

**SILVER LAKE WATER & SEWER DISTRICT  
SNOHOMISH COUNTY, WASHINGTON  
RESOLUTION NO. 764**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE SILVER  
LAKE WATER & SEWER DISTRICT, SNOHOMISH COUNTY,  
WASHINGTON, ADOPTING A WATER LEAK CREDIT ADJUSTMENT  
POLICY FOR SINGLE FAMILY RESIDENTIAL AND DUPLEX PROPERTY.**

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

**WHEREAS**, District utility customers from time to time incur and repair water leaks within their privately-owned water systems, have notified the District after repairing such leaks, and have requested adjustments in their District utility service billings due to such leaks; and

**WHEREAS**, the District feels it is equitable to adjust District water service billings for leaks in the event the leak is repaired because adjust such billings encourages customers to repair their privately-owned water systems in a timely manner, prevents water waste and promotes water conservation; and

**WHEREAS**, the District now desires to approve and implement a policy to grant leak adjustments on billings incurred by District water customers due to leaks in the customer's privately-owned water system wherein; and

**WHEREAS**, Single Family Residential and Duplex customers are not charged for sewer based on their water consumption; and

**WHEREAS**, the costs of maintaining a property's private water system is the responsibility of the respective property owner; and

**WHEREAS**, water service charges are an encumbrance to the real property for which service was provided and the Property Owner would be responsible for the payment of water service charges; and

**WHEREAS**, District customers that qualify for Low Income Senior/Handicapped rates are a subset of the Single Family Residential or duplex customer classification; and

**WHEREAS**, a Property Owner must pay for their approximated regular water use at the District's per-water-unit rate in effect at the time of the leak and must pay for their

approximate leaked water use so that other District customers are not paying for costs of the regular or leaked water use on the property owner's private water system; and

**WHEREAS**, the District bills single family residential and duplex customers bi-monthly, which could result in a large financial impact due to a water leak before the customer becomes aware of a possible leak; and

**WHEREAS**, the District receives water from three separate sources, each with their specific per-water-unit cost and the District's per-unit water rate is a blending of these three source; and

**WHEREAS**, the Alderwood Water & Wastewater Wholesale Water Rate ("AWWA Rate") is one of the District's three sources of water and is a fixed water rate that would best approximate a per-unit water cost for the purposes of determining the costs of leaked water; now, therefore,

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

1. **FINDINGS:** The preceding recitals to this Resolution are adopted in full by this reference.
2. **DEFINITIONS:** For the purpose of determining a District customer's eligibility for a water leak adjustment credit as further provided in this Resolution, the following definitions shall apply, unless otherwise provided for:

**Actual Water Use** means the total water consumption billed to a Property Owner's account for their regular monthly or bi-monthly billing period determined by the District's regular water meter reading cycle.

**AWWA Rate** means the Alderwood Water & Wastewater District's Wholesale Water Rate in effect during the billing cycle when water leak occurred.

**Application for Water Leak Adjustment Credit Form** means a form created by the District's General Manager, or designee, that a Property Owner must complete and submit to the District to apply for a Water Leak Adjustment Credit.

**Billing Period** means the regular monthly or bi-monthly billing period.

**Customer Class** means all customer classes defined in the District's Water and Sewer Rate Resolution No. 756 or its successor. The District's current Customer Classes are: Single Family Residential, Duplex, Multifamily, Irrigation, Fire, Commercial and Wholesale.

**Leaked Water Use** means the Property Owner's total water consumption for the billing period during which a water leak was experienced less their Regular Water Use.

**High Consumption Notice** means when the District provides the Property Owner with a Notice of High Consumption by either a door hanger, a letter of high consumption, a note on the Property Owner's regular water bill, or any combination of the foregoing.

**Property Owner Notice or Knowledge of Leak** means either when the District provides the Property Owner with a High Consumption Notice or when the Property Owner becomes aware of a the leak in their private water system.

**Regular Water Use** means a Property Owner's water consumption for the same billing period in the previous year as compared to the billing period when a customer experienced a leak, or if the Property Owner's water consumption for the same billing period in the previous year is unknown or cannot be determined, the Property Owner's Regular Water Use shall be fifteen units (15 CCF).

**Water Leak** means water leaking through a broken or failing water system aperture, water pipe, or water fixture on the Property Owner's private water system. A water leak does not mean when a fixture or aperture is inadvertently left on, or in the case of a residential irrigation system, connected to the Property Owner's domestic water system, incorrectly constructed, or programmed.

#### **4. PROPERTY OWNER WATER LEAK ADJUSTMENT CREDIT POLICY:**

A.) Property Owners of Single Family Residential or Duplex customer accounts, who own the real property subject to such accounts, may apply for a leak adjustment credit within thirty (30) days of the District's Property Owner notice or the Property Owner's knowledge of the leak. In cases where the District provided notice by a high consumption door hanger, a high consumption letter, and/or a note on the Property Owner's regular bill, the District shall use the date of the District's latest notice, which would typically be the note on the Property Owner's regular bill.

B.) The Property Owner's water leak must be repaired prior to the submission of the Application for Water Leak Adjustment Credit with proof of the repaired water leak. Proof of the water leak's repair may be in the form of pictures, a receipt for repair parts, contractor's invoice, or other documentation that indicate the water leak has been repaired.

C. The shall be charged for their regular water use at the District's per unit water rate and for their leaked water use at the AWWA Rate. The Property Owner's Water Leak Adjustment Credit shall be the difference between what the customer was charged for the regular billing period when the leak was incurred, less the amount charged for their regular water use, less the amount charged for their leaked water use. An example of the calculation is provided.

Example of Water Leak Adjustment Credit Calculation			
Calculation Factors	Water Consumption (CCF)	Water Per Unit Rate	Water Costs
<b>Total Monthly or Bi-Monthly Bill Consumption and Charges</b>	<b>300</b>	<b>2.45</b>	<b>\$ 735.00</b>
Regular Water Use - Previous Year's Consumption for Same Bill Period	24	2.45	\$ 58.80
Leaked Water Use - Total Water Use - Regular Water Use	276	1.25	\$ 345.00
<b>Total Amount Customer Pays (Regular Water Use Cost + Leaked Water Use Cost)</b>			<b>\$ 403.80</b>
<b>Customer Water Leak Adjustment Credit</b>			<b>\$ 331.20</b>

D. The District shall provide a Water Leak Adjustment Credit for one regular monthly or bi-monthly billing period and shall base the actual water consumption on the water use billed for the Property Owner's current monthly or bi-monthly bill.

E. A Property can only receive only one Water Leak Adjustment Credit every five (5) years, regardless of changes of property owners, residents, tenants, or occupants.

F. The General Manager, or designee, shall review a Property Owner's Water Leak Adjustment Credit Form to determine if the Property Owner qualifies to receive the Water Leak Adjustment Credit and the amount of the credit.

G. The General Manager, or designee, may approve a Property Owner to pay a significant water billing related to a leak, less the Water Leak Adjustment Credit, over a period of time and not to exceed twelve (12) months. The General Manager, or designee, shall identify and approve the monthly or bi-monthly amount due to the leak adjustment the customer must pay in addition to the customer's regular water and sewer charges.

5. **EFFECTIVE DATE:** This Resolution shall be effective the date set forth below. This Resolution shall modify, amend, rescind and supersede all prior District resolutions, policies and procedures to the extent inconsistent with the foregoing.

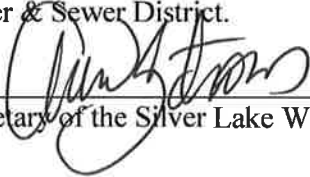
**ADOPTED** by the Board of Commissioners of Silver Lake Water & Sewer District, Snohomish County, Washington, at a regular open public meeting thereof held on the 13<sup>th</sup> day of September, 2018.

  
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 President and Commissioner

  
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 Secretary and Commissioner

  
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 Commissioner

**I CERTIFY** the above to be a true and correct copy of Resolution No. 764, adopted by the Board of Commissioners of the Silver Lake Water & Sewer District, this 13<sup>th</sup> day of September, 2018, as said Resolution appears in the records of the Silver Lake Water & Sewer District.

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