5% discount for payment received at the District’s office within the discount date so specified on the bill (28 to 31 days from the date of billing), provided that the balance outstanding is smaller than or equal to the discount amount available from the prior bill, and the said payment together with the 5% discount so granted is sufficient to pay off the entire account balance. The date of receipt is evidenced by the date of the District’s endorsement stamp on the cancelled check.

Section 5.07     Application of Cash Received

Cash received on combined service account billings shall be applied in the following priority to outstanding account balances where applicable: (1) city franchise fees, (2) penalty charges, (3) interest charges, (4) connection fees, meter application fees or side sewer permit fees, (5) sewer service charges, (6) street light charges, (7) administrative charges, and (8) water service charges). Receipts shall be credited to the oldest balance first. Any funds remaining after paying the above charges will be used to pay the maturing principal installment and interest due of the connection charge installment contract (if any). Credit remaining after exhausting all charges due will be kept on account as credit for future charges.

Section 5.08     Property Owners Billed

The District accounts are kept only in the name of the legal owner of the serviced property. In cases where the address of the owner is other than the address of the real property receiving service, billings for service charges shall be mailed directly to the real property owner at the owner's address, except as provided in Section 5.09. A property owner, the owner's representative or the tenant may request in writing that a duplicate bill be sent to the tenant occupying said property. The duplicate bill can be addressed to the tenant or simply addressed to "Resident." The property owner shall notify the District of any changes in tenancy and remain responsible for any unpaid charges. There shall be a charge for a duplicate bill as set forth in Section 11.04 below.

Section 5.09     Designation of a Representative

A real property owner may designate a representative to receive billings for service charges at an address other than the address of the serviced property or the address of the owner. To designate a representative, the owner must deliver to the District a properly executed and notarized "Release to Bill Non-Owner" form issued by the District, or if said owner has designated in writing an agent to manage the owner's real property, said agent shall deliver a copy of the written property management agreement to the District signed by the owner.

After receipt of said Release or management agreement, the District shall mail all bills and notices for the account to the representative designated by the owner in the Release or the agent designated by owner in the property management agreement. The District shall not be responsible for, and the property owner shall pay, any charges or damages to the District resulting from representative's failure to pay District charges or to perform any act required by the District. Owner must advise the District in writing of any change of representative or the termination of the property management agreement with the agent.

## **SECTION 6.00 DELINQUENT UTILITY SERVICE ACCOUNTS**

The District shall enforce delinquency collection on all accounts with a past due balance of over \$10.00, in accordance with chapter 57 of RCW.

### **Section 6.01 Delinquent Accounts**

All charges unpaid after the specified due date on each bill as set forth in Section 5.06 shall be delinquent. A penalty charge computed at a rate of 10% of the delinquent amount shall be added to the account balance. Additional penalty charges shall not be computed on prior late charges or on a delinquent amount previously charged a penalty charge.

### **Section 6.02 Past Due Reminder**

Fifteen (15) days after an account becomes delinquent, the District will send out a "Past Due Reminder." The reminder will go to the property owner, and where applicable, the designated representative (Section 5.09) and tenant. There shall be a charge of \$3.25 for each address to which the reminder is sent.

### **Section 6.03 Service Termination Notice**

Thirty (30) days after an account becomes delinquent, the property owner, representative or tenant, if any, shall each be sent a Service Termination Notice, which shall specify the amount which is delinquent, plus penalty charge; it is also provided that a Service Termination Notice shall not be sent until the delinquent amount, plus penalty charge, is \$75.00 or more. The delinquent amount, plus penalty charge, must be paid in cash or by check and received at the District office within seven (7) days of the date of the notice to avoid service termination and the related service termination charge; provided, however, that if said delinquent account has had more than one "Payment Reversal Charge" authorized in Section 11.01 below, the delinquent amount plus penalty charge must be paid in cash, by certified check or money order. A "required payment date" seven (7) days after the date of the notice and the "required payment amount" shall be specified in each notice.

There shall be a \$22.00 charge for such notice. The notice shall be personally delivered to the site address and also sent by mail. The notice will be fastened to the front door of the service address, if possible, and actual proof of receipt by the property owner or occupant of the serviced property is not required.

### **Section 6.04 Appeal Hearing**

In the event the property owner or tenant believes there is an error in the billing or in the event the property owner or tenant disputes the amount due set forth, the property owner or tenant shall be entitled to a hearing before the General Manager, or his/her designee, prior to termination of service, PROVIDED THAT a

written request for such hearing is received by the General Manager no later than the close of business on the day before the required payment date. At such hearing, the property owner or tenant shall have the opportunity to present oral or written information in support of his/her claim of error or irregularity. After giving careful consideration to any information presented, the General Manager or his/her designee shall make any adjustment in the bill he/she believes is fair and equitable. The decision of the General Manager in this regard shall be in writing and shall be final and conclusive. The Board of Commissioners shall be notified of such appeals.

#### Section 6.05 Notice of Intention to File Lien (NIFL)

Thirty (30) days after an account becomes delinquent, the District shall send a letter to the property owner(s), lender(s) and/or lien holder(s) of record of the delinquent property. The letter shall notify the(se) interested party(ies) of the District's intention to file a lien against the property and to give the(se) interested party(ies) the opportunity to take action to prevent the District's lien filing.

#### Section 6.06 Failure to Receive a Bill

Failure to receive a bill does not relieve a customer of the responsibility for payment of charges and penalties.

#### Section 6.07 Service Termination

If a delinquent account is not paid or suitable arrangements not made before the required payment date specified on the service termination notice, water service shall be terminated on the date stated on the service termination notice (section 6.03). There shall be a service termination charge of \$40.00. Once a District employee is dispatched to the service property to turn the water off, this charge shall be assessed even if service is not actually terminated. If the meter is not accessible for termination, refer to section 11.16 of this resolution.

#### Section 6.08 Reactivation

Service shall be resumed when the delinquent amount and the penalty charges are paid in cash or by certified check. There shall be a \$40.00 charge for reactivating service during regular business hours, Monday through Friday, 8:00 a.m. to 4:00 p.m., or a charge of \$75.00 after regular District business hours. When service has been terminated due to lack of payment, the account is limited to one after-hours reactivation every 12 months.

## Section 6.09     Reactivation Without Consent

If service is reactivated without written consent of the District by any party, an unauthorized reactivation charge of \$100.00 shall be assessed against the serviced property, regardless of who is actually responsible for the reactivation. Damage to water service lines and equipment resulting from unauthorized reactivation will be repaired at the property owner's expense.

## Section 6.10     Temporary Reactivation

If service has been discontinued due to delinquency, an authorized agent of the owner of the service property may request in writing to have the service temporarily reactivated to facilitate the sale of the property. There shall be a **prepaid**, \$80.00 charge for temporary reactivation of service during regular business hours, Monday through Friday, 8:00 a.m. to 4:00 p.m., or a charge of \$150.00 for service outside regular District business hours. The temporary restoration of service shall not exceed two(2) hours; service will be re-terminated thereafter.

## Section 6.11     Lien and Foreclosure

The policy concerning lien and foreclosure of delinquent accounts shall be as follows:

The "Past Due Reminder" (Section 6.02) will also serve as a notice to the property owner of the District's intent to file a lien against the property receiving service. Should the past due balance remain delinquent for 30 days or suitable arrangements have not been made, the account may be certified as a delinquency and a lien will be filed against the property with the Treasurer of King County. The account will be assessed a Lien Processing charge of \$90.00 for each lien filing or each subsequent release of specific lien against the property. An interest charge of prime rate plus 4% per annum but not less than 9% will also be assessed against the delinquent amount commencing the date of certification of the lien to the Treasurer of King County, to be assessed until the delinquent amount is collected.

A customer or designated representative having an account with a delinquent amount over \$500 for a residential customer or \$1,000 for a commercial customer will be sent a "Past Due Reminder," and the District will notify the lender(s) or lien holder(s) of its intent to file a lien on the property as described in Section 6.05 above. If unpaid, the property will be subsequently "liened" notwithstanding the time requirement in the preceding paragraph.

Action may be taken by the Board of Commissioners to enforce collection of the delinquent amount at any time after said charges have been delinquent for a period of 60 days, pursuant to RCW 57.08.081. The District is authorized to foreclose by civil action in the superior court of the county in which the real

property is located, and to request attorneys' fees in such amount as the court may adjudge reasonable. The action shall be *in rem* against the property and in addition may be brought in the name of the District against an individual, or against all of those who are delinquent in one action, and the laws and rules of the court shall control as in other civil actions; it is provided, however, that foreclosure shall not be authorized until the delinquent amount is \$1,000.00 or more. Each account which has been submitted to the District's attorneys for foreclosure shall be charged attorneys' fees and costs incurred related to the foreclosure.

#### Section 6.12      Release of Lien

The lien filed with the Treasurer of King County shall not be released until the delinquent amount, including late charges and interest, are paid in full.

#### Section 6.13      Soldiers and Sailors Relief Act

In compliance with the Soldier and Sailors Relief Act of 1940 ("the Act"), the delinquent account collection policies for active military personnel is modified as follows:

- (a) The interest rate and penalty on accounts of active military personnel will be reduced to 6% per annum.
- (b) The Act does not address the District's right to terminate water service for nonpayment pursuant to RCW 57.08.081 for active military personnel with delinquent service accounts. The District, therefore, will not terminate water service to active military personnel with delinquent service accounts without prior approval of the District Board of Commissioners.

#### Section 6.14      Security Deposits in Bankruptcy filing

The District requires a security deposit from accounts in bankruptcy proceedings for continued utility service beyond the filing date. Such deposit must be made within 20 days after the initial bankruptcy filing, in an amount no less than 110% of the highest total charge billed in any two-month period. Such deposit will be held by the District until the bankruptcy is dismissed or discharged by the court. At that time, the customer may request to apply the security deposit toward any unpaid charges or a refund, if there is no balance owing.

#### Section 6.15      Release of Easement Charge

Property owners who request the release of unused easement by the District will be billed for the costs of record research, title report, recording fees and other costs attributable to handling and responding to the request in accordance with section 11.05 through 11.07.

**SECTION 7.00      COMMENCEMENT OF BIMONTHLY WATER AND SEWER SERVICE CHARGES**

Section 7.01      Sewer Service Charges for Property Not Yet Serviced by Water

If buildings, residences, apartments or other structures exist or are constructed upon real property which is not yet served by water, and the District sewer service is or becomes available to such real property, the billing for sanitary sewer charges shall commence 60 days after the side sewer connection to serve the real property is made, or as of the date a water meter from the District or other water utility is installed, whichever occurrence is sooner.

Section 7.02      All Service Charges for Property Serviced by Water

If buildings or residences, located within a sewer utility local improvement district (ULID), are in existence at the time sewage disposal services become available to such building or residences, and if a water meter from the District or other applicable water service municipality is installed, or the property is served by an approved water supply, the billing for sanitary sewer charges shall commence 60 days after a notice of sewer availability is mailed to the real property owner, or effective when actual connection shall have been made, whichever occurrence is sooner. The charges for water service shall commence upon the installation of a water meter.

**SECTION 8.00      CONNECTION TO SANITARY SEWER SYSTEM**

Section 8.01      Required Connection

If required by law or regulations, the owner of each lot or parcel of real property within the area to be served by the sewer system of the District, upon which lot or parcel of real property there shall be situated any improvements designed to be utilized for human occupancy, employment, recreation, or other purpose or use abutting on any street, alley or right-of-way in which there is now located, or may in the future be located, a public sanitary sewer of the District, shall connect such real property at his or her expense to the public sewer system of the District, provided that said public sewer is within 200 feet of the property line of said parcel of real property.

Any improvement or structure hereinafter constructed or made available for human occupancy and use shall, within 60 days after written notification of sewer availability has been issued by the District or the date of the installation of a water meter, whichever occurrence is sooner, shall be connected to the sewer system of the District by the owner of the real property upon which said structure is located at his or her expense.

All property shall be deemed capable of being served by the lines of the District if any plumbing of any building or structure located within 200 feet thereon can be served into the District sewer lines by gravity or by pumping provided the property served shall have direct access to the District's sewer line.

Section 8.02      Charge for District Expense of Making Connections to Sanitary Sewer Facilities

In the event that any owner of property shall fail or refuse to make connection as required by Section 8.01 above, the Board of Commissioners of the District may cause such connection to be made and the cost thereof to be certified to the Treasurer of the County as a lien against the property served and to be collected as provided by law.

Section 8.03      Sewer System Availability Charge

A Sewer System Availability Charge for non-connection to the available system shall be assessed in a bimonthly amount equal to the bimonthly sewer service charge as set forth in Section 1.00 above.

Section 8.04      Discontinuance of Sewer Service and Service Charges

In the event that all improvements are removed from a lot or parcel of real property, upon request from the property owner, the side sewer servicing the property shall be plugged at a location approved by the District. The District shall inspect the plugged line at its cost; the property owner shall pay all other costs of plugging the line. During such time as there is no improvement suitable for human occupancy on the real property; no sewer service charge shall be assessed against said property. Charges for sewer service shall be resumed on the date improvements are constructed on the property or the date an existing structure is repaired or rebuilt and made suitable for human occupancy. Connection fees and charges for reconnecting to the District's collection system may apply at that time.

Section 8.05      Exemption from Sanitary Sewer Service Charge

Water consumption not discharged into the District's sanitary sewerage collection system may be exempted from sewer service charges if approved by the District. This applies to irrigation, fire protection and other uses that will not enter the District's wastewater collection system.

The property owner must apply for a separate water meter, connecting directly to the District's water main, to measure non-sewer service consumption. Charges for the new meter are as set forth in section 10.03 below. Along with the application, the property owner must submit a detailed drawing of the non-sewer plumbing system to be serviced by this meter. Upon approval, the District will install the new meter. Water consumption for non-sewer service use as

registered on this meter will be exempt from sewer service charge. If this meter is used at a later date to supply consumption, which eventually enters the District’s wastewater collection system, its “exempt” status will be revoked to the date of original installation. The full sewer service charge will be assessed retroactively on all consumption previously exempted.

**SECTION 9.00 CONNECTION CHARGES**

Owners seeking to connect property to the District’s sewer and water system which, as legally described and addressed in the application for connection, have never received service, or which, with regard to property already receiving such service, will impose an additional demand upon the District’s water or sewer facilities, shall pay connection charges as determined by the District as a condition of such connection(s). Said charges shall be assessed and administered in accordance with District Policy and Procedure Number ENGINEERING 5 – Assessment and Administration of Connection Charges.

**SECTION 10.00 MISCELLANEOUS SERVICE CHARGES**

Section 10.01 Side Sewer Permit Charge

The District shall charge a side sewer permit fee for each side sewer connection as follows:

Gravity side-sewer requiring only a single inspection	\$210
Pumped side-sewer or other obvious situations requiring two inspections	\$250
Right-of-Way Permits required for side-sewer inspections	\$445
Inspections for customers making minor modifications or repairs to their existing system	No Charge

This charge covers the application and the number of inspection(s) expected for the new connection to the District’s sewage disposal system. Additional inspections, if necessary, will be billed on a time, equipment and material basis. There shall be a fifty percent (50%) surcharge for inspections requested and performed outside the District’s normal hours of operation.

Section 10.02 Sewer Line TV Service

The District shall charge for video inspection service at a rate of \$1.10 per linear foot of sewer pipe inspected. The minimum charge for this service shall be \$275.00. Charges in this section cover only the services rendered. Rates for the video truck and related equipment use are billed separately.

Section 10.03 Water Meter Installation Charges

Charges for full service installation of water meter services shall be as follows:

Meter Size	Charge
3/4 inch	\$2,250
1 inch meter	\$2,350

The District shall charge its actual labor and material cost plus an additional charge for administration and overhead as set forth in Section 11.05 to 11.06 below to install a meter larger than a 1-inch meter; provided, however, there shall be a minimum charge to install a meter larger than a 1-inch meter as follows:

Meter Size	Minimum Charge
1-1/2 inch	\$3,100
2-inch meter	\$3,500
Over 2-inch	\$4,300

A cash deposit equal to the minimum charge shall be required to install a meter larger than 1-inch prior to installation.

Where service line, meter connection and a meter box have been constructed by a developer as part of a water main extension, the meter “set” charges shall be:

Meter Size	“Set” Charge
5/8 or 3/4-inch	\$300
1-inch	\$355
1-1/2 inch	\$670
2-inch	\$845

Where a Storz adaptor is necessary, it will be charged at a rate of \$325 each.

Section 10.04 Sale of Water From Fire Hydrants

The District shall issue water use permits for temporary connection to fire hydrants, filling stations and other approved District facilities. The person applying for such permit must demonstrate a need for such service to the satisfaction of the District and agree to comply with all requirements of the District relating to said water use permit

1. Hydrant Meter – The District shall provide a hydrant meter for temporary water use that may include a backflow prevention device, connector to the hydrant, and a hydrant wrench.

2. Secured Fill Station – District fill stations maybe available for annual rental. The station will be equipped with an insulated box, meter, backflow prevention assembly and shut-off valve.
3. District Supervised Fill Station – Supervised access to a fill station as described above is available for daily rental only.

The rates and fees for permits, deposits for use of District meters, and water charges are as follows:

Permit Fee	\$25
Temporary Water Use Annual Deposit - deposits to be applied towards use of water and damages of meters, backflow devices, and fill station equipment	\$2,000
Meter, Backflow & Fill Station Monthly Rental Fee – use deposit required	\$50
Fill Station Daily Rental Fee - (use deposit not required)	\$25/day
Water Cost per CCF - equal to highest usage rate in this resolution.	\$4.75

There shall be a fine of \$500.00 each day or instance, whichever is more frequent, for a connection made to a fire hydrant without the required permit.

Section 10.05      Stand-By Fire Protection of Specific Private Buildings

There shall be a bimonthly charge for water availability through fire lines, fire protection meters, fire sprinkler alarm systems and fire hydrants installed on private property for the protection of specific private buildings. This charge shall be assessed based on the size of the water line as follows:

Diameter of Meter or Fire Flow Water Line	Bimonthly Charge
¾ inch	\$7.50
1 inch	\$9.50
2 inch	\$14.00
4 inch	\$33.00
6 inch	\$49.50
8 inch	\$76.00
10 inch	\$110.00
12 inch	\$145.00

Section 10.06      Temporary Turn-off Charges for Irrigation and Domestic Meters

Upon written request from a property owner, a water meter may be turned off for a temporary period of time if the structure is vacant. During such time as said meter is turned off, minimum bimonthly water service base charges as set forth in Section 2.00 shall be charged to said property, and all other charges for sewer, street lights and other applicable charges shall continue to be charged. The District shall charge its actual labor and material cost to turn off a meter plus an

additional charge for administration and overhead as set forth in Section 11.06 below, but in no event shall the charge be less than \$40.00. The charge to turn on the meter shall be calculated upon the same basis as the charge to turn off the meter.

Section 10.07      Discontinuance of Water Service and Bimonthly Water Service Charges

Water service charges to a property that has been receiving water service may be discontinued if the property is receiving no water service and, in addition, one of the following conditions exists:

- (i) The property owner requests in writing that the District remove the meter from the meter box. The District shall charge its actual labor and material cost to remove a meter plus an additional charge for administration and overhead as set forth in Section 11.05 below and also shall charge for the preparation of a final bill. The minimum charge for this service is \$50.00.
- (ii) An existing structure is unsuitable for human occupancy. Charges for water service shall be resumed when a water meter is installed or an existing structure is repaired or rebuilt and made suitable for human occupancy, whichever is sooner.

The charge to physically reconnect the meter shall be calculated upon the same basis as the charge to remove the meter. Applicable connection charge will be assessed when the property is reconnected for service. The property owner must request reconnection for occupancy or reconstruction. Once reconnected, regular service(s) billing will resume even if the property remains unoccupied due to reconstruction.

Section 10.08      Temporary Use of Water for Construction

The cost of installing a hydrant meter for construction shall be the same as set forth in Section 10.04 above.

Section 10.09      Credit for Consumption Caused by Leakage

Water leakage in a private plumbing system beyond the water meter is the responsibility of the property owner. The District may grant a partial credit for water consumed in the billing period during which an underground leak occurred. Upon proof of prompt (within 30 days after learning about the leak) repair, the District may grant a credit for the volume of water billed computed as follows:

The difference divided by two of ( the usage as billed minus the average usage of the past 22 months).

For example: Due to a leak in the service line, a customer is billed for 100 CCF. His average consumption for the past 22 months is 20 CCF. The District will allow a credit adjustment for 40 CCF.  $(100-20)/2=40$ .

The above credit may be granted no more than once every 24 months. If a customer experiences two separate leaks during a 24-month period, the District will grant the adjustment based on the larger leak.

The balance of the leakage consumption shall be charged at a usage step rate not to exceed the second step of the applicable increasing block rate structure as described in Section 2 to avoid further penalizing the user for the leak.

## **SECTION 11.00 MISCELLANEOUS DISTRICT CHARGES**

### **Section 11.01 Payment Reversal Charge**

There shall be a charge of \$35.00 for handling a check, which has been dishonored or for credit card payment, which has been charged-back to the District.

- (a) The affected utility service account shall be debited for the amount of the dishonored check or charged-back credit card payment.
- (b) If a discount has been allowed for the timely payment as set forth in Section 5.06 above, said discount shall be disallowed and the discount amount charged back to the service account.
- (c) All collection steps would resume as if the said dishonored check or charged-back credit card payment was never received or made.
- (d) The property owner and the maker of the dishonored check or the owner of the charged-back credit card will be notified.
- (e) The amount of the dishonored check and "Payment Reversal Charge" must be paid in cash, money order or credit card.
- (f) After incurring two "Payment Reversal Charges" within a twelve-month period, the District will only accept cash or certified check from the offending party for the ensuing twelve months.

### **Section 11.02 Special Payment Processing Fee**

There shall be a charge of 10% of the payment received for the processing of cash payments in the form of loose coins that total more than \$20.00.

### Section 11.03 Final Bill Charge

All requests for a final bill must be in writing. There shall be a \$30.00 charge for final bills on accounts receiving water service in all classes and for accounts receiving sewer service in Classes 6 and 7 as defined in Sections 1 and 2 above for the final bill preparation and meter reading, which shall be taken by a District employee. Final bills shall be apportioned based on the escrow closing date if notified prior to said closing date, or the next day after the District receives notice of the transfer of property. When no meter reading is necessary for the final bill preparation, the charge shall be \$10.00.

Final bills covering less than the normal two-month billing period will be computed as follows:

The District will take a meter reading on the closing date for the final bill. The usage from the final reading is divided by the number of days within the current billing period covered by the final bill to get the average daily usage. The average daily usage is multiplied by the number of days in the current billing period to get the estimated full period consumption. A full period bill is then computed using the estimated full period consumption. That amount is divided by the number of days in the billing period to get the average charge per day. The final bill is then prorated to the closing date based on the number of days charged to the departing customer.

**Example:** A water service customer requested a final bill through July 14 and the next normal bill date was July 31. The District took a meter reading on July 14 and the customer had used 2,200 Cubic Feet of water. There were 44 days from June 1 to July 14. The average daily consumption would be 50 Cubic Feet. The estimated full period consumption would be 3,050 Cubic Feet. The District bills only in 100 Cubic Feet unit. The final bill would be computed based on a full period consumption of 30 CCF or 44/60 of the total bill.

Initial billings covering less than the regular two-month billing period will be prorated. The part period bill will be computed in a manner similar to a prorated final bill as described above.

### Section 11.04 Duplicate Bill Charge

There shall be a charge of \$1.50 per bill for duplicate bills sent to a tenant, addressed to "Resident" at the service address upon request in writing from the property owner, representative or tenant.

**Section 11.05      Service and Material Charges**

Services rendered and material provided will be billed at a cost plus overhead basis.

- A. Labor Service provided by District employees will be billed at 2.25 times the employee’s gross hourly wage for the Fleet & Facilities Department and 2.0 times the employee’s gross hourly wage for all other departments. Bill rates based on specific service agreement, if any, shall supercede billing rates described herein.
- B. Equipment. The use of the District’s equipment will be billed as follows:

Equipment Type	Hourly Rate	Minimum Hours	Minimum Rate
Asphalt Hot Box	\$10.50	2	\$21.00
Hydraulic Power Unit	\$5.50	1	\$5.50
Aerial ManLift – Self Propelled	\$10.50	4	\$42.00
Air Compressor	\$10.50	1	\$10.50
Asphalt Reclaimer	\$3.50	1	\$3.50
Asphalt Roller	\$5.50	1	\$5.50
Backhoe	\$16.50	1	\$16.50
CADD System	\$10.50	1	\$10.50
Chain Saw	\$4.00	1	\$4.00
Compactor	\$4.00	1	\$4.00
Compactor - Backhoe Attachment	\$10.50	1	\$10.50
Concrete Saw	\$5.50	1	\$5.50
Cut Off Saw	\$4.00	1	\$4.00
Forklift	\$5.50	1	\$5.50
Gas Monitor	\$3.50	1	\$3.50
Generator - Small (<5 KW)	\$2.50	1	\$2.50
Generator - 70-80 KW	\$20.50	1	\$20.50
Generator - 230 KW	\$60.50	1	\$60.50
Generator – HQ	\$40.50	1	\$40.50
Hedge Trimmer	\$2.50	1	\$2.50
Hole Hog	\$4.00	1	\$4.00
Hydraulic Impact Wrench	\$2.50	1	\$2.50
Jackhammer	\$4.00	1	\$4.00
Lawn Blower	\$2.50	1	\$2.50
Lawn Edger	\$2.50	1	\$2.50
Lawn Mower	\$2.50	1	\$2.50
Lawn Mower - Riding	\$5.50	1	\$5.50
Meter Tester Portable	\$4.00	1	\$4.00

Equipment Type	Hourly Rate	Minimum Hours	Minimum Rate
Pipe Cutter (Snap, Role or Hydraulic)	\$3.00	1	\$3.00
Pipe Threader	\$3.00	1	\$3.00
Pressure Washer	\$3.50	1	\$3.50
Pump - Pressure Tester	\$2.50	1	\$2.50
Pump 1-1/2" to 3"	\$4.00	1	\$4.00
Pump > 3"	\$6.50	1	\$6.50
Pump Electric Sump	\$2.50	1	\$2.50
Sewer Mini Push Camera	\$10.50	1	\$10.50
Sewer Rodder	\$5.50	1	\$5.50
Sewer Root Cutter	\$3.00	1	\$3.00
Sewer Smoke Tester	\$3.00	1	\$3.00
Sewer Stick Camera	\$3.50	1	\$3.50
Shoring	\$5.50	2	\$11.00
Survey Data Collector	\$20.50	1	\$20.50
Sweeper - Walk Behind	\$2.50	1	\$2.50
Tapping Machine 1-1/2" to 2"	\$3.00	1	\$3.00
Tapping Machine 3/4" to 1"	\$2.50	1	\$2.50
Trailer - Backhoe	\$4.00	1	\$4.00
Trailer - EOC CARGO	\$5.50	1	\$5.50
Trailer - Small	\$3.00	1	\$3.00
Trailer- (ARO-LITE)	\$3.50	1	\$3.50
Trailer - Vac-Unit Trailer	\$5.50	1	\$5.50
Trailer - Roller	\$5.00	1	\$5.00
Valve Operator Hydraulic	\$3.50	1	\$3.50
Vehicle Truck - Flat Bed	\$6.50	1	\$6.50
Vehicle Vehicle Passenger	\$5.50	1	\$5.50
Vehicle Small Work Van, PU	\$6.50	1	\$6.50
Vehicle Step Van - Large Full Service	\$14.50	1	\$14.50
Vehicle Step Van - Mid Size	\$8.50	1	\$8.50
Vehicle Truck - Dump 10 yd	\$20.50	1	\$20.50
Vehicle Truck - Dump 2 yd	\$13.00	1	\$13.00
Vehicle Truck - Dump 8 yd	\$20.50	1	\$20.50
Vehicle Truck - Flatbed w/crane	\$10.50	1	\$10.50
Vehicle Truck - P/U	\$8.00	1	\$8.00
Vehicle Truck - Sewer Flushing	\$29.50	1	\$29.50
Vehicle Truck - Sewer TV	\$53.00	2	\$106.00
Vehicle Truck w/ Gen Set	\$20.50	1	\$20.50
Vehicle Truck -Work	\$14.50	1	\$14.50
Vehicle Vactor Truck - 10+ yds	\$63.00	2	\$126.00

Equipment Type	Hourly Rate	Minimum Hours	Minimum Rate
Vehicle Vac-Truck - 3-5 yds	\$15.50	1	\$15.50
Ventilator – Blower	\$2.50	1	\$2.50
Weed Eater	\$2.50	1	\$2.50
Welder (Portable)	\$2.50	1	\$2.50

Print and copy services are only provided for documents related to businesses conducted at the District. The District does not provide copy and print services to the general public:

Print Type Description	Charge/Sheet
Document Copies - letter or legal size per page	\$0.25
Microfiche Plain Bond Prints - up to 11" X 17"	0.75
Engineering Copies - Bond "D" size 24" X 36"	7.50
Engineering Copies - Bond "E" size 34" X 44"	10.00
Engineering Copies - Mylar Film "D" size	20.00
Engineering Copies - Mylar Film "E" size	25.00
Minimum Engineering Copy Charge	5.00

Section 11.06 Mileage Charge

Mileage driven will be charged at 55 cents per mile.

Section 11.07 Other Services and Material Charges

Outside professional services, material, and other costs incurred and paid for by the District will be billed at 1.25 times the cost to the District. Unless the service is specifically covered by a separate service agreement, labor costs will be billed at 2.25 times the actual wage rates paid by the District for all services rendered to cover costs of administration and overhead. If applicable, state excise tax shall be charged in addition to the charges for material and services.

Section 11.08 Minimum Billing Charge

There shall be a minimum billing charge of \$25.00 per invoice for miscellaneous billings; provided, however, that an individual may pay in cash the District's actual charges rather than a \$25.00 minimum bill at the time of service or material is provided.

Section 11.09 Account History Charge

The District shall charge \$5.00 for an account history provided to a District customer. However, if the account history is produced as a result of a billing dispute, there shall be no charge.

**Section 11.10      Charge for Copy of Bill**

The District shall charge \$1.00 for each copy of a customer's bill provided to a District Customer. However, if a copy of a bill is provided to a customer as a result of a billing inquiry, there shall be no charge.

**Section 11.11      Charge for Overseas Postage and Handling**

The District shall charge \$2.50 for each bill sent to an address outside the United States for postage and handling.

**Section 11.12      Unauthorized Connections to Sanitary Sewer and Water Systems**

Should any individual, corporation or other entity make a connection to either the sanitary sewer or water system of the District without first applying and obtaining permission to make a connection, or should a connection be made without inspections being made by the District of the connection, as required by resolution of the District, the same shall be deemed an illegal connection. The District, as a result, will incur substantial expenses for investigation, ascertaining the facts of the illegal connection, and will incur other administrative costs in connection therewith.

**Section 11.13      Fee for Unauthorized Connection to Sanitary Sewer System**

There shall be a charge of \$50.00 per day for illegal connection to the sanitary sewer system from the date of said illegal connection to the date of disconnection. Further, the District shall charge a Connection Charge, as would otherwise be due and payable if said property were legally connected, plus the cost of inspection that would have been conducted had said property been connected legally. The District may disconnect said sanitary sewer connection and charge all costs and expenses incurred in making said disconnection. No further connection will be authorized to said property served by said illegal connection until all costs, charges and per diem sanitary sewer service charges are paid in full, and the District is fully compensated for all costs and expenses including engineering and attorneys' fees incurred, directly or indirectly, as a result of said illegal connection.

**Section 11.14      Fee for Unauthorized Connection to Water System**

There shall be a charge of \$50.00 for each instance and each day, whichever is more frequent, an illegal connection is made to the water system. In addition, a consumption fee will be charged based on the discharge rate of the particular service line servicing the connection at the rate of \$4.75 per 100 cubic feet for an 8-hour period of continuous water flow each day until date of disconnection from the system. Further, the District shall charge a Connection Charge, as would otherwise be due and payable if said property were legally connected. The District may disconnect said water connection and charge all costs and expenses

incurred in making said disconnection. No further connection will be authorized to said property served by said illegal connection until all costs and charges are paid in full and the District is fully compensated for all costs, and expenses including engineering and attorney's fees incurred directly or indirectly as a result of said illegal connection.

Section 11.15      Delinquent Miscellaneous Service Charges

Charges for any services rendered by the District, including but not limited to Connection Charges, water meter installation charges, miscellaneous water service charges, charges for illegal connections and all other miscellaneous District charges, shall be paid within 30 days of the date of the District's invoice. All charges unpaid by said date shall be delinquent. A penalty charge computed at a rate of 10% of the delinquent amount shall be added to the account balance. Additional penalty charges shall not be computed on prior penalty charges or on a delinquent amount previously charged a penalty charge. All District charges, penalties, and interest shall be deemed charges against the real property to which service is provided and shall be enforced pursuant to RCW 57.08.081.

Section 11.16      Special Meter Access Charge

Property owners shall not restrict access to the District's meter boxes for meter reading and repair. A 2-foot radius around and 6 feet above each water meter box shall be kept free of vegetation, debris, and otherwise shall not be made inaccessible. Additionally, if a path is necessary to access the meter, such path shall have a clearance of 2 foot (width) by 6 foot (height) and be free of vegetation and debris. If a meter is inaccessible due to debris, overgrown vegetation, parked vehicle located over the meter box or any other restriction, the property owner shall be assessed a special access charge in the amount of \$30.00 for each instance that the meter is determined to be inaccessible for attempted meter reading or repair.

If the meter is located in a right-of-way and a vehicle is parked over the meter at the time of scheduled termination or termination resulting from the return of payment by a financial institution, the account will be assessed a \$500 penalty per instance.

Section 11.17      Right-of-Way and Inspection Fees for Side Sewer Permits

The District shall charge \$445.00 to each property owner applying for a side sewer permit to pay for charges made to the District by other municipalities for right-of-way permit fees, inspection fees and any other miscellaneous charges. In addition, the property owner shall pay any charges made by such municipalities in excess of \$445.00.

Section 11.18      Fire Flow Estimates

Fire flow estimate prepared by the District or District's consultant using a computer model will be charged at cost to the District plus 25%. If on-site flow tests are needed for the estimate, the service shall be billed on a time and material basis as described in Section 11.04 to 11.07.

Section 11.19      Water or Sewer Availability Letter

There shall be a charge of \$80 for the research and preparation of each water or sewer availability letter. These availability letters are valid for a period of one year. If a time extension is needed, it must be requested prior to the availability letter's original expiration date. The District will review the expiring letter for changed conditions. In the absence of changed conditions, there is no charge for the first extension. Re-issuance of additional service availability letter for the same property, after the first extension or due to changed condition, will be charged \$80 each.

**SECTION 12.00 ADMINISTRATIVE DETERMINATIONS**

- (i) The General Manager of the District or his/her designee may authorize credits on service charges and delinquent penalty charges accrued against properties improved by residential structures which are not completed or which are unlivable, or waive delinquent charges where collection of the same would be inequitable, upon such finding by the General Manager or his/her designee, following investigation.

Where service and base service charge are discontinued for reasons stated above, applicable service and connection charge will be assessed for reconnection to the District's collection system.

**SECTION 13.00 EFFECTIVE DATE**

All rates and charges previously adopted by the Board of Commissioners and in effect at the time of the approval of this resolution shall continue in effect unless and until changed by the Board of Commissioners. All rates and charges contained in this resolution shall be effective for all billings beginning September 1, 2008. Resolution 2008-03-03 is hereby repealed effective August 31, 2008.

**SECTION 14.00 SAVING CLAUSE**

If any section, sentence, clause or part of this Resolution is for any reason held invalid, such a decision shall not affect the remaining portions of this Resolution. The Board of Commissioners hereby declares that it would have passed this Resolution and each section, sentence, clause and part thereof despite the fact

that one or more sections, sentences, clauses or parts thereof be declared invalid.

ADOPTED by the Board of the Commissioners of Northshore Utility District, King County, Washington, at the regular open public meeting thereof held the eighth day of September 2008.

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Trudy C. Rolla,  
Commissioner

\_\_\_\_\_  
D. Bruce Gardiner,  
Commissioner

\_\_\_\_\_  
Robert S. Peterson,  
Commissioner

\_\_\_\_\_  
Don A. Ellis,  
Commissioner

\_\_\_\_\_  
Margaret R. Wiggins,  
Commissioner