

**SILVER LAKE WATER & SEWER DISTRICT
SNOHOMISH COUNTY, WASHINGTON
RESOLUTION NO. 669**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SILVER
LAKE WATER & SEWER DISTRICT, SNOHOMISH COUNTY,
WASHINGTON, ADOPTING SERVICE FEES AND OTHER CHARGES AND
DEFINITIONS FOR SERVICE FEE AND CHARGE TYPE AND REPEALING
RESOLUTION NO. 637.**

WHEREAS, RCW 57.08.081 authorizes the Silver Lake Water & Sewer District Board of Commissioners ("District") to fix service fees and other charges for providing sewer service and facilities to those to whom sewer service is available, and for providing such service; and to fix service fees and other charges for providing water service, as deemed necessary by the District Board of Commissioners so that uniform charges will be made for the same class of customer or service and facility; and

WHEREAS, RCW 57.08.081 authorizes the District Board of Commissioners in classifying customers to consider in its discretion several factors including the difference in cost to various customers, the location of the various customers within and without the District, the difference in cost of maintenance, operation, repair and replacement of the various parts of the system, the different character of the service furnished to various customers, the quantity and quality of the service and facility furnished, the time of its use, the achievement of water conservation goals and the discouragement of wasteful practices and any other matters which present a reasonable difference as a ground for a distinction in the establishment of service fees and charges; and

WHEREAS, pursuant to RCW 57.08.005, the District possesses full authority to regulate and control the use, content, distribution, and price of its water supply and water system and the use and operation of its sewer system and the rates to be charged relating thereto; and

WHEREAS, The Board of Commissioners adopted Resolution No. 653, Water Use Efficiency, that established the District's Water Use Efficiency rules and goals, including a leak monitoring and repair program; and

WHEREAS, On April 14, 2011, the Board of Commissioners directed District staff to pursue web based debit/credit card processing with the direct costs associated for this service to be charged to the customer as a convenience fee; and

WHEREAS, Several of the service fees set forth in Exhibit A have direct vendor costs as either the entire cost of the fee or a major component of the fee, and not passing through vendor increases presents a financial impact to the District; and

WHEREAS, the Board of Commissioners of the Silver Lake Water & Sewer District directed staff to publish notice of a Public Hearing to be held in the Administration

Building of the Silver Lake Water & Sewer District 15205 41st Ave. SE, Bothell, WA, at 5:30 p.m., or as soon thereafter as can be heard, on Thursday, May 26, 2011, for the purpose of accepting public testimony on adjustment of and possible increase to customer service fees and charges; and

WHEREAS, notice was published in the Everett Herald on May 17, 2011; and

WHEREAS, the service fees and charges set forth in this resolution in Exhibit "A" attached hereto and made a part of this resolution are fair and equitable; and

BE IT RESOLVED by the Board of Commissioners of the Silver Lake Water & Sewer District, Snohomish County, Washington as follows:

1. **FINDINGS**: The Commissioners adopt as findings the preceding recitals to this Resolution.
2. **DEFINITIONS**: For the purpose of determining rate classification for water and sewer rates and service fees and charges, and capital facility fees or connection charges, the following definitions shall apply, unless otherwise provided for:

Administrative Fee for Delinquent Service Disconnection means the service fee assessed when the District implements the process for service disconnection and/or disconnects utility service to a property due to non-payment of charges. This fee shall be applied to a property when it is appropriately listed on the District final list of delinquent utility accounts to be disconnected for non-payment or other violation of District policies and regulations. District personnel shall have authority to determine when an account is actually locked off or not.

Convenience Fee means the charge to customers who elect to use the District's debit card, credit card, EZ check or other third party alternative payment processes to pay their District utility bill. The basis of the Convenience fee is the direct cost of the vendor services and may include District staff costs to manage these alternative payment processes.

Estimated Closing Bill means the preparation by the District of a property's utility bill at a future date when requested by a customer, title company or escrow company, relating to the termination or closing of a water or sewer service account.

External Contractor/Service Provider Charge means a charge to the District by an external Contractor or service provider based on work performed or services provided to the District. Examples of External Contractor or Service Provider Charges are, but are not limited to, bank returned item fees, third party credit card processor's transaction fees, and Snohomish County Lien filing fees.

Final Billing and Account Termination means when a property owner requests their account be closed on a certain date requiring the District to perform a mid-billing meter read and/or prepare a final bill.

Flow Test Meter (SLWSD) means when a customer requests the District to measure the water flowing through their meter to verify the meter's accuracy. If a customer's meter is found to be over-registering consumption, the customer shall not be subject to the District's Flow Test fee.

Flow Test Meter (City of Everett) means when a customer requests the District to measure the water flowing through their meter to verify the meter's accuracy and the District is required to send the meter to the City of Everett. If a customer's meter is found to be over-registering consumption, the customer shall not be subject to the District's Flow Test fee. The basis of the Flow Test Meter (City of Everett) is the direct costs of the City of Everett plus the costs of the District.

Hydrant Rental means when a customer requests use of a metered hydrant for one or more days. Water consumption means the usage of water, as measured by the hydrant's meter, which will be charged in addition to the rental rate at the per unit water rate adopted by the District. The first day of service means the first day a customer takes possession of the hydrant from the District. Each subsequent day means each consecutive day.

Lien Filing Fee means the fee assessed to a customer when the District records a property lien on a delinquent account with Snohomish County. The basis of a Lien Filing Fee is the direct costs of Snohomish County plus the costs of the District.

Leak Check means when a customer requests the District respond to the property to provide a basic check of the water meter for a leak. Customers may request one leak check annually without being charged the Leak Check fee. Customers will not be charged a Leak Check fee when the leak check is initiated by the District as part of its regular billing process.

Lock-off Service means when an account has been locked off, not due to delinquency, but by request of the customer or by action of District personnel to protect the water system.

New Account means creation of a customer billing record within the District's data processing system for each unique property location or service account.

Re-Read Meter means when a customer requests the District re-read their water meter after a billing statement has been generated to confirm that the District's reading was correct. The fee outlined in Exhibit "A" shall be paid to the District by the customer requesting the meter be re-read. A customer whose water meter read on the billing statement is more than the re-read water meter shall not be billed a re-read charge.

Rescheduling Inspections means when a customer is not at their property at the time scheduled for an inspection, or their infrastructure is not ready for inspection, or the infrastructure fails inspection and District personnel must return to the property to perform their duties. The fee outlined in Exhibit "A" shall be paid to the District by the customer requesting a rescheduling inspection. Customers that call and reschedule their appointments prior to staff being dispatched to the property shall not be charged a rescheduling fee.

Return Check (Item) means when a customer payment by check, cashier's check, ACH, debit card, credit card or other method is returned unpaid to the District by such customer's financial institution for any reason. The basis of Returned Check (Item) fee is the direct costs of the vendor plus the costs of the District.

Service Calls – Customer's Line Failure means when a customer requests the District respond to their property and assist with repairing or assessing a problem with the service line owned by the customer.

Service Turn-on/Turn-off Meter means when a customer requests the District to turn their meter on or off.

Side Sewer Inspection (New Connection) means when a new side sewer connection is made to the main sewer line or when the location of an existing side sewer is changed requiring a new as-built drawing to be created. Customers shall not be charged the side sewer inspection fee when the repairs to their side sewer lines do not require either a new connection to the main sewer line or a revised as-built drawing being created.

Unauthorized Reconnection means when a meter has been disconnected or shut off by the District for the non-payment of utility charges, violation of District policy or regulations or action to protect the water system and the customer reconnects (turns on the service) without authorization by the District.

Vandalism to Meter Set means any damage done to a meter; including but not limited to, broken locks, meter sets, jumping service, stripping fixtures, breaking meters, breaking or disconnecting radio equipment, filling meter boxes, blocking access, or other activities that damage District equipment or inhibits restricts, or limits District personnel from conducting operations.

Water Main Tapping means when the District taps a water line to provide a service connection for a customer.

Water Meter Installation Charge means when a customer requests a new meter be installed to serve their property or that an existing meter be moved to a new location. The short side of the street means the shorter distance from the water line to the property. The long side of the street means the longer distance from the water line to the property.

Water Meter or Side Sewer Removal means when a customer requests in writing that their water meter or side sewer connection be removed from the District's system and their account be terminated. Re-connection to the water or sewer system shall require the payment of all connection, permit, and other fees, associated with a new connection in effect, and applicable at the time of such new connection.

3. **ADOPTION OF SERVICE FEES:**

The service fees and charges set forth in Exhibit "A" attached hereto are hereby adopted effective June 1, 2011.

4. **OTHER CHARGES, ASSESSMENTS, AND FEES:**

The other charges set forth in Exhibit "A" attached hereto, are not in lieu of any Utility Local Improvement District assessments, permit fees, connection charges, general facility fee or any other fees or charges of the District heretofore or hereafter adopted.

5.) **EXTERNAL CONTRACTOR/SERVICE PROVIDER CHARGES:**

The General Manager shall have the authority to adjust existing service fees and charges set forth in Exhibit "A", in an amount equal to the net change in an External Contractor/Service Provider Charge, that is a component of the service fee or other charges set forth in Exhibit "A". The General Manager or designee shall report a change in External Contractor/Service Provider Charges and provide an updated service fee and charges table, Exhibit "A", to the Board of Commissioners prior to the revised fee being assessed to customers.

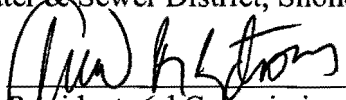
6. **SEVERABILITY:**

Should any part or provision of this resolution be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the resolution as a whole, or any part thereof, other than the part declared to be invalid.

7. **EFFECTIVE DATE/REPEALER:**

The provisions of this resolution shall be effective the date set forth below, provided the provisions set forth in Section 3, herein, regarding the adoption of service fees and charges shall be effective the dates set forth herein. Any and all prior sections of District Resolutions providing for service fees and other charges, customer classification or information services definitions in conflict with this Resolution are hereby repealed.

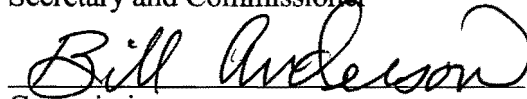
ADOPTED by the Board of Commissioners, at a regular meeting of the Silver Lake Water & Sewer District, Snohomish County, Washington this 26th day of May, 2011.



President and Commissioner

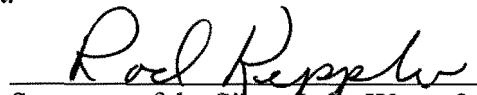


Secretary and Commissioner



Commissioner

I CERTIFY the above to be a true and correct copy of Resolution No. 669 adopted by the Board of Commissioners of the Silver Lake Water & Sewer District, this 26th day of May, 2011, as said Resolution appears in the records of the Silver Lake Water & Sewer District.



Secretary of the Silver Lake Water & Sewer District Board of Commissioners

Exhibit A - Service Fees and Charges

Service Description	Fee Basis	Fee Amount
New/Closed Account Type Fees		
New Account Setup Fee	Per Request	\$ 10.00
Estimated Closing Bill (Escrow)	Per Request	\$ 10.00
Final Billing and Account Termination	Per Request	\$ 35.00
Delinquent Notice Type Fees		
Administrative Fee for Delinquent Service	Per Final Shut-off Report	\$ 65.00
Unauthorized Reconnection	Per Occurrence	\$ 75.00
Vandalism to Meter Set	Per Occurrence	T & M - Minimum \$ 65.00
Lien Filing Fee	Per Filing	Vendor Fee Included \$ 200.00
Other Service Type Fees		
Re-Read Meter	After First Visual Staff Reread	\$ 48.00
Check for Leak - Customer Initiated	Per Second Annual Request	\$ 38.00
Service Turn On/Turn Off Request	Per Request	\$ 48.00
Lock Off Service	Per Request	\$ 27.00
Return Check (Item) Fee	Per Item	Vendor Fee Included \$ 20.00
Flow Test Meter - SLWSD	Per Test	\$ 48.00
Flow Test Meter - City of Everett	Per Test	\$ 200.00
Side Sewer Inspection - New Connection	Per Inspection	\$ 480.00
Side Sewer Inspection - Existing Connection	Per Inspection - No Relocation or Side Sewer Card	No Charge
Re-Scheduling Inspection	Per Request	\$ 48.00
Service Calls - Customer's Line Failure	Per Request	\$ 48.00
Water Meter Installation Charge (Short Side)	Per Installation Meter	T & M - Minimum \$ 240.00
Water Meter Installation Charge (Long Side)	Per Installation Meter	T & M - Minimum \$ 240.00
Water Main Tapping Charge	Per Tap	T & M - Minimum \$ 240.00
Water Meter or Side Sewer Removal	Per Request	T & M - Minimum \$ 240.00
Hydrant Rental	First Day	\$ 15.00
Hydrant Rental	Additional Day	\$ 5.00
Alternative Payment Fees		
Credit/Debit Card Convenience Fee	Per Transaction	Vendor Fee to be Included \$ 3.85
EFT (EZ Check) Convenience Fee	Per Transaction	Vendor Fee to be Included \$ 3.85
After Business Hours		
Voluntary Turn On or Turn Off	Per Request	\$ 144.00
Service Calls - Customer's Line Failure	Per Request	\$ 144.00
Time and Materials (T & M) includes staff time, supplies, and equipment use.		
Vendor costs are service fees billed to the District by the respective agency or business.		