



SOOS CREEK WATER AND SEWER DISTRICT

KING COUNTY, WASHINGTON

RESOLUTION NO. 3408-C [rev. 11/13/2024]

A RESOLUTION of the Board of Commissioners of Soos Creek Water and Sewer District, King County, Washington, establishing policies for setting rates, general facility connection charges, and other fees and charges; setting billing and collection procedures. [Rev. 11/13/24]

WHEREAS, the Board of Commissioners is required to impose rates, charges and fees which are adequate to provide for the District's costs of operation, maintenance and repair of its systems, for the construction of necessary capital improvements, and for services that it renders on behalf of persons doing business with or receiving service from the District; and

WHEREAS, the District's staff will from time-to-time present data to the Board of Commissioners for its review to determine the rates and charges necessary to maintain and operate the District, and to provide an appropriate level of services consistent with the prudent financial management of the District; and

WHEREAS, the Board now desires to establish continuing policies to guide the Staff and Board in the establishment and/or modification of the District's rates, charges and fees.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Soos Creek Water and Sewer District that the **Rate, General Facilities Charge and Fee Policies** of Soos Creek Water and Sewer District shall be as follows:

RESOLUTION NO. 3408-C [rev. 11/13/24]

SUBJECT: Policies for Setting Rates, Fees,
And Charges; Billing Procedures

PAGE - 1

SECTION 1: WATER, SEWER, AND STREET LIGHT RATE POLICIES

A. Standards and factors to be considered. The Board shall, pursuant to the Revised Code of Washington, Section 57.08.081, determine that the District's rates and charges are uniform charges for the same class of customer or service, and shall consider the following factors in determining classifications of service: the difference in cost of service to various customers; the location of 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 difference in the character of service furnished various customers; the quantity and quality of the water furnished by the District and the time of its use; the quantity and quality of the sewage delivered to the District and the time of its delivery; capital contributions made to the system including, but not limited to assessments; the principal and interest requirements of revenue bonds issued to construct various parts of the system; and other matters that present a reasonable difference as a ground for distinction.

B. Definitions.

1. Unit. A unit is a single residence, an apartment or condominium residential space, a residential trailer or mobile home pad or space, an Accessory Dwelling Unit when designated as such by the applicable zoning authority, an Accessory Commercial Unit, a non-residential building receiving service in any residential complex, or a single commercial entity.

2. Residential Property. Residential property is property used primarily for providing an abode either part time or full time to its residents, and Adult Family Homes in which a person or persons is licensed for providing care to more than one, but not more than six adults who are not related by blood or marriage, as defined in RCW 70.128.175.

RESOLUTION NO. 3408-C [rev. 11/13/24]

SUBJECT: Policies for Setting Rates, Fees,
And Charges; Billing Procedures

PAGE - 2

3. **Commercial Property.** Commercial property is any non-residential property, including, but not limited to, shopping and wholesale facilities, public and private schools, religious institutions, recreational and fitness facilities within multi-unit housing complexes, governmental and public installations, and Adult Family Homes licensed for providing care to more than six adults.

4. **Accessory Commercial Unit.** An Accessory Commercial Unit (ACU) is a space for a business requiring a business license, and which is either located within a home frequented by persons other than the residents for the purpose of the business; or located in another building on a residential property. ACUs are treated as separate commercial units, but joint side sewers and shared water meters may be allowed in certain cases. For all other purposes, including fees and billing, however, they shall be treated as separate commercial units. If a residence and an ACU are allowed to share services, the account will be billed at commercial rates.

C. Water Rate Components.

1. **Meter Base Rate.** The meter monthly base rate shall be according to meter size; provided, however, that for meters serving more than one residential unit, the monthly base rate shall be the base rate for the 5/8" x 3/4" meter size.

2. **Unit Base Rate.** When a meter serves more than one unit, there shall be a unit monthly base rate at the 5/8" x 3/4" meter size rate for each additional unit served by the meter, whether such units are occupied or unoccupied.

3. **Consumption Charge.** In addition to the monthly base rate, actual monthly water consumption shall be charged according to the District's current schedule of rates, with credit for any minimum per-unit allowances for the number of units subject to base rates.

4. **Operation, Maintenance and Depreciation Charge.** Residential and commercial non-irrigation meters that have been turned off and locked at the customer's request

RESOLUTION NO. 3408-C [rev. 11/13/24]

SUBJECT: Policies for Setting Rates, Fees,
And Charges; Billing Procedures

PAGE - 3

will be charged a monthly operation, maintenance and depreciation charge at the 5/8" x 3/4" meter size rate in lieu of monthly base rates and consumption charges. Locked off irrigation meters shall not be charged.

5. **Monitoring Charge.** There shall be a monthly monitoring charge for water connections requiring detector checks, whether for fire sprinkler systems or otherwise.

6. **Leak Adjustments.** The prompt repair of leaks within customer service lines is a conservation practice that should be encouraged and assisted. Leaks that result in a large and unexpected consumption of water are a financial hardship upon customers which should be mitigated to the extent the District is able without negatively impacting the District's operations and finances; unanticipated billing revenues from leaks is not an element of the District's planned rate structure.

Leak adjustments will only be made for leaks that occur within the service line between the District's meter and the structure receiving water service; leaks in other facilities, including, but not limited to leaks in internal plumbing and fixtures, and in irrigation and/or hose connections or other piping connected to service lines are not eligible for adjustment.

A description of the District's leak adjustment policy, with sketches illustrating the policy shall be prepared by the District, and made available to customers who notify the District of a leak.

D. Sewer Rate Components.

1. **Residential.** Residential properties shall pay one sewer service charge per unit.

RESOLUTION NO. 3408-C [rev. 11/13/24]

SUBJECT: Policies for Setting Rates, Fees,
And Charges; Billing Procedures

PAGE - 4

2. **Commercial Property.** Commercial properties shall pay according to water consumption, which shall be computed from the water meter readings obtained from the entity providing water service.

3. **Grinder Pump Service.** In addition to regular rates, properties which utilize an onsite pump system (grinder pump) shall pay an additional charge for the District's administration, maintenance and repair of such grinder pump facilities.

4. **External Oil/Water Separators.** In addition to regular rates, properties which utilize oil/water separation equipment may be required to pay a reasonable charge for necessary inspections by District personnel in accordance with District policy. The charge shall be added to the property's sewer bill following each occasion on which a chargeable inspection is performed.

5. **Commencement of Charges.** Except in utility local improvement districts and for some new construction, service charges shall begin on the date of connection to the District's system, or when the District's system is made operational, whichever is later.

Service charges that commence in accordance herewith on a date other than the first day of a billing period shall be prorated over the remaining portion of that billing period on a per diem basis.

Upon commencement, service charges will continue without regard to the occupancy or non-occupancy of the property served, except as otherwise provided herein.

6. **Voluntary Disconnection:** If water and/or sewer service is discontinued at the request of a customer for the purpose of stopping the utility billing, upon application and payment of an inspection fee, the service line may be capped off or abandoned in a manner to be approved and inspected by the District, and the utility billing will be discontinued at the end of that

RESOLUTION NO. 3408-C [rev. 11/13/24]

SUBJECT: Policies for Setting Rates, Fees,
And Charges; Billing Procedures

PAGE - 5

month. If service is requested in the future, it shall be treated as a new service application, and the property will be subject to all current application and inspection fees, including the then current General Facilities Charge; provided, however, that the property will receive a credit for any previously paid General Facilities Charge for prior service to the property. Billing will then resume in accordance with the appropriate rate into which the user classification then falls. If the service line was removed or abandoned at the time of disconnection, said property will also be subject to all costs to install a new service to the property, without credit for previously paid service line fees and charges.

E. Street Light Rate Components.

1. **Street Light District.** The water service area of the District has been established as a Street Lighting District in accordance with applicable statutes. The District shall use a single District-wide rate in all areas in which standard street light service is provided. The rate shall be set at an amount sufficient to cover the District's reasonable costs of providing street light service, including electric power, billing and administration, and applicable excise taxes. Street light rates shall be billed and collected as an element of the water service rate.

2. **Commencement of New Service and Billing.** New street light service and billing shall commence when the District has received signatures of approval of more than 50% of the residents within a radius of 150 feet of a proposed street light. When such approval has been received, the District will commence billing of all residents within the 150 feet radius at the District's monthly street light rate.

3. **Builder/Developer Installed Street Lights.** Builders and/or developers installing street lights in new developments shall do so in compliance with local development standards and regulations. Developers whose projects require street lights shall pay six months of

RESOLUTION NO. 3408-C [rev. 11/13/24]

SUBJECT: Policies for Setting Rates, Fees,
And Charges; Billing Procedures

PAGE - 6

the current monthly street light rates as a part of the initial Developer Extension Fee payment. Where such monthly street light rates have not been pre-paid by developers, and when energization is requested by builders, the builder shall pay six months of monthly street light rates in advance of energization. Thereafter, the District will look only to residents for payment of monthly street light rates as they commence water service from the District.

4. Special Street Light Service. In instances in which special or additional street lights have been installed at the request of property owners to meet special circumstances, special monthly street light rates for such service shall be set at the amount necessary to cover all of the District's reasonable costs of providing such special service.

F. Account Billing Policy.

1. Billing Schedules. Billings will be rendered on a bi-monthly basis for each customer. Each month a portion of the District will be billed for services provided the preceding two (2) months.

2. Bookkeeping Procedure. All accounts shall be kept by the District by name of the owner (and the designated agent in the case of duplicate billing), by account number, and by the official address number and street name. All notices and statements will be mailed to the property owner (and the designated agent in the case of duplicate billing). All errors in addresses or charges should be promptly reported to the District.

3. Billing. Billing and enforcement of charges for water and sewer service, including water shutoff and/or lien filing shall be on a per-meter basis. As a condition of receiving water or sewer service by a unit receiving its water service from a meter serving more than one unit, a person or entity with agency authority shall be identified to receive billings, notices or other communications related to billings and/or enforcement of service charges, and the agent shall hold

RESOLUTION NO. 3408-C [rev. 11/13/24]

SUBJECT: Policies for Setting Rates, Fees,
And Charges; Billing Procedures

PAGE - 7

the District harmless from any liability or damage caused to units by water shutoff, lien filing, or other enforcement actions against the units served by the meter resulting from failure by the agent to pay service charges.

It shall be the obligation of the agent to divide water service charges among units sharing a meter, including allocation of charges for water service through meters that may serve common areas. Upon default in the payment of water or sewer service charges, the District may terminate water service through the meter account that is delinquent, and/or may file and foreclose a lien against all units served by the meter. In the alternative, a unit may install a separate meter, and be treated as a single unit.

4. Automatic Payment Program. The District has adopted an automatic payment program allowing a customer to designate a financial institution from which the District may withdraw amounts billed on the customer's bi-monthly statement for water, sewer and/or street light charges. Withdrawal from the designated financial institution will be made by the District 20 days after the date on the bi-monthly statement. Authorization for automatic payment shall be made by execution of an Authorization Agreement to be provided by the District. Customers choosing automatic withdrawal will still receive a bi-monthly statement of their account.

5. In-Person Payment by Credit Card. The District will accept in-person VISA and MasterCard credit and debit card payments at the District's office for residential and commercial water, sewer, street light, and combined service charge utility billings; and for permits for emergency side sewer repairs. Credit or debit cards will not be accepted for payment of other types of District fees or charges. The District will also accept electronic funds transfers and VISA and MasterCard credit card payments through its web site for residential-only water, sewer, street light, and combined service charge utility billings in accordance with limitations and procedures

RESOLUTION NO. 3408-C [rev. 11/13/24]

SUBJECT: Policies for Setting Rates, Fees,
And Charges; Billing Procedures

PAGE - 8

developed from time to time by the District for the efficient administration thereof. The District may choose to add other locations for the acceptance of credit and debit card payments. In such event, the District will give reasonable notice to customers of each new location or site where credit and debit card payments may be made.

6. Telephone Payment by Credit Card. The District may accept telephone VISA and MasterCard credit and debit card payments by telephone for residential-only water, sewer, street light, and combined service charge utility billings, in accordance with limitations and procedures developed from time to time by the District for the efficient administration thereof. Credit or debit cards will not be accepted for payment of other types of District fees or charges.

7. Duplicate Billings. A customer may direct that the District send duplicate billings to persons in addition to the property owner. Duplicate billings will be issued as a convenience, and do not affect the property owner's liability for the payment of bills. A charge for duplicate billings will be established from time-to-time by Motion or Resolution of the Board. Authorization for duplicate billing shall be made by execution of the Authorization for Duplicate Billing, available from the District.

8. Outside User Surcharge. For properties receiving sewer or water service outside the District's corporate boundaries, and which have not executed the Power of Attorney required by the District's Methods of Service Resolution for outside users, there shall be a percentage surcharge applied to the regular rates in such amount as the Board determines annually until such properties are either annexed to the District, or execute the Power of Attorney.

9. Other Special Surcharges. In addition to the regular rates, special surcharges may be established from time to time by resolution to reflect construction, maintenance

RESOLUTION NO. 3408-C [rev. 11/13/24]

SUBJECT: Policies for Setting Rates, Fees,
And Charges; Billing Procedures

PAGE - 9

and/or operation costs in areas in which unique construction or service conditions require such surcharges to equitably allocate the extra cost of such unique conditions.

10. Senior/Disabled Low Income Rates. The District has adopted a Senior/Disabled Low Income Utility Rate Reduction Program. Base water meter rates and the non-Metropolitan King County portion of sewer service rates for eligible customers will be reduced in accordance with the terms of the Program. The rate reduction shall not apply to consumption (over base) charges, street lighting charges, surcharges, miscellaneous fees or late charges.

11. Dialysis Rates. For persons requiring in-home kidney dialysis, for whom water use conservation is not medically possible, water rates shall be capped at a monthly water service charge reflecting the non-discretionary use of water for such persons.

G. Delinquent Account Collection Procedures. That delinquent accounts shall be collected according to the procedures attached hereto as "SHUT OFF, LIEN, AND FORECLOSURE PROCEDURES", the contents of which are adopted in full by this reference.

SECTION 2: GENERAL FACILITIES CONNECTION CHARGE (GFC) POLICIES

A. Definitions.

1. General Facilities. General facilities are those which are necessary to accomplish the purposes of the District, and which are of general benefit to properties within the District, such as, but not limited to, storage facilities, oversized sewer and water transmission mains, pump stations and lift stations, master meters, control systems, booster and pressure reducer stations, office facilities, mains across non-assessable properties, and increased costs necessitated by street improvements.

RESOLUTION NO. 3408-C [rev. 11/13/24]

SUBJECT: Policies for Setting Rates, Fees,
And Charges; Billing Procedures

PAGE - 10

2. General Facilities Connection Charge. The charge made by the District to property owners seeking to connect to the District water system and/or system of sewers in order that such property owners shall bear their equitable share of the cost of the system.

B. Basis for Setting GFC. The staff shall adjust the Water and Sewer General Facility Charge rates each year to reflect the prior year's percentage change in the December Construction Cost Index (CCI) for Seattle as published by the Engineering News Record (ENR). The adjustment in the General Facility Charge rates shall be made no later than March 31st each year. The adjusted rates shall become effective on April 1st of each year.

District Staff shall periodically conduct studies to confirm that annually adjusted rates remain in compliance with the following factors in accordance with RCW 57.08.005(11):

- The cost of existing District general facilities.
- The cost of general facilities to be constructed within the next ten years which are contained in the District's Comprehensive Plans.
- Other costs borne by the District which are directly attributable to the general facility improvements required by property owners seeking to connect to the systems.
- The number of residential equivalents anticipated under current King County land use plans and policies.

The Board shall review such studies and their supporting documentation and assumptions, and the proposed schedule of general facilities connection charges for fairness of distribution, cost of administration, revenue forecasting, and the impact of wetland and open space classifications. The charge shall be based upon the needs of the District and the welfare of its patrons, and shall accomplish an equitable allocation of the general facilities costs of the District.

RESOLUTION NO. 3408-C [rev. 11/13/24]

SUBJECT: Policies for Setting Rates, Fees,
And Charges; Billing Procedures

PAGE - 11

The District shall have a single water service and a single sewer service General Facilities Connection Charge; provided, however, that for projects which are proposed outside the Comprehensive Plan area of the District, a special connection charge may be established as determined by special study.

C. SPU Facilities Charge. The District shall also collect a Seattle Public Utilities (SPU) Facilities Charge in accordance with its Full Requirements Contract with SPU. The District will evaluate the projects and actions for which the SPU Facilities Charge is being collected, and will determine the portion thereof which provides for new growth from the portion thereof which is necessary for existing service as a consequence of new laws and regulations to provide reliability, and to comply with drinking water safety, environmental, endangered species, and other regulatory enactments. In accordance therewith, the Board, in its discretion, will allocate the SPU Facilities Charge between connection charges and rates as necessary to fairly and equitably assign the amount thereof.

D. Residential GFC. The connection charge shall be applied to each residential unit, residential equivalent unit, Accessory Dwelling Unit, when designated as such by the applicable zoning authority, or temporary lodging unit to be connected to the District's water system or system of sewers. In the event that subsequent units are placed upon a parcel of property against which a prior connection charge has been paid, a new per unit charge shall be paid for each such additional unit at the then-current rate, as a condition to connecting to the District's water system or system of sewers.

E. Commercial GFC. For commercial developments, schools, and any other non-residential uses requiring metered water service, a residential equivalent unit amount will be

RESOLUTION NO. 3408-C [rev. 11/13/24]

SUBJECT: Policies for Setting Rates, Fees,
And Charges; Billing Procedures

PAGE - 12

determined based on the water meter size. Such uses shall be charged the greater of the residential per unit charge as applied to the unit amount so determined, or a per square foot charge to be established in accordance with this policy. The per square foot charge shall apply to the entire area of any property used for the project, including the entire area of any property which has been segregated for connection charge purposes, if a use of any portion of such segregated property is integral to the project's development, and even though no physical connection to the District's system may be made on the segregated property.

F. Public Parks GFC. Public parks shall be evaluated in accordance with Department of Ecology and residential equivalency standards regarding their overall impact and utilization of the system, considering the number of parking stalls provided, the nature of the park facilities and anticipated uses, and other relevant factors. Based thereon, a residential equivalent unit amount will be established.

G. Expansion of non-Residential Uses. If any non-residential, or public park use is expanded on a parcel of property in a manner requiring the issuance of a new water or sewer availability, or requiring an expansion of the water or sewer facilities serving the property, and against which a prior GFC has been paid, a new GFC shall be paid as a condition to service to the expanded use. Except for additions of new buildings and/or business changes in commercial shopping complexes, the charge shall be the current GFC that would apply to the entire use of the property, as expanded, less a credit for the GFC previously paid on the use of the property prior to its expansion. For additions of buildings and/or business changes within commercial shopping complexes, the square footage of the building/business space/pad and the required parking stalls per city code for that business shall be calculated. That square footage will then be charged the most current GFC charge, less a credit for the same square footage at the original GFC calculated

RESOLUTION NO. 3408-C [rev. 11/13/24]

SUBJECT: Policies for Setting Rates, Fees,
And Charges; Billing Procedures

PAGE - 13

rate. For a complete tear down and rebuild, the current GFC rate will be charged for the entire lot, with credit for prior GFC paid, if any. For decrease in size of a building, utilizing the same size meter, there will be no additional GFC charged.

H. GFC payment policy. Applicants shall pay the connection charge at the current rate at the time of application for a side sewer or meter permit. That rate shall apply only for the duration of the permit. If a permit expires and a new permit is sought, the connection charge shall be at the then-current rate at the time of application for the new permit, less credit for the original amount paid.

SECTION 3: INSTALLATION CHARGES POLICY FOR WATER SERVICES AND METERS, AND GRINDER PUMPS.

The schedule of charges for installation of water services and meters and grinder pumps shall be based upon periodic studies of the District's actual cost experience for such installations.

SECTION 4: POLICY FOR THE ESTABLISHMENT OF LATECOMERS AND SPECIAL CONNECTION CHARGES; LOCAL AND AREA BENEFIT CHARGES.

A. System Extension Construction Costs. All persons seeking to connect to the District's water system or system of sewers should pay a fair share of the cost of the local and area facilities which provide service availability to their properties. Local and area facilities are often available to properties by virtue of the construction of such facilities by the District or by other owners for which such properties did not contribute to the original cost. The District is often required to maintain and operate such local facilities for substantial periods before the properties benefited by the availability of such facilities have connected and commenced paying monthly charges for their operation, maintenance and depreciation costs. It is hereby declared to be the policy of Soos Creek Water and Sewer District to provide fair share reimbursement for system extension construction costs, and for the operation, maintenance and depreciation costs to the

RESOLUTION NO. 3408-C [rev. 11/13/24]

SUBJECT: Policies for Setting Rates, Fees,
And Charges; Billing Procedures

PAGE - 14

District of such extensions prior to connection, from connection charges received from properties which subsequently connect to District facilities constructed either by developer extension to which latecomers no longer applies, or facilities constructed by the District.

System extension construction costs are of two types: local facilities which provide a proper connection point adjacent to properties seeking service, and area facilities which must cross or are adjacent to non-connectable properties, but which are necessary to make service available to connectable properties. Such non-connectable properties include wetlands, major highway crossings such as Highway 18, and stream and river crossings, such as Soos Creek, and steep slopes, through or along which facilities must be constructed to make service available. The cost of area facilities will be equitably allocated among properties requiring such facilities for service within a service basin by establishment of an area basin charge attributable to such facilities, to be administered and collected as an element of Latecomer and/or Special Connection Charges.

Note: Clarification to Comprehensive Plans and Policies. To the extent the District's Comprehensive Plans or District Latecomer and Special Connection Charge policies and resolutions may be ambiguous as to the recovery of the costs of facilities through or adjacent to non-connectable properties, this area basin charge will clarify and supersede any conflicting terms therein.

B. Latecomer Charge Policy. All developer extension contracts shall provide for latecomer reimbursement to the owner for a portion of the costs of sewer or water facilities from connection charges received by the District from other property owners who subsequently connect to or are benefitted by such local and area facilities within fifteen (15) years, and who did not contribute to the original cost thereof. The latecomer charge shall be administered and calculated in accordance with the District's current latecomer policy resolution.

RESOLUTION NO. 3408-C [rev. 11/13/24]

SUBJECT: Policies for Setting Rates, Fees,
And Charges; Billing Procedures

PAGE - 15

C. Special Connection Charge Policy – New Connections. All persons connecting to the District's system shall pay a special connection charge for a portion of the costs of any local or area sewer or water facilities constructed by the District which make service available to the connecting property. The special connection charge shall be administered and calculated in accordance with the District's current special connection charge policy.

SECTION 5. POLICY FOR THE ESTABLISHMENT OF CHARGES FOR CERTIFICATES OF WATER AND SEWER AVAILABILITY.

Providing a Certificate of Water Availability or Sewer Availability is of special benefit to a particular individual and/or property. The District shall periodically establish a schedule of charges for certificates of availability, and related services. The appropriate charge must be paid prior to the completion and delivery of a certificate by the District.

SECTION 6. POLICY FOR SETTING FEES AND CHARGES FOR DEVELOPER EXTENSIONS OF THE SEWER AND WATER SYSTEMS.

A. Developer Extension Fees. Administering a Developer Extension Agreement is of special benefit to a particular individual and/or property. Developer projects shall pay their fair share of the actual costs to the District attributable thereto. Fees and charges shall be established by analysis of the District's actual cost experience regarding Developer Extension design and implementation. Schedules shall be established for the following development classifications, and for the following fees, deposits and charges related to developer extension projects:

- Residential main extensions.
- Commercial main extensions.

RESOLUTION NO. 3408-C [rev. 11/13/24]

SUBJECT: Policies for Setting Rates, Fees,
And Charges; Billing Procedures

PAGE - 16

- In addition to the fee for a developer extension of a main, the main extension fee shall include an amount based upon the estimated construction cost of any special facilities required by the project, such as lift stations.
- Developer Guaranty Deposit.
- Developer Conformance Guaranty Deposit Charge.
- Easement Processing Deposit Charge, based on the estimated cost of recording fees, and overhead.
- Review Fee of water and sewer developer extensions.
- Other deposits as may be appropriate and necessary for restoration and maintenance of paving, landscaping, and other similar amenities disturbed by construction.

B. Invoicing and Lien for Developer Extension Fees. The terms of every Developer Extension Agreement shall include a process for invoicing and recording of notices of intent to file liens as necessary to enforce the collection of Developer Extension Fees, including collection of such fees remaining unpaid after the abandonment of a Developer Extension Project. The District shall adopt administrative Developer Extension invoicing and lien filing procedures and forms to ensure that all such costs are identified and collected.

SECTION 7. POLICY REGARDING INSTALLMENT PAYMENTS OF CONNECTION CHARGES.

RCW 57.08.005 provides to Districts, in part, the authority “. . . to charge property owners seeking to connect to the district’s systems, . . ., in addition to the cost of the connection, such reasonable connection charge as the board of commissioners shall determine to be proper in order that those property owners shall bear their equitable share of the cost of the system.” RCW 57.08.005 further provides that a “district may permit payment of the cost of connection and the

RESOLUTION NO. 3408-C [rev. 11/13/24]

SUBJECT: Policies for Setting Rates, Fees,
And Charges; Billing Procedures

PAGE - 17

reasonable connection charge to be paid with interest in installments over a period not exceeding fifteen years.”

A. Definition. For purposes of this policy allowing installment payments of connection charges, “connection charge” is the General Facilities Connection Charge, together with any other general or special connection charge established by agreement and/or resolution, and/or any other charge as described in the District’s resolutions, which must be paid as a condition to connecting a single family residence or a registered non-profit commercial use to the District’s water and/or sewer system, excluding grinder pump charges.

B. Installment Policy. In circumstances in which a property owner is unexpectedly compelled to connect to the water or sewer system (e.g., failed septic system or a contaminated well), the District may allow payment of connection charges by execution of an installment contract. Installment contracts will be for not more than 90% of the amount of the connection charge. Only one installment connection charge will be permitted for any property owner. The installment contract will either provide for annual installment payments or bi-monthly installment payments, at the District’s discretion. The interest rate shall be in a per annum amount from the date payment would have otherwise been due; provided, however, that interest, although accruing, shall only be collected after the end of the first year from the date of the establishment of the connection charge. The per annum interest rate shall be established periodically by the Board. Installment contracts providing for annual payments will be for ten (10) years. Installment contracts providing for monthly payments will be based on bi-monthly payments of one sixth of the amount that would be paid annually by an annual payment contract.

C. Forms. The District may develop such forms as are appropriate to implement this policy.

RESOLUTION NO. 3408-C [rev. 11/13/24]

SUBJECT: Policies for Setting Rates, Fees,
And Charges; Billing Procedures

PAGE - 18

D. Recording. A copy of each installment contract entered into pursuant to this resolution shall be recorded with the King County Recorder as constructive notice that the property is subject to payment of a connection charge installment obligation.

E. Administrative Set-up Fee. The District shall collect an administrative set-up fee in such amount as has been established by the Board of Commissioners at the time of application for installment payment of a connection to offset the District's administrative costs in establishing and administering such installment agreements.

F. Enforcement. Payment of connection charge installments are subject to enforcement in accordance with R.C.W. 57.08.081. The District's enforcement procedures for either monthly or annual installment contracts shall be as follows:

1. When an annual connection charge payment becomes ten (10) days past due, the District will send a past due letter to the property owner. A fee of \$50.00 will be added to the account.

2. When a bi-monthly connection charge payment becomes one (1) day past due, the District will send a past due letter to the property owner. A fee of \$10.00 will be added to the account.

3. Whether an annual or a bi-monthly connection charge, if the account remains unpaid after an additional seven (7) days, the District will send either a service disconnection notice or a lien notice (sewer only accounts). An additional fee of \$35.00 will be added to the account.

4. If any account remains unpaid after an additional seven (7) days, the District will disconnect water service to the property and/or file a lien notice. The lien filing fees shall be added to the account. Thereafter, collection of the account will be in accordance with the District's policy for collection of delinquent monthly service charges.

RESOLUTION NO. 3408-C [rev. 11/13/24]

SUBJECT: Policies for Setting Rates, Fees,
And Charges; Billing Procedures

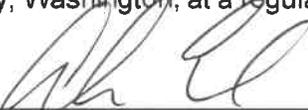
PAGE - 19

SECTION 8: EFFECTIVE DATE, SEVERABILITY, AND REPEALER.

A. Effective Date. This Resolution shall be effective upon adoption by the Board of Commissioners.

B. Severability. If any Section, sentence, clause or part of the Resolution is for any reason determined invalid, such determination shall not affect the remaining portions of the Resolution. The Board of Commissioners hereby declares that it would have passed this Resolution and each Section, sentence, clause and part thereof despite the fact that one or more Sections, sentences, clauses and parts thereof be declared invalid.

ADOPTED by the Board of Commissioners of Soos Creek Water and Sewer District, King County, Washington, at a regular open public meeting thereof on the 13th day of November, 2024.

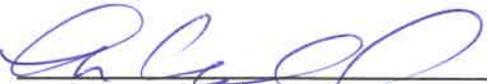


ALAN EADES, President



LOGAN WALLACE, Secretary

GARY CLINE, Commissioner



ALICE MARSHALL, Commissioner

DAROLD STROUD, Commissioner

SHUT OFF, LIEN, AND FORECLOSURE PROCEDURES

1. These procedures may be used to enforce all collectable charges for sewer service, water service, streetlights, King County Metro, and unpaid area connection or permit charges.
2. The due date for all charges shall be the 20th day following the date of the current billing statement. Charges which remain unpaid after the due date are delinquent. Until delinquencies are corrected, all subsequent charges shall also be considered delinquent. On any such delinquent account a ten percent (10%) penalty charge shall be added; provided, however, that for residential accounts for which there have been no penalty charges removed within the preceding two (2) years, and for which the customer has requested that the penalty charge be removed, the penalty charge will be waived. Penalty charges will not be waived for any commercial accounts.
3. Delinquent notices advising the customer of the account delinquency, penalty charge, and water shutoff and/or the filing of a lien against the property will be sent approximately 33 days following the date of the delinquent billing statement.
4. Shut-off notices will be mailed to delinquent water accounts approximately 42 days following the date of the delinquent billing statement. A service charge for the preparation and mailing of the notice will be added to the account upon mailing.
5. Water service will be shut off on the date specified in the shut-off notice, or as soon as practicable thereafter. A collection enforcement charge shall be added to any account remaining unpaid at 4:00 p.m. on the shut-off day specified in the notice. An additional after-hours service restoration fee will be added to the account balance due to re-establish water service between 4:15 p.m. and 8:00 a.m. on all weekdays, and at any time on Saturday, Sunday and all observed holidays. Requests to restore service received after 5:00 p.m. will result in re-established service after 8 a.m. the following day.

SHUT OFF, LIEN, AND FORECLOSURE PROCEDURES

6. In compliance with RCW 57.08.081 Section 5, the District has established the following procedure during periods of extreme heat. The District will suspend all water shut offs for delinquent accounts through the months of June, July and August. The General Manager will have discretion to implement shut offs during the months of June, July and August outside of a period of extreme heat. In all other months of the calendar year, on any day for which the National Weather Service (NWS) has issued or has announced that it intends to issue a heat related alert, such as an excessive heat warning, a heat advisory, an excessive heat watch or a similar alert within the District water service area, the District will suspend all water shut offs for delinquent accounts. Water shut offs will resume when the NWS heat-related alert has been lifted.

7. In compliance with RCW 57.08.081 Section 5, if a residential customer whose water service has previously been shut off contacts the District during a National Weather Service heat related alert period to request restored service, service will be restored.
 - a. Requests to restore service received after 5:00 p.m. will result in re-established service after 8:00 a.m. the next day.
 - b. An additional after-hours service restoration fee will be added to the account balance when the customer contacts the district prior to 5:00 pm and requests service be re-established between 4:15 p.m. and 8:00 a.m. on a weekday, or at any time on a Saturday, a Sunday and or an observed holiday.

When the National Weather Service heat related alert has been lifted, the District will initiate water shut off procedures to delinquent accounts without further notice unless the delinquent balance outstanding has been paid in full.

8. Commencement of lien enforcement procedures will begin approximately seven (7) days after the date of the delinquency notice of the second (2nd) delinquent bill. The District shall certify all delinquencies and penalties on such accounts to the King County Auditor, and the charges and penalties so certified, together with interest thereon at the per annum percentage rate specified in RCW 57.08.081 (3), shall be a lien against the property upon which the service was received. An additional charge shall be added to the account at the time of lien filing for the cost of such filing and for the cost of the subsequent release of the lien upon payment of the account.

SHUT OFF, LIEN, AND FORECLOSURE PROCEDURES

9. The District may send a notice of foreclosure at any time after certification of delinquencies to the County Auditor and shall send a notice of foreclosure to any property owner of record for accounts remaining unpaid, in whole or in part at three (3) billing cycles.

10. After thirty (30) days following the foreclosure notice, the account shall be turned over to the District's attorney for commencement of foreclosure action. The District's attorney is authorized to collect any amounts owing on such accounts, including interest, penalty charges, costs and a reasonable attorney fee. The District staff will no longer accept payment, in whole or in part, upon transfer to the attorney. Commencement of foreclosure action shall not require additional action of the Board.

SHUT OFF, LIEN, AND FORECLOSURE PROCEDURES