

WATER DISTRICT 19
Vashon, King County, Washington

Master Resolution

A **RESOLUTION** of the Board of Commissioners of Water District 19, King County, Washington, summarizing policies authorizing service connections, authorizing the collection of fees and charges , establishing the description and implementation of such fees and charges , establishing administrative policies and procedures and superseding prior Resolutions listed in Exhibit A.

WHEREAS the Board of Commissioners desires to consolidate the numerous resolutions describing the conditions for authorizing and managing residential and commercial connections to the Water District's water distribution system as well as administrative policies, and

WHEREAS, the Board of Commissioners desires that fees and charges established for services and requests for service provided and made to customers on a non-recurring basis and which are not otherwise included in the District's bi-monthly rates, bear a direct relationship to the cost of provision of same, and

WHEREAS, having fully reviewed and considered the same, the Board of Commissioners deems that the description and provisions for implementation of a system of fees and charges contained herein, as well as policies stated in support thereof, represent and establish a fair and equitable method and rate of collection of fees and charges; and

NOW, THEREFORE, BE IT RESOLVED as follows:

Effective January 8, 2013, Resolutions contained in Exhibit A shall be superseded and the policies governing the authorization of connection to the system and the fees and charges as established hereunder shall be applicable.

RECORD OF REVISIONS

1. Add Certificate of Water Availability issuance policy – post Waiting List 8/13/2013
2. Revise Developer Extension policy 8/13/2013
3. Revise “How to Obtain Water Service” policy – main extension 9/10/2013
4. Revise “Hold Status” provision to eliminate sunset clause for connecting 9/10/2013
5. Revise “Exhibit C – Rates and Fees”, adding dedicated fire line charges 9/10/2013
6. Resolution 1156 – Commercial Connection Policy revision 1/23/2014
- 7.

INDEX

ARTICLE I	Definitions	1
ARTICLE II	General Information	
ARTICLE III	Policies	
EXHIBIT A	Resolutions superseded by this Master Resolution	
EXHIBIT B	Reimbursement Agreement	
EXHIBIT C	Schedule of Rates and Fees	

ARTICLE I

100. **AGRICULTURAL WATER.** Water delivered to consumers for use primarily in the commercial production of agricultural crops or livestock including domestic use incidental thereto.

101. **AIR-GAP SEPARATION.** A physical break between a supply pipe and a receiving vessel. The air-gap shall be at least double the diameter of the supply pipe measured vertically above the top rim of the vessel, in no case less than one inch.

102. **APPLICANT.** Any person, as defined herein, applying for water service.

103. **APPROVED BACKFLOW PREVENTION ASSEMBLY.** An assembly which has passed laboratory and field evaluation tests performed by a recognized testing organization which has demonstrated their competency to perform such tests. The District's construction standards includes a list of devices approved for use on District services.

104. **APPROVED WATER SUPPLY.** Any water supply whose potability is approved by a state or local health agency.

105. **AUXILIARY SUPPLY.** Any water supply on or available to the premises other than the approved water supply.

106. **AWWA STANDARD.** An official standard developed and approved by the American Water Works Association (AWWA).

107. **BACKFLOW.** A flow condition, caused by a differential in pressure that causes the flow of water or other substances into the distributing pipes of the District's water supply from any source other than an approved water supply source. Back-siphonage is one cause of backflow. Back pressure is the other cause.

108. **BOARD.** The Board of Commissioners of Water District 19.

109. COMMERCIAL SERVICE. Delivery of water to customers engaged in trade, manufacturing and all other business and processing activities, including lodges, motels, hotels, trailer parks, home businesses. Commercial service shall also include small businesses with living quarters attached thereto or served by the same meter.

110. CONNECTION FEES. All charges associated with receiving water service.

111. CONTAMINANT. Any physical, chemical, biological or radiological substance or matter in water.

112. CONTAMINATION. A degradation of the quality of the potable water by any foreign substance which creates a hazard to public health, or which may impair the usefulness or quality of the water.

113. COST. The total cost of labor, material, transportation, equipment rental, supervision, engineering, legal, and all other necessary overhead expenses.

114. CROSS CONNECTION. Any unprotected actual or potential connection between a potable water system used to supply water for drinking purposes and any source or system containing unapproved water or a substance that is not or cannot be approved as safe, wholesome, and potable. Bypass arrangements, jumper connections, removable sections, swivel or changeover assemblies, or other assemblies through which backflow could occur, shall be considered to be cross-connections.

115. CUSTOMER OR CONSUMER. A water user of record.

116. DATE OF NOTICE. The date upon which a bill or notice is mailed or delivered personally to the customer.

117. DEVELOPER. Any individual, firm, company, partnership, association, corporation, or institution who constructs on and/or develops land.

118. DISTRIBUTION MAINS. Installations starting from the sources provided in the "Main Conveyance" system extending to individual services throughout the District in the form of main or lateral extensions, to provide the customers with water service.

119. DISTRICT. The Municipal Corporation – Water District 19, its directors, officers, employees, and facilities.

120. DIVERT. To change the intended course or path of water without the authorization or consent of Water District 19.

121. DOMESTIC OR RESIDENTIAL SERVICE. Water for all household purposes, including water for sprinkling lawns, gardens or shrubbery; washing vehicles and clothes; human consumption, sanitation; and other general and customary purposes.

122. **DOUBLE CHECK VALVE ASSEMBLY.** An assembly of two internally loaded, independently acting check valves, including shut-off valves on each end of the assembly and test cocks for testing the water tightness of each check valve.

123. **GENERAL MANAGER OR MANAGER.** The person employed by the District as its executive officer.

124. **LOT LINE ADJUSTMENT.** Any adjusting or amending of a property or properties resulting in a change of tax liability, acreage size, or configuration such as a subdivision, property line adjustment, or parcel split.

125. **OFFICE.** The office of Water District 19 located at 17630 100TH Ave SW, Vashon, WA.

126. **POTENTIAL CROSS CONNECTION.** Capable of being a cross connection but not yet in existence.

127. **PREMISES.** A lot, parcel or acreage under single ownership, except that any separate structure shall be deemed a separate premises. Apartment houses, motels, office buildings and structures of like nature, may be classified as a single premise by the District.

128. **PRIVATE FIRE PROTECTION SYSTEMS.** Water service and facilities for building sprinkler systems, hydrants, hose reels and other facilities installed on private property for fire protection, excepting there from, meter connections for regular service and the appurtenant facilities thereto.

129. **PUBLIC ENTITY/INSTITUTIONAL SERVICE.** Any water using establishment dedicated to public services. This includes fire districts, schools, parks, libraries, other public utilities and government facilities.

131. **PUBLIC WATER SYSTEM.** The District system.

132. **RECONNECTION.** Means the reconnection of water service by a customer, other person, or by the District after service has been disconnected by Water District 19.

133. **REDUCED PRESSURE PRINCIPLE BACKFLOW PREVENTION ASSEMBLY.** An assembly incorporating two internally loaded, independently operating check valves and an

automatically operating differential relief valve located between the two checks, including shut-off valves on each end of the assembly, and equipped with necessary test cocks for testing the assembly.

134. RESIDENTIAL SERVICE. Delivery of water to a parcel of land which does not meet agricultural, commercial, or rural service requirements.

135. SCHOOL. Any building used for educational purposes accredited by the state of Washington including K through 12, junior colleges, and universities. This definition shall not include buildings used for day-care purposes.

136. SERVICE. The pipeline and appurtenant facilities, such as curb stops, service lines, meter yokes, meter boxes, meter gate valve and fittings, all used to extend water service from a distribution main to the premises. Where services are divided at curbs or property lines to serve several customers, each branch service shall be deemed a separate service.

137. SERVICE CONNECTION. The point of connection of a user's piping to the water supplier's facilities.

138. SERVICE RECONNECTION CHARGE. Fees levied in cases where the District has previously turned off service for delinquent payment.

139. SINGLE DETECTOR CHECK ASSEMBLY. An assembly of an internally loaded check valve together with bypass and a water meter which records low flows.

140. SUBDIVISION. Any division of land, including, but not limited to, lot split, lot line adjustment or parcel map recordation, which results in any parcel served by the District being divided into two or more parcels as a result of such subdivision.

141. TAMPER. To rearrange, injure, alter, interfere with, or otherwise prevent a device from performing its normal or customary function, including unauthorized use.

142. TEMPORARY WATER SERVICE. Water service and facilities rendered for construction work and other uses of limited duration and the water and facilities available therefor.

143. WATER SERVICE. The provision of water service by Water District 19 for compensation.

144. WATER SUPPLIER. The District.

145. WATER SYSTEM. Improvements installed within a tract of land for the purpose of providing water service.

146. WATER TURN-OFF AND TURN-ON CHARGE. Fees levied in cases where the customer requests to have their service turned off and on for their convenience. This fee does not apply to new customers or move-outs.

147. WATER USER. Person(s) using water for residential, commercial, or agricultural purposes.

148. WATERLINE EXTENSION. Water main(s) installed for the benefit of existing parcels of land without previous water service.

ARTICLE II

GENERAL INFORMATION

Water District 19 is a municipal corporation organized under Title 57 of the Revised Code of Washington (RCW). The District was formed in 1925 by a vote of the people and over the years has expanded to include the area as shown on the District boundary map. The boundaries are not fixed in perpetuity and the current boundary map can be obtained at the District office.

Water District 19 is governed by a three member elected Board of Commissioners, each serving a six year term of office. All registered voters within the District boundaries are eligible to run for the office of Commissioner and to vote for the candidate of their choice. The Commissioners receive a statutory stipend per meeting as compensation for their service.

At the first regular Board meeting in January, Board officers shall be elected. This includes President and Secretary. In addition, upon the seating of a newly elected Board member, he/she shall be sworn in at the same meeting.

The District employs a General Manager who oversees administration and operations of the District. In addition, an Office Administrator is employed to directly oversee billing, bookkeeping and customer service. A Washington State certified operator is employed to fill the role of Lead Operator to be the operator in responsible charge. The District employs additional full time and part time certified operators to oversee the District wells, creek pump stations, water treatment plant and the distribution system. Additional part time staffing is utilized in office administration.

Blanket King County voucher authorizations require the signatures of two or three Board Commissioners for processing. In the event that two Board Commissioners are absent, the General Manager is authorized to sign the voucher authorizations. Voucher submissions to King County are initiated by the Office Administrators who are the designated Auditing Officers.

The Water District 19 office is located at 17630 100th Ave SW. Normal business hours are 8:00 AM to 4:00 PM Monday through Friday. Exceptions to these hours are posted at the office entrance.

Use of the Water District 19 building is restricted to the business of the municipal corporation. This may include ad hoc group meetings where Water District 19 attendance is expected or planned and is related to the water community as a whole.

To contact the District, use the following information:

Telephone, normal business hours	463-9007
Telephone, after hours emergencies	962-1993
E-mail	water19@water19.com
By US Mail	Water District 19 PO Box T Vashon, WA 98070

Water bill payments can be made by one of the following methods:

1. In person during normal business hours by cash, check or credit card

2. By US Mail
3. By automatic bank draft from a checking account
4. By automatic charge to a credit card or debit card

Additional information may be found on the District website at <http://water19.com>

The Board of Commissioners of Water District 19 meet once monthly in the District office. Special meetings are scheduled as needed. Meeting dates, times, notices and draft agendas can be found on the District website and in the local newspaper. The public is invited to all meetings.

A special Board meeting must be called in order to serve the needs of a specific person and/or entity, the cost of any and all such special meetings shall be borne by that same person and/or entity, including Commissioner stipends, staff salaries and related overheads.

ARTICLE III

POLICIES

i) WATER MAIN EXTENSION

A charge for water mains, pump stations and appurtenances which provide direct service to a particular parcel of property will be collected from the owner of the parcel. The charge for the construction of such mains, pump stations and appurtenances shall be levied, in addition to the General Facilities Charge, for connection to mains previously installed and for which a latecomer charge exists or for improvements for which District funds were utilized to fully or partially fund the construction of the facilities by the District, by U.L.I.D. or other developer. The charge shall be based upon the property's proportionate share of the facilities so constructed. It shall be the District's policy to make such charge based upon the actual costs of construction. The District shall collect interest on mains, pump stations and appurtenances constructed by the District or by U.L.I.D. at a rate appropriate to provide reimbursement for the cost of capital per RCW 57.08.005.

Property specially benefited by the establishment of a U.L.I.D., but not a part of the District, shall pay, as a condition of the right to connect to the District water system a charge equal to the original assessment of the Utility Local Improvement District, plus an interest charge computed at the same rate applied to the Utility Local Improvement District the improvements ordered by, said interest to run from the date the Utility Local Improvement District are connected to the District's system.

If multiple parcels owned by the same individual or entity are merged during a U.L.I.D. formation, assessments will be recalculated to be based on the new lot line configuration, without prejudice.

ii) REIMBURSEMENT AGREEMENTS – Ref. RCW 35.91.20

In conjunction with the previously referenced charge for mains constructed to provide direct service to a property, the District shall implement a program to reimburse developers for a proportionate share of the costs of water mains which they construct at their expense and which provide direct service to adjacent properties. In so doing, the District shall collect the share of construction costs upon connection of the adjacent or benefiting property and remit the same to the developer. A charge for administration of this program shall be levied. The repayment period shall not exceed ten (10) years. The District may adjust reported construction costs where inconsistent with costs deemed reasonable. The current revision of the Reimbursement Agreement is in Exhibit B.

iii) PERIODIC REVIEW AND ADJUSTMENT

The District shall periodically review the fees and charges to insure that they remain a fair and equitable reimbursement for costs. Specific fees or charges may be modified in situations where the application of same would be inconsistent with the policies established herein.

iv) HOW TO OBTAIN WATER SERVICE

Property owners within the current boundaries of Water District 19 can petition the District for water service. If a water main borders the property and a water service connection is

available, service can be readily obtained by paying the appropriate fees. In cases where a water main does not border the property, it may be necessary, as determined by the District, for the property owner to request and pay for a developer extension of the water main. If the owner's property lies outside the District boundaries, service cannot be provided until an annexation process is completed.

If the District is in a moratorium for new connections, the property owner cannot obtain service from the District.

a) Waiting List

The District maintains a closed waiting list of requests for new connections. The policies governing the current waiting list are as follows:

- 1) Property owners within District boundaries seeking a water unit(s) and having their name(s) affixed to the WAITING LIST for same, shall have their request granted in accordance with the District's water availability status correlating with their position on the WAITING LIST – first on, first off.
- 2) Property owners shall be notified via CERTIFIED MAIL when the District has a unit(s) available for issuance.
- 3) Property owners shall notify the District by CERTIFIED MAIL of the intent to accept or forego acceptance of the offer of a water unit(s) within 30 days of receipt of notification.
- 4) If the property owner foregoes acceptance, their property will be removed from the list and the next property owner on the WAITING LIST will be offered the available water unit(s).
- 5) Upon acceptance of the offer to purchase a water unit(s), the Application for Water Service (AWS) shall be executed and full payment of the total Application Charges must be received within 120 days of acceptance. If full payment is not made within the 120-day period, the purchase offer will be withdrawn; any payments made will be refunded; and the property will be removed from the list.
- 6) An annual administrative fee will be charged to property owners on the waiting list to maintain status.

Regardless of the existence of a moratorium or waiting list, any request from a public entity for a water connection shall be granted upon payment of the appropriate fees.

Certificate of Water Availability Issuance – Post Waiting List

At such a time when the closed Waiting List is fully served, Certificates of Water Availability shall be made available for issuance by the District on the following terms and conditions:

- A. The District will determine the number of water units (ERUs) available for allocation, after reviewing the water supply available.

B. The District may hold annual Water Allocation Events ("Allocation") annually on or around the second Tuesday of January to determine parties ("Applicants") that will have an opportunity to have water service allocated through the completion of an Application for Water Service and if requested, the issuance of Certificates of Water Availability. For water service to be considered allocated to an Applicant, the issuance of a Certificate of Water Availability or provision of water service to the Applicant, shall comply with all District policies and procedures for such actions.

C. Application for Allocation shall be made on a District Water Allocation Application ("Application") form. The forms shall be available at the District Offices during normal District office hours. There shall be separate application forms for each periodic Allocation. (i.e. an application form will not be held on file from one Allocation to another). Only one application shall be considered for a specific parcel in each periodic Allocation, and should include all ERUs requested for the specific parcel. For an application to be considered by the District for an Allocation, it must be determined to be complete by the District and shall include, at a minimum:

- i) Number of ERUs requested.
- ii) Minimum number of ERUs acceptable to the Applicant for consideration if there are insufficient ERUs to satisfy the full number of ERUs requested; if no minimum number has been provided the minimum will be considered the same as the number requested.
- iii) Identification of the Applicant - including name, address and authorized signature(s). The Applicant must be the Property Owner at the time of the Allocation.
- iv) Identification of the property for which an application is being made, including parcel number(s) and legal description.

Applications will be made available to interested parties for each Allocation. Applications for each subsequent Allocation will be made available immediately following completion of the previous Allocation.

D. Notice of a forthcoming Allocation shall be through the use of public notices in the local newspaper and on the District website.

E. When an application is received it shall be reviewed by District staff to determine completeness and correctness. If an application is complete and correct, it shall be certified by District staff as such. If the District determines that an application is deficient because it fails to include all required information or contains incorrect information, District staff may request an Applicant to provide additional information. The District reserves the right to determine or

seek an advisory opinion from King County regarding land uses allowed by current zoning. Certificate of Water Availability requests for rezones will not be considered for inclusion in the Allocation.

F. Following the closure of the application period by the District, and prior to the time established for the Allocation, the District shall determine the total number of ERUs requested by all Applicants with complete applications for the Allocation. If the total number of ERUs requested is less than the Available ERUs, all Applicants with complete applications shall be identified as successful Applicants.

G. Each Allocation, where there are more ERUs requested than there are Available ERUs, shall be held in the following manner:

i. All complete applications shall be drawn in a random order by an independent third party designated by the District. As each application is drawn, such application shall be assigned a number in sequence with the first application drawn assigned number one and subsequent applications each assigned a sequential number.

ii. Each complete application, in the order established by the drawing beginning with number one, shall be considered relative to the number of Available ERUs, until all complete applications have been considered and identified as either. The following steps shall be undertaken for each individual Application.

a. If there are sufficient Available ERUs to satisfy the request, the application shall be determined to be successful.

b. If there are insufficient Available ERUs to satisfy the request, the drawing is considered closed to this applicant for this Allocation.

H. Successful Applicants shall be notified by certified mail sent to the address designated on the application. The date of the mailing of the notice by the District shall constitute the date of notice, not the date of receipt. The notice shall advise the Applicants of their opportunity to obtain Certificates of Water Availability or water service for the project identified on the application. The District shall provide written notification of policies and procedures associated with and required to be completed and complied with to obtain the Certificate and/or service requested on the application. These policies and procedures may include, but are not limited to, the successful Applicant entering into a Developer Extension Agreement with the District. The policies and procedures required for each successful Applicant shall be further determined by the District.

Details pertaining to payment terms and conditions are contained in the District's Master Resolution.

- i. Applicants identified by the District as requiring a Developer Extension Agreement shall be required to execute a Developer Extension Agreement for the project, and pay the associated fees. Requirements and fees shall be determined by District policies and procedures in effect at the time of request.
- ii. Applicants for projects identified by the District as not requiring a Developer Extension Agreement, which are requesting a Certificate of Water Availability shall be required to pay for the Certificate of Availability in accordance with District policies and procedures. Fees shall be determined by District policies and procedures in effect at the time Certificates of Availability are requested.
- iii. Cost and requirements for connection to the system shall be determined by District policies and procedures in effect at the time of request.
- iv. If the successful Applicant fails to meet the specified terms and conditions of payment, the District shall declare the Applicant unsuccessful, and declare the ERUs associated with the Application as "Unused ERUs". "Unused ERUs" will be included in the first subsequent Water Allocation Event.

b) New Service Connection – Residential

When a water connection (unit) is available, a property owner may request connection by submitting an Application for Water Service and by paying the appropriate fees within 120 calendar days of approval. Office staff will process the application, assign an account number and initiate bi-monthly billing. Upon submittal of the owner’s construction plans to King County, the owner may request a Certificate of Water Availability. Upon approval of the construction plans by King County the owner may request and pay for a meter and service line installation.

If a parcel contains outbuildings to receive water service, applications must be accompanied by an engineering report showing the total (estimated) peak and average day water demand to determine that the property has a sufficient number of water units to fulfill the request.

c) New Service Connection – Commercial

Commercial installations must have a separate water meter and at least one water unit for each commercial structure receiving water service from the District.

In general, a Commercial enterprise is defined by the District as follows:

Any building or property where one or more of the following occurs:

1. Commerce takes place on a regular basis

2. Products are produced and/or sold to consumers
3. Outside employees are hired to work on site

Exceptions may include rented/leased single family dwellings and multi-family housing.

Applications must be accompanied by an engineering report showing the total (estimated) water demand to determine the number of water units required to fulfill the request.

All Commercial Certificates of Water Availability (CWA) requested of the District shall be reviewed by the Board of Commissioners for approval or denial.

Commercial enterprises engaged in temporary lodging (inns, hotels, bed and breakfasts) may utilize multiple structures served by one common connection pursuant to the following requirements:

1. Water usage for the parcel/account must remain at or below the equivalent of the water service units (ERUs) available and applied to the account.
2. The property owner must submit a report from a registered professional engineer substantiating the claim of compliance with Item 1.
3. If at any time in the future a CWA is requested for a change from temporary lodging to other business, applicant must comply with the general provisions for commercial installations.

d) Accessory Dwelling Unit

A primary residence and one ADU may be served by one common connection and one water service unit (ERU) pursuant to the following requirements:

1. Total water usage for the parcel/account must remain at or below the equivalent of 1 water service unit (ERU).
2. The property owner must submit a report from a registered professional engineer substantiating the claim of compliance with Item 1.
3. Parcels/accounts with an ADU will be subject to a separate rate structure that includes steepened rates compared to residential parcels/accounts without an ADU.
4. Parcels/accounts with two water service units to serve an existing residence and ADU may choose to sell one water service unit back to the District by making application to the District and conforming to the above criteria items 1,2 and 3.

e) Moving a Water Unit

In compliance with real estate law in the State of Washington, a water unit may be moved from one parcel to another parcel under certain conditions. The process is as follows:

1. Requests must be for water service that has not had a meter installed and is not in use.
2. Requests for transfer can be to non-contiguous property which has been owned by the same individual for at least three years.

3. The properties involved must have the same owner(s).
4. ALL requests or exceptions must be approved by the Board of Commissioners.

f) Hold Status

Applications for Water Service may be put in HOLD STATUS. Should a property owner choose to place their application in a Hold Status, they will not be required to install or pay for the meter(s). However, bi-monthly base fee(s) charges will begin immediately at the next regularly scheduled billing cycle.

g) Verification of Water Service for Non-water using Projects

Customers may make request through the District office for a letter of verification of service to be submitted to King County with permit applications. This type of letter is provided in lieu of a Certificate of Water Availability for such projects as lot line adjustments, short plats, erection of outbuildings, etc. where no additional water using fixtures will be installed.

h) Temporary Service Connection

A Conditional Service Agreement can be issued to allow for the temporary placement of a mobile home on the same lot as a permanent residence. The temporary mobile home must be necessary to provide daily care for someone residing on the property. Daily care is defined as medical procedures, monitoring and attention that must be provided at the residence of the patient by the primary provider of daily care, on a 24 hour basis. Conditions of such an agreement must be as follows:

- Customer must provide a notarized statement certifying that the temporary mobile home is necessary to provide daily care for the above stated reasons, and stating that the primary provider of the daily care will reside on the site.
- Customer must provide the primary care Physician's explanation of the specific medical hardship, the nature of the required care and specifying the provider of said care. This information must be on the physician's letterhead.
- Customer will acknowledge in writing that the mobile home is temporary in nature and must be removed within 90 days of the permit expiring or when daily care is no longer required.
- Customer will acknowledge in writing that the agreement must be reviewed on an annual basis, with continued demonstration that the medical hardship is continuing, and have it documented by the Physician, with the District having the right to terminate the mobile home connection if document not forthcoming.
- Customer must install and pay for a separate meter for the mobile home, on the understanding that when there is no further medical need, the mobile home will be removed, as will the meter and service connection.
- The agreement must be recorded with the County so that the next owners know the property does not have a water unit for the either the mobile

home, or any form of secondary / auxiliary dwelling (as a result of this conditional agreement).

- This agreement gives us the District the right to assess an illegal connection penalty in accordance with current illegal connection policies if any of the above conditions are not met or agreed to.

The ~~Board~~ District reserves the right to issue Conditional Service Agreements for living units other than a mobile home / modular given the same temporary intent of providing care giving, as defined above.

i) Illegal Service Connection

Should any individual, corporation or other entity make a connection to the water system of the District without first applying for and obtaining permission to make said connection, or should a connection be made without inspections being made by the District of the connection, the same shall be deemed an illegal connection, subject to the following penalty:

1. There shall be a fine for each time an illegal connection is made to the water system. This fine will be added to the owner's water bill.
2. Additionally, a daily assessment will be added until the connection is removed, whether it be a single family dwelling, auxiliary dwelling, apartment or commercial business. This assessment will be billed at the District's regular billing cycles.
3. Should rationing occur and the illegal connection still exists, said connection will be among the first to be restricted.
4. The above penalties apply to the dwelling / business whether the facility is occupied or unoccupied.

Further, should the District learn of an illegal connection, we will notify the King County Department of Development and Environmental Services to inquire as to whether the dwelling / business has been appropriately permitted.

j) Obtaining Service in Areas Without Water Mains

In general, if a parcel is outside the District's current boundaries water service cannot be provided. The exception to that situation would be the initiation of an annexation procedure by the property owner(s). The State RCW Title 57 contains the statutes governing the process. All annexation requests are subject to approval by the Board of Commissioners.

k) Water Main Installation

The minimum size water main currently is 8 inch and is based on the mandated fire flow by the King County Fire Marshall. If a larger water main is required for proper distribution system operation, Water District 19 would fund the incremental difference in material cost between the 8 inch water main and the larger water main.

Water mains must be installed in compliance with the current Water District 19 Construction Standards for Water Main Installations. Water main installations will be inspected by a certified distribution operator of Water District 19.

In order for a parcel to be served by the District, the water main must be in the King County right-of-way abutting the parcel.

v) **ULID FORMATION**

Washington State law (RCW 57.16.050) allows for the formation of Utility Local Improvement Districts (ULID) for the purposes of installing new or replacement water mains. If the District initiates a ULID engineering estimates will be developed for the project and bonds will be issued by the District to fund the water main installation. Property owners along the proposed water main route within the boundaries of the ULID will be assessed a proportionate share for the cost of the water main installation including interest charges equal to the current bond interest rate, with a repayment period set by the Board of Commissioners not to exceed 20 years.

If new water mains are installed utilizing the ULID process, assessed property owners subsequently applying for water service will not be required to pay a Local Facilities Charge.

If a property owner submits a request to King County to merge multiple parcels at the time of a ULID formation or other District financed Construction Project, the District will reduce the appropriate assessment without prejudice to the property owner.

In some instances where customers owning a large tract zoned for a higher density than is being developed at the time of service application, may defer a portion of a ULID assessment or Local Facilities Charge until remaining portions of the land are developed and require water service. The amount of the assessment is determined by the District upon receipt of the standard Water Service Application form.

vi) **ANNEXATION**

Washington State law (RCW 57.24.010 – 57.24.100) provides statutory guidelines for annexations affecting Special Purpose Districts.

Each proposed annexation action is taken under consideration and must be approved by the Board of Commissioners. If approved, the District submits the proposed annexation to the proper regulatory bodies. If a ballot initiative is necessary, it will appear on the ballot following regulatory review and approval. The cost of the election will be borne by the petitioning entity.

vii) **INSTALLATION BY PROPERTY OWNERS – DEVELOPER EXTENSIONS**

An alternative method of property owners providing for the installation of new water mains is to enter into a Developer Extension Agreement with the District. Essential

elements of such an agreement are:

1. DEVELOPER agrees to construct/install the water main and appurtenances (fire hydrants, air valves, valves, etc.), in accordance with DISTRICT specifications and that of Washington State Department of Health and King county requirements.
2. DEVELOPER agrees, upon completion of the project to provide DISTRICT with a Bill of Sale for the materials and labor used in the installation of said water main and appurtenances.
3. DEVELOPER agrees to reimburse DISTRICT for reasonable and customary project design, administration, inspection and permit costs at current rates.
 - a. The design is to be completed by a Washington State licensed professional engineer.
 - b. Inspections must be completed by District personnel or their assigns.
 - c. The District will apply for and be the holder of the fire/water system permit.
4. DISTRICT will provide water services to DEVELOPER'S parcel(s).
5. DEVELOPER will abide by all the rules and regulations of the DISTRICT which includes:
 - a. DEVELOPER will provide the District with engineered drawings to submit for permit.
 - b. DEVELOPER will follow the design / revision directives of the DISTRICT Engineer. The cost of the consultant review and design will be borne by the DEVELOPER.
 - c. DISTRICT to be the permit holder for the fire/water system, the cost of which to be borne by the DEVELOPER.
 - d. DISTRICT to provide onsite inspection which will be billable to the DEVELOPER.
 - e. DISTRICT will be reimbursed for King County inspections by the DEVELOPER.
6. DISTRICT agrees to operate and maintain water main extension after it has been approved and accepted by the DISTRICT, and a Bill of Sale has been executed for the extension between the DEVELOER and the DISTRICT.

viii) LATE-COMER AGREEMENTS

Property owners, either as individuals or as developer of large tracts [may / shall] install water mains through areas not served by existing District water mains and where property owners abutting such improvement have not made a contribution to the installation of these mains, the District may enter into an agreement with the party or parties constructing the water main extension which will be termed a Late-Comer Agreement and shall contain provisions whereby the District will collect from all subsequent properties wishing to connect to said main a connection charge. The monies thus collected for this connection charge, less a service fee, shall be refunded to the party or parties holding the Late-Comer Agreement for a period not to exceed

10 years. It is District policy that 15 per cent of all payments received under Late-Comers Agreements shall be retained by the District. It shall be the responsibility of the party or parties seeking reimbursement under such agreements to inform the District of the means by which such refunds will be paid.

ix) WATER MAIN REPLACEMENTS

It is the policy of the District to replace aging water mains at or near the end of their useful life. The cost of such replacements will typically be at District expense unless a ULID is formed. If a water main is to be replaced due to development or by request of a customer or group of customers, the cost of such replacements will be borne by the developer or customers making the request.

x) REPURCHASE OF WATER SERVICE UNITS BY THE DISTRICT (ERUs)

ERU's may be sold back to the District under the following conditions:

1. At the end of Hold Status, a customer must have all units paid for, including the cost of the meter(s), and must be prepared to begin paying for any and all base charges whether or not the meters have been installed.
2. Units may be sold back to the District only during times of moratorium, e.g. when the District has a waiting list of potential customers (buyers) in place to whom it can re-sell the units.
3. Units can be sold only by the current owner of the land on which the ERU's are attached, and only to the District. Units held by the customer are considered attached to the land until they once again become the property of the District.
4. Units may be sold back to the District up to 18 months after the expiration of Hold Status for an amount equal to fees listed on the original Application for Water Service less an administrative fee (current at the time of re-sale).
5. A customer wanting to sell a unit(s) back to the District must apply in writing to do so.
6. The District reserves the right to secure a buyer for the units to be re-sold, prior to issuing a refund check.
7. Base charges are not subject to a refund.

As of January 8, 2008, as long as the District is in a moratorium, if the owner of property for which a water unit has been purchased and a meter installed requests that the District repurchase the water unit, the District shall grant the request and repurchase the owner's water unit for \$7000 or the unit's original purchase price as shown on the application for the water unit, whichever is greater, up to a limit of 25 water service units District wide, if the owner and the property meet all of the following criteria:

1. The District must have on file an application for the purchase of the water unit stating the date of purchase and purchase price for the unit, or other documentation demonstrating the validity of the water unit's ownership.

2. The owner must agree to the removal of the water meter and share the cost of removal, with the District to provide labor, and owner to pay cost of any materials needed.
3. The owner must provide verification of property ownership.
4. All owners of the property must sign a release, in a form approved by the District (attached), stating that the owners are releasing the water unit and acknowledging that the owners cannot obtain that water unit or any other water unit from the District at any time in the future without compliance with all District regulations and policies, including but not limited to the District's waiting list.

xi) SATELLITE MANAGEMENT

Effective June 8, 1999 the District adopted a Satellite Management Agency plan approved by the DOH on March 25, 1999 per the WAC 246-295-050 and updated September 24, 2010. Under the plan, the District will be the priority management entity for Group A and B community water systems within the District corporate boundary and will have the ability to manage like systems outside the corporate boundary on the remaining part of Vashon Island if requested by the property/system owner(s).

xii) VENDOR LIST PROCEDURES – SMALL WORKS

1. Vendor lists -- applicability. Except for electronic data processing and telecommunications equipment in accordance with RCW 39.04.270 and purchases covered by RCW 39.04.280, any purchase of materials, supplies or equipment with an estimated cost of \$50,000 or more shall be made by competitive bidding pursuant to RCW 57.08.050, and any purchase of materials, supplies or equipment with an estimated cost of less than \$50,000 shall be made using the vendor list and procedure of this Resolution.
2. Vendor lists -- roster and advertisement. The District shall adopt vendor lists for the categories of materials, supplies or equipment established by the Board. The lists shall consist of all responsible vendors who have requested to be placed on the list. At least twice each year, the General Manager, or the Manager's designee, shall cause notice of the existence of each vendor list to be published in a newspaper of general circulation in the District. The notice shall solicit the names of vendors for the lists.
3. Vendor lists -- contract awards. The General Manager, or the General Manager's designee, shall secure telephone (voice or facsimile) or written quotations, or both, from at least three different vendors on the vendor list whenever possible, to assure that a competitive price is established and to award contracts to the lowest responsible bidder as defined in RCW 43.19.1911. Immediately after award of the purchase contract, the General Manager, or the General Manager's designee, shall record the bid quotations, and make the bid quotations open to public inspection and available to the public by telephone inquiry.
4. Notice of awarded purchase contracts. The General Manager, or the General Manager's designee, shall post a list of the contracts awarded using the vendor lists at the District office at least once every two months. The list shall contain

the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date of contract award. The list shall also state the location where the bid quotations for these contracts are available for public inspection.

5. Vendor list – construction & maintenance projects. The District shall maintain a “Small Works Roster” of service vendors for the purpose of obtaining qualified vendors on an ad hoc basis, pursuant to RCW 39.04.155.

xiii) CROSS CONNECTION CONTROL PROGRAM

1. Cross Connection Control Policy. Cross connections are declared illegal (WAC 51-56-0600, 246-290-490). The District shall protect the public water supply by eliminating any cross connection, or if the cross connection can be controlled consistent with the public safety by installation of approved air gaps or approved backflow prevention assemblies at the backside downstream of each meter, and through the implementation of the cross connection control program provided for in this resolution.
2. Cross Control Specialist. The District shall employ a Cross Control Specialist who shall be certified as a CCS in compliance with State regulations. The CCS shall be responsible for administering the District’s cross connection control policy under the direction of the District Manager and in compliance with Department of Health regulations.
 - a. The CCS shall eliminate cross connections by appropriate enforcement action as provided herein; but
 - b. Whenever a cross connection cannot be eliminated, the CCS shall require the installation of a backflow prevention device commensurate to the degree of hazard as described by State and Federal regulations and/or AWWA guidelines for Cross Connection Control, at the expense of the user.
3. Cross Connection Control Policy. The CCS shall oversee installation of cross connection control devices and the maintenance and testing thereof as follows:
 - a. New Services. After the effective date of this Resolution, all new services that pose a potential health hazard as described by state and federal regulations and/or AWWA guidelines for cross connection control shall be isolated from the public system at the backside of the meter by an approved backflow preventer. The property owner shall be responsible for maintaining and testing the devices and providing the CCS reports required by the District’s cross control manual.
 - b. Business, Commercial, and Industrial. After the effective date of this resolution all services that are classified as business, commercial or industrial shall be required to install premise isolation commensurate to the degree of hazard as described by the state and federal regulations and/or guidelines set by AWWA for cross connection control. The District CCS will survey and assess the degree of hazard for each premise and recommend the type of backflow device required. Installation of backflow preventers shall be done in accordance with local state and federal plumbing codes by a qualified plumber.

The property owner shall be responsible for maintaining and testing the devices and providing the CCS reports required by the District's cross connection control manual.

c. Existing Residential. Cross connection protective devices approved for premise isolation cross connection control shall be installed, maintained and tested under the oversight of the CCS in accordance with the District's cross control manual.

4. Cross Connection Control Enforcement. The CCS is responsible for cross control enforcement.

a. Failure to Comply. The CCS shall take appropriate enforcement action against consumers who fail to control cross connections, as, or who fail to install, maintain, repair or test backflow preventers as required by the District.

b. Enforcement Action. The CCS may discontinue service until compliance is achieved, with appropriate notice to the local District Administrator or may cause an appropriate backflow preventer to be installed at the expense of the consumer.

5. CCS – Duties. The District's CCS shall administer the District's cross connection control program and, in addition to duties heretofore set forth, the CCS shall be responsible for:

a. Manual. The CCS shall develop the District's cross connection control manual incorporating good engineering and public health practices and policies stressing practical economics and finances, including the use of private contractors. The CCS may refer to the Manual of Cross Connection Control (USC Manual) or the Cross-Connection Control Manual, Accepted Procedure and Practice (PNWS-AWWA Manual), or such other references approved by the Department of Health when developing the cross control manual.

b. Records. The CCS shall develop and maintain the records required by WAC 246-290-490 (3) (j) & (8).

c. Testing and Inspection. The CCS shall develop and include in the Manual, procedures for initial evaluations of new and existing services, a schedule for re-evaluations of services, procedures for notification to the consumer and the local administrative agency.

d. Coordination and Reports. The CCS shall coordinate with the District Administrator by providing notice of: (1) all premises that have been isolated from the public system in accordance with this Resolution, (2) any internal cross connections about which the CCS learns, (3) Shut-offs for failure to comply with requirements of the Resolution or the WAC state or federal requirements, and (4) the CCS shall report to the ratepayer through the District's newsletter about the cross connection control program, its purpose and rationale.

e. Approved Backflow Preventers. The CCS shall develop and include in the Manual practices and procedures for installing and testing backflow preventers in accordance with WAC 246-290-490 (5) (6) & (7).

ix) CLAIMS AGAINST THE DISTRICT OR ITS EMPLOYEES

Chapter 4.96 RCW requires that all claims for tortuous conduct against a local governmental entity their officers, employees, or volunteers, acting in such capacity shall be filed with the entity's designated agent before a civil lawsuit is commenced. The agent may be reached during the normal business hours of Water District 19 at 17630 100th Avenue SW., Vashon, Washington 98070. Claim forms are available at the above address.

The designated Claims Agent for the District is the General Manager.

x) EMPLOYMENT POLICIES

All current employment policies are contained in a separate publication titled "Water District 19 Employee Handbook". This handbook is on file at the District office.

xi) BULK WATER SALES

1. All vendors or customers requesting the purchase of bulk water will complete a permit application, and a formal letter of request outlining the type of use for the water.
2. Water District 19 requires an annual inspection of the tank(s) connection, and backflow prevention device before purchaser fills any tanks.
3. Once a satisfactory inspection has occurred, a permit will be issued for the specific truck inspected. The permit must be kept in the vehicle, visible to District personnel and the public should they so request.
4. The capacity of the tank must be provided. Each fill-up will be metered. If not documented, each trip or fill-up will be assumed to have required a full tank.
5. Bulk water use will be billed on a monthly basis. Bulk water purchasers are required to keep our office current on billing information.
6. Water may only be obtained at the District's designated hydrant, in the alley behind the District's office. The permit is specifically for use at this hydrant.
7. The bulk water purchaser will check in with the District's office before each fill-up. Failure to do so may result in revocation of their permit.
8. Bulk water purchasers will provide their own hydrant wrench and hose to connect to the Water District's fire hydrant.
9. Fees for Bulk Water will be set by the Board of Commissioners, reviewed on an annual basis.
10. A fine will be assessed to anyone using the District's hydrant without authorization, or using any District hydrant other than the one located in the alley behind the District's office.
11. Water District No. 19 guarantees potability only to the point of withdrawal from its system.

District No. 19 reserves the right to refuse sale of bulk water to those unwilling to meet the above criteria, and in times of water restrictions.

xii) EMERGENCY WATER USE RESTRICTIONS

When the District's water supply usage exceeds the rate of resupply (when we are not meeting demand), the Board may declare whether such condition constitutes a minor emergency, a moderate emergency, or a severe emergency, whereupon the following user restrictions and penalties shall apply to use of water from the District's sources:

1. Minor Emergency Conditions
 - Restricted watering of lawns, not to include the grass areas of public use athletic and physical education fields
 - No washing of sidewalks, walkways, driveways, parking lots, or other impervious surfaced areas
 - No washing of any building or structure except that high pressure, low water volume washers may be used
 - No washing of any motor vehicle, boat, travel trailer other than for safety cleaning of windows
 - No tap water served to customers at restaurants unless requested by the customer to whom it is provided
 - No use of water for fire department drills or burn house exercises
 - Bulk water restrictions at the Board's discretion
2. Moderate Emergency Conditions
 - No watering of lawns, including the grass areas of public use athletic and physical education fields
 - No washing of sidewalks, walkways, driveways, parking lots, or other impervious surface areas
 - No washing of any building or structure
 - No washing of any motor vehicle, boat, travel trailer other than for safety cleaning of windows
 - No tap water served to customers at restaurants unless requested by the customer to whom it is provided
 - No use of water for fire department drills or burn house exercises
 - No use of water to fill any indoor or outdoor swimming pools or spas
 - No use of water for operating private or public fountains or ponds for aesthetic or scenic uses
 - Bulk water restrictions at the Board's discretion
3. Severe Emergency Conditions
 - All of the above noted restrictions in #2
 - Shrubs, flowers and tree seedlings and vegetable gardens may only be hand watered or watered by manually initiated, timer controlled irrigation systems.

Exemptions: Any customer contending that the mandatory water restrictions contained in this resolution constitute a public or personal health or safety hazard may apply for an exemption from or modification of the provisions of this resolution by

application to the Board of Commissioners. For good cause shown, the Board may modify any mandatory water use restriction applicable to such customer or exempt the customer from the subject restriction.

The District will notify customers of Emergency Conditions through the use of reader boards at strategic locations on the Island, and when possible, through written communication through mailings or the newspaper.

Enforcement during Emergency Conditions:

1. First Violations: violators of Emergency Conditions will be given written notice of warning.
2. Fines for Second and additional violations: Upon a second and additional violations, the customer shall be fined as described in the attached rates and fees.

Any customer notified of a violation shall pay such fine. Fines will be included in the customer's next regular billing for water service by the District. If the fine is not paid within 30 days of the date of the water service billing including the fine, the District shall enforce the collection of the fine pursuant to RCW 57.08.170.

Water Flow Restrictions and Water Shut-off: Upon a third or additional violation, the customer's water flow may be restricted by a mechanical device to provide water only in quantities consistent with health and safety, or water service to such customer may be disconnected as determined by the Board of Commissioners.

xiii) DELINQUENCY, SHUT-OFFS AND LIENS

Definition: an account is "delinquent" when it is not paid in full.

An account becomes delinquent after the 25th of the regular billing month. At that time the account becomes subject to the monthly late fee.

An account that has been delinquent for four (4) months, will be notified by certified mail that they are subject to a lien being placed on the property or individual. If no response is received by the District within two weeks of the date of the certified letter, a lien will automatically be filed. Fees associated with filing a lien will be charged to the delinquent account.

If no payments are made against a delinquent account after the 25th of a second regular billing (60 days past due), water service will be shut-off. The account will be charged a reconnect fee and the account must be paid in full for service to be restored. Additional labor charges may apply.

Should an account remain shut off it will continue to accrue monthly base charges as well as late fees.

Certificates of Water Availability will not be issued on delinquent accounts.

Ultimately, the responsibility for payment of the water invoice rests with the property owner.

xiv) MISCELLANEOUS POLICIES

1. Utility Underground Locates

The District subscribes to the Recommended Digging Guidelines by the Washington Utilities Coordinating Council (WUCC) in adherence to RCW 19.122. Water main locates are provided free of charge to authorized entities requesting them for work to be performed in the King County right-of-way.

Subsequently, it is the responsibility of the entity making the original request to “maintain the marks” per WUCC guidelines.

A fine equal to a one hour of labor rate minimum will be charged to any entity who:

- 1) Fails to provide forty-eight (48) hours notice of locate requirement; and/or,
- 2) Fails to provide complete location instructions, thus requiring additional locate action; and/or,
- 3) Fails to maintain locate markings, thus requiring additional locate action.

Further, any and all UTILITY COMPANIES shall be exempt from the above penalty fee in all such cases of emergency and provided that said Utility is performing the work in question, having not sub-contracted out the work to be done. All other locates not considered utility are not exempt from the penalty fee.

2. Watersheds

The District has established watersheds encompassing each of the District's surface sources of supply to protect the water quality within said watersheds.

The Beall Creek Watershed is described as follows (legal description):

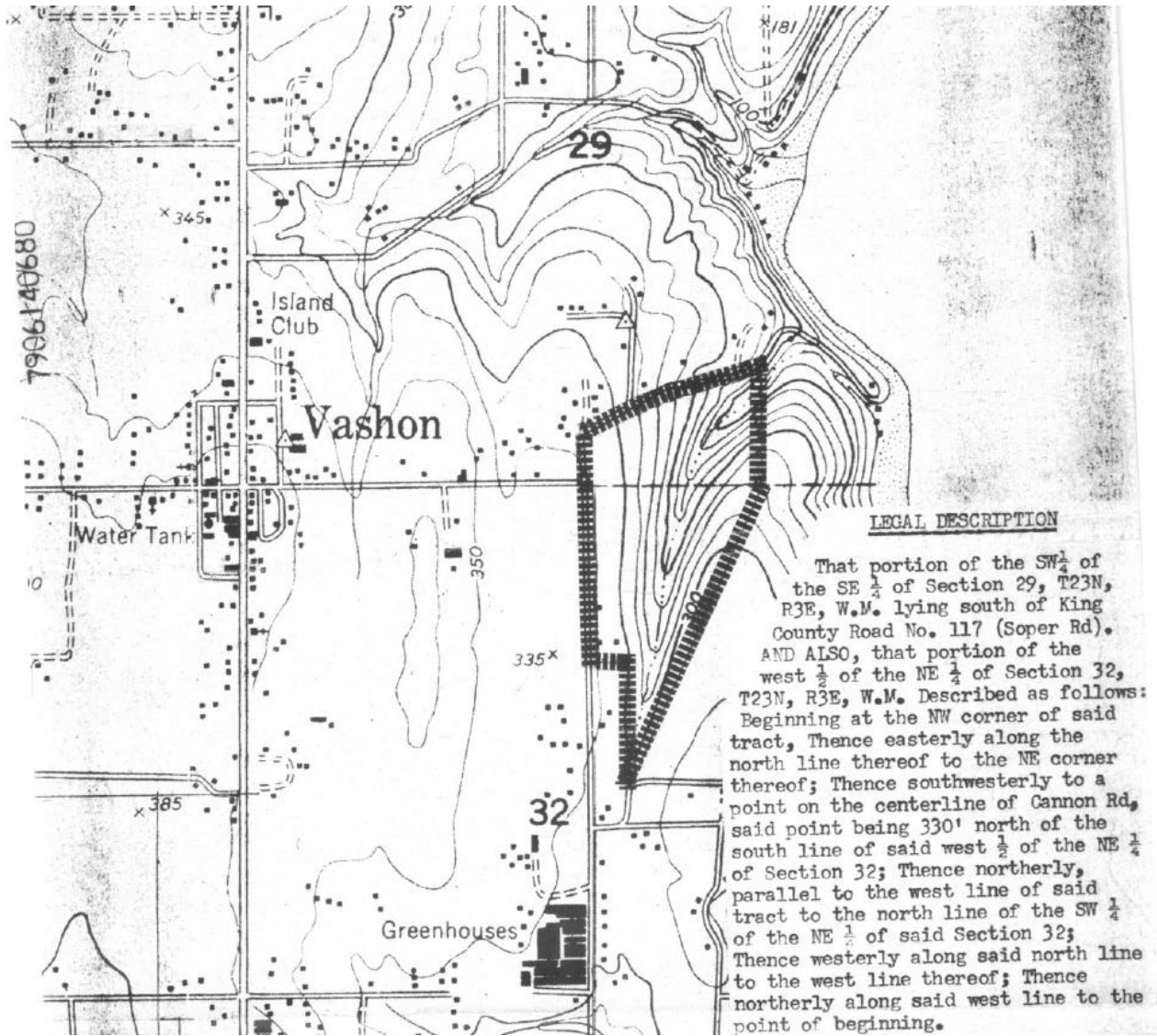
That portion of the SW ¼ of the SE ¼ of Section 29, T23N, R3E, W.M. lying south of County Road No. 117 (Soper Road). AND ALSO, that portion of the west ½ of the NE ¼ of Section 32, T23N, R3E, W.M. described as follows: Beginning at the NW corner of said tract, thence easterly along the north line thereof to the NE corner thereof; Thence southwesterly to a point on the centerline of Cannon Road, said point being 330' north of the south line of said west ½ of the NE ¼ of Section 32; Thence northerly, parallel to the west line of said tract to the north line of the SW ¼ of the NE ¼ of said Section 32; Thence westerly along said north line to the west line thereof; Thence northerly along said west line to the point of beginning.

The Ellis Creek Watershed is described as follows (legal description):

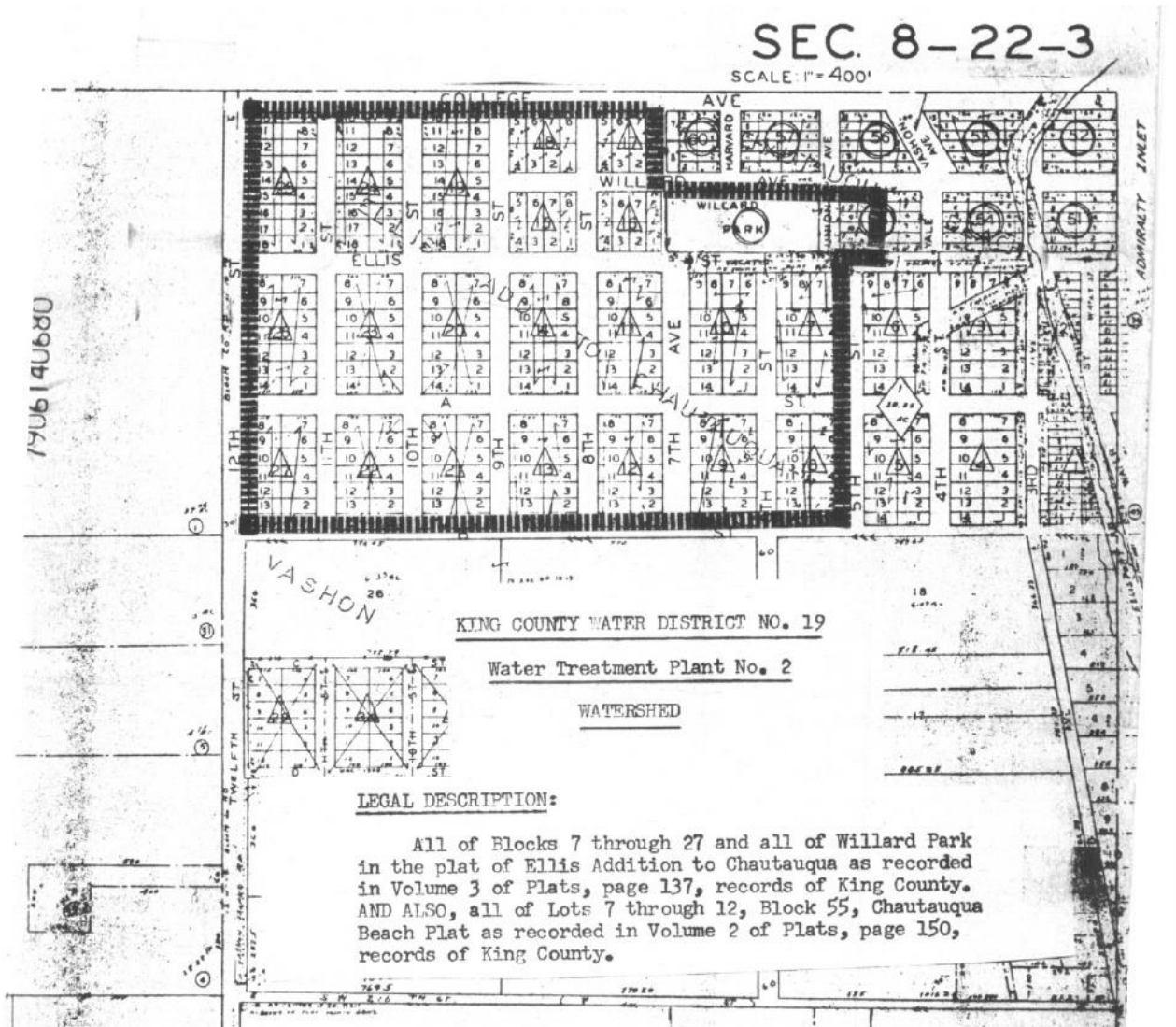
All of Blocks 7 through 27 and all of Willard Park in the plat of Ellis Addition to Chautauqua as recorded in Volume 3 of Plats, page 137, records of King County. AND ALSO, all of Lots 7 through 12, Block 55, Chautauqua Beach Plat as recorded in Volume 2 of Plats, page 150, records of King County.

The District will protect water quality in these streams by all means available to the District up to and including seeking to restrict development detrimental to the water supplies in the watersheds by protest, initiation of law suits, condemnation of property or other means that may be appropriate for the particular situation.

BEALL CREEK WATERSHED



ELLIS CREEK WATERSHED



xv) EMERGENCY PREPAREDNESS

The District supports disaster mitigation efforts and regional and local disaster planning. To that end the District is a voluntary signatory on the current Washington Regional Disaster Plan and is a signatory on the inter-jurisdictional Regional Hazard Mitigation Plan as approved by FEMA. The General Manager is authorized to accept and approve designated sections and future administrative changes to these plans as well as make application for disaster assistance.

In addition, the District has developed an emergency response plan specific to the District and its service area boundary, in cooperation with the Vashon Be Prepared organization and under the jurisdiction of King County within the designated area known as the Vashon Island Emergency Management Area.

xvi) IDENTITY THEFT PROTECTION PROGRAM

The District has adopted a formal fraud and identity theft prevention program to protect the District and its customers. The program is in compliance with the Federal Fair and Accurate Credit Transactions Act of 2003 (FACT).

xvii) USE OF DISTRICT FACILITIES

It is the policy of the District to prohibit the use of any District owned property or facilities by anyone except District employees during normal business hours. The exception to this rule would be District sponsored events that take place during or after normal business hours for individuals with prior authorization.

xviii) EXTERNAL GOVERNING DOCUMENTS

It is the policy of the District to be in compliance with all pertinent state and local laws, ordinances, plans and statutes. Those include:

1. Vashon Critical Water Supply Plan (Plan) - Vashon and Maury Islands were declared a "critical water supply area" by King County under the Public Water System Coordination Act of 1977 (RCW 70.116). The District Board of Commissioners approved the Plan in Resolution 616 dated July 10, 1990 based on the Vashon Coordinated Water System Plan.
2. Vashon Town Plan (Plan) – A subarea of Vashon Island that includes the town of Vashon and certain surrounding properties has been designated in the Plan boundary and incorporated into the King County Comprehensive Plan.
3. King County Comprehensive Plan (Plan) – The Plan incorporates zoning and land use codes that impact development and density.
4. Revised Code of Washington (RCW) – The RCW is the primary state statutes governing all aspects of District governance (primarily Title 57).
5. Washington Administrative Code (WAC) – The WAC are regulations of executive branch agencies issued by authority of statutes and are a source of primary law in Washington State. The WAC codifies the regulations and arranges them by

subject or agency. The agency with primary oversight of the District is the Washington State Department of Health (Title 246).

xix) BUYING AND SELLING OF PUBLIC PROPERTY

The General Manager is the authorized District agent for the purposes of purchasing Federal and State surplus as well as the disposal of District surplus property.

xx) STREET LIGHTING

Section 1: Pursuant to RCW 57.08.044 and 57.08.060, the District is authorized and has established policy to provide street lighting services within the corporate boundaries for commercial property owners. Residential multifamily property owners may petition the Board for installation of dedicated street lights along their respective property lines.

Section 2: The District shall have the power to levy and collect special assessments against the real property specially benefitted by the installation of a street or road lighting system for the purpose of paying the whole or any part of the cost of such construction, installation or improvement, together with the expense of furnishing electric energy, maintenance and operation.

Section 3: The location of the poles and lighting fixtures to be installed under this policy has been and shall be determined when a formal written request is delivered to the District by the property owner(s).

Section 4: When local improvement districts or utility local improvement districts are organized for the installation of street lighting under this policy that the procedure for the same shall be the procedure provided by law for the installation of water mains and appurtenances in a water district, and the Commissioners have the authority to acquire such easements as may be necessary for the installation of the whole or any part of said system.

Section 5: In cases where the District deems it inadvisable to create a local improvement district or utility local improvement district following a request for additional street lighting, the District shall install lighting in those portions of the system and add to the water bills of the persons requesting the additional lighting such monthly amount to pay for the installation and the cost of the electric energy.

Section 6: The District has the right to acquire as a gift, light fixtures installed by landowners which provide lighting within the District corporate boundaries and to operate, maintain and charge for electricity for the same.

Section 7: The District has entered into a contract with Puget Sound Energy for the installation and maintenance of new poles and light fixtures and for the use of existing poles and fixtures and the furnishing of electrical energy for the whole or portions of the lighting system.

COMPREHENSIVE WATER SYSTEM PLAN POLICIES

The following policies have been codified in the 2008 Comprehensive Water System Plan

approved by the King County Utilities Technical Committee and King County Council, Washington State Department of Health and the District Board of Commissioners.

General Policies:

G-1 The District’s primary responsibility is to provide clean, safe drinking water to the people within our boundaries and to provide a well-maintained infrastructure with fire protection where feasible.

G-2 The District will carry out its responsibilities to the best of its ability while adhering to all federal, state, county laws and regulations that apply to Public Water Systems.

G-3 The District will continue to study all options and operating procedures in order to carry out its responsibilities in a cost effective, prudent and reasonable manner and will continue to try to reflect the needs of the community it serves.

G-4 The District will place sufficient operating revenues in reserve so that future, predictable infrastructure replacement and repair do not unduly burden future customers with exorbitant rates or debt.

G-5 The District encourages public input and provides the opportunity for public participation at each commissioner’s meeting.

G-6 The District will complete and update when necessary its Emergency Preparedness Plan, and will work with other local groups to coordinate community response in the event of a disaster.

Water Supply Policies:

WS-1 The District will search for new sources of water if the opportunity and the funds are available. If more water becomes available, the authorization of new water connections will be carefully considered, giving the District the opportunity to assess the impacts and needs of the water system

WS-2 Not used (formerly related to the use of the Beall Greenhouse water right).

WS-3 The District will manage its water sources in a manner that ensures long-term sustainability. To that end, the District will continuously monitor withdrawals from wells, well drawdowns, withdrawals from streams, stream flows, and all system leakage and losses.

WS-4 Water District 19 is the only publicly owned district water supply system and the largest on Vashon Island. There are no other sources on the Island that will likely be able to service the District in the event of prolonged drought situations. Therefore, the District has chosen to plan conservatively and to authorize new connections only if historical data indicate water is available.

WS-5 The District will strive to manage its resources so that water restrictions are not necessary in the event of drought conditions.

WS-6 The District evaluates metered customer water usage to calculate per day peak use per residential service connection, or equivalent residential unit (ERU). This ERU, which will be re-evaluated periodically in the latest revision of the District “Capacity Analysis Report”, is used to determine the number of service connections that can be served. Should new water rights be obtained, or usage decline significantly, the District’s ERU and DOH recommendations shall be used to determine the number, if any, of new service connections that can be added.

Waiting List Policies:

WL-1 Future service connections, should they be possible, will be distributed to customers on the waiting list on a first-in-time basis.

WL-2 The District will continue to evaluate the reliability of its sources of supply, the demand placed upon those supplies (by both water production and stream flow) and authorize new service connections only if it is confident that a sufficient supply is available to meet both demands.

Environmental Policies:

E-1 The District will steward the natural watershed area it currently owns using the best available science and advice to manage the surface water sources and the habitat within these watersheds.

E-2 The District will address environmental impacts of projects in accordance with the State Environmental Policy Act and the requirements of all applicable local, state and federal law.

E-3 The District will support island wide efforts to understand the nature and complexity of the Vashon Island water resources and the search for funding to implement such programs.

E-4 The District will evaluate the demand of fisheries habitat and water supply on its water supply resources, and strive to maintain healthy stream flows both for resident fish and for their contribution to the near shore marine environment.

Water Conservation Policies:

WC-1 The District will pursue water conservation as a primary goal, through educational outreach to its customers and through programs designed to directly reduce consumption.

WC-2 The District will continue to vigorously pursue leak detection within its system.

WC-3 The District's goal for the next 6 years is a reduction per ERU of consumption during summer months by an average of 2% (refer to conservation plan).

Water Quality Policies:

WQ-1 The District regards providing good water quality as its highest priority and will actively seek continuous improvement in achieving water quality goals that meet and attempt to exceed all local, state and federal standards.

WQ-2 Recognizing the vulnerability of the Vashon sole source aquifer, the District will seek to protect long-term water quality through educational and other efforts to minimize source water quality degradation.

Water Service Policies:

WServ-1 All new connections to the system, and all material changes of use of existing connections, must be authorized by the District Board of Commissioners. Authorization will be accomplished with the issuance a Certificate of Water Availability (CWA) that specifies the King County parcel number, the number of water service units, and the intended use of the connection.

WServ-2 Every commercial structure that uses water from the District must have at least one water meter and at least one water service unit.

WServ-3 When the District grants a Certificate of Water Availability (CWA) to one of its existing water service unit holders, the District is agreeing to provide water for the use specified by the applicant at the time of the application. The District is neither allocating nor entitling a specific amount of water, nor is the District restricting the applicant to a specific amount of water. If, subsequent to the granting of a CWA, the water service unit holder wishes to fundamentally change or add a new use of water to the holder's original request, the holder must re-apply for a new CWA from the District to approve the change or new use.

W-Serv-4 Customers with existing, paid-up water service units, which are assigned to specific parcels, will normally be issued CWA's when applying for King County building and development permits, if these permits do not call for a fundamental change or significant expansion of water use on the parcel. However, a CWA will be provided only if all applicable District policies and conditions are met, and no changes to land use or zoning are involved.

Service Area Policies:

SA-1 Wholesale Customers: The District currently does not have any wholesale customers and will address this issue on a case-by-case basis.

SA-2 Wheeling of Water: The District does not currently wheel water to another system. The District will evaluate this on a case-by-case basis. Any entity wishing to wheel water through the District's system will need to meet certain conditions pertaining to water quality, system engineering etc.

SA-3 Annexation: The District will address any request from a person/group that petitions the District for annexation.

SA-4 Direct Connection and Remote Systems: The District requires direct connection to the system if the District has the capacity to do so. If not, refer to the District's 1999 Satellite Management Agency Plan.

SA-5 Design and Performance Standards: The District has published Developer Standards for the Construction of Water Systems within the District.

SA-6 Surcharge for Outside Customers: The District does not provide water service outside of its service area boundaries

SA-7 Latecomer Agreements: The District will address latecomer agreements which will allow persons/groups to recover costs used towards the construction of waterline construction on a case-by-case basis.

SA-8 Oversizing Policy: The District may reimburse developers for oversizing water main extensions if the District requires the developer to install water mains larger than eight-inches.

SA-9 Cross Connection Control Program: The District requires existing or potential cross-connection hazards to have a proper backflow prevention device installed, tested and annually inspected.

SA-10 Extension Policy: The District requires water main extension pipe to be no less than eight-inch ductile iron pipe.

SA-11 Requests for new service connections are processed in the order received. If water is available, an Application for Water Service is executed between the District and the property owner.

SA-12 Every six years prior to initiating the revision of the Comprehensive Water System Plan, the District will complete a System Capacity and Analysis Study to determine system capacity.

SA-13 Conditions of a non-technical nature that directly impact the District's ability to provide new water service include the limited water resources available from the Island sole source aquifer, the adherence to applicable laws and regulations governing the administration and operation of the water system, the conformance to the recommendations of the state Department of Health, Department of Ecology and King County, the nature of the District's service area, the limited water rights of the District and the lack of affordability of implementing improvements and perfecting new sources.

SA-14 Requests for project / installation extensions will be reviewed by the District staff. A recommendation will be forwarded to the Board of Commissioners and a decision rendered at a regular public meeting. Any disputes or appeals must be brought before the Board at the next regular public meeting. A file will be established to document each case.

APPENDIX A

A. Connection Charges..... 30

B. Latecomer Administration Fee 32

C. Right-of-Way Construction Permit Fee - Service Connections..... 32

D. Water Meter Installation Charge 33

E. Charge For Certificate of water availability 33

F. Water Sales from Hydrant and Hydrant Permit Fee 33

G. Street Lighting Charges 35

H. Other Charges Billed on a Time and Material Basis..... 35

I. Delinquent Account Charges..... 35

J. Leak Program Charge (Service Call) 36

K. Tampering Charge 37

L. Connect/Disconnect Administration 38

M. Obstructed Meter Reading Charge 38

N. Meter Turn On/Turn Off Charge..... 38

O. Water Meter Testing 38

P. Unscheduled Water Meter Changeout Charge..... 38

Q. Returned Check Charge..... 39

R. Document Reproduction Charge 39

S. Duplicate Billing Charge 39

T. Water Usage
Rates.....39

GENERAL

The District shall collect fees and charges which (a) equitably and fairly distribute the capital costs of the water systems to the various properties served on the basis of the usage of the systems by the property and (b) adequately reimburse the District for costs associated with specific service requests and other necessary expenses relating to the administration of activities associated therewith. In this designation, they shall be distinguishable from monthly or periodic rates.

FEE BASIS

The fees and charges collected pursuant to this Resolution are based upon the District's best estimate of the actual cost of the services provided and may be adjusted, if necessary, in accordance with any special circumstances. Where District personnel shall perform services for which a fee or charge is to be collected, the cost to the District of the employee's salary and other benefits, including an amount for District overhead, shall be accounted for in the hourly rate levied.

A. CONNECTION CHARGES

1. General Facilities Charge

i) The District's charge for the capital costs of the water system, to be designated as a General Facilities Charge, shall be collected in a manner which relates the actual usage a property may place on the systems to its proportionate share of the cost of the facilities of general benefit to the District. Where facilities have been identified in an approved Comprehensive Plan and construction of the same is anticipated within the next ten years, the General Facilities Charge shall include the cost of improvements to be constructed in the future. Historical costs, which shall not include the cost of any donated facilities, or the portions thereof which were donated or acquired through grant funding, shall include an interest component accrued for a period up to, but not more than, ten years. In cases where the historical portion of the General Facilities Charge has been paid or the property is obligated to pay for historical facilities based upon an area charge by previous agreement, contract, or U.L.I.D., the District shall, collect the portion of the General Facilities Charge designated for future additions and betterments. The General Facilities Charge will be collected prior to connection and, where applicable, may be included in the assessment for a U.L.I.D. Adjustment of the General Facilities Charge in specific cases may be necessary to achieve compliance with any pre-existing contract or other obligation.

ii) General Facilities Charges shall be paid prior to provision of service.

iii) For properties previously having paid a charge for general facilities for water service as: a) part of a U.L.I.D. assessment; b) as a requirement of financing on the property; c) as a requirement of an extended service agreement; d) by Water Cooperative Certificate or; e) under any other circumstance, the General Facilities Charge shall, except as provided below, not apply and such properties shall be entitled to connect upon payment of any other applicable charge or charges described in this Resolution.

iv) Upon initial request for water service, the District shall make a determination of the ERU usage applicable to the property. For purposes of this determination, an ERU for service shall consist of a projected average and peak usage as determined in the District's most recent Capacity Report. A single-family residential unit shall be assigned one (1) ERU as a General Facilities Charge. Each unit in a multi-family dwelling and each mobile home situated in a mobile home park shall be assigned seventy-five hundredths (.75) ERU.

v) All property requiring non-residential service, or residential properties seeking to include an Accessory Dwelling Unit, shall initially be assigned and pay an ERU level based on an engineering report certified by a Registered Professional Engineer.

vi) In all cases where a Water System General Facilities Charge is paid for connection to the water system, the District shall charge the property owner the base monthly water rate for a 3/4" water meter, or actual meter size installed, for each ERU of service covered by the payment on the earlier of the installation date of the water meter to serve the property or the date twelve (12) months following the date of payment of the Water System General Facilities Charge.

vii) The District may determine to allow, at its sole discretion, property owners to lease water ERU's for certain temporary uses, such as landscape establishment or environmental remediation, and for commercial uses where the property owner is not the operator of the commercial enterprise. In cases where a lease of system capacity is approved, the lessee shall pay, in addition to all monthly rates owing for service, one percent (1%) of the existing General Facilities Charge for each ERU of leased capacity calculated on the basis of water consumption during the prior month. Lessees of capacity under this section, including the property owner and property to which such lease applies, shall not acquire a credit or other interest towards permanent capacity in the system by virtue of the lease or the making of lease payments. No lease shall run for more than ten years and existing users converting to a lease must pay for up to five years of prior use above any capacity credit, calculated as if the lease were to be in existence during such prior period.

2. Local Facilities Charge

i) The District shall charge property owners seeking to connect to the District's water system, as a condition of the right to connect, a Local Facilities Charge such that each property so connecting shall bear an equitable share of the cost, including anticipated future costs, of the system to which connection is made that is in the specific area that the parcel is located such as an extension of the water main paid for directly by a developer or the District. The charge will vary based on the front footage along the water main of the owner's parcel and the recorded total cost of the installation of the water main.

ii) Other examples of dedicated infrastructure would be booster pumping stations or water storage reservoirs that benefit a specific part of the system.

3. Site Facilities charge

i) The District shall charge property owners seeking to connect to the District's water system, as a condition of the right to connect, a Site Facilities Charge such that each property so connecting shall bear the specific cost associated with the physical connection to the water main and installation of the service line and metering equipment.

ii) The current charge is variable based on the cost of the commodities used for the installation as well as the labor and equipment costs. Contact the District office for an estimate specific to the parcel.

B. Latecomer Agreement Administration and Fee

i) If, at the time of application for developer extension agreement, the developer identifies, subject to District approval, that facilities constructed pursuant to the developer extension agreement shall be of benefit to adjacent properties, the District shall include within the developer extension agreement a provision authorizing the collection of latecomers charges on such adjacent properties and shall remit same to the developer if such adjacent property connects to the facilities constructed by developer within a period of ten (10) years from date of acceptance of the project.

ii) The amount to be repaid to the developer as a latecomer fee shall be based upon the original cost of the project, as approved by the District, without adjustment for inflation or accumulation of interest. The District shall further reserve the right to make an independent determination of the reasonableness of the construction costs submitted to the District from which the reimbursement shall be based and, in the event said construction costs are deemed excessive, shall establish a cost deemed reasonable.

iii) Payment to the developer of the latecomer reimbursement shall be conditioned upon the developer's payment to the District of an administration fee to cover the District's costs associated with the administration of the latecomer reimbursement, and the continued notification to the District, during the ten (10) year period, of any name or address change of developer or any successive entity designated as entitled thereto.

C. Right-of-Way Construction Permit Fee - Service Connections

i) The District shall charge the applicant for service connection for the District's costs of applying for any necessary King County Right-of-Way Construction permits, including estimated inspection charges by King County, and for the District's inspection and administrative costs associated with the permit.

D. Water Meter Installation Charge

i) The District shall charge for the installation of water meters based upon the size of the meter and according to the costs to the District of time and materials for installation of the various sized meters. No installation order shall be issued until the meter installation estimate has been signed.

ii) For meter installed where the developer of the property shall have installed the water service connection stub consisting of the service line, meter setter, meter box and other appurtenances,

iii) Where the developer or property owner proposes to utilize an outside contractor for installation of the water service connection stub consisting of the service line, meter setter, meter box and other appurtenances, the District shall inspect the installation and approve such installation prior to approving the service to be turned on. . Contractors utilized shall be only those contractors who have been approved by the District and who have posted the required bonding and insurance. Upon completion of such installation, developer or property owner shall furnish documentation of the cost of such installation and execute a Bill of Sale transferring ownership of such facilities to the District.

iv) A water meter shall be installed for water service to each building or structure, except when such structure is a mobile home situated in a mobile home park or an Accessory Dwelling Unit. Separate meters shall be installed for mixed uses within structures that are incompatible for billing purposes (i.e., commercial and residential). Meters shall be sized in accordance with the standards and specifications of the District, developed under the Uniform Plumbing Code.

v) On requests for installation of one inch and larger non-residential meters, and on requests for installation of all irrigation meters, such installation shall be additionally conditioned upon the submission of mechanical or other building plans deemed necessary by the District to assist in the prevention of cross connections.

E. Charge For Water Availability Certificate

1) The District shall collect the standard processing fee prior to the issuance of a water availability certificate to reimburse the District for the associated administrative costs of preparing same.

F. Water Sales from Hydrant and Hydrant Permit Fee

1) The District may provide water to qualified rate payers or contractors from fire hydrants located within and served by the District upon compliance with the terms and conditions described below:

a) The requestor seeking the opportunity to purchase water from fire hydrants must apply for a Hydrant Permit. The requestor shall provide the District an estimation of the length of time for which such Hydrant Permit is sought and a non-refundable Hydrant Permit Fee shall be collected at the time of issuance for each month which the permit is to remain valid. No permit shall be issued for a period longer than six months.

b) Prior to issuance of the permit, the requestor shall make a security deposit with the District as a meter assembly deposit. This sum shall remain on deposit during the life of the permit and may be applied by the District against damage to, loss of or

failure to return the meter assembly or to the charges owing pursuant to subsection (d) below. Upon surrender or termination of the permit, the deposit shall, unless applied to such damage or loss, be refunded to the requestor without accumulation of interest. The District reserves the authority to and shall collect from the requestor the difference between the deposit and the cost of repair or replacement of the meter.

- c) Prior to issuance of the permit, the requestor shall deposit the additional Hydrant Fee with the District to be held against unpaid water or other charges. This sum shall remain on deposit during the life of the permit and may be applied by the District against unpaid water or other charges owing to the District. Upon surrender or termination of the permit, the deposit shall be refunded to the customer, without interest, less any unpaid charges owing.
- d) The requestor shall pay the rate established by the District for bulk water sales.
- e) Upon issuance of the permit, the customer shall execute a Hydrant Use Agreement incorporating requirements set forth herein.
- f) Upon issuance of the Hydrant Permit and execution of the Hydrant Use Agreement, the requestor shall be issued a meter assembly to be attached to ~~any~~ the fire hydrant through which water is to be purchased by the requestor. The District shall bill the requestor for the amount of water consumed. The requestor shall deliver the meter to the District at the end of the permit period for verification of reading and billing. The District shall thereafter issue a billing for water used during the applicable period. Charges billed shall be subject to past due and late payment penalties authorized pursuant to state law and/or contract with the service recipient.
- g) Any failure of the requestor to properly utilize the meter assembly to record water taken through a fire hydrant shall constitute a violation of the permit and shall terminate the permit and the requestor's right to continue use of the meter. Requestors found to have violated this shall have their deposit forfeited as liquidated damages for such violation and forever be disqualified from obtaining a Hydrant Permit from the District.
- h) A charge per calendar day shall be levied for each day, or a portion thereof, that the meter is past due.

2) As a further condition of the validity of the Hydrant Permit, the requestor shall comply with all rules and regulations of the District and shall maintain the permit or a valid copy thereof on site, and surrender it for inspection to District's personnel, at all times during which it shall engage in the removal of water from any fire hydrant.

G. Street Lighting Charges

Charges will be collected from customers who benefit from the placement of street lights via

their bi-monthly invoice based on front footage and/or the practical limit of the pool of light provided by each light.

H. Charges Billed on a Time and Material Basis

The District shall collect its costs for time, material and overhead for miscellaneous work performed by the District at the request of a customer or in response to damage caused by outside parties. These charges shall be subject to past due and late payment penalties authorized pursuant to state law and/or contract with the service recipient. Interest on unpaid balances shall accrue at the rate of the current prime interest rate, per annum.

I. Delinquent Account Charges

Definition: an account is “delinquent” when it is not paid in full.

The District has the statutory authority to lien both the structure (real property) and the land (real estate) simultaneously and will do so for delinquent accounts. All notices currently in use to notify customers of a pending lien will be forwarded to both the homeowner and landowner.

The District shall notify, or make a reasonable attempt to notify, delinquent accounts of the delinquency and any further impending collection action in order to provide the customer notice of the opportunity to satisfy the account delinquency prior to the time set for shutoff. A charge shall be levied where contact is made with the customer and the meter is not locked. Notice to affected customers may, at the discretion of the District, be by telephone, in writing, or by site visit.

1. An account becomes delinquent after the 25th of the regular billing month (Odd months). At that time the account becomes subject to the monthly late fee.
2. Should a delinquent account remain unpaid after the 25th of a second regular billing (60 days past due), it will enter shut-off status.
3. Should a delinquent account make payment arrangements and begin making monthly payments, shut-off status can be delayed.
4. If a District field representative is dispatched to shut-off an account and the customer or customer’s representative comes forward to pay the balance just prior to physical shut-off, there will be a one hour labor charge levied on the account.
5. An account in shut-off status will be shut-off on the first Tuesday, Wednesday or Thursday after the delinquent billing is sent out. This is done on the even months. At this time the account will be charged a \$100 reconnect fee and the account must be paid in full for the service to be restored.
6. Should an account remain in shut off it will continue to accrue monthly base charges as well as late fees.
7. An account that has been delinquent without response or payment for over four (4) months (5 months of water usage) will be subject to a lien being placed on the property pursuant to R.C.W. 57.08.081.
8. Liens will be processed on delinquent months.
9. Delinquent accounts will be responsible for reimbursing the District for all fees associated with filing a lien with King County.
10. Certificates of Water Availability will not be issued on delinquent accounts.

J. Leak Adjustments, Charge and Service Call

When a customer experiences a leak on their private service line, the District will provide a leak adjustment to the water invoice in accordance with the following:

- 1) An adjustment will be granted under the following conditions:
 - a. a leak adjustment has not been granted to the customer within the twelve month period prior to request (only one leak adjustment per year shall be granted any single account); and,
 - b. the leak was reported to the District and repaired within 30 days of detection.
 - c. an adjustment shall be calculated for the latest single billing cycle which reflects the leak.
- 2) If the customer demonstrates that the leak is repaired within thirty (30) days of District notice thereof, the customer's account is credited as follows:
 - a. the customer shall be charged the current “wholesale” cost of the water leaked. (see description of the calculation at the end of this section).
 - b. the amount determined to have leaked is calculated as: total metered usage less use from the same period one year prior = leaked water;
 - c. The total revised water invoice will include the full cost of the water equal to the usage one year ago plus the reduced charge (according to paragraph ii. a.) for the water leaked plus the standard base charge (no part of the base charge shall be refunded).
 - d. No additional refunds will be considered or given.
- 3) If there is no valve on the customer side of the meter, there shall be no credit processed on the account until a valve is installed.
- 4) If there is no pressure regulator (a.k.a. pressure reducing valve) on the customer side of the meter, there shall be no credit processed on the account until a pressure regulator is installed.

A District field representative will be dispatched to inspect the customer’s meter to verify the leak has been repaired.

Dripping faucets, leaking toilets or outdoor spigots that have been left running do not constitute a leak. This policy strictly covers underground piping on the customer’s side of the meter that has been compromised.

Definition of “wholesale” cost:

Wholesale cost is determined as follows, using data from the most recent completed fiscal year: *(Total Operations and Maintenance Expenses - Total Base Fee Income + Debt Principle Retirement) divided by Total Water Production in hundreds of cubic feet*

K. Tampering Charge

- 1) The District shall levy a fine to the property owner for water services and/or meters which are tampered with and shall further charge the property owner, on a time and materials basis, the District's costs associated with any necessary repair to the water service connection and/or meter. Meters which are tampered with shall be removed and will not be reinstalled until the tampering penalty is paid.
- 2) In the event such charges shall remain unpaid for a period of thirty (30) days following the date of billing, the District shall charge the late fee to the account pursuant to R.C.W. 57.08.081. After sixty (60) days The District shall certify such delinquency and penalty to the office of the Director of Finance of King County for the imposition of a lien as set forth by statute. The lien thereafter shall bear interest at a rate equal to the current prime rate, per annum and may be foreclosed in accordance with state law.
- 3) Any and all person(s) and/or entities found to have used a District fire hydrant without the express consent of Water District19 management shall be assessed as follows:
 - a) Each offense will be charged the current rate for bulk water equal to an amount estimated based on the intended use and assured size of the vehicle conveying such water and in addition to charges for all bulk water discharged by the District Foreman to clear the mains affected by the illegal use; and,
 - b) Will be charged for labor and materials required to correct adverse conditions created by the illegal use of a fire hydrant, such charges at prevailing rates; and,
 - c) Will be charged administrative costs incurred for the purposes of billing the offender(s), such charges at prevailing rates; and,
 - d) Will be fined increasing amounts for first, second and third offenses; and,
 - e) Each invoice for items 1 through 4 not paid within ten (10) days of date thereon will accrue a late charge equal to five (5%) per cent of the unpaid balance at the time it becomes delinquent and an additional five (5%) per cent for each month delinquent thereafter.

L. Connect/Disconnect Administration

- 1) The District shall levy a charge where a change in service status involves administrative action by District customer service personnel and/or where a special meter reading involves the District's operation staff.

- 2) In the event that a change in account status requires a special water meter reading by the District, a fee equal to one hour of labor and overheads will be levied.
- 3) In the event that a change in account status does not require a special water meter reading by the District, the standard change of owner fee will be charged.
- 4) The charges shall be added to the first billing after the requested change is made or service rendered.

M. Obstructed Meter Reading Charge

The District shall charge the property owner a penalty per billing period for attempting to read meters to which access has been significantly obstructed by landscaping or other barriers. This charge shall be applied only after the property owner has been notified, via a door hanger, that the obstruction exists and that the problem must be corrected by the time of the next meter reading. The charge will continue each billing period until such time as the obstruction has been removed.

N. Meter Turn On/Turn Off Charge

The District shall charge a Turn On/Turn Off Fee equal to one hour of labor and overheads to those customers requesting reconnection of the water meter, which meter was disconnected at the request of the customer and not related to an account delinquency. The District shall apply such charges to the customer's account.

O. Water Meter Testing

The District does not test water meters. Meters are changed on a predetermined schedule as part of routine operations of the District. See below for non-scheduled meter changes.

P. Unscheduled Water Meter Replacement

If a customer requests a meter replacement prior to the scheduled routine change, the customer will be billed for the service call plus the current cost of the meter. As is the case with all new meters, upon installation the meter becomes the property of the District.

Q. Returned Check Charge

The District shall charge the customer an Insufficient Funds Fee (NSF) on all bank items/checks returned by the customer's bank unpaid. The amount shall be applied to the customer's account. Where the customer has more than one water account, the charge for a returned bank item/check shall be applied on each account which must be adjusted due to the return of the unpaid bank item/check; provided, however, that a maximum of four (4) times the current fee shall be charged for any single bank item/check so returned. On accounts where ~~un~~ non-payable bank items/checks are continually submitted, the District may require payment on the account to be made by cash, by certified or cashier's check or by money order, in addition to requiring a deposit

to be held.

R. Document Reproduction Charge (Ref. RCW 42.17.110-310)

- 1) The District shall charge for reproduction of documents made upon request for same. The charge shall be collected upon delivery of the documents and shall include any cost to the District for reproduction of the documents by any other person or entity. Charges shall be collected for either paper copies or electronic storage media. The District shall not charge for providing customers documents sent by way of the electronic mail system.
- 2) The District may charge based on actual time, materials, and overhead for creation of documents (including plans or maps) to customer specifications.
- 3) The District may charge an amount for documents requiring specialized reproduction based on actual costs for time, materials and overhead.

S. Duplicate Billing Charge

The property owner must receive a copy of all water invoices. If a property owner is an absentee and rents the property, the renter may be set up as the primary invoice recipient. A duplicate paper statement will be delivered for a fee per billing cycle.

T. Water Usage Rates

For a concise schedule of the current approved water usage rates, see Exhibit C.

ADOPTED by the Board of Commissioners of Water District 19, King County, Washington, at an open public meeting this 8th day of January, 2013.

APPROVED

STEVE HAWORTH, President and Commissioner

BOB POWELL, Secretary and Commissioner

Approved as to form:

RICHARD BARD, Commissioner

LOREN DUNN, General Counsel

EXHIBIT A

Resolutions to be superseded by this Resolution

1144	978	866	698	161
1137	958	856	690	158
1134	957	853	683	1
1127	935	843	661	
1116	925	829	616	
1113	921	826	604	
1105	913	819	529	
1104	908	770	452	
1066	902	744	445	
1065	901	738	413	
1035	899	735	406	
1032	893	732	402	
1026	892	723	400	
1016	890	719	379	
994	885	718	374	
993	884	715	366	
991	870	710	240	
980	868	704	239	

EXHIBIT B

MEMORANDUM OF AGREEMENT made and entered into between Water District 19, KING COUNTY, WASHINGTON, a municipal corporation, First Party, hereinafter called the District, and Second Party, hereinafter called " _____ "

-

WHEREAS, _____ has installed a water main to serve certain property in Water District No. 19 and has conveyed the same to the District; and

WHEREAS, on the _____ day of _____ 196 , the Board of Commissioners of the District adopted Resolution No. _____ providing for a contract to be entered into pursuant to the provisions of RCW 35.91.20; and

WHEREAS, the Commissioners have determined the reasonable cost to be charged persons desiring to connect onto such water system and the legal description of the property to which the charge is to apply,

NOW, THEREFORE, for a valuable consideration, It is agreed as follows:

1. _____ and his assigns shall be entitled to be reimbursed by the owners of the property hereinafter described who may subsequently tap onto or use the water main hereinafter described, installed by _____ in the amount set forth, to-wit:

{here insert description of main or mains}

The property to which said charge applies is described as follows, together with the amounts to be paid for the privilege of connecting:

2. The period for the reimbursement of _____ and his assigns shall not exceed fifteen (15) years from the date hereof.

3. The District has and does hereby approve the construction of such water system and accepts the same as facilities of Water District No. 19.

4. The District agrees that no person, firm or corporation owning the property above described, or any part thereof, shall be permitted or authorized to tap onto or use the water facilities above described during the period of time above stated without first paying to the District the amount herein

required, *in* addition to any and all other costs and charges made or assessed for such tap or use.

5. All amounts received by the District hereunder shall be paid to _____ or his assigns, less 15%, within sixty (60) days after the receipt thereof.

6. _____ will inform the District of any change of his address and in case of any assignment, a signed copy of the assignment shall be delivered to the District with the address of the assignee. Should the payee under any such agreement fail to make available to the District a correct address for the remittance of funds collected, and if such failure continues for a period of 12 months from the date the funds are received by the District, such funds shall revert to the Maintenance Fund of the District and no further obligation for reimbursement shall exist.

7. 15% of all payments made to the Water District under this agreement shall be retained by the District as and for reimbursement of overhead, record keeping and collection costs.

**EXHIBIT C
RATES AND FEES**

Charge	Fee	Charge	Fee
General Facilities Charge	\$10,650 Per unit	Duplicate Billing fee	\$5.00 per billing
General Facilities Charge – dedicated fire line	\$4,260 Per connection	Certificate of Water Availability	\$94 new \$36 renewal
Local Facilities Charge	Determined at time of application	Field Labor	\$58 Per hour
Site Facilities Charge (Meter Install Charge)	Cost recovery – prevailing rates	Power Equip. fees	Varies
Permits (K.C.)	Cost recovery	Door Hanger Notice	\$25
Inspection fees (King County or WD19)	Cost recovery – prevailing rate	Turn-off /non pmt.	\$100
Administration labor	\$36	Turn-off/on by request	\$58 (1 hr. min.)
Late fees	\$7.50	NSF fee – standard - ACH	\$35
Base charges	¾”Meter \$65.00 1”Meter \$108.55 1½”Meter \$148.22 2”Meter \$246.48 3”Meter \$650.00 4”Meter \$950.49 6”Meter \$2,166.45 8”Meter \$2,240.56 Low Inc. \$48.57 Fire main \$65.00	Tampering Fee	\$50
Change of Owner Fee	\$25	Lien filing	Current King County filing fees (file and release) plus one hour Admin. Labor

Illegal Hydrant Use Fee	\$150 first offense \$250 second offense \$500 third offense Each offense also incurs admin labor, field labor & materials, charge for water at bulk rates	Residential Rates including an Accessory Dwelling	<u>Cubic Feet Per 100</u> 0-1600 \$2.11 1601-4800 \$5.58 4801+ \$9.02	
Street Lighting	0.20 per front foot Per month	Illegal Connection	\$500 +\$2 per day	
Special Board Mtg.	Cost recovery – Board per diem and stenographer	Blocked meter notice	\$10	
Reread due to inaccessible meter	\$58	Unscheduled Customer assistance	Cost recovery	
Public Document request	\$0.15 Per copy \$7.50 Per CD	Request for wet hydrant flow test	\$116 (2 hr minimum)	
Water Usage Rates (cu. ft.)		Bulk Water Sales	\$16.00 / 1000 gal	
<u>Tier</u>	<u>Residential</u>			<u>Commercial</u>
0-1000	\$1.58/100			\$1.80/100
1001-2000	\$2.11/100			\$2.21/100
2001-4000	\$2.79/100			\$2.59/100
4001-6000	\$4.51/100			\$3.40/100
6001+	\$6.88/100	\$4.54/100		

