



WOODINVILLE WATER DISTRICT CODE

April 6, 2012

**A Codification of the General Resolutions
of the Woodinville Water District**

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I. RECORD OF CHANGES

April 6, 2012 Covering Resolutions through 3741

Resolution Number	Repealer for Resolution Number	Title, Chapter, & Section	Description of Additions or Changes
3741	3683	4.90	Establishing a Leak Adjustment Policy.
		2.48	Administrative change to employee hiring policy.

February 21, 2012 Covering Resolutions through 3737

Resolution Number	Repealer for Resolution Number	Title, Chapter, & Section	Description of Additions or Changes
3737	3733	3.04	Appointing Auditing Officer(s) for the purpose of authorizing the issuance of warrants and electronic transactions prior to the Approval of such warrants and electronic transactions by the Board of Commissioners.

December 23, 2011 Covering Resolutions through 3733

Resolution Number	Repealer for Resolution Number	Title, Chapter, & Section	Description of Additions or Changes
3733	3553	3.04	Appointing Auditing Officer(s) for the purpose of authorizing the issuance of warrants and electronic transactions prior to the Approval of such warrants and electronic transactions by the Board of Commissioners.

September 12, 2011 Covering Resolutions through 3728

Resolution Number	Repealer for Resolution Number	Title, Chapter, & Section	Description of Additions or Changes
3728	2858	2.08	Establishing the rules governing public inspection and copying of public records.

**July 6, 2011
Covering Resolutions through 3725**

Resolution Number	Repealer for Resolution Number	Title, Chapter, & Section	Description of Additions or Changes
3712	3710	4.32	Establishing a local facilities connection charge for properties connecting to water or sewer facilities constructed by the District as capital construction projects.
3715	3624	4.56	Relating to the system development fees imposed as a condition of connecting to the water supply system of the District
3725	3027	4.48	Providing requirements, regulations, and procedures for administering the District's system of public sanitary sewers

**October 20, 2010
Covering Resolutions through 3709**

Resolution Number	Repealer for Resolution Number	Title, Chapter, & Section	Description of Additions or Changes
3674	3666	3.04	Changes the designation from Key Bank to U.S. Bank as depository for funds of the District.
3682	3565	2.48	Employee Hiring Policy was revised with an inclusion of a policy statement and Background and/or Credit Check requirement.
3693	Should have repealed 3139	4.80	Deleted the section that addressed deduct meters.
3694	N/A	4.82	New policy allowing Process Meters for commercial and industrial customers.
3683	3562	4.90	Increased the GM approval authority up to \$2,500 from \$1,000. Consideration for a leak adjustment changed from one application per ownership to one application considered every five years per owner per account/property. Administrative procedures were replaced by amounts based on customer charges for one billing period only and computed 50% times the water and district sewer volume charges for that billing period less a \$75 admin fee.
3686	Should have repealed 3525	4.92	Revision to the Utility Access Policy allowing the General manager to make non-programmatic changes to the program and eliminates the requirement for certified notification letters.
3703	N/A	4.32	New policy and process to allow real property owners subject to District Water or Sewer Local Facilities charges to pay such charges in installments.
3705	3675	3.04	Changed from Key Bank to less specific terminology and eliminating the list of authorized signatories.
3709	3687	4.28	Adding the following paragraph Any new connection for an ESA property that is not replacing the temporary service, shall be subject to any of the fees or charges applicable, including but not limited to; Local Facility Charges, System Development Charges, Latecomer Charges and connection fees.

II. PREFACE

The Woodinville Water District Code, originally published in 1994, has been kept current by regular supplementation.

During original codification, the resolutions were compiled, edited and indexed by the editorial staff under the direction of District staff.

The code is organized by subject matter under an expandable three-factor decimal numbering system which is designed to facilitate supplementation without disturbing the numbering of existing provisions. Each section number designates, in sequence, the numbers of the title, chapter, and section. Thus, Section 2.04.010 is Section .010, located in Chapter 2.04 of Title 2. In most instances, sections are numbered by tens (.010, .020, .030, etc.), leaving nine vacant positions between original sections to accommodate future provisions. Similarly, chapters and titles are numbered to provide for internal expansion.

In parentheses following each section is a legislative history identifying the specific sources for the provisions of that section. This legislative history is complemented by a resolution disposition table, following the text of the code, listing by number all resolutions, their subjects, and where they appear in the codification.

A subject-matter index, with complete cross-referencing, locates specific code provisions by individual section numbers.

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III. HOW TO USE YOUR CODE

This code is organized to make the policies of the district as accessible as possible to district officials, district employees and private citizens. Please take a moment to familiarize yourself with some of the important elements of this code.

Numbering System.

The numbering system is the backbone of a code of resolutions; This code uses a unique and versatile numbering structure that allows for easy expansion and amendment of this code. It is based on three tiers, beginning with **title**, then **chapter**, and ending with **section**. Each part is represented in the code section number. For example, Section 2.04.010 is Section .010, in Chapter 2.04 of Title 2.

Title.

A title is a broad category under which resolutions on a related subject are compiled. This code contains about 15 to 20 titles. For example, the first title is Title 1, General Provisions, which may contain resolutions about the general penalty, code adoption and definitions. The titles in this code are separated by tabbed divider pages for quick reference. Some titles are **Reserved** for later use.

Chapter.

Chapters deal with more specific subjects, and are often derived from one resolution. All of the chapters on a related subject are grouped in one title. The chapters are numbered so that new chapters which should logically be placed near certain existing chapters can be added at a later time without renumbering existing material. For example, Chapter 2.06, District Manager, can be added between 2.04, District Council, and Chapter 2.08, District Attorney.

Section.

Each section of the code contains substantive resolution material. The sections are numbered by “tens” to allow for expansion of the code without renumbering.

Tables of Contents.

There are many tables of contents in this code to assist in locating specific information. At the beginning of the code is the main table of contents

listing each title. In addition, each title and chapter has its own table of contents listing the chapters and sections, respectively.

Resolution History Note.

At the end of each code section, you will find an “resolution history note,” which lists the underlying resolutions for that section. The resolutions are listed by number, section (if applicable) and year. (Example: (Res. 272 § 1, 1992).) This note will be updated as each section is amended, with the most recent amendment added to the beginning. The notation “(part)” is used when the code section contains only part of the resolution (or section of the resolution) specified; this indicates that there are other areas of the code affected by the same resolution (or section of the resolution). If the code section was derived from an earlier codification, the last entry in the note indicates the old or “prior code” section number.

Table of Codified Resolutions.

To find a specific codified resolution in the code, turn to the section called “Tables” for the Table of Codified Resolutions. This table is organized by resolution number and provides a brief description and the chapter (or chapters) will be indicated. (Example: (2.04, 6.12, 9.04).)

Index.

If you’re not certain where to look for a particular subject in this code, start with the index. This is an alphabetical multi-tier subject index which uses section numbers as the reference, and cross-references where necessary. Look for the main heading of the subject you need, then the appropriate subheadings:

BUSINESS LICENSE

See also BUSINESS TAX

Fee 5.04.030

Required when 5.04.010

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Title 1

GENERAL PROVISIONS

Chapters:

- 1.01 Code Adoption**
- 1.04 General Provisions**
- 1.08 District Policy Plan**
- 1.12 Annexations**

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CODE ADOPTION

Sections:

- 1.01.010 Adoption.**
- 1.01.020 Title—Citation—Reference.**
- 1.01.030 Reference applies to all amendments.**
- 1.01.040 Title, chapter and section headings.**
- 1.01.050 Reference to specific resolutions.**
- 1.01.060 Resolutions passed prior to the adoption of the code.**
- 1.01.070 Effect of code on past actions and obligations.**
- 1.01.080 Constitutionality.**

1.01.010 Adoption.

The “Woodinville Water District Code,” as compiled, edited, and published is adopted as the official codification of resolutions of general applicability of the Woodinville Water District. (Res. 3111 § 1, 1994)

1.01.020 Title—Citation—Reference.

This code shall be known as “Woodinville Water District Code” and it may be cited as such in any legal proceeding. The method of citation to the Revised Code of Washington shall be the appropriate form of citation to the “Woodinville Water District Code,” as follows: “WWDC _._.” Subsequent additions to or amendments of codified resolutions shall cite the appropriate title, chapter, section and subsection of the WWDC, and such citation shall be authority to revise the WWDC without further action by the board of commissioners. (Res. 3111 § 2, 1994)

1.01.030 Reference applies to all amendments.

Whenever the WWDC or any resolution codified herein is cited, the citation shall apply to all additions or amendments heretofore, now and hereafter made. (Res. 3111 § 3, 1994)

1.01.040 Title, chapter and section headings.

Title, chapter and section headings contained in this code shall not be deemed to govern, limit, modify, or in any manner affect the scope, meaning or intent of the provisions of any title, chapter or section hereof.

1.01.050 Reference to specific resolutions.

The provisions of this code shall not in any manner affect matters of record which refer to, or are otherwise connected with resolutions which are therein specifically designated by number or otherwise and which are included within the code, but such reference shall be construed to apply to the corresponding provisions contained within this code. (Res. 3111 § 5, 1994)

1.01.060 Resolutions passed prior to the adoption of the code.

The last resolution in this code was Resolution No. 3571, passed May 2, 2006. The following resolutions, passed subsequent to Resolution No. 3571, but prior to the adoption of this code, are adopted and made part of this code: Resolutions 3053, 3080, 3081, 3101, 3102. (Res. 3111 § 6, 1994)

1.01.070 Effect of code on past actions and obligations.

The adoption of this code does not affect legal proceedings pending prior to the effective date of this code, does not waive any fee or penalty due and unpaid on the effective date of this code, and does not affect the validity of any bond or cash deposit posted, filed or deposited pursuant to the requirements of any resolution. (Res. 3111 § 7, 1994)

1.01.080 Constitutionality.

If any section, subsection, sentence, clause, or phrase of this code is held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code. (Res. 3111 § 8, 1994)

Chapter 1.04

GENERAL PROVISIONS

(Reserved)

Chapter 1.08

DISTRICT POLICY PLAN

Sections:

- 1.08.010 Mission Statement.**
- 1.08.020 External Operation—Service - Water.**
- 1.08.030 External Operation—Service - Sanitary Sewer Service.**
- 1.08.040 External Operation—Comprehensive Planning.**
- 1.08.050 External Operation—Emergency Response Planning.**
- 1.08.060 External Operation—Water Quality.**
- 1.08.070 Internal Operation—Administrative and Capital Budgets.**
- 1.08.080 Internal Operation—Information Technology.**
- 1.08.090 Internal Operation—Personnel.**
- 1.08.100 Internal Operation—Maintenance.**
- 1.08.110 Community Relations—Public Information.**
- 1.08.120 Intergovernmental Cooperation and Coordination.**

1.08.010 Mission Statement.

The Woodinville Water District is a progressive organization that includes an elected five member Board of Commissioners, supported by a General Manager and staff.

The mission of the Woodinville Water District is to provide safe and reliable service at the lowest responsible rates. In pursuing this mission, the district's goals will be:

A. Provide potable drinking water at flows and pressures, as required by law, to all customers of the District.

B. Provide sanitary sewer service to all customers requesting service of the District who are located within the Urban Growth Area (UGA) as established by King County.

C. To recognize that the District's function is not plan land uses within its boundary, but to respond to land uses planned for the community by the proper authority.

D. Educate customers in the efficient use of water

and safe disposal of wastewater. (Res. 3607 Exh. A (part), 2007)

1.08.020 External Operation—Service - Water.

A. Provide excellent customer service.

B. Plan and construct general facilities to maintain service to present and future customers. C.

Participate in the cost of main oversizeing or the installation of capital facilities when in the financial interest of the District.

D. Encourage water conservation in the efficient use of water.

E. Promote and implement the District's Cross Connection Program.

F. When appropriate, extend water service to all areas within the District not on permanent water service. (Res. 3607 Exh. A, § 1 (A) (part), 2007)

1.08.030 External Operation—Service - Sanitary Sewer Service.

A. The responsibility for requesting sanitary sewer service shall be left to property owners, except in the instance of a health emergency. The extension of sewer service shall be in accordance with state and local jurisdictions. (Res. 3607 Exh. A, § 1 (A) (part), 2007)

1.08.040 External Operation—Comprehensive Planning.

Prepare, update, and implement Comprehensive plans for water and sewer at required intervals. (Res. 3607 Exh. A, § 1 (B), 2007)

1.08.050 External Operation—Emergency Response Planning.

Prepare, update, and implement Emergency Response plans and programs as required. (Res. 3607 Exh. A, § 1 (C), 2007)

1.08.060 External Operation—Water Quality.

A. Maintain water quality in accordance with applicable laws and regulations.

B. Update, implement and enforce its Cross Connection Program. (Res. 3607 Exh. A, § 1 (D), 2007)

**1.08.070 Internal Operation—
Administrative and Capital
Budgets.**

A. The Board of Commissioners will adopt an annual operating budget before December 31st of each year. The annual budget shall be in accordance with District Financial Policies.

B. The District's Capital Improvement Program and Budget will be reviewed annually and will include an assessment of the rate impacts for a five-year period as required. (Res. 3607 Exh. A, § 2 (A), 2007)

**1.08.080 Internal Operation—Information
Technology.**

Prepare, update and implement a comprehensive Information Technology (IT) Plan as required. (Res. 3607 Exh. A, § 2 (B), 2007)

1.08.090 Internal Operation—Personnel.

A. Prepare, update, implement and enforce its Personnel Policy handbook.

B. Provide professional development opportunities to all employees.

C. Prepare, update, implement and enforce its safety plans and programs.

D. Communicate and provide policy and directions to staff. (Res. 3607 Exh. A, § 2 (C), 2007)

1.08.100 Internal Operation—Maintenance.

Prepare, update and implement its maintenance programs. (Res. 3607 Exh. A, § 2 (D), 2007)

**1.08.110 Community Relations—Public
Information.**

A. Provide information to customers in a consistent and clear manner using various media.

B. Take part in community activities where appropriate. (Res. 3607 Exh. A, § 3, 2007)

**1.08.120 Intergovernmental Cooperation and
Coordination.**

Participate in interlocal activities to pursue the District's Mission. (Res. 3607 Exh. A, § 4, 2007)

Chapter 1.12

ANNEXATIONS

Sections:

- 1.12.010 Policy.**
- 1.12.020 Form.**
- 1.12.030 Determination.**

1.12.010 Policy.

It is the policy of the district to assist landowners seeking to have territory annexed to the district upon compliance by such landowners with Section 1.12.020 of this chapter. (Res. 832 § 1, 1978)

1.12.020 Form.

The district shall make available to anyone interested in annexing to the district a letter (the form of which attached to the resolution codified in the section) expressing interest in annexation to the district. Each owner desiring to be included in an annexation shall complete and return this letter to the district. (Res. 832 § 2, 1978)

1.12.030 Determination.

Upon receipt of such letters, the Board of Commissioners shall consider the expression of interest, and make a determination as to whether the requests should be referred to the engineers for the district with instructions to assist the landowners in preparing an appropriate petition, establishing appropriate boundaries, and assisting in any other manner which will materially aid in furthering the proposal. (Res. 832 § 3, 1978)

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Title 2

ADMINISTRATION

Chapters:

- 2.04 Board of Water Commissioners**
- 2.08 Public Records**
- 2.12 Small Public Works Roster and Consulting Services**
- 2.32 Use of District Facilities**
- 2.36 Satellite Management**
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- 2.52 District Agent for Receiving Claims**
- 2.60 Bond In Lieu of Retainage**
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- 2.68 Small and Attractive Assets**

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Chapter 2.04

BOARD OF WATER COMMISSIONERS

Sections:

- 2.04.010 Meetings—Time—Place.**
- 2.04.020 Meetings—Rules of Procedure.**
- 2.04.030 Compensation.**
- 2.04.040 Board Members Held Harmless.**
- 2.04.050 Insurance.**
- 2.04.060 Seal.**

2.04.010 Meetings—Time—Place.

A. Effective March 3, 2009, the regularly scheduled meetings of the Board of Commissioners shall be held on the first and third Tuesday of each month commencing at six p.m.; provided that whenever a regular meeting falls on a holiday, the meeting shall be held on the next business day at six p.m.

B. Notice of the change in time of meetings shall be published in a newspaper of general circulation within the District and posted on the District's Internet web site and published in the next edition of the District newsletter. (Res. 3649 § 1-2, 2009)

2.04.020 Meetings—Rules of Procedure.

A. All meetings of the Board of Commissioners shall be held at the offices of the District, unless otherwise ordered by the Board of Commissioners after appropriate notice to the public.

B. All meetings shall be conducted by the president of the board, or the vice president in the absence of the president, according to the form of agenda attached to the resolution codified in this section; provided, that the president may call agenda items out of order for the convenience of the public or the board.

C. All meetings shall be conducted according to Robert's Rules of Order (latest edition); provided, that the president shall be allowed to make or second motions. Formal reading of the minutes shall be dispensed with unless requested by a commissioner.

D. All action taken by the board shall be by written resolution in the form of:

1. Motions duly adopted and recorded in the minute book of the District; or
2. Separate resolutions. (Res. 3017 § 1-4, 1993)

2.04.030 Compensation.

A. Members of the Board of Commissioners shall

be compensated at the per diem rate presently allowed by RCW 57.12.010, or as the statute may hereafter be amended; provided, that the yearly compensation shall not exceed the amount established by law.

B. Members of the Board of Commissioners shall be reimbursed for reasonable expenses actually incurred in connection with the business of the District, including subsistence and lodging; and for mileage for use of a privately owned automobile at the maximum rate authorized by RCW 43.03.060 as now existing or hereafter amended. (Res. 3012 § 1-2, 1993)

2.04.040 Board Members Held Harmless.

A. The District shall hold its commissioners and employees personally harmless against any action, claim or proceeding instituted against each or any of them, arising out of their performance, purported performance or failure of performance in good faith of duties for, or employment with, the District and shall pay their attorney's fees and expenses connected with the defense, settlement or monetary judgments of such action, claim or proceeding.

B. To the extent that any expense connected with the defense, settlement or monetary judgment of any action, claim or proceeding mentioned above is excluded from the insurance coverage purchased by the District by reason of deductibles or exclusionary provisions, the District shall pay such expenses incurred by any of its commissioners or employees. Payment by the District of any such expenses shall not be deemed additional consideration or compensation for the commissioners or employees for the performance of their duties. (Res. 2927 § 1-2, 1992)

2.04.050 Insurance.

A. The commissioners of the District shall be afforded the opportunity to participate in employee insurance benefit plans.

B. Commissioners shall be eligible to participate only to the extent and in the manner provided by state law, and incumbent commissioners shall be eligible to participate as authorized by law. (Res. 2887 § 1, 2, 1991)

2.04.060 Seal.

The official seal of the District shall be in the form which is attached to the resolution codified in this section and incorporated herein by this reference. (Res. 3017 § 5, 1993)

Chapter 2.08

PUBLIC RECORDS

Sections:

- 2.08.010 Authority and Purpose.**
- 2.08.020 Contact Information - Public Records Officer.**
- 2.08.030 Availability of Public Records.**
- 2.08.040 Processing of Public Records Requests - General.**
- 2.08.050 Processing of Public Records Requests - Electronic Records.**
- 2.08.060 Exemptions.**
- 2.08.070 Costs of Providing Copies of Public Records.**
- 2.08.080 Retention of Records.**
- 2.08.090 Review of Denials of Public Records.**

2.08.010 Authority and Purpose.

A. Public Records Act. The Public Records Act, Chapter 42.56 RCW ("Act") requires the District to make identifiable, non-exempt public records available for inspection and copying upon request, and to publish rules of procedures to inform the public how access to public records will be accomplished. The following Rules of Procedure ("Rules") for responding to public records/disclosure requests are hereby established.

B. Purpose of Rules. The purpose of these Rules is to establish the procedures that the District will follow to provide full access to public records. These Rules provide information to persons wishing to request access to public records of the District and establish processes for both requestors and District staff that are designed to assist members of the public in obtaining such access.

C. Full Access. The purpose of the Act is to provide the public full access to information concerning the conduct of government, while balancing individuals' privacy rights and the desirability of the efficient administration of government. In carrying out its responsibilities under the Act, the District will be guided by the provisions of the Act describing its purposes and interpretation. (Res. 3728 § 1, 2011)

2.08.020 Contact Information - Public Records Officer.

A. District Business Office. The District is a

municipal corporation of the State of Washington. The District's Business Office is located at: 17238 NE Woodinville-Duvall Rd., Woodinville, Washington 98072.

B. Public Records Officer. Any person wishing to inspect District public records, or seeking assistance in making such a request, should contact the Public Records Officer of the District:

Woodinville Water District
Attention: Public Records Officer
17238 NE Woodinville-Duvall Rd.
Woodinville, WA 98072
Phone: 425-487-4100
Fax: 425-483-0327

C. Duties and Designee. The Public Records Officer shall oversee compliance with the Act and this Resolution, but other District staff members may also process requests. Therefore, in these Rules, the Public Records Officer includes any designee of the Public Records Officer. (Res. 3728 § 1, 2011)

2.080.030 Availability of Public Records.

A. Business Hours. Public records shall be available for inspection and copying during the District's normal business hours: Monday through Friday, 8:00 a.m. to 4:30 p.m., excluding legal holidays. District public records must be inspected at the address listed in Section 2.b above, unless another location is designated for a particular request by the Public Records Officer.

B. Records Index. Due to the small size of District staff, maintaining a central index of District's records is unduly burdensome, costly, and would interfere with District operations due to the number and complexity of records generated as a result of the wide range of the District's activities. The District, however, maintains an index of resolutions adopted by the Board of Commissioners, which may be accessed by requesting them from the Public Records Officer.

C. Organization of Records. The District shall maintain its records in a reasonably organized manner. The District shall take reasonable actions to protect records from damage and disorganization. A requestor shall not take District public records from the District's office, or from a location designated by the Public Records Officer, without the permission of the Public Records Officer.

D. Records Request - Form. Any person wishing to inspect or copy public records of the District shall

make the request in writing on the District request form, a copy of which is attached to the resolution codified in this chapter ("Request Form"), or by letter, fax or e-mail addressed to the Public Records Officer, and include the following information:

1. Name of requestor;
2. Address of requestor;
3. Other contact information, including telephone number and any e-mail address;
4. Identification of the public records adequate for the Public Records Officer to locate the records; and
5. The date and time of day of the request.

E. Notice of Request. A requestor must provide the District with reasonable notice that the request being made is for public records. If a request is contained in a larger document unrelated to a public records request, the requestor should point out the public records request by labeling the front page of the document as containing a public records request or otherwise calling the request to the attention of the Public Records Officer to facilitate timely response to the request.

F. Request for Copies. If the requestor wishes to have copies of the records made instead of simply inspecting them, the requestor should so indicate and make arrangements to pay for copies of the records or to pay a deposit as required by the District.

G. Other Form. The Public Records Officer may accept, but shall not be required to accept, requests for public records that contain the above information by telephone or in person. If the Public Records Officer accepts such a request, the officer shall confirm receipt of the information and the substance of the request in writing.

H. Purpose of Request. A requestor need not state the purpose of the request. However, in an effort to clarify or prioritize a request and provide responsive documents, the Public Records Officer may inquire about the nature or scope of the request. If the request is for a list of individuals, the Public Records Officer may ask the requestor if they intend to use the records for a commercial purpose. The District is prohibited by statute from disclosing lists of individuals for commercial purposes. RCW 42.56.070(9). (Res. 3728 § 1, 2011)

2.08.040 Processing of Public Records Requests – General.

A. Providing Access and Assistance. These Rules identify how the District will provide full access to public records, protect records from damage or disorganization, prevent excessive interference with

other essential functions of the District, provide fullest assistance to requestors, and provide the most timely possible action on public records requests. All assistance necessary to help requestors locate particular responsive records shall be provided by the Public Records Officer, provided that the giving of such assistance does not unreasonably disrupt the daily operations of the District.

B. Order of Processing Requests. The Public Records Officer will process requests in the order allowing the most requests to be processed in the most efficient manner.

C. Acknowledging and Fulfilling Requests. Within five (5) business days of receipt of the request, the Public Records Officer will do one or more of the following:

1. Provide the records available for inspection or copying;
2. Provide an internet address and link on the District's website to the specific records requested;
3. Acknowledge receipt of the request and provide a reasonable estimate of time the District will require to respond to the request; or
4. Deny the request.

D. Clarification. If the request is unclear or does not sufficiently identify the requested records, the District may ask the requestor to clarify what information the requestor is seeking. Such clarification may be requested and provided by telephone. The Public Records Officer may revise the estimate of when records will be available. If the requestor fails to clarify the request, the District need not respond to it.

E. Failure to Respond. If the District does not respond in writing within five (5) business days of receipt of the request for disclosure, the requestor should contact the Public Records Officer to determine the reason for the failure to respond.

F. Third Party Notice. If the requested records contain information that may affect the rights of others and may be exempt from disclosure, the Public Records Officer may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure. Such notice should be given so as to make it possible for those other persons to contact the requestor and ask him or her to revise the request, or, if necessary, seek an order from a court to prevent or limit the disclosure. The notice to the affected persons shall include a copy of the request.

G. Redaction. Some records are exempt from disclosure, in whole or in part. If the District believes that a record is exempt from disclosure and should be withheld, the Public Records Officer will state the specific exemption and provide a brief explanation of

why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Public Records Officer will redact the exempt portions, provide the non-exempt portions, and indicate to the requestor why portions of the record are being redacted.

H. Access to and Preserving Records. The District shall promptly provide space to inspect public records. No member of the public may remove public records from the viewing area or disassemble or alter any public record. The requestor shall indicate which records they wish to have copied using a mutually agreed upon non-permanent method of marking the desired record. If the requestor cannot access the records made available on the District's website, the District shall allow the requestor to view the records using a District computer designated for the public inspection of records.

I. Consequence of Failure to Review Request. The requestor must claim or review the assembled records within thirty (30) days of the District notification to the requestor that the records are available for inspection or copying. The District will notify the requestor in writing of this requirement, and that the requestor must contact the District to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails to claim or review the records within the thirty-day period or make other arrangements, the District may close the request and re-file the assembled records.

J. Copying Request. After inspection is complete, the Public Records Officer shall make the requested copies or arrange for copying.

K. Installments. If the request is for a large number of public records, the Public Records Officer shall provide access for inspection and copying in installments, if the Public Records Officer reasonably determines that it would be practical to provide the records in that way. If, within thirty (30) days, the requestor fails to inspect the entire set of records or one or more of the installments, the Public Records Officer shall no longer be obligated to fulfill the balance of the request, and shall stop searching for the remaining records and close the request.

L. Completion of Search. When the inspection of the requested records is complete and all requested copies are provided, the Public Records Officer shall indicate that the District has completed a diligent search for the requested records and made any located non-exempt records available for inspection.

M. Closing Request. When the requestor either withdraws the request or fails to fulfill the requestor's obligations to inspect the records or pay the deposit or final payment for the requested copies, the Public Records Officer shall close the request and indicate to

the requestor that the District has closed the request.

N. Later Discovered Records. If, after the District has informed the requestor that it has provided all available records, the District becomes aware of additional public records existing at the time of the request that are responsive to the request, it shall promptly inform the requestor of the additional public records and make them available for inspection on an expedited basis.

O. Consequence of Disclosing Record in Error. The District, and its officials and employees are not liable for loss or damage based on release of a public record if the District official or employee acted in good faith in attempting to comply with the Act.

P. No Duty to Create Records. The District is not obligated to create a new record to satisfy a records request; however, the District may, in its discretion, create such a new record to fulfill the request where it may be easier for the District to create a record responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request.

Q. No Duty to Supplement Responses. The District is not obligated to hold current records requests open to respond to requests for District public records that may be created in the future. If a public record is created or comes into the possession of the District after a request is received by the District, it is not responsive to the request and will not be provided. A new request must be made to obtain later-created public records. (Res. 3728 § 1, 2011)

2.08.050 Processing of Public Records Requests – Electronic Records.

A. Processing Electronic Records. The process for requesting electronic public records is the same as for requesting paper public records.

B. Format. When a requestor requests records in an electronic format, the Public Records Officer shall provide the non-exempt records or portions of such records that are reasonably locatable in an electronic format that is used by the District and is generally commercially available, or in a format that is reasonably translatable from the format in which the District keeps the record. (Res. 3728 § 1, 2011)

2.08.060 Exemptions.

A. Exemptions Listed for Informational Purposes. The Act provides that a number of categories of public records are exempt from public inspection and copying. In addition, the Act provides that certain public records may be exempt from disclosure if any other statute or law exempts or prohibits disclosure. For informational purposes only, the District has set forth a list of exemptions below. This list is not inclusive or exhaustive of all exemptions. The

District's failure to list an exemption below shall not affect the efficacy of any exemption. RCW 42.56.070(2). Requestors should be aware that the following exemptions may restrict the availability of inspection or copying of some public records, or portions thereof:

1. Personal information: Personal information in files maintained for employees and appointed or elected officials of the District to the extent disclosure would violate their right to privacy; and financial information including credit card numbers, debit card numbers, electronic check numbers, card expiration dates, and bank or other financial account numbers. RCW 42.56.230.

2. Employment and licensing: Applications for public employment and related materials submitted with respect to an applicant; examination information (test questions, scoring keys and other data used to administer a license, employment or academic examination); and personal contact information in files maintained for District employees or volunteers, and their dependents (address, telephone number, email address, social security number, emergency contacts and date of birth). RCW 42.56.250.

3. Real estate appraisals: Real estate appraisals made for or by the District relative to the acquisition or sale of property until the project is abandoned or sold, except disclosure may not be denied for more than three years after the appraisal. RCW 42.56.260.

4. Financial, commercial and proprietary information: Valuable formulae, designs, drawings, computer source code or object code, and research data obtained by the District within five years of the request for disclosure when disclosure would produce private gain and public loss. RCW 42.56.270.

5. Preliminary drafts, notes, recommendations and interagency memorandums: Records in which opinions are expressed or policies formulated or recommended, except if the opinion or policy is implemented or the record is publicly cited in connection with District action. RCW 42.56.280.

6. Work product: Records which are relevant to a controversy to which the District is a party but which records would not be available to another party under the rules of pretrial discovery for Superior Courts. RCW 42.56.290.

7. Public utilities information: Records filed with the utilities and transportation commission or attorney general under RCW 80.04.095; and records containing the residential addresses and residential telephone numbers of District customers. RCW 42.56.330.

8. Security: Records assembled or prepared to prevent, mitigate or respond to terrorist acts, the disclosure of which would have a substantial likelihood of threatening public safety; specific and unique vulnerability assessments or emergency

response plans and records containing information regarding the infrastructure and security of computer and telecommunications networks. RCW 42.56.420.

9. Attorney-client privileged information: Records reflecting communications transmitted in confidence between the District and its attorney for the purposes of legal advice. RCW 5.60.060(2)(a).

10. Medical records: Medical records in employee personnel files. Chapter 70.02 RCW.

11. Trade secrets: Records containing trade secrets of businesses the District regulates. Chapter 19.108 RCW. (Res. 3728 § 1, 2011)

2.08.070 Costs of Providing Copies of Public Records.

A. Inspection. There is no fee for inspecting public records.

B. Standard Copies. The charge for standard (8-1/2" x 11" and 8-1/2" x 14") black-and-white photocopies shall be fifteen (15) cents per page.

C. Non-Standard Copies. The District will periodically update and post a fee schedule for the copying of other non-standard public records or those in other formats or media.

D. Off-site Vendor Copying. If the District has to pay an off-site vendor for copying public records in non-standard formats, including but not limited to photographs, blueprints or tape recordings, the requestor shall pay the actual costs of such duplication. If the Public Records Officer determines it is reasonable to send a request to an off-site vendor for copying, the District may: (1) arrange for the requestor to pay the vendor directly for copies made; or (2) charge the requestor the actual amount charged by the off-site vendor to the District for the copies made.

E. Deposit. Before beginning to make the copies, the Public Records Officer may require a deposit of up to ten (10) percent of the estimated cost of copying all the public records selected by the requestor. The Public Records Officer may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment. The District shall not charge sales tax when it makes copies of public records, unless required by law to do so.

F. Facsimile/Mail. The District shall also charge actual costs of long distance facsimile transmission and/or mailing, including postage and the cost of the shipping container.

G. Certified Copies. Where the request is for a certified copy of public records, an additional charge of Five Dollars (\$5.00) may be applied to cover the additional expense and time required for certification.

H. Payment Methods. The requestor shall pay for copies of public records by cash, check, or money order payable to the District.

2.08.080 Retention of Records.

The District shall retain its records in accordance with retention schedules approved by the State Local Records Committee. Public records may not be destroyed per retention schedule if a public records request or actual or anticipated litigation is pending. (Res. 3728 § 1, 2011)

2.08.090 Review of Denials of Public Records.

A. Petition. Promptly after initial denial or partial denial of a records request, the requestor may petition in writing (including e-mail) to the Public Records Officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the Public Records Officer denying the request.

B. District Response to Petition. The Public Records Officer shall promptly provide the petition and any other relevant information to the District attorney. The District attorney shall promptly consider the petition, and provide the requestor a written determination of whether the record is exempt. Nothing in this section shall be deemed to establish an attorney-client relationship between the District attorney and the requestor.

C. Judicial Review. The requestor may obtain court review of denials of public records requests pursuant to RCW 42.56.550 after the initial denial, regardless of any internal administrative appeal. (Res. 3728 § 1, 2011)

Chapter 2.12

SMALL PUBLIC WORKS ROSTER AND CONSULTING SERVICES

Sections:

- 2.12.010 MRSC Rosters.**
- 2.12.020 Small Public Works Roster.**
- 2.12.030 Consulting Services Roster.**

2.12.010 MRSC Rosters.

The District wishes to contract with the Municipal Research and Services Center of Washington (MRSC) to adopt for District use those state wide electronic databases for small public works roster and consulting services developed and maintained by MRSC and authorizes District Staff to sign that contract. In addition, paper and/or electronic rosters may be kept on file by appropriate District departments. (Res. 3670 § 2, 2009)

2.12.020 Small Public Works Roster.

The following small works roster procedures are established for use by the District pursuant to RCW 39.04.155:

A. Cost. The District need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed Three Hundred Thousand Dollars (\$300,000.00), which includes the costs of labor, material, equipment and sales and/or use taxes as applicable. Instead, the District may use the Small Public Works Roster procedures for public works projects as set forth herein. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.

B. Publication. At least once a year, on behalf of the District, MRSC shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the roster or rosters and solicit the names of contractors for such roster or rosters. Responsible contractors shall be added to appropriate MRSC Roster(s) at any time that they submit a written request and necessary records. The District may require master contracts to be signed that become effective when a specific award is made using a small works roster.

C. Telephone or Written Quotations. The District shall obtain telephone, written or electronic quotations for public works contracts from contractors on the

appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1) and may establish supplementary bidder criteria under RCW 39.04.350 (2).

1. A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.

2. Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that the District may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

If the estimated cost of the work is from one hundred fifty thousand dollars (\$150,000) to three hundred thousand dollars (\$300,000), the District may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. The District has the sole option of determining whether this notice to the remaining contractors is made by:

- a. publishing notice in a legal newspaper in general circulation in the area where the work is to be done;
- b. mailing a notice to these contractors; or
- c. sending a notice to these contractors by facsimile or email.

3. At the time bids are solicited, the District representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;

4. A written record shall be made by the District representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

D. Limited Public Works Process. If a work, construction, alteration, repair, or improvement project is estimated to cost less than thirty-five thousand dollars (\$35,000), the District may award such a

contract using the limited public works process provided under RCW 39.04.155 (3). For a limited public works project, the District will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, the District may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, materialmen, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, the District shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

The District shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

E. Determining Lowest Responsible Bidder. The Board of Commissioners shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the District may call for new bids. A responsible bidder shall be a registered and/or licensed contractor who meets the mandatory bidder responsibility criteria established by Chapter 133, Laws of 2007 (SHB 2010) and who meets any supplementary bidder responsibility criteria established by the District.

F. Award. All of the telephone bids or quotations shall be collected and presented at the same time to the Board of Commissioners for consideration, determination of the lowest responsible bidder, and award of the contract. (Res. 3670 § 3, 2009)

2.12.030 Consulting Services Roster.

A. Consulting Services. Consulting services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.

B. Publication. At least once a year, on behalf of

the District, MRSC shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the consulting services roster or rosters and solicit statements of qualifications from firms providing consulting services. Such advertisements will include information on how to find the address and telephone number of a representative of the District who can provide further details as to the District's projected needs for consulting services. Firms or persons providing consulting services shall be added to appropriate MRSC roster or rosters at any time that they submit a written request and necessary records. The District may require master contracts to be signed that become effective when a specific award is made using a consulting services roster.

C. Professional Architectural and Engineering Services. The MRSC Rosters will distinguish between professional architectural and engineering services as defined in RCW 39.80.020 and other consulting services and will announce generally to the public the District's projected requirements for any category or type of professional or other consulting services. The District reserves the right to publish an announcement on each occasion when professional services or other consulting services are required by the agency and to use paper and/or other electronic rosters that may be kept on file by appropriate District departments. (Res. 3670 § 4, 2009)

Chapter 2.32

USE OF DISTRICT FACILITIES

Sections:

- 2.32.010 After Hours Use Authorized.**
- 2.32.020 Terms and Conditions.**
- 2.32.030 Policy.**
- 2.32.040 Rates and Charges.**

2.32.010 After Hours Use Authorized.

After hours use of District facilities is authorized only when a Woodinville Water District representative is in attendance.

(Res. 3452 § 1, 2003)

2.32.020 Terms and Conditions.

Use of District facilities is authorized only according to the following terms and conditions:

A. Use of District facilities shall comply with federal, state and local law, rules and regulations;

B. Use of District facilities shall be in accordance with the rules and regulations for use of Woodinville Water District Facilities, attached to the resolution codified in this chapter; and

C. Each applicant requesting the use of District facilities must make application on the facility rental application for nonwater District activities form attached to the resolution codified in this chapter. (Res. 3452 § 2, 2003)

2.32.030 Policy.

The General Manager shall be governed by the following policies when considering an application:

A. The District's facilities are necessary for the conduct of the public's business, and District needs shall be paramount to and supersede an applicant's request. An approved application may be cancelled by the General Manager to accommodate District business needs or emergencies.

B. The General Manager may cancel any application when in the General Manager's judgment, the interest of the District and its ratepayers require. The General Manager's decision on an application or to cancel an application is the final decision of the District.

C. A separate application must be made for each request. Applications shall be considered in the order they are received. Applications received less than forty-eight working hours will not be accepted. The General Manager may defer decision on applications

received more than thirty days in advance to assure space availability for District business.

D. The General Manager shall not allow regular, recurring meetings on District premises without prior board approval. (Res. 3452 § 3, 2003)

2.32.040 Rates and Charges.

Rates and charges shall be imposed and thereafter amended, pursuant to a schedule of miscellaneous fees and charges, adopted by the Board of Commissioners. The schedule of miscellaneous fees and charges shall be filed as an addendum to Resolution No. 2911 and when so filed, shall be incorporated by reference herein. (Res. 3452 § 4, 2003)

Chapter 2.36

SATELLITE MANAGEMENT

Sections:

- 2.36.010 Water.**
- 2.36.020 Sewer.**
- 2.36.030 Implementation.**

2.36.010 Water.

The District will review requests for satellite management of separate and self-contained water systems in light of the following considerations:

A. The economic feasibility of connecting to the District's system. Economic feasibility will be gauged by the distance between the project site and the District's system, engineering variables that might affect cost, the size of project to be served by the water system, possible participation by other interested parties, and other factors the District considers relevant. Whenever connection to the District's system is economically feasible, the District shall not provide satellite management services.

B. Existing Systems. The condition of the existing system and its compatibility with the District's system. The ability of property served by the system to fund necessary upgrades, either privately or through municipal funding mechanisms. Supply adequate in quantity and quality must be available. Water rights must be transferred to the District.

C. New Systems. The applicant must possess water rights adequate to supply the project and be willing to transfer those rights to the District. The system must be constructed according to District standards and specifications.

D. Except when otherwise approved by the board of commissioners, the District shall own all systems which it agrees to manage and rates and charges shall be established by the board of commissioners according to law. Satellite systems shall be subject to all rules and regulations of the District. Satellite systems shall be connected to the District's system when public service is available to the property served by the system. (Res. 3155 § 1, 1995)

2.36.020 Sewer.

The District is authorized to provide sewer service within the urban growth area located within the District. The District can provide service to all property located within the urban growth area through its public system. The District is prohibited by the

Growth Management Act from providing service to areas outside the urban growth area. Therefore, the District will not provide satellite management for separate and self-contained sewer systems. (Res. 3155 § 2, 1995)

2.36.030 Implementation.

Satellite management when approved by the Board of Commissioners shall be implemented by agreements and conveyances in form acceptable to the District and prepared by District staff at the expense of the applicant. (Res. 3155 § 3, 1995)

Chapter 2.48

HIRING PROCEDURES

Sections:

- 2.48.010 Adoption.**
- 2.48.020 Policy Statement.**
- 2.48.030 Background and/or Credit Checks.**

2.48.010 Adoption.

The policy with respect to hiring procedures included in this section is adopted as the policy of the Woodinville Water District.

2.48.020 Policy Statement.

Woodinville Water District is an equal opportunity employer and is committed to employ the best qualified candidates for approved District positions while engaging in recruitment and selection practices that are in compliance with all applicable employment laws.

The General Manager is authorized to initiate any action for an open position including any recruitment efforts, application process, advertising, interviewing, reference/background checks and offers of employment. Human Resources is responsible to:

- A. Advertise open positions as required.
- B. Distribute applications to selection team and setup interviews with candidates.
- C. Ensure job descriptions are current and up to date.
- D. Ensure hiring processes and decisions are properly documented.
- E. Ensure recruitment advertising methods/ sources are effective in getting qualified candidates.
- F. Ensure all applicants are considered on the basis of their qualifications and ability to perform the job successfully.
- G. Ensure selection processes including testing are valid, reliable, and nondiscriminatory.
- H. Ensure employment application form is legally compliant.
- I. Complete background, credit and reference checks as required.
- J. Complete pre-employment physical and drug/alcohol screen as required.

2.48.030 Background and/or Credit Checks.

Woodinville Water District will conduct reference/background checks by third party consultant/businesses, as required under the following guidelines:

All applicants for employment will be subjected to a thorough reference and background check. Because of the potential risk to public health, safety, and the environment, a pre-employment criminal history background check is also required for all positions in the District. Credit checks are required for positions that involve managing funds or accounts, or that have signature authority over District accounts. All offers of employment with the District are subject to satisfactory completion of all required pre-employment checks.

No applicant who has been convicted of a violent crime, a crime of a sexual nature, or a crime involving the willful destruction/attempted destruction or endangerment of persons or property within TEN years of the date of application will be eligible for employment in any District position potentially involving access to or entrance onto private properties or residences. No applicant who has been convicted of a crime involving theft, embezzlement, fraud, or similar offenses within TEN years of the date of application will be eligible for employment in any District position that involves managing funds or accounts, or that has signature authority over District accounts. In all other circumstances, the General Manager will exercise discretion in hiring applicants with a criminal history based on a consideration of: (a) the nature of the crime and its applicability to the position being filled; (b) whether the applicant has established a good record since the date of conviction; (c) the strength of the applicant's qualifications in relation to other applicants; (d) and any mitigating circumstances.

For those positions subject to a required credit check, evidence that an applicant has misused funds, managed his/her personal finances poorly, or would otherwise present a risk if employed by the District will be grounds to deny employment.

Application forms applicable to specific positions covered by this resolution shall be presented to prospective Employees and filled out in accordance with this resolution by the applicant.

Any dishonesty or misrepresentation on application documents will disqualify an applicant from consideration for employment, and will be grounds for immediate discharge of the applicant if already employed.

All pre-employment background checks shall be conducted in compliance with state and federal law including, the Fair Credit Reporting Act and all EEO laws.

All applicants for positions which require or permit the use of a District motor vehicle or an applicant's motor vehicle on behalf of the District, shall be required to furnish and present to the District evidence of a valid, current Washington State drivers vehicle

license with no restrictions, a satisfactory driving record, and proof of insurance.

(Res. 3682 § 1, 2010)

Chapter 2.52

DISTRICT AGENT FOR RECEIVING CLAIMS

Sections:

2.52.010 District Agent for Receiving Claims.

2.52.010 District Agent for Receiving Claims.

A. Appointment and Address of Agent. The District General Manager is appointed as the agent to receive any claim for damages against Woodinville Water District under Chapter 4.96 RCW. The agent may be reached during the normal business hours of the District at 17238 Woodinville - Duvall Road, Woodinville, Washington, 98072.

B. Recording of Resolution. The District General Manager is authorized and directed to have a copy of this resolution recorded with the King County Auditor. (Res. 3658 § 1-2, 2009)

Chapter 2.60

BOND IN LIEU OF RETAINAGE

Sections:

2.60.010 Bond in Lieu of Retainage.

2.60.010 Bond in Lieu of Retainage.

A. The form of bond attached to the resolution codified in this section is adopted as the District's bond in lieu of retainage and the District's staff is authorized to accept such bonds provided that the requirements of this resolution are satisfied.

B. The surety issuing the bond must have an A.M. Best rating of A VII or higher.

C. The contractor posting the bond must contract with the District to assure that the bond is maintained throughout the contract, and that beneficiaries of the retainage trust are protected. The form of contract attached to the resolution codified in this section is adopted as the District's assurance agreement. (Res. 3403 § 1-3, 2001)

Chapter 2.64

DISTRICT REPRESENTATIVE TO APPLY FOR DISASTER RELIEF

Sections:

2.64.010 District Representative to Apply for Disaster Relief.

2.64.010 District Representative to Apply for Disaster Relief.

The General Manager, Ken Howe, is designated the authorized representative and the Administrative & Human Resource Coordinator, Joe Horvath, is designated the alternate, for and on behalf of Woodinville Water District, a public agency established under the laws of the state of Washington, to obtain federal and/or state emergency or disaster assistance funds and to execute on behalf of the Woodinville Water District all contracts, certify completion of projects, request payments, and to prepare all required documentation which may be required as a condition of receiving such federal and/or state emergency or disaster funds. (Res. 3657§ 1, 2009)

Chapter 2.68

SMALL AND ATTRACTIVE ASSETS

Sections:

2.68.010 Small and Attractive Assets.

2.68.020 Required Processes.

2.68.010 Small and Attractive Assets.

The attached document outlining required accounting/recordkeeping processes for noncapital equipment and “small and attractive assets” be adopted as formal District policy to define required procedures for all activity related to the future management of these items. (Res. 3557 § 1, 2006)

2.68.020 Required Processes.

A. To outline required accounting/ recordkeeping procedures for non-capital equipment and “small and attractive assets” to formally identify, track and verify those items on a periodic basis in order to safeguard and maintain proper accountability for the items, and minimize potential losses.

B. Items covered by these procedures include:

1. Non-Capital Equipment: Durable items costing between \$500 and \$2,500 (the District’s current capital asset threshold) that support utility operations over a multi-year year period.

2. “Small and Attractive Assets”: Non-capital equipment items (typically costing \$500 - \$2,499 but may include items less than \$500 at management’s discretion) that are portable, can be used outside special-purpose utility business activities and, on that basis, are highly susceptible to loss, theft, etc. Based on State Auditor concern regarding the relatively high risk of loss for these items, they are separately identified within the larger Non-Capital Equipment category so lists and dollar values of the items can be provided. Similar accounting/recordkeeping procedures are used for both categories, except at specifically noted below.

C: Steps for Maintaining Necessary Recordkeeping include:

1. A separate series of General Ledger account numbers have been assigned to identify items meeting the specified criteria.

2. When items charged to a “non-capital equipment” General Ledger account number are purchased, Accounts Payable will give a copy of the voucher for the purchase to Accounting staff responsible for the Non-Capital Equipment data base.

3. Accounting staff will assign the next sequential non-capital ID tracking number to that item and enter all appropriate information in the Non-Capital Equipment data base.

4. Information recorded in the data base will include a description of the item, the manufacturer, model and serial number, the purchase date, vendor and cost, the department/individual responsible for the item and its location (District site, building, vehicle, etc.)

5. After entering the item in the data base, staff will attach a label with the non-capital ID tracking number to the item.

D. Steps for Updating Database Information include:

1. If items with a non-capital equipment tracking number label are sold, transferred to another department, lost or disposed of during the year, the department responsible for the asset should provide information regarding those changes/events to the Accounting staff so the accuracy of non-capital data base information can be maintained.

2. Fields are provided in the data base to enter the date that items are retired or removed from the active equipment listing, and the reason why the item has been removed.

E. Steps for Annual Inventory/Verification include:

1. On an annual basis, Finance staff will send each department a list of all non-capital equipment and small and attractive assets currently assigned to that department. The department will be asked to locate each item, and verify that it still exists and is in useable condition, or indicate that the item has been transferred to another division, sold, disposed of, etc.

2. When the verification information is returned, accounting staff will make entries in the Non-Capital Equipment database to update the location of continuing items or enter a date/reason for items that have been retired.

F. Steps for Year-end Reconciliation include:

1. As part of the year-end accounting process, a list of all items presently in the data base will be printed, reconciled to annual purchase and disposal information for that year, and included with the fixed asset work papers for the auditor’s review. (Res. 3557, 2006)

Title 3

REVENUE AND FINANCE

Chapters:

- 3.02 Financial Policies**
- 3.04 Fiscal Regulations Generally**
- 3.06 Identity Theft Prevention Program**
- 3.08 Registration of Bonds and Obligations**
- 3.12 Miscellaneous Fees and Charges**
- 3.16 Purchasing Procedures**

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Chapter 3.02

FINANCIAL POLICIES*

Sections:

3.02.010 Financial Policies.

* Editor's note: Financial policies adopted by Resolution 3696 are published in the annual budget document.

3.02.010 Financial Policies.

A. The financial policies attached to the resolution codified in this section and incorporated herein by this reference is adopted.

B. The financial policies are adopted to guide District management in developing the District's annual budget and rate requirements, and managing District fiscal operations. (Res. 3696 § 1-2, 2010)

Chapter 3.04

FISCAL REGULATIONS GENERALLY

Sections:

- 3.04.010** **Depository for Funds Designated.**
- 3.04.030** **Auditing Officer Appointed.**
- 3.04.040** **Budget Deadline.**
- 3.04.050** **Investment of Moneys Held in Funds and Accounts Maintained by the Department of Finance.**
- 3.04.060** **Petty Cash Checking Account.**

3.04.010 **Depository for Funds Designated.**

A. U.S. Bank, Woodinville Branch, is designated as depository for funds of the Woodinville Water District.

B. Ken Howe, General Manager and/or Sally Starbuck Finance Manager shall deposit or cause to be deposited all funds received by the District into the depository bank for further distribution according to District resolution and the law of the State of Washington. (Res. 3674 § 1-2, 2010)

3.04.030 **Auditing Officer Appointed.**

A. Pursuant to the requirements and procedures set forth in RCW 42.24.180, the District Auditing Officers as appointed and designated on Exhibit A attached to the resolution codified by the resolution and incorporated herein by this reference are hereby authorized to submit warrants and claims for payment and disbursement to the King County Finance Office in accordance with applicable District finance policies prior to the Board taking action to approve such claims.

B. The Auditing Officer(s) and the District officer designated to sign the warrants prior to doing so shall be required to furnish an official bond for the faithful discharge of his or her duties in an amount of not less than Fifty Thousand Dollars (\$50,000).

C. The Board shall review the documentation supporting all claims paid and shall approve all warrants issued in payment of claims pursuant to the procedure set forth in Section 3.04.030(A) at its next regularly scheduled Board meeting following the issuance of such warrants; and in the event the Board disapproves any such warrants, the Auditing Officer(s) and the District officer who signed such warrant(s) shall jointly cause the disapproved claims to be

recognized as receivables of the District and pursue collection of such receivables until the amounts disapproved are collected or until the Board is satisfied and approves the claims. (Res. 3737 § 1-3, 2012)

3.04.040 **Budget Deadline.**

The deadline for preparation and approval for the water District's annual operating budget and capital expenditures budget shall be December 31st of the preceding year.

(Res. 1221, 1981)

3.04.050 **Investment of Moneys Held in Funds and Accounts Maintained by the Department of Finance.**

A. Pursuant to authority granted by RCW 56.16.160 and RCW 57.20.160, the King County department of finance is authorized to invest moneys accumulated in funds and accounts managed by the department on behalf of the District in such investment as permitted by law.

B. The duly appointed finance director of the District, and, in the absence of the finance director, the duly appointed manager of the District, is authorized and empowered:

1. To instruct the King County department of finance, the ex officio treasurer of the District, to invest such moneys of the District as are accumulated in funds and accounts managed on behalf of the District by the department in investments permitted at any time by RCW 36.29.020, in accordance with Titles 56 and 57 RCW;

2. To instruct the King County department of finance to transfer moneys of the District among the various general and special funds of the District as may be necessary or desirable to allocate equitably certain costs chargeable to both the water and sewer facilities of the District, to pay the debts of the District, to provide debt service reserves required by certain loan or financing instruments, and to accommodate District administrative processes; and as may otherwise be permitted by applicable law and contractual covenant.

C. The King County department of finance shall not be required to inquire into the authority of the finance director or the manager of the District in order to determine whether the conditions precedent to the authorizations granted in this section have been satisfied; the treasurer may presume that the finance director or the manager has satisfied all conditions

precedent when either of these District personnel gives the treasurer instructions within the scope of this section.

D. The finance director and manager of the District shall report all actions taken under this section to the board of commissioners at the regular meeting of the board of commissioners of the District immediately following such action. (Res. 3065 § 1, 1994; Res. 2875 § 1—4, 1991)

3.04.060 Petty Cash Checking Account.

A. Effective August 17, 2010, the District established and maintains a petty cash revolving fund at the District's depository bank in the form of a checking account ("Petty Cash Account"). The Petty Cash Account shall be maintained in an amount not to exceed fifteen-thousand dollars and shall be replenished as necessary by warrant. The Petty Cash Account shall be used solely for the purpose of making payments of the following District expenses:

1. Customer reimbursement when closing an account per the State escrow requirements.
2. Publications (e.g., King County sensitive area maps, WDOT specs, etc.)
3. Monthly District credit card payments.
4. Payment of other reasonable and necessary expenses authorized by the General Manager or his/her designee.

All other purchases, including travel advances, shall be processed through applicable current District procedures.

B. Prior to the approval of any voucher issued by the Board of Commissioners to replenish the Petty Cash Account, the District shall prepare a list of expenses previously paid and the Board of Commissioners shall review and approve the same. (Res. 3705 § 1-2, 2010)

Chapter 3.06

IDENTITY THEFT PREVENTION PROGRAM

Sections:

- 3.06.010 Program Adoption.**
- 3.06.020 Program Purpose and Definitions.**
- 3.06.030 Identification of Red Flags.**
- 3.06.040 Detecting Red Flags.**
- 3.06.050 Preventing and Mitigating Identity Theft.**
- 3.06.060 Program Updates.**
- 3.06.070 Program Administration.**

3.06.010 Program Adoption.

The Woodinville Water District ("District") developed this Identity Theft Prevention Program ("Program") pursuant to the Federal Trade Commission's Red Flags Rule ("Rule"), which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. This Program was developed with the oversight and approval of the District Board of Commissioners and the District's Finance Manager ("Program Administrator"). After consideration of the size and complexity of the District's operations and account systems, and the nature and scope of the District's activities, the District Board of Commissioners determined that this Program was appropriate for the District, and therefore approved this Program by the adoption of Resolution No. 3638 on the 21st day of October, 2008. (Res. 3638 Exh. A § I, 2008)

3.06.020 Program Purpose and Definitions.

A. Fulfilling requirements of the Red Flags Rule.

Under the Red Flags Rule, every financial institution and creditor is required to establish an identity theft prevention program tailored to its size, complexity and the nature of its operation. The program must contain reasonable policies and procedures to:

1. Identify relevant Red Flags as defined in the Rule and this Program for new and existing covered accounts and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft; and
4. Update the Program periodically to reflect

changes in risks to customers or to the safety and soundness of the District from identity theft.

B. Red Flags Rule definitions used in this Program.

For the purposes of this Program, the following definitions apply:

1. Account. "Account" means a continuing relationship established by a person with a creditor to obtain a product or service for personal, family, household or business purposes.

2. Covered Account. A "covered account" means:

- a. Any account the District offers or maintains primarily for personal, family or household purposes, that involves multiple payments or transactions; and

- b. Any other account the District offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the District from Identity Theft.

3. Creditor. "Creditor" has the same meaning as defined in Section 702 of the Equal Credit Opportunity Act, 15 U.S.C. 1691a, and includes a person or entity that arranges for the extension, renewal or continuation of credit, including the District.

4. Customer. A "customer" means a person or business entity that has a covered account with the District.

5. Financial Institution. "Financial institution" means a state or national bank, a state or federal savings and loan association, a mutual savings bank, a state or federal credit union, or any other entity that holds a "transaction account" belonging to a customer.

6. Identifying Information. "Identifying information" means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number or unique electronic identification number.

7. Identity Theft. "Identity Theft" means fraud committed using the identifying information of another person.

8. Red Flag. A "Red Flag" means a pattern, practice, or specific activity that indicates the possible existence of Identity Theft.

9. Service Provider. "Service provider" means a person or business entity that provides a service directly to the District relating to or connection with a covered account. (Res. 3638 Exh. A § II 2008)

3.06.030 Identification of Red Flags.

In order to identify relevant Red Flags, the District shall review and consider the types of covered accounts that it offers and maintains, the methods it provides to open covered accounts, the methods it provides to access its covered accounts, and its previous experiences with Identity Theft. The District identifies the following Red Flags, in each of the listed categories:

A. Suspicious Documents Red Flags:

1. Identification document or card that appears to be forged, altered or inauthentic;
2. Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;
3. Other document with information that is not consistent with existing customer information or that appears to be forged, altered or inauthentic; and
4. Application for service that appears to have been altered or forged.

B. Suspicious Personal Identifying Information Red Flags:

1. Identifying information presented that is inconsistent with other information the customer provides (such as inconsistent telephone numbers);
2. Identifying information presented that is inconsistent with other sources of information;
3. Failing to provide complete personal identifying information when reminded when asked to do so (however, by law social security numbers may not be required); and
4. Identifying information that is not consistent with the information that is on file for the customer.

C. Suspicious Account Activity or Unusual Use of Account Red Flags:

1. Mail sent to the account holder is repeatedly returned as undeliverable;
2. Notice to the District that a customer is not receiving mail sent by the District;
3. Notice to the District that an account has unauthorized activity;
4. Breach in the District's computer system security; and
5. Unauthorized access to or use of customer account information;
6. Change of address for an account followed by a request to change the account holder's name.

D. Alerts from Others Red Flag:

Notice to the District from a customer, a victim of identity theft, a law enforcement authority or other person that it has opened or is maintaining a fraudulent account for a person engaged in Identity Theft. (Res. 3638 Exh. A § III, 2008)

3.06.040 Detecting Red Flags.

A. Detect Red Flags New Accounts:

In order to detect any of the Red Flags identified above associated with the opening of a new account, District personnel may take the following steps to obtain and verify the identity of the person opening the account:

1. Require certain identifying information such as name, residential or business address, principal place of business for an entity, driver's license or other identification;
2. Verify the customer's identity (for instance, review a driver's license or other identification card); and
3. Verify the existence of a business entity if applicable.
4. Independently contact the customer.

B. Detect Red Flags Existing Accounts:

In order to detect any of the Red Flags identified above for an existing account, District personnel may take the following steps to monitor transactions with an account:

1. Verify the identification of customers if they request information (in person, via telephone, via facsimile, via email);
2. Verify the validity of requests to change billing addresses; and
3. Verify changes in banking information given for billing and payment purposes. (Res. 3638 Exh. A § IV, 2008)

3.06.050 Preventing and Mitigating Identity Theft.

In the event District personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

A. Prevent and Mitigate Identity Theft:

1. Monitor a covered account for evidence of Identity Theft;
2. Contact the owner of the property with the covered account;
3. Change any passwords or other security codes and devices that permit access to a covered account;
4. Not open a new covered account;
5. Close an existing covered account;
6. Reopen a covered account with a new number;
7. Notify the Program Administrator for determination of the appropriate step(s) to take;
8. Notify law enforcement; or
9. Determine that no response is warranted under the particular circumstances.

B. Protect Customer Identifying Information.

In order to further prevent the likelihood of Identity Theft occurring with respect to District accounts, the District shall take the following steps with respect to its internal operating procedures to protect customer-identifying information:

1. Secure the District website but provide clear notice that the website is not secure;
 2. Undertake steps to ensure that paper documents and computer files containing customer information is kept secure until such documents and files are destructed;
 3. Undertake complete and secure destruction of paper documents and computer files containing customer information to the extent authorized by law and applicable public records retention schedules;
 4. Make office computers password protected and provide that computer screens lock after a set period of time;
 5. Keep offices clear of papers containing customer identifying information;
 6. Maintain computer virus protection up to date; and
 7. Require and keep only the kinds of customer information that are necessary for District purposes.
- (Res. 3638 Exh. A § V, 2008)

3.06.060 Program Updates.

The Program will be periodically reviewed and updated to reflect changes in risks to customers and to the safety and soundness of the District from Identity Theft. The Program Administrator shall at least annually consider the District's experiences with Identity Theft, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, changes in types of accounts the District maintains and changes in the District's business arrangements with other entities and service providers. After considering these factors, the Program Administrator shall determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Program Administrator shall recommend changes to the District Board of Commissioners for review and approval. (Res. 3638 Exh. A § VI, 2008)

3.06.070 Program Administration

A. Oversight:

The Program Administrator shall be responsible for developing, implementing and updating the Program.

The Program Administrator shall be responsible for the Program administration, for appropriate training of

District staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

B. Staff Training and Reports.

District staff responsible for implementing the Program shall be trained when hired and annually thereafter, either by or under the direction of the Program Administrator in the detection of Red Flags, and the responsive steps to be taken when a Red Flag is detected.

C. Service Provider Arrangements.

In the event the District engages a service provider to perform an activity in connection with one or more covered accounts, the District shall take the following steps to require that the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of Identity Theft:

1. Require, by contract, that service providers acknowledge receipt and review of the Program and agree to perform its activities with respect to District covered accounts in compliance with the terms and conditions of the Program and with all instructions and directives issued by the Program Administrator relative to the Program; or

2. Require, by contract, that service providers acknowledge receipt and review of the Program and agree to perform its activities with respect to District covered accounts in compliance with the terms and conditions of the service provider's identity theft prevention program and will take appropriate action to prevent and mitigate identity theft; and that the service providers agree to report promptly to the District in writing if the service provider in connection with a District covered account detects an incident of actual or attempted identity theft or is unable to resolve one or more Red Flags that the service provider detects in connection with a covered account.

D. Customer Identifying Information and Public Disclosure.

The identifying information of District customers with covered accounts shall be kept confidential and shall be exempt from public disclosure to the maximum extent authorized by law, including RCW 42.56.230(4). The District Board of Commissioners also finds and determines that public disclosure of the District's specific practices to identify, detect, prevent and mitigate identify theft may compromise the effectiveness of such practices and hereby directs

that, under the Program, knowledge of such specific practices shall be limited to the Program Administrator and those District employees and service providers who need to be aware of such practices for the purpose of preventing Identity Theft. (Res. 3638 Exh A § VII, 2008)

Chapter 3.08

REGISTRATION OF BONDS AND OBLIGATIONS

Sections:

- 3.08.010 Findings.**
- 3.08.020 Definitions.**
- 3.08.030 Adoption of Registration System.**
- 3.08.040 Statement of Transfer Restrictions.**

3.08.010 Findings.

The Board of Water Commissioners of the District finds that it is in the District's best interest to establish a system of registering the ownership of the District's bonds and obligations in the manner permitted by law. (Res. 1859 § 2, 1985)

3.08.020 Definitions.

The following words shall have the following meanings when used in this chapter:

"Bond" or "bonds" shall have the meaning defined in RCW 39.46.020(1) Section 2(1), Chapter 167, Laws of 1983, as the same may be from time to time amended.

"District" means Woodinville Water District, Woodinville, Washington.

"Fiscal agencies" means the duly appointed fiscal agencies of the state of Washington serving as such at any given time.

"Obligation" or "obligations" shall have the meaning defined in RCW 39.46.020(37) Section 2(3), Chapter 167, Laws of 1983, as the same from time to time may be amended.

"Registrar" means the person or persons designated by the District to register ownership of bonds or obligations under this chapter. (Res. 1859 § 1, 1985)

3.08.030 Adoption of Registration System.

The District adopts the following system of registering the ownership of its bonds and obligations.

A. Registration Requirement. All bonds and obligations offered to the public, having a maturity of more than one year and issued by the District after June 30, 1983, on which the interest is intended to be exempt from federal income taxation, shall be registered as to both principal and interest as provided in this chapter.

B. Method of Registration.

1. The registration of all District bonds and obligations required to be registered shall be carried out

either by:

a. A book entry system of recording the ownership of the bond or obligation on the books of the District or the fiscal agencies, whether or not a physical instrument is issued; or

b. By recording the ownership of the bond or obligation and requiring as a condition of the transfer of ownership of any bond or obligation, the surrender of the old bond or obligation and either the reissuance of the old bond or obligation or the issuance of a new bond or obligation to the new owners.

2. No transfer of any bond or obligation subject to registration requirements shall be effective until the name of the new owner and the new owner's mailing address, together with such other information deemed appropriate by the registrar, shall be recorded on the books of the registrar.

C. Denominations. Except as may be provided otherwise by the resolution authorizing their issuance, registered bonds or obligations may be issued and reissued in any denomination up to the outstanding principal amount of the bonds or obligations of which they are apart. Such denominations may represent all or a part of a maturity or several maturities and on reissuance may be in smaller amounts than the individual denominations for which they are reissued.

D. Appointment of Registrar. Unless otherwise provided in the resolution authorizing the issuance of registered bonds or obligations, the director of the office of finance of King County, Washington, shall be the registrar for all registered interest-bearing warrants, installment contracts, interest-bearing leases and other registered bonds or obligations not usually subject to trading and the fiscal agencies shall be the registrar for all other District bonds and obligations.

E. Duties of Registrar.

1. The registrar shall serve as the District's authenticating trustee, transfer agent, registrar and paying agent for all registered bonds and obligations for which he, she, or it serves as registrar and shall comply fully with all applicable federal and state laws and regulations respecting the carrying out of those duties.

2. The rights, duties, responsibilities and compensation of the registrar shall be prescribed in each resolution authorizing the issuance of the bonds or obligations, which rights, duties, responsibilities and compensation shall be embodied in a contract executed by the director of the office of finance of King County, Washington, and the registrar, except in instances when the fiscal agencies serve as registrar, the District adopts

by reference the contract between the State Finance Committee of the state of Washington and the fiscal agencies in lieu of executing a separate contract and prescribing by resolution the rights, duties, obligations and compensation of the registrar. When the director of the office of finance of King County, Washington, serves as registrar, a separate contract shall not be required.

3. In all cases when the registrar is not the fiscal agency and the obligation is assignable, the resolution authorizing the issuance of the registered bonds or obligations shall specify the terms and conditions of:

- a. Making payments of principal and interest;
- b. Printing any physical instruments, including the use of identifying numbers or other designation;
- c. Specifying record and payment dates;
- d. Determining denominations;
- e. Establishing the manner of communicating with the owners of the bonds or obligations;
- f. Establishing the methods of receipting for the physical instruments for payment of principal, the destruction of such instruments and the certification of such destruction;
- g. Registering or releasing security interests, if any; and
- h. Such other matters pertaining to the registration of the bonds or obligations authorized by such resolution as the District may deem to be necessary or appropriate.

(Res. 1859 § 3, 1985)

3.08.040 Statement of Transfer Restrictions.

Any physical instrument issued or executed by the District subject to registration under this chapter shall state on its face that the principal of and interest on the bonds or obligations shall be paid only to the owner thereof registered as such on the books of the registrar as of the record date defined in the instrument and to no other person, and that such instrument, either principal or interest, may not be assigned except on the books of the registrar. (Res. 1859 § 4, 1985)

Chapter 3.12

MISCELLANEOUS FEES AND CHARGES

Sections:

- 3.12.010** **Schedule of Charges.**
- 3.12.020** **Services Provided to Private
Parties and Other Municipalities.**
- 3.12.030** **Services Rendered by District
Personnel and Use of District
Equipment.**

3.12.010 **Schedule of Charges.**

A schedule of charges for meter installation and other miscellaneous District fees and charges shall be adopted and thereafter amended pursuant to motion duly seconded and passed by the board of commissioners, which fees and charges shall be effective immediately upon adoption unless otherwise provided. (Res. 2911, 1992)

3.12.020 **Services Provided to Private Parties and Other Municipalities.**

A. The District shall charge private parties and other jurisdictions for services rendered by the District on their behalf.

B. Charges for services rendered by District personnel (the "service rate") shall be based on the employee's hourly salary rate (the monthly salary for the position divided by 173.33 hours) multiplied by the actual time required to complete the work plus charges for any materials, inventory items or major District equipment utilized in providing the service. (Res. 3526 § 1-2, 2005)

3.12.030 **Services Rendered by District Personnel and Use of District Equipment.**

A. An overhead multiplier of one hundred ninety three percent will be added to the District service rate.

B. The District overhead multiplier will be reviewed each year and modified as necessary to recover employee benefit and overhead expenses.

C. The rate billed for use of major District equipment will be as listed in the most recent schedule of miscellaneous fees and charges adopted by the board. (Res. 3526 § 3-5, 2005)

Chapter 3.16

PURCHASING PROCEDURES

Sections:

3.16.010 Adopted Procedure.

3.16.010 Adopted Procedure.

A. The following procedures shall be adopted for purchasing materials, equipment, or supplies with an estimated cost of more than five-thousand dollars but less than fifty-thousand dollars.

1. The District shall establish a vendor list and shall publish in a newspaper of general circulation, a notice of the existence of the vendor list and solicit the names of vendors for the list.

2. The advertisement for the vendor list shall be made at least twice per year.

3. When purchasing items between five thousand dollars and fifty thousand dollars, the District shall, whenever possible, obtain three quotations either over the telephone or in writing, from vendors on the vendor list or other vendors as appropriate.

4. The District shall record all quotations, which will be available and open to public inspection, and shall be available by telephone inquiry.

5. The District shall post a list of contracts awarded under the process set forth above at least once every two months. (Res. 3685 § 1, 2010)

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Title 4

UTILITY SERVICE SYSTEM

Chapters:

- 4.04 Water and Sewer System Developer Extensions Generally**
- 4.06 Service Connection Agreement to Construct Service Connections to District System**
- 4.08 Application and Agreement for Developer Extensions**
- 4.12 Standard Specifications for Water and Sewer Developer Extensions**
- 4.20 Utility Local Improvement Districts**
- 4.24 Water Service for Land in Water District Boundaries and Not in King County**
- 4.28 Converting Temporary Water Service to Permanent Water Service**
- 4.32 Capital Construction Local Facilities Charge**
- 4.36 Comprehensive Plans**
- 4.40 Cross-Connection Control Program**
- 4.44 Side Sewer Connections**
- 4.48 Public Sanitary Sewer System**
- 4.52 On-Site Sewage Disposal Systems**
- 4.56 Water and Sewer System Development Fees**
- 4.60 Rates and Charges**
- 4.68 Billing and Collection Procedures**
- 4.70 Water and Sewer—Miscellaneous Provisions**
- 4.72 Hydrant Meter Program**
- 4.76 Fat, Oil and Grease Management Program**
- 4.80 Irrigation Meters**
- 4.82 Process Meters**
- 4.84 Residential Fire Suppression Systems**
- 4.88 Unauthorized Use of District Facilities**
- 4.90 Leak Adjustment Policy**
- 4.92 Utility Access Policy**
- 4.96 Sensitive Security Information**

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Chapter 4.04

WATER AND SEWER SYSTEM DEVELOPER EXTENSIONS GENERALLY

Sections:

- 4.04.010 Policies and Standards.**
- 4.04.020 Connection Charge.**
- 4.04.030 Authority Delegated to General Manager.**
- 4.04.040 Reimbursement Agreements.**

4.04.010 Policies and Standards.

A. Water and Sewer Extensions.

1. All developer extensions shall be constructed in accordance with the District's comprehensive plans and the terms and conditions of the District's developer extension agreement and the standards and specifications adopted by the District.

2. The developer will enhance the existing public system through or adjacent to developer's property when necessary to meet existing District standards and comprehensive plan requirements or whenever off-site improvements are necessary to serve developer's property.

3. Private service or collection lines shall not cross other parcels, nor shall they be constructed in public rights-of-way or in private rights-of-way solely dedicated to another property without the express approval of the General Manager.

4. Easements. The minimum width for a water easement shall be fifteen feet and the minimum width for a sewer easement shall be twenty feet. Plat easements are not acceptable. All easements shall be provided to the District on District supplied easement forms which may be modified only with the General Manager's approval.

B. Water Extensions.

1. Whenever an extension is a prerequisite to further extension or may connect to existing District facilities for purposes of looping or establishing a grid, the developer shall construct the extension to the end of the developer's property or as otherwise necessary to connect to existing facilities, future facilities, or anticipated facilities.

2. The minimum size for public water lines shall be eight inches in diameter.

3. The maximum spacing between fire hydrants shall be six hundred feet in residential areas and three hundred feet in commercial/industrial areas or as otherwise required by the fire marshal; provided, that a hydrant shall be installed at the end of any dead-end lines.

4. The District encourages residential fire protection sprinkling systems. However, such systems will not be a basis for altering the District's fire flow

requirements.

5. Private service lines shall be no longer than three hundred feet, otherwise, a public main shall be constructed in accordance with these policies and District standards and specifications.

6. Installation of pressure reducing valves will be required whenever pressures are in excess of eighty PSI.

C. Sewer Extensions.

1. Sewers will be allowed only in local service areas approved by the county or other municipalities and only in accordance with Washington State Department of Ecology rules and regulations.

2. The minimum size for a public sewer line shall be eight inches in diameter.

3. The maximum length of a side sewer shall be one hundred fifty feet from the sewer main to the building.

4. All side sewer stubs shall be at least six inches in diameter with a two percent slope.

5. Single-family residential side sewers shall be at least four inches in diameter with a minimum two percent slope. All other side sewers shall be at least six inches in diameter with a minimum two percent slope.

6. Joint side sewers will be allowed only pursuant to a joint side sewer agreement signed by the owners of the benefited properties.

7. Except as authorized by the board of commissioners, private pumps will not be allowed and only properties that can be served by gravity side sewers will be allowed to connect to the District sewer system. Under extreme conditions, the board may authorize the use of private pumps to provide service to individual properties in accordance with Washington State Department of Ecology rules and regulations, and the District's rules and regulations governing private pumps.

D. Deviations from these policies or standards shall require the prior approval of the board of commissioners of the Woodinville Water District. (Res. 3028, 1993)

4.04.020 Connection Charge.

A. Whenever the District participates in the cost of a developer extension, the District shall impose upon any property connecting to or benefited by the extension as an element of the reasonable connection charge authorized by RCW 57.08.010(3) an amount equaling that property's pro rata share of the District's portion of the cost of construction, which shall bear interest as allowed by law.

B. The District may, in its sole discretion, allow the connection charge imposed pursuant to this section to be paid with interest in installments over a period not exceeding fifteen years as provided for in RCW 57.08.010(4)(a).

C. The amount of the connection charge and

applicable interest rate shall be recorded by the District as to each property impacted.

D. Funds collected pursuant to this section shall be paid into the water construction fund or they shall be paid into the sewer construction fund depending upon the type of extension constructed. (Res. 2872, 1991)

4.04.030 Authority Delegated to General Manager.

A. The following authority pertaining to the developer extension process is delegated to the District's General Manager:

1. To authorize, approve, and execute on behalf of the District standard form developer extensions; provided, that the agreement is consistent with and conforms to adopted District policies;

2. To authorize two six-month extensions of the time to complete the project; provided, that any further extensions must be authorized by the board;

3. To approve, upon the recommendation of the District's consulting engineer, plans and specifications for particular developer extensions; and

4. To administer the developer extension process.

B. The General Manager, personally or through the District's consulting engineer, shall keep the board apprised of the progress and status of the pending developer extensions.

C. The General Manager shall report to the board when the extension is complete, advise the board whether the extension conforms to the District standards and specifications, and, if so, recommend the acceptance of the extension, which acceptance shall be by resolution of the board duly adopted.

D. The General Manager shall refer to the board for approval of proposed developer extensions that:

1. Propose modification of District fees and charges or payment thereof;

2. Provide for latecomer (reimbursement) charges;

3. Do not conform with adopted District policies concerning developer extensions; provided, that modifications of technical/engineering specifications pertinent to the specific project that are approved by the District's engineer do not need to be referred to the board;

4. Commit the District to financial participation in the project;

5. Provide for service outside of District boundaries; and

6. Could affect third-party rights and/or obligations or could impose liabilities on the District other than those arising from the developer extension agreement itself.

E. Subject to review and approval of the board of commissioners, whenever in the opinion of the General Manager delay in granting acceptance of a developer extension will cause unnecessary serious hardship to the

developer or other persons, the General Manager is authorized to accept such developer extension.

F. The General Manager may accept a developer extension only when construction of the extension is complete and the extension has been completed according to the developer extension agreement and all District requirements, and the District consulting engineer has confirmed in writing that the project is ready for acceptance. The General Manager has no authority to accept developer extensions that are not ready for submission to the board for acceptance.

G. The General Manager's acceptance shall be in writing and it shall specifically state that acceptance is conditional and subject to terminate on of service in case District requirements have not been met. Each written acceptance shall be signed by the developer acknowledging the District's right to terminate service prior to formal acceptance by the board in cases where District requirements have not been met.

H. After granting acceptance, the General Manager may sell water meters and side sewer permits as provided by District resolution.

I. Whenever the General Manager has accepted an extension pursuant to this subsection, a formal acceptance by the board shall be scheduled for the next regularly scheduled meeting of the board. The board reserves the right to reject any extension not completed according to District requirements. (Res. 3184 § 1-5, 1996; Res. 2869 § 1-4, 1991)

4.04.040 Reimbursement Agreements.

A. The District will enter into reimbursement agreements with property owners who extend the District's system, water or sewer, and benefit other properties which do not participate in the cost of the extension.

B. A property owner applying to construct a system extension shall file with the District a pre-application for developer extension agreement on a District-approved form. The pre-application shall contain the following information:

1. The name of the owner of the property and a copy of a current title report establishing the owner's title (or other information satisfactory to the District establishing title).

2. A request for reimbursement agreement or a waiver of such agreement.

3. If a reimbursement agreement is requested, preliminary identification of the benefited property.

C. The applicant shall be required to pay all of the District's costs incidental to the preparation of the reimbursement agreement, which costs shall not be subject to reimbursement. An initial, nonrefundable deposit, in an amount set by the District, shall be collected when the pre-application requesting reimbursement is submitted to the District.

D. The reimbursement agreement shall expire fifteen years from the date of execution, whereupon the latecomers charge, plus interest at a rate equaling the Municipal Bond Index Rate in effect at the time the original reimbursement agreement is executed plus one percent, shall be paid to the District as a local facilities charge. Interest shall be calculated on a period not to exceed ten years from the date of acceptance of the developer extension.

E. A property owner requesting reimbursement shall keep accurate records of the cost of construction, which shall be submitted to the District engineer for review and approval. Those costs determined by the District engineer to be actual and reasonable costs shall be reimbursed to the property owner by the owners of benefited property seeking to connect to the District's system, less twenty percent for District administrative costs.

F. Actual and reasonable costs of construction include, but are not limited to, construction and contract administration costs; District legal, engineering and administrative costs; and other costs, which in the judgment of the engineer benefit the benefited property. Unless approved by the District prior to performance of service, the applicant's legal expenses shall not be reimbursed.

G. The District engineer shall identify the benefited property and shall recommend to the board the total cost to be reimbursed, the method of determining the benefited property's pro rata share of the total cost, and the amount of the pro rata share.

H. The board shall adopt a resolution identifying the benefited property, the total cost to be reimbursed, the pro rata share of reimbursement for each benefited property, and directing the General Manager to enter into a reimbursement agreement with the property owner according to the terms and conditions of the agreement attached to the resolution codified in this section.

(Res. 3189 § 1-8, 1996)

Chapter 4.06

SERVICE CONNECTION AGREEMENT TO CONSTRUCT SERVICE CONNECTIONS TO DISTRICT SYSTEM

Sections:

4.06.010 Service Connection Agreement— Form.

4.06.010 Service Connection Agreement —Form.

A. For fire hydrant extensions and sewer service connections, the District shall change a non-refundable administrative fee in such an amount as approved by the Board of Commissioners.

B. The form of the Service Connection Agreement to construct service connections to the District system shall be in the form which is which is attached to the resolution codified in this section and incorporated herein by this reference.

C. The form shall be used for all service connections effective November 19, 2008.

D. Effective November 19, 2008 prior resolutions relating to fire hydrant extensions and side sewer connections are modified to be consistent with the terms of this section.

(Res. 3641 § 1-4, 2008)

Chapter 4.08

APPLICATION AND AGREEMENT FOR DEVELOPER EXTENSIONS

Sections:

**4.08.010 Application and Agreement—
Form.**

**4.08.010 Application and Agreement—
Form.**

A. For water and sewer developer extensions, the District shall charge a non-refundable administrative fee, in such an amount as Approved by the Board of Commissioners, along with District expenses including but not limited to; design review, legal and permit costs, construction engineering and inspection fees and any other specific fees imposed by resolution.

B. The form of the Application and Agreement to construct a main line extension to the District system shall be in the form which is attached to the resolution codified in this section and incorporated herein by this reference.

C. The form shall be used for all main line extensions with the exception of Fire Hydrant Extensions or Service Connections effective November 19, 2008.

D. Effective November 19, 2008 prior resolutions relating to water and sewer developer extensions are modified to be consistent with the terms of this section.

(Res. 3642 § 1-4, 2008)

Chapter 4.12

STANDARD SPECIFICATIONS FOR WATER AND SEWER DEVELOPER EXTENSIONS

Sections:

4.12.010 **Adopted.**

4.12.020 **Effective Date.**

4.12.010 **Adopted.**

The standard specifications for improvements installed under water developer extension agreements shall be those standard specifications that are attached to the resolution as Exhibit A. Exhibit A sets forth the standard specifications for water and Sewer developer extensions. (Res. 3617 § 1, 2007)

4.12.020 **Effective Date.**

The standard specifications adopted under this chapter shall be effective for all water and sewer developer extension plans approved by the District after December 18, 2007. (Res. 3617 § 2, 2007)

Chapter 4.20

UTILITY LOCAL IMPROVEMENT DISTRICTS

Sections:

- 4.20.010** **General Policies and Procedures.**
- 4.20.020** **Applications for Segregation of
Utility Local Improvement
District Assessments.**
- 4.20.030** **Boundaries—Notification to
Prospective Members.**
- 4.20.040** **Last Date for Commencement of
Foreclosure Proceedings.**

4.20.010 **General Policies and Procedures.**

The following policies and procedures (the “policies”) are adopted by the District:

A. To the full extent required by and subject to the limitations imposed by applicable law (as amended from time to time), the board of commissioners of the District shall determine whether or not to form local improvement Districts on the basis of the facts and circumstances pertinent to each particular local improvement District proposed for formation.

B. Following the receipt of a petition for the formation of a local improvement District but before the board of commissioners determines the sufficiency of such petition or adopts a resolution of its intent to form the local improvement District, the District shall also make a reasonable effort to have its staff hold a meeting and to provide reasonable notice of that meeting to the occupants and/or owners of property included within the boundaries of the proposed local improvement District. These meetings shall be for the purpose of explaining generally the procedures that the District normally follows in forming a local improvement District and for the purpose of providing such other general information as may be requested by persons affected by the particular petition. At these meetings the District staff shall clearly state that their comments are not intended to provide, or to substitute for, legal advice.

C. In addition to providing notices that are required by Chapters 56.20 and 57.16 RCW, the District shall make a reasonable effort to provide notice of the date, time and place of the meeting at which the board of commissioners plans to determine the sufficiency of any petition for the formation of a local improvement District. This notice shall be given to the occupant and/or the owner of each property proposed to be included within a local improvement District, by mail, door hanger, or some other method which the District reasonably believes will provide notice to each owner or occupant.

D. If mailed, any notices required under subsections

B, C and G of this section shall be deemed to have been provided when deposited in the United States mail, postage prepaid, addressed to the owner as shown on the tax rolls of the county treasurer of the county in which the property is located or on the records of the District.

E. A property owner desiring to initiate a petition for the formation of a local improvement District shall have the option of preparing the form and contents of the petition himself or herself or of contracting with the District to prepare the form and contents of the petition. The administrative charge for this service is one thousand five hundred dollars payable to the District in advance. This charge is not refundable and may not be credited against the assessment or any other fees or charges imposed from time to time by the District for any reason.

F. The District shall make a reasonable effort to give an additional notice to the owners of property subject to an extended or temporary service agreement. This notice shall inform those owners that their water service from the District is temporary and that their properties and they may be subject to certain obligations. If mailed, this notice shall be deemed to have been given upon the deposit of such notice in the United States mail, postage prepaid, addressed to the owners of those properties known to the District to be subject to a temporary or extended service agreement. The owners of those properties shall be deemed to be those shown on the tax rolls of the county treasurer of the county in which the property is located or on the records of the District.

G. A temporary water service connection shall be terminated upon reasonable advance notice to the owner of the property that is temporarily connected, whenever:

1. A permanent water main has been installed and made operative; and
2. That permanent main satisfies the standards of the District for permanent service to the property that is temporarily connected.

Before such a property may be connected to the permanent main, the owner(s) of that property shall first:

1. Satisfy all prerequisites of the District for water service (including without limitation an application for water service on such form as may reasonably be required by the District from time to time); and
2. Pay the District the actual cost of the new connection, such other connection charges as may be allowed under applicable law, and any applicable fees for reimbursing property owners who contributed to the construction of the permanent main under Chapter 35.91 RCW.

As used in this subsection, the term “reasonable advance notice” means notice of not less than ninety calendar days in advance of the date of termination of

the temporary service. Such notice may be provided by mail by door hanger or by some other method which the District reasonably believes will provide notice to the owner of the property whose temporary service is to be disconnected.

H. The passage of the resolution codified in this section and the adoption of the policies shall not be construed to limit or diminish the authority and powers of the District under applicable law, or to create any contractual rights in any customer of the District, any petitioner for a local improvement District, any developer of a developer extension or anyone else. The District reserves the right to amend or revoke the policies at any time. The policies shall not be interpreted to be jurisdictional in nature, and noncompliance with the policies shall not divest the District of any jurisdiction that it would otherwise have under applicable laws. (Res. 2730 § (a)(1)—(8), 1990)

4.20.020 Applications for Segregation of Utility Local Improvement District Assessments.

A. Whenever an application for segregation of utility local improvement District assessment is presented to the Board of Water Commissioners, pursuant to RCW 57.16.110, the application shall be processed by the engineer for the District in cooperation with the superintendent.

B. The person seeking the segregation shall pay the reasonable engineering and clerical costs incident to making the segregation.

C. The attorney for the District shall prepare the resolution ordering the county treasurer to make the segregation on the original assessment roll.

D. The Board of Water Commissioners shall determine whether the segregation shall be made and, if so ordered, shall cause a certified copy of the resolution authorizing segregation to be delivered to the King County treasurer. (Res. 51 § 1-4, 1962)

4.20.030 Boundaries—Notification to Prospective Members.

A. It is an established policy of the District to send notices to all prospective members of a proposed utility local improvement District on determination of the boundaries of such ULID. Such notices shall inform the prospective members of a ULID of the boundaries proposed and shall further set forth all of the rights and obligations of the prospective members as established by statutes governing the establishment of ULIDs.

B. These notices shall be sent at the expense of the water District and shall set forth the address and phone number of the District office and the names of those parties whom interested parties may telephone or contact to receive needed information. (Res. 382, 1972)

4.20.040 Last Date for Commencement of Foreclosure Proceedings.

The last date for the commencement of foreclosure proceedings for the collection of delinquent assessments (or installments thereof) of Woodinville Water District shall be and is established as of July 31st of each year. (Res. 2349, 1988)

Chapter 4.24

WATER SERVICE FOR LAND IN WATER DISTRICT BOUNDARIES AND NOT IN KING COUNTY

Sections:

4.24.010 Requests for Service Extension into Snohomish County.

4.24.010 Requests for Service Extension into Snohomish County.

A. The Woodinville Water District will only consider requests for water service into Snohomish County made by either Cross Valley Water Association or Alderwood Water District pursuant to the terms and conditions of an approved interlocal agreement.

B. Request for service extension will be considered on a case by case basis and will be approved following a determination that:

1. The proposed extension of service is consistent with the terms and conditions of the current Woodinville Water District/city of Seattle purveyor contract or as may be subsequently modified;

2. The fire flow requirements, minimum service pressure of the District (thirty-five psi), and supply demand can be attained without the need to construct additional District facilities such as pump stations, reservoir capacity, transmission mains, etc. by the District;

3. The property to be served is within the appropriate pressure zone and service area of the District from which service can be extended.

C. Following a determination that service can be extended by the District, extensions of service will be made only under the following conditions:

1. The property owner/developer submits an application to the District for a developer extension subject to the authorization by the District;

2. The extension of service will be made in accordance with the terms and conditions of the developer extension agreement and District standards and specifications;

3. Service will be subject to the payment of the then current developer extension fees, meter connection charges, system development fee, applicable latecomer charges and water rates of the District;

4. The owner/developer will pay the cost of acquiring all Snohomish County permits and franchises as required by the extension. Such permits and franchises will be held by the District.

D. No ULID shall be formed in areas outside the boundaries of the District. (Res. 2388 Exh. A, 1988)

Chapter 4.28

CONVERTING TEMPORARY WATER SERVICE TO PERMANENT WATER SERVICE

Sections:

4.28.010 Policy.

4.28.010 Policy.

A. It is the policy of the District that whenever possible, temporary service to ESA Properties shall be terminated whenever the public water system has been extended so that permanent public service is available to the ESA property.

B. The General Manager shall evaluate each request for certificate of water availability to determine whether the proposed project could provide ESA Properties with permanent public service and, if so, the General Manger shall proceed in accordance with this resolution.

C. The General Manager shall advise the Board whenever ESA properties could be served by the extension of the public water system, identify which properties could be so served, and recommend to the Board whether the District should participate in the project.

D. Owners of affected ESA properties shall be notified of the proposed project, the ESA connection charge, term of payment and interest, and the date for a public hearing on the project; the property owners shall also be notified that an extension of a public system to serve the property may result in termination of the properties' temporary water service.

E. At the conclusion of the public hearing, the Board of Commissioners shall determine whether the District will participate in the project.

F. Unless special circumstances dictate otherwise, the District shall participate in projects to assist in the elimination of ESAs.

G. At the conclusion of the project, the District shall impose the ESA connection charge. The affected property owners shall be notified of the date of the Board meeting where they will be made aware of the ESA connection charge and the Board will be made aware of all ESAs affected by this project. If this is a District capital project the Board may direct the termination of the temporary service. If this is a developer project the Board may direct the termination of the service if the latecomer negotiations were successful per item K below. The Board of Commissioners shall cause notice of the ESA connection charge to be recorded with King County and provided to each owner of property subject to the charge.

H. In addition, the District shall set term of payment, and set interest at the then current Municipal Bond Index Rate plus one (1) percent.

I. After adoption of the resolution or at such time as permanent public service is available to properties receiving temporary service, whichever is later, the District shall disconnect the temporary services.

J. Owners connecting to the public system previously served by a temporary service are required to pay an ESA connection charge, a meter set fee and a latecomer fee, as applicable, unless said latecomer fee is negotiated per item K.

K. For ESA property that the District requires to connect to a new line installed pursuant to a developer extension agreement, and the developer of such extension requests latecomer reimbursement pursuant to Chapter 57.22 RCW, as a condition of the District requiring an ESA property to connect to the extension, the District will pay to the Developer, and the Developer shall accept, a negotiated latecomer fee not to exceed that of the current ESA charge, for that property. This negotiated fee to the developer shall constitute full payment of the ESA property's latecomer reimbursement obligation to the developer.

L. Any relocation of the backside service line and appurtenances on private property, from the meter to the building receiving water service, shall be the responsibility of the ESA property owner.

M. Nothing herein shall be construed to preclude application of the District's latecomer policies where otherwise applicable.

N. The ESA connection charge shall be equal to the District SDC, minus the Seattle Public Utilities Facility Charge for the appropriate size meter.

O. Any new connection for an ESA property that is not replacing the temporary service, shall be subject to any of the fees or charges applicable, including but not limited to; Local Facility Charges, System Development Charges, Latecomer Charges and connection fees. (Res. 3709 § 1-15, 2010)

Chapter 4.32

CAPITAL CONSTRUCTION LOCAL FACILITIES CHARGES

Sections:

4.32.010 Required—Calculation.

4.32.020 Installment Payments.

4.32.010 Required—Calculation.

A. The owner(s) of any portion of a property located within three hundred (300) feet of a new water or sewer main that desires to connect to a facility constructed by the District as a capital improvement project shall pay a local facilities charge ("LFC") as a condition of connecting such property to the District's water or sewer system. The LFC shall be in addition to the System Development Charge, or other charges, imposed by the District, where those charges are applicable.

B. The capital construction project LFC shall be calculated as the average per foot cost of all other District water or sewer capital construction projects, as the case may be, accepted by the District in the twenty-four months prior to the date of the preconstruction meeting for the project at hand.

C. An LFC imposed in accordance with this resolution shall be calculated for all properties within a three hundred (300) foot zone on either side of all water and sewer mains constructed as District capital improvement projects and LFC's shall be assessed on all such properties ("Equal Share Method"). The Equal Share Method shall be used to determine LFC's owing based on the estimated total number of developable lots per the current zoning applicable to the property, within the zone as determined by District staff.

D. Whenever a property for which an LFC has been paid subdivides or is otherwise segregated, no additional LFC's are due upon connection of the additional lots created by the subdivision to the District water or sewer system, provided that other District fees and charges, including a System Development Charge, may be owing to the District at the time of such connection.

Whenever a property which has not paid an LFC subdivides or is otherwise segregated, an equal percent of the original LFC applicable to the property shall be due upon connection for each of the new lots, in addition to all other applicable District fees and charges, including a System Development Charge. a Notice of Adoption of Local Facility Connection Charges shall be recorded with the King County Office of Records to provide notice of such LFC owing, which shall include the Parcel Identification

Number and legal description of the original parcel at the time of assessment. The assessment for the original lot shall then be divided equally by the number of additional lots and shall be collected by the District at the time of each new lot's connection to the District water or sewer system.

E. The capital construction local facilities charge shall bear interest for ten (10) years at a rate equaling the Municipal Bond Index Rate in effect plus one percent at the time the capital facility is constructed and the local facility charge is calculated.

F. The amount of the capital construction LFC shall be adopted by the District Board of Commissioners.

G. Whenever a property receiving temporary water service pursuant to an Extended Service Agreement ("ESA") can receive permanent water service by connection to a facility constructed by a capital construction project without extending the District's system, then the ESA shall be terminated, according to applicable District resolutions, policies and procedures. Nothing in this section shall be construed to preclude application of the District's Capital Construction Local Facilities Charges or other applicable District fees and charges for new meter connections added to an ESA property, in addition to the existing ESA connection. (Res. 3712 §§ 1—7, 2011)

4.32.020 Installment Payments.

Effective July 6, 2010:

A. Property owners seeking to connect their real property to the District's water or sewer system who are required to pay a Water or Sewer Local Facilities as a condition of such connection shall be allowed to pay the applicable Local Facilities Charge on the following terms and conditions:

1. The property owner shall be required to pay to the District at least ten (10) per cent of the Local Facilities Charge owing at the time of application for connection of their property but shall be allowed to pay the balance owing of the Local Facilities Charge to the District on an installment basis over a period not exceeding five (5) years.

2. The portion of the Local Facilities Charge owing shall be paid to the District in equal semi-annual installments together with interest on such installment payments equal to the prime lending rate of the District's bank depository in effect at the time of the property owner's application for connection of their property to the District utility system, plus four (4) per cent (for example, a prime lending rate of three (3) per cent plus four (4) per cent equals an interest rate of seven (7) per cent.

3. Invoices shall be issued to the property owner by the District on a semi-annual basis, and mailed to the property owner at least thirty (30) days prior to the due

date for each semi-annual payment. Installment payments not paid within thirty (30) days of its due date shall be delinquent and the District shall have all rights pursuant to RCW 57.08.081 and the installment payment agreement entered into between the District and the property owner to recover such delinquent Local Facilities Charge.

4. Property owners applying to the District to pay Local Facilities Charges shall be required to sign a Local Facilities Charge Installment Payment Agreement(s) in the form attached to Resolution 3703 as Exhibits 1 and 2. The District General Manager, or the General Manager's designee, is hereby authorized to sign such installment agreements on the District's behalf. Following the execution of an installment agreement, District staff shall record such installment agreement with the Office of King County Records and Elections at the property owner's expense. The installment agreement shall be a covenant running with the real property subject to the Local Facility Charge and a lien against the real property as provided for in the installment agreement and RCW 57.08.081, and as such statute may be modified and amended.

5. No penalty shall be charged for early pay-off of the amount owed under a Local Facilities Charge Installment Payment Agreement.

6. The property owner applying to connect their real property to the District's utility system shall, in addition to the payment of the Local Facility Charge owing as provided herein, shall be required to pay all other applicable District fees and charges, including water and sewer system development charges, owing as a condition of connection of the real property to the District's utility system(s). (Res. 3703 § 1-2, 2010)

Chapter 4.36

COMPREHENSIVE PLANS

Sections:

- 4.36.010 General Sewer Plan Adopted.**
**4.36.020 Comprehensive Water Supply
 Plan Adopted.**

4.36.010 General Sewer Plan Adopted.

The July 2007 General Sewer Plan of the District, a copy of which is attached to the resolution codified in this section and incorporated herein by this reference, is hereby adopted. (Res. 3608, 2007)

**4.36.020 Comprehensive Water Supply
 Plan Adopted.***

The comprehensive water supply plan of the District, a copy of which is attached to the resolution codified in this section and incorporated herein by this reference, is adopted. (Res. 3646, 2009)

* Editor's note: The District is required to have a water system plan approved by the department of health every six years, pursuant to WAC 246-290-100 and WAC 246-291-140.

Chapter 4.40

CROSS-CONNECTION CONTROL PROGRAM

Sections:

- 4.40.010** **Cross-connection Control Policy.**
- 4.40.020** **Cross-connection Control Specialist.**
- 4.40.030** **Cross-connection Control Policy.**
- 4.40.040** **Cross-connection Control Enforcement.**

4.40.010 **Cross-connection Control Policy.**

The District is required to protect the public water supply with premise isolation cross-connection control protection and by installation of approved air gaps or approved backflow prevention assemblies at the property line provided in this resolution or by entering into an agreement with the property owner to have the devices tested at a minimum, annually in premise at the owners expense. (Res. 3320 § 1, 1999)

4.40.020 **Cross-connection Control Specialist.**

The District shall employ a cross-connection control specialist who shall be certified as a CCS in compliance with state regulations and who 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 regulation.

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, at the expense of the user, in-premises cross-connection control, or premise isolation all at the expense of the consumer. (Res. 3320 § 2, 1999)

4.40.030 **Cross-connection Control Policy.**

The CCS shall oversee installation of cross-connection control devices and the maintenance and testing thereof as follows:

A. New Commercial Services and Fire Systems. After November 4, 2000, all new commercial services shall be isolated from the public system at the meter and at the property line for fire systems by an approved backflow device and tested, at minimum, annually at the owner's expense. The owner will provide the CCS reports required by the District's cross-connection control program.

B. Existing High Hazard. Those premises and services identified by WAC 246-290-490(4)(b) as high hazards shall be converted to premises isolation at the meter under the direction of the CCS or the property owner shall enter into an agreement with the District to guarantee no connections between the meter and first

backflow device. In addition the agreement will allow the CCS access to the property and the owner of the property shall have the devices tested at a minimum, annually at the owner's expense. The owner will provide the annual CCS reports required by the District's cross-connection control program.

C. Existing Commercial. Commercial premises shall be required to convert to premise isolation at the meter under the direction of the CCS or the property owner shall enter into an agreement with the District to allow the CCS access to the property and the owner of the property shall have the devices tested at a minimum, annually at the owners expense. The owner will provide the annual CCS report required by the District's cross-connection control program.

D. Existing and New Residential Connections. Connections with a known backflow hazard will be required to install cross-connection protective devices appropriate to the risk and the property owner shall have the devices tested at a minimum, annually at their expense in accordance with the District's cross-connection control program. The owner will provide the annual CCS reports required by the District's cross-connection control program. (Res. 3320 § 3, 1999)

4.40.040 **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 required by the District, or who fail to install, maintain, repair or test backflow devices as required by the District.

B. Enforcement Action. The CCS may discontinue service until compliance is achieved, with appropriate notice to the local administrative agency, or cause an appropriate backflow device to be installed at the expense of the consumer.

C. 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:

1. Program. The CCS shall develop the District's cross-connection control program 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 current Manual of Cross-Connection Control (USC Manual) or the current Cross-Connection Control Manual, Accepted Procedure and Practice (PNWS-AWWA Manual), or such other current reference approved by the Department of Health when developing the cross-connection control program.

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

(8).

3. Testing and Inspection. The CCS shall develop and include in the program 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.

4. Coordination and Reports. The CCS shall coordinate with the local administrative agency by providing notice of: (1) All premises that have been isolated from the public system in accordance with this chapter; (2) Any internal cross-connections about which the CCS learns; (3) Shut-off for failure to comply with requirements of this chapter or the WAC; and (4) The CCS shall report to the ratepayers through the District's newsletter about the cross-connection control program, its purpose and rationale.

5. Approved Backflow Devices. The CCS shall develop and include in the manual practices and procedures for installing and testing backflow devices in accordance with WAC 246-290-490(5), (6) and (7). (Res. 3320 § 4, 1999)

Chapter 4.44

SIDE SEWER CONNECTIONS

Sections:

- 4.44.010 Connection to Public Sewer.**
- 4.44.020 Permit—Duration.**
- 4.44.030 Records.**
- 4.44.040 Construction Specifications.**
- 4.44.050 Inspection.**
- 4.44.060 Hold harmless.**

4.44.010 Connection to Public Sewer.

A. Permit Required. No person shall make any opening in the public sewer or connect any private sewer drain to the public sewer, without complying with this chapter and obtaining a side sewer permit from the District. Application for a side sewer permit shall be made at the office of the District on a form provided by the District. Permits required by any other governmental entity shall be obtained by the District at the expense of the owner.

B. The current fees are published in the schedule of miscellaneous fees and charges pursuant to Resolution No. 2911. All other permits shall be obtained by District at owner's expense.

C. Application for Permit. Applications submitted to the District shall contain:

1. The name of the owner;
2. Lot, block, and addition, or other legal description;
3. Mailing address;
4. Number of buildings and their intended purpose.

D. In addition, applicant shall submit plans for the side sewer acceptable to the District. The manager may require modifications in the plans and shall designate how and where the side sewer shall be connected to the building; how and where connection to the public sewer shall be made; and the size and grade of the side sewer.

E. Upon approval of the application and payment of all charges in effect at that time, the manager shall issue a side sewer permit. (Res. 3026 § 1, 1993)

4.44.020 Permit—Duration.

A side sewer permit shall be valid for ninety days. Thereafter, an owner seeking to connect to the public sewer shall make a new application for a side sewer permit and comply with all resolutions in effect at that time. (Res. 3026 § 2, 1993)

4.44.030 Records.

The manager shall keep on file at the District's office copies of all side sewer permits and records of all buildings connected to the public sewer, showing

size of the lot, location of the building or buildings, and the plan of the side sewer. (Res. 3026 § 3, 1993)

4.44.040 Construction Specifications.

A. All side sewer construction shall comply with the "construction specifications" of the District, which include:

1. Material specifications;
2. Construction specifications;
3. Testing;
4. Multiple connections;
5. Installations longer than two hundred feet;
6. Application to work in the District;
7. Drawing: side sewer requirements.

B. The construction specifications will be subject to periodic revision and by this reference the latest edition of the construction specifications on file in the office of the District is incorporated by reference herein. (Res. 3026 § 4, 1993)

4.44.050 Inspection.

Before the side sewer is connected to the public sewer, it shall be inspected by the District for compliance with construction specifications and this chapter. The cost of more than one inspection shall be paid by owner. No trench shall be filled nor any side sewer connected to the public sewer until the work has been inspected, tested and approved. If, in the manager's opinion, any defective work is detrimental to the public sewerage system, the manager may cause the defect to be corrected and the cost thereof shall be chargeable to the owner as a service charge and shall be a lien upon the property served by such side sewer. (Res. 3026 § 5, 1993)

4.44.060 Hold Harmless.

In consideration of the granting of the permit, owner and owner's side sewer contractor shall hold the District harmless from any and all claims of liability or damage sustained by the District by reason of the issuance of the permit. (Res. 3026 § 6, 1993)

Chapter 4.48

**PUBLIC SANITARY
SEWER SYSTEM**

Sections:

- 4.48.010 Prohibited Connections—
Prohibited Wastes—Special
Permits.**
- 4.48.020 Connection with Public Sewers
Required.**
- 4.48.030 Time of Connection.**
- 4.48.040 Illegal Connection to Public
Sewer.**
- 4.48.050 Inspectors’ Right of Entry.**
- 4.48.060 Abandoned Septic Tanks.**
- 4.48.070 Approved Contractor.**

**4.48.010 Prohibited Connections—
Prohibited Wastes— Special
Permits.**

A. Prohibited Connections. The following shall not be connected to the public sewer: gutter drain, down spout, storm water collection system, cesspool, septic tank, privy vault, cistern or footing drain.

B. Prohibited Wastes. The following materials shall not be discharged to the public sewer: oil or petroleum products waste; explosive or flammable material; waste containing toxic or poisonous material; materials having a pH lower than 5.5 or higher than 12; solid or viscous substances including, but not limited to, ashes, sand, tar, feathers, entrails, hair and flesh; septic tank waste; waste which the Manager believes may harm District facilities or adversely affect the sewage treatment process; or any wastes prohibited by King County now or hereafter.

C. Special Permits. The General Manager may issue special permits for the discharge of unusual or otherwise prohibited wastes into the sewer system, subject to such reasonable fees and conditions the General Manager may impose. The General Manager shall approve the design and installation of special facilities required as a condition of the permit. (Res. 3725 § 1, 2011)

**4.48.020 Connection with Public Sewers
Required.**

Consistent with RCW 57.08.005(9) which provides the District with statutory authority to compel property owners to connect to the District’s sewer system, a property owner may be required to connect the owner's premises to the District sewer system when a public health authority or land use authority with jurisdiction requires the connection of a property owner's premises to the District's sewer system or there is an overriding

issue of public interest. (Res. 3725 § 2, 2011)

4.48.030 Time of Connection.

Whenever a property owner is required to connect the owner's premises to the District sewer system pursuant to Section 020 above, and the District's sewer system is ready for side sewer connections, the District shall notify all property owners required to connect to make such connections within sixty (60) days from the date of such notice. Service charges shall commence when connection of the premises to the sewer system is made, or at the expiration of the sixty (60) days if the connection has not been made. (Res. 3725 § 3, 2011)

4.48.040 Illegal Connection to Public Sewer.

Any connection to the District's sewer system that is made without District permission or without complying with all applicable District resolutions, policies and procedures is declared illegal and a public nuisance and subject to abatement according to District resolutions and State law. (Res. 3725 § 4, 2011)

4.48.050 Inspectors' Right of Entry.

The Manager, Engineer, or other designated inspectors, or authorized representatives of the District shall have, as a condition of the connection of property to and the provision of sewer service from the District sewer system, the right to enter upon the premises at all reasonable times, for the purpose of examining any or all private side sewers or drains and of assuring compliance with District resolutions, and no person shall prevent, or attempt to prevent, any inspection. (Res. 3725 § 5, 2011)

4.48.060 Abandoned Septic Tanks.

The Owners of properties who are required to abandon septic tanks or cesspools shall do so in accordance with all applicable State and/or County rules and regulations. (Res. 3725 § 6, 2011)

4.48.070 Approved Contractor

Only Contractors licensed and bonded by the State of Washington shall install side sewers on private property, or in any public right-of-way, or make connection to the District sewer system. (Res. 3725 § 7, 2011)

Chapter 4.52

ON-SITE SEWAGE DISPOSAL SYSTEMS

Sections:

**4.52.010 Furnishing of Water Service to
Property Served by On-site
Sewage Disposal Systems.**

**4.52.010 Furnishing of Water Service to
Property Served by On-site
Sewage Disposal Systems.**

The policy of the District with respect to furnishing water service to properties served by on-site sewage disposal systems, as defined herein, shall be as follows:

A. The District furnishes sewer service by its public sewer systems to certain properties, but has not elected to manage on-site sewage disposal systems for properties not served by its public sewer system.

B. Prior to the commencement of water service for property served by an on-site sewage disposal system, the owner or developer of such property shall furnish to the District all of the following:

1. A true copy of the management contract for the perpetual maintenance and management of the system;

2. A letter from the agency approving the use of on-site sewage disposal systems reflecting such approval, setting forth all conditions imposed for such approval and that all such conditions have been fulfilled, and approving the system as installed and the management contract under which the system will be operated.

C. Evidence satisfactory to the Board of Commissioners of the District that the system has been installed and will be operated so as to comply with the provisions of WAC 248-96, any rules, regulations and guidelines promulgated by the State Board of Health, Seattle-King County Board of Health, the Department of Ecology of the state of Washington, and King County, Washington shall be submitted.

D. The policies set forth in this section shall not apply to properties served by an individual septic tank for a single-family residence. (Res. 1372 § 1-4, 1982)

Chapter 4.56

**WATER AND SEWER SYSTEM
DEVELOPMENT FEES**

Sections:

- 4.56.010 Water System Development Fees.**
- 4.56.020 Sewer System Development Fees.**
- 4.56.040 Other Connection Charges.**

4.56.010 Water System Development Fees.

A. In addition to any other charge or fee imposed by the District, a system development fee shall be payable for all connections made to the water supply system of the District, provided that property presently receiving temporary water service pursuant to an extended water service agreement shall be deemed to have paid the system development fee.

B. The system development fee shall include the Seattle Facility Charge and shall imposed according to the size of the meter serving the property as follows:

Meter Size	System Development Fee
3/4 inch	\$ 3,408.00
1 inch	\$ 8,129.00
1-1/2 inch	\$ 17,040.00
2 inch	\$ 27,264.00
3 inch	\$ 59,226.00
4 inch	\$ 89,898.00
6 inch	\$ 182,928.00
8 inch	\$ 297,696.00

C. Whenever a property owner shall exchange a meter of one size for a meter of a larger size, that property owner shall pay the system development fee for the new meter less the system development fee for the existing meter. (Res. 3715 § 1, 2011)

4.56.020 Sewer System Development Fees.

A. In addition to any other charge or fee imposed by the District, a system development charge shall be payable for all connections made to the District sewer collection system.

B. The sewer system development charge shall be based on the number of residential customer equivalents (RCE) multiplied by one thousand one hundred forty dollars. The RCE shall be calculated using King County METRO Residential Sewer Use Certification No. 1057 (1/90) and Nonresidential Use Certification No. 1058 (1/90) or any amendments thereto.

C. The sewer system development charge shall be adjusted annually (indexed) based on the percentage change in the engineering news record (ENR) construction cost index.

D. System development charges shall be paid

when application for a side sewer permit is submitted. Applicants for extension or renewal of side sewer permits shall pay the system development charge in effect when they submit their application; provided, however, that they shall receive a credit for system development charges paid when the original permit was issued. (Res. 3571 § 1, 2006)

4.56.030 Other Connection Charges.

The District shall also charge the property all actual costs incurred directly or indirectly by the District as a result of a requested connection, including, but not limited to, all engineering, legal, administrative and inspection costs. (Res. 3571 § 2, 2006; Res. 3715 § 2, 2011)

Chapter 4.60

RATES AND CHARGES

Sections:

- 4.60.010 Water Service.**
- 4.60.020 Sanitary Sewer Service.**
- 4.60.030 Street Lighting.**
- 4.60.040 Adoption by Schedule.**
- 4.60.050 Final Billing Charge.**
- 4.60.060 Billing Period.**
- 4.60.070 Surcharge—Water Restrictions.**

4.60.010 Water Service.

The rates and charges for water supplied by the District shall be established pursuant to the following provisions.

A. Customer Classes. The classes of customers for water services are established as follows:

1. Residential. Service to a single-family residence served by a separate meter.
2. Nonresidential. Service to any structure or facility not classified as residential.
3. Irrigation. Service provided through a separate meter for irrigation purposes only, except as provided in subsection (A)(6) of this section.
4. Medical. Service authorized by the board and provided to a residential customer with a special medical condition that requires the consumption of more than twelve ccf use of water on a bimonthly basis.
5. Fire Service—Nonresidential. Service provided through a detector meter and exclusively dedicated to fire protection.
6. Fire Service—Residential. Service provided through a separate meter exclusively dedicated to fire protection.
7. Public School Irrigation. Service provided through a separate meter for irrigation of public schools.

B. Rates and Charges. Rates and charges for customer classes shall be determined as follows:

1. Residential. A monthly charge based upon the size of the meter (irrespective of whether the meter is or is not a turbine) through which the service is provided, plus a consumption charge per one hundred cubic feet (CCF) of water metered, which shall be imposed incrementally as a block charge.
2. Nonresidential. The residential monthly charge, based upon the size of the meter plus a consumption charge per CCF of water metered, based upon the customer's average bimonthly consumption for the preceding October 1st through April 30th. Rates will be differentiated on the basis of consumption above or below that average.
3. Irrigation. The residential monthly charge based

upon the size of the meter plus a consumption charge at the highest residential block rate.

4. Medical. The residential monthly charge, based upon the size of the meter plus a consumption charge per CCF of water metered, based upon the customer's average bimonthly consumption for the preceding October 1st through April 30th. Rates will be calculated at the highest residential block on the basis of consumption above that average.

5. Fire Service—Nonresidential. A monthly charge based upon line size plus a consumption charge based upon meter readings.

6. Fire Service—Residential. A monthly charge plus a consumption charge based upon meter readings.

7. Public School Irrigation. The residential monthly charge, based upon the size of the meter plus a consumption charge per CCF of water metered, based upon the customer's average bimonthly consumption for the preceding October 1st through April 30th. Rates will be differentiated on the basis of consumption above or below that.

C. Low-Income Discount Rate. Effective August 2, 1994, a low-income discount on water and sewer service rates shall be established and implemented as follows:

1. Discount.
 - a. Effective August 2, 1994, customers with household incomes below specified maximum levels shall be entitled to a separate rate schedule. The low-income discount rates will be itemized separately in periodic rate schedules displaying updates to the District's adopted water and sewer service rates.
 - b. The low-income discount rate will be available only upon application. To continue in the program, a new application must be submitted each year.
 - c. This discount will apply to both bimonthly water service charges and the portion of the residential sewer service charge that pays for the District's sewer-related costs.
2. Low-Income Customer—Defined. As used in this resolution and District rate resolutions and schedules, low-income customer means an individual:
 - a. Who lives in the residence where the low-income rate is being requested;
 - b. Whose residence has a separate water meter;
 - c. Whose income from all sources, including that of a spouse or co-tenant(s) shall not exceed authorized levels itemized on the low-income discount application form for that year; and
 - d. Who is the named customer on the District's utility account.
3. Application for Discount.
 - a. Applications for the low-income discount program shall be available at the administrative office of the Woodinville Water District or will be mailed to a customer upon request.

b. Applicants must complete an application form under penalty of perjury and file it annually with the District, accompanied by appropriate documentation, including, but not limited to, income tax form 1040, social security income statement, DSHS letter of benefited amount, an L & I statement of disability, or other similar government form, or other documentation satisfactory to the General Manager regarding the applicant's reported income for the prior year.

c. A notice of renewal of application will be mailed annually by the District to customers currently receiving the discount.

d. The discount program including revised annual income limits or other changes for that year will run from the effective date of this resolution through June 30th of the following year.

e. Customers will be asked to submit their annual application and supporting documentation in order to receive the discount on their bill effective with the approval date of this resolution. For applications received after the effective date of the resolution codified in this chapter, the discount will commence on the next subsequent billing date.

4. Eligibility—Maximum Income Levels.

a. Maximum annual income levels needed to qualify for the low-income discount will vary according to the number of individuals in the household.

b. Maximum annual income levels will be the income levels for "very low-income" status by household size for the "King County Seattle/Bellevue/Everett" area published annually by the Federal Department of Housing and Urban Development (HUD).

c. To avoid delays that could result if required annual income data is not released in a timely manner by HUD, maximum income levels will be based on published income data for the prior calendar year.

5. Notification. Notification regarding the low-income discount shall, at a minimum, be provided annually to all persons served by the Woodinville Water District and to all persons requesting new service. (Res. 3393 § 1, 2001)

4.60.020 Sanitary Sewer Service.

The rates and charges for sanitary sewer service shall be established pursuant to the following provisions:

A. Customer Classes. Classes of customers for sanitary sewer service are established as follows:

1. Residential. Service to a single-family residence served by a separate meter.

2. Nonresidential. Service to any structure or facility not classified as residential.

B. Residential Customer Equivalent (RCE). As

used herein (RCE) has the meaning assigned to it in the sewer contract between King County/METRO and the District.

C. Rates and Charges. Rates and charges for customer classes shall be determined as follows:

1. Residential. A monthly fixed rate comprised of King County/METRO's then current monthly rate plus the District's then current monthly rate.

2. Nonresidential. A District fixed rate based upon cost allocations, plus a charge for consumption. Cubic feet shall be determined by the customer's water consumption Determined either by water meter readings or by an estimate by the District, if the property is not served by a public water meter.

D. Deduct Meters. Nonresidential customers may, at their own expense and upon consent by the District, separately meter water which does not enter the sewer, which metered water shall not be counted in determining the monthly sewer charges.

E. Additional Charges. The following additional charges are imposed to insure compliance by the Municipality of Metropolitan Seattle (METRO) with 33 U.S.C 1284 and 40 CFR Part 35, Subpart E.

1. A "surcharge," imposed pursuant to METRO Resolution Nos. 2315 and 2557, as now adopted or hereafter amended, and added to the customer's regular bill.

2. An "ICR" charge, imposed pursuant to METRO Resolution Nos. 2556 and 3374, as now adopted or hereafter amended, and billed separately to qualifying industrial customers on an annual basis.

F. Low-Income Discount Rate. Effective August 2, 1994, a low-income discount on sewer service rates shall be established and implemented as follows:

1. Discount.

a. Effective August 2, 1994, customers with household incomes below specified maximum levels shall be entitled to a separate rate schedule. The low-income discount rates will be itemized separately in periodic rate schedules displaying updates to the District's adopted water and sewer service rates.

b. The low-income discount rate will be available only upon application. To continue in the program, a new application must be submitted each year.

c. This discount will apply to bimonthly portion of the residential sewer service charge that pays for the District's sewer-related costs.

2. Low-Income Customer—Defined. As used in this resolution and District rate resolutions and schedules, low-income customer means an individual:

a. Who lives in the residence where the low-income rate is being requested;

b. Whose residence has a separate water meter;

c. Whose income from all sources, including that of a spouse or co-tenant(s) shall not exceed authorized levels itemized on the low-income discount application form for

that year; and

d. Who is the named customer on the District's utility account.

3. Application for Discount.

a. Applications for the low-income discount program shall be available at the administrative office of the Woodinville Water District or will be mailed to a customer upon request.

b. Applicants must complete an application form under penalty of perjury and file it annually with the District, accompanied by appropriate documentation, including, but not limited to, income tax form 1040, social security income statement, DSHS letter of benefited amount, an L & I statement of disability, or other similar government form, or other documentation satisfactory to the General Manager regarding the applicant's reported income for the prior year.

c. A notice of renewal of application will be mailed annually by the District to customers currently receiving the discount.

d. The discount program including revised annual income limits or other changes for that year will run from the effective date of the resolution codified in this chapter through June 30th of the following year.

e. Customers will be asked to submit their annual application and supporting documentation in order to receive the discount on their bill effective with the approval date of this resolution. For applications received after the effective date of the resolution codified in this chapter, the discount will commence on the next subsequent billing date.

4. Eligibility—Maximum Income Levels.

a. Maximum annual income levels needed to qualify for the low-income discount will vary according to the number of individuals in the household.

b. Maximum annual income levels will be the income levels for "very low-income" status by household size for the "King County Seattle/Bellevue/Everett" area published annually by the Federal Department of Housing and Urban Development (HUD).

c. To avoid delays that could result if required annual income data is not released in a timely manner by HUD, maximum income levels will be based on published income data for the prior calendar year.

5. Notification. Notification regarding the low-income discount shall, at a minimum, be provided annually to all persons served by the Woodinville Water District and to all persons requesting new service.

G. Records. The District, in cooperation with METRO, shall maintain records necessary to document that the sewer charges of the District comply with 33 U.S.C. 1284 and the corresponding federal

regulations and regulations of METRO. (Res. 3393 § 2, 2001)

4.60.030 Street Lighting.

A monthly rate comprised of Puget Sound Energy's then current monthly rate for power plus the District's then current monthly service charge. (Res. 3393 § 3, 2001)

4.60.040 Adoption by Schedule.

The rates and charges provided in this chapter shall be imposed and thereafter amended, pursuant to a rate schedule, adopted by the Board of Commissioners according to periodic rate studies. The rate schedule shall be filed as an addendum to this resolution and when so filed, shall be incorporated by reference in this chapter.

(Res. 3393 § 4, 2001)

4.60.050 Final Billing Charge.

The District will charge a customer a final bill request fee whenever the customer requests a final bill for water and/or sewer service and further requests that an employee or other representative of the District read the customer's meter in order to determine the amount of that final bill. There shall be no charge when the customer reads the meter and correctly informs the District of that reading. (Res. 3393 § 5, 2001)

4.60.060 Billing Period.

For purposes of this resolution, the terms "per month" and "monthly" mean the billing period of the District for each customer if the District bills monthly, or one-half of the billing period if the District bills bimonthly. If the District billing period is other than monthly or bimonthly, "per month" or "monthly" means any thirty-day period following the last day of the prior billing period and any period of fewer days where the billing period contains more than an even multiple of thirty-day periods, provided, however, that the monthly service charge shall be prorated for any portion of a month within any billing period where that portion of a month is less than twenty-four days. Any proration shall be based upon a presumption that every month contains thirty days.

(Res. 3393 § 6, 2001)

4.60.070 Surcharge—Water Restrictions.

A. A surcharge shall be levied upon consumption of water during any periods of mandatory emergency water restrictions imposed and enforced by Seattle and until such surcharge is rescinded by the board, as follows:

1. Residential block rate 3 shall be increased by one hundred percent;
2. Residential block rate 4 shall be increased by

two hundred percent;

3. The District's commercial water rate for water consumed in excess of the average for the preceding October through April consumption, shall be increased by two hundred percent.

B. Whenever Seattle's or Woodinville Water District's water use restrictions prohibit or limit use of water for irrigation or other named uses, those restrictions shall be enforced as follows:

1. Upon a first violation, the customer shall be given a written notice of warning;

2. Upon second violation, the customer shall be surcharged at the highest rate provided for in this section regardless of the actual amount of water used by the customer; and

3. Upon the third violation, the customer's water flow shall be restricted by mechanical device to provide water only in quantities consistent with health and safety.

C. The surcharge shall be imposed on the billing cycle in effect on the date emergency restrictions are imposed or the second violation of water restrictions occurs and shall be retroactive to the first date of the billing cycle.

D. The surcharge shall terminate upon decision of the board.

E. Any customer claiming hardship may seek exemption from or modification of the provisions of this section by appealing to the board of commissioners no later than thirty days after the date the mandatory emergency restrictions are imposed or thirty days after the date of any violation. For good cause shown, the board of commissioners may ameliorate the impact of this section or exempt the customer from the provisions of this section. (Res. 3386 § 1-5, 2001)

Chapter 4.68

BILLING AND COLLECTION PROCEDURES

Sections:

- 4.68.010** **Definitions.**
- 4.68.020** **Application for Service.**
- 4.68.030** **Billing.**
- 4.68.040** **Collection and Enforcement.**
- 4.68.050** **Adjustments.**
- 4.68.060** **Appeals.**

4.68.010 **Definitions.**

The following definitions shall apply to this chapter:
“Customer” means the person named on the customer account for billing purposes.

“Customer account” means the account maintained by the District for each service the District provides.

“Owner” means the owner of record of the property receiving service.

“Person” means a natural person or any legal entity.

“Manager” means the General Manager of the District or any District employee delegated authority to perform procedures established herein. (Res. 3595, § Art. I, 2007)

4.68.020 **Application for Service.**

A. New Accounts. Any person seeking utility service shall make application on a form provided by the District that will require:

1. The street address of the property to be served (or legal description at the discretion of the manager);
2. Identification of service requested;
3. Acceptance of service pursuant to resolutions adopted by the board and rules and regulation promulgated by the District.

B. Existing accounts. The name of a customer on an existing account may be changed by telephone application.

C. Customer Accounts. Customer accounts shall be kept in the name of the customer; provided that the owner may request that bills be sent to the owner’s designee.

D. Acceptance of Application. The manager may accept an application provided that:

1. The District is capable of providing the requested service;
2. Service can be provided in accordance with District resolutions; and
3. All fees and charges, including connection charges, have been paid or arrangement for their payment has been made. (Res. 3595, § Art. II, 2007)

4.68.030 **Billing.**

A. Frequency and Terms. The District shall bill monthly for services rendered during the preceding

two calendar months. Bills not paid in full by the fifteenth day after the date of the bill (the due date) shall be delinquent. Each bill shall state its due date and recite that:

1. Bills not paid in full by the due date are delinquent and are subject to a ten percent penalty; and

2. Water service will be terminated whenever an account is delinquent for sixty days, and that lien will be filed against that property when an account is delinquent for three months.

B. Payment.

1. Payment may be made at the District office, by mail or by electronic transfer. District employees shall not accept payment in any other manner.

2. Payments received for multiple services shall be applied to (1) sewer and (2) street lighting charges until those charges are paid in full and then to water charges.

C. Delinquent Accounts. All bills shall state the amount of any delinquency and any penalty imposed. (Res. 3595, § Art. III, 2007)

4.68.040 **Collection and Enforcement.**

A. Termination of Service. Whenever a bill for water service has been delinquent for more than fifty eight (58) days, the manager, upon six (6) days prior written notice, shall terminate service to the property. Service shall not be terminated on the last business day before a holiday or weekend.

B. Notice-contents. Written notice shall be provided to the service address either by mail or by door hanger. Copies of the notice will be mailed to the owner of the property and/or to a customer at a mailing address different from the service address at their request. The Notice shall specify the date of termination of service and state that to avoid termination of service:

1. All delinquent charges, including penalties, must be paid in full at the District’s office on or before service termination, or

2. An appeal or request for arrangements must be filed with the District by 4:30 PM of the day before the termination date.

C. Payment Arrangements. Any customer may request the District to make arrangements for payment of District bills. The manager shall meet with the customer promptly to review the request. The manager’s decision shall be informed by:

1. The customer’s financial condition;
2. The customer’s payment history, including performance of prior arrangements;
3. The amount owed and the duration of any delinquency; and
4. Any other factor the manager believes relevant.
5. Pending the manager’s decision regarding the request to make payment arrangements, no collection

enforcement action shall be taken.

Extended Payment Agreements. Customers who experience a leak and receive a leak adjustment may request an Extended Payment Agreement for payment of the remaining amount due on their account following a leak adjustment. An amount equal to 10% of the outstanding charges will be added in lieu of interest in establishing the amount due under the Extended Payment Agreement. Scheduled payments under the Agreement will be due at the same time as payments under the customer's normal billing cycle. Failure to make the scheduled payments per the Extended Payment Agreement will cause those amounts to be subject to collection and enforcement policies of the District.

Promissory Notes. With the manager's approval, customers can make arrangements to repay a delinquent account balance by completing and signing a Promissory Note form issued in favor of the District.

Further requirements governing the issuance of a Promissory Note include:

1. An amount equal to 10% of the delinquent charges will be added to the delinquent account balance in lieu of interest to compute the total amount to be repaid through the Promissory Note.

2. The Promissory Note must itemize payment amounts and dates when those payments will be received by the District until the entire delinquent balance including the 10% charge in lieu of interest has been paid in full.

3. A Promissory Note will not be issued to a tenant without signed approval by the property owner.

4. For Promissory Note amounts up to \$500, the maximum allowable repayment period will be six months.

5. For Promissory Note amounts from \$501 to \$2,000, the maximum allowable repayment period will be twelve months.

6. For Promissory Notes amounts of \$2,001 and above, the maximum allowable repayment period will be eighteen months.

7. Each customer will only be granted one Promissory Note during ownership or occupancy of a property.

D. Customer Default on Repayment Terms.

If the District doesn't receive the amount due under an approved Promissory Note by the scheduled due date, written notice will be provided to the customer that all delinquent charges, including interest and penalties, must be paid in full within six days of the date of said notice to avoid service termination. The notice will be provided to the service address either by mail or by door hanger; and copies will be mailed to the owner of the property and/or to the customer at a mailing address different from the service address at their request. If payment is not received within six days of

the date of said notice, service to the property will be terminated per District collection procedures.

E. Resumption of Service. Service shall not be resumed until all outstanding charges and penalties have been paid in full. If water service is terminated for failure to perform according to terms established in a Promissory Note, the water service shall not be restored until the entire balance secured by the Promissory Note has been paid in full. The manager shall make every effort to resume service by the end of the next business day following receipt of payment for the past due amount.

F. Liens - creation. Whenever an account is delinquent for three months, the District may certify a lien and commence lien foreclosure as provided by law. (Res. 3595, Art. IV § 6, 2007)

4.68.050 Adjustments.

A. Leak Adjustments. A customer who has experienced a leak that meets criteria outlined in Resolution 3435 or its successors which establishes the District's adopted leak adjustment policy may request a bill adjustment. The manager shall consider such requests according to procedures the manager deems appropriate; provided that leak adjustments shall not be granted without satisfactory evidence of repairs. The manager may approve a billing adjustment for qualifying leaks in an amount not to exceed \$1,000.00 by issuing a written decision. Requests for an adjustment equal to or exceeding one thousand dollars or for adjustments to delinquent accounts shall be referred to the board, with the manager's recommendation.

Leak Adjustment Calculation. In calculating the bill adjustment for a qualifying leak the manager shall establish average use by comparing the billing period subject to adjustment with the same billing period for the preceding two years or other appropriate historical data. The customer's average use shall be charged District retail rates. Use in excess of average use shall be charged the applicable wholesale rate. The manager may only make adjustments by crediting the customer's account. Any other form of adjustment shall be approved by the board.

B. Other Bill Adjustments. The manager may approve adjustments to customer accounts to correct impacts of billing errors and misreads; and make other necessary miscellaneous adjustments. Miscellaneous bill adjustments exceeding \$200.00 must be approved by the Board.

C. Adjustment - tests - costs. All costs for tests of District equipment conducted at the customer's request shall be added to the customer's account, unless such test(s) establishes that District equipment is faulty or its meters are inaccurate.

(Res. 3595, § Art. V, 2007)

4.68.060 Appeals.

A. Appeal. Any decision of the manager made under authority of this chapter may be appealed to the Board of Commissioners.

B. Time - Stay. The manager's decision may be appealed to the Board by filing a written appeal within fourteen (14) days of the date of the decision; otherwise, the decision is final. Pending an appeal all enforcement action shall be stayed.

C. Hearing. The manager shall schedule a hearing before the Board and provide the Board with all relevant written materials and a summary of prior proceedings. The hearing shall be informal without regard to the rules of evidence. Appellant may appear through counsel. The President of the Board shall open the hearing by requesting the manager to report; thereafter, the Board shall hear from the appellant. The Board shall render a final decision by a majority of the members present and voting. (Res. 3595, § Art. VI, 2007)

Chapter 4.70

WATER AND SEWER—MISCELLANEOUS PROVISIONS

Sections:

4.70.010 **Damage to District Property.**

4.70.020 **Meters.**

4.70.010 **Damage to District Property.**

District property damaged by a customer, without fault of the District, shall be repaired and the cost of such repair shall be billed to the responsible party. (Res. 3329 § 1, 1997)

4.70.020 **Meters.**

A. Meters and meter boxes shall be installed and owned by the District. The service line from the back of the meter box shall be installed and owned by the customers.

B. All water supplied by the District shall be supplied through a District meter. Upon acceptance of an application for service, the manager shall cause a meter and meter box to be installed at the property line and connected to the District's system. The cost of the meter and the meter box and the cost of installing the meter and the meter box shall be borne by the customer. The cost of relocating a meter at the customer's request shall be borne by the customer.

C. The cost of reading a meter is included in the rates charged by the District; provided that special readings requested by the customer shall be billed according to the fees established by the board.

D. Except for services installed prior to June 3, 1969, each building shall be served by a separate meter regardless of ownership; provided that the manager may authorize exceptions to this policy upon condition that the manager report the exception and reasons therefore to the board at its next regularly scheduled meeting. Service through any meter serving more than one building in violation of this policy shall be terminated by the manager upon seven days written notice. The service shall not be reconnected until all charges associated with the account have been paid.

E. Whenever a meter is removed, a request for reinstallation of a meter shall be treated as a new application for service. If the customer requests the removal of a meter, this request shall be in writing. Standard meter charges shall apply to the reinstallation of the meter as defined in subsection B of this section. In addition to the cost of the meter charges and installation thereof, the customer shall be charged a system development fee to the extent the system development fee on the date of reinstallation exceeds the system development fee in place at the time the meter was removed. (Res. 3329 § 2, 1997)

Chapter 4.72

HYDRANT METER PROGRAM

Sections:

- 4.72.010 Adoption.
- 4.72.020 Scope.
- 4.72.030 Purpose.
- 4.72.040 Acceptable and Unacceptable Use of Fire Hydrants.
- 4.72.050 Fire Hydrant Restrictions.
- 4.72.060 Hydrant Meter Permit Overview.
- 4.72.070 Billing.
- 4.72.080 Issuance of Hydrant Meter Permits.
- 4.72.090 Operating Instructions.
- 4.72.100 Meter Inspections.
- 4.72.110 Violation of Terms and Conditions.

4.72.010 Adoption.

A. The General Manager is authorized to make non-programmatic administrative revisions to the District's Hydrant Meter Program, provided such revisions further the intent of the adopted program, are within the scope of the program, and do not constitute the adoption of a separate, new program.

B. The General Manager shall have the authority to grant exceptions to this policy in appropriate cases. (Res. 3626 §§ 2-3, 2008)

4.72.020 Scope.

The Hydrant Meter Program is administered by the Woodinville Water District through the Operations Department. Inspections and on-site meter readings are performed by the Operations Department under the direction of the District's General Manager. (Res. 3626, Exh. 1 § 1.0, 2008)

4.72.030 Purpose.

This policy outlines a Hydrant Meter Program that balances protection of the community's water supply and access to that supply. This program is essential to ensure our water system has a reliable flow for fire suppression while still protecting against water theft, misuse and abuse, and intentional contamination. Fire hydrants are vulnerable points in a water system due to the ease in which they can be accessed and the quantity of water which can be used.

The Hydrant Meter Permit Policy of Woodinville Water District regulates:

- Acceptable and Unacceptable Use of Fire Hydrants
- Fire Hydrant Restrictions
- Hydrant Meter Permit Overview
- Issuance of Hydrant Meter Permits

- Operating Instructions
 - Hydrant Meter Inspections
 - Violation of Terms and Conditions
- (Res. 3626, Exh. 1 § 2.0, 2008)

4.72.040 Acceptable and Unacceptable Use of Fire Hydrants.

The primary purpose of hydrants is to provide fire protection. Hydrant meter permits will be issued at the District's discretion and may only be issued for temporary connections, where permanent service is not available. Permits may only be issued for use during construction activity, temporary landscaping, filling water trucks or tanks, and emergency purposes (with prior approval from the District). The permittee's operator must be on-site at all times while the meter is connected to a fire hydrant.

Hydrant meters may not be used:

- As a permanent connection, such as for a permanent irrigation system;
- To connect directly into the water distribution system or an irrigation system without proper backflow protection;
- When resulting effluent requires discharge into the public sanitary sewer system;

A temporary connection at a specific location may not exceed a period of six months, without approval from the Operations Department. Access to a water supply for a permanent purpose must be achieved through other means, such as procurement of a permanent meter. The District may restrict the length of a permit based on the purpose of use.

Within water distribution systems, points of cross-connection exist where non-potable water can be connected to potable sources. These cross-connection points can be a source of backflow or backsiphonage. The most common cross-connections are from irrigation systems, fire systems, garden/wash down hoses, and boilers. Unintentional cross-connections can occur through illegal and unprotected taps and raise potential health risks, system risks, and security concerns. Any cross-connection issues must be reported to the District immediately. It is the responsibility of the permit holder to provide proper back flow prevention.

Permit holders must use a District issued hydrant meter to access water from a hydrant and must follow the operating instructions outlined below. District issued meters may not be used in other jurisdictions. Tampering with a meter device or diverting service through an unauthorized connection is prohibited. Tampering with an issued meter or unauthorized use is grounds for confiscation of the meter, penalties, permit revocation, and legal action. (Res. 3626, Exh. 1 § 3.0, 2008)

4.72.050 Fire Hydrant Restrictions.

The hydrant permit indicates which hydrants in the District's service area are available for use by the permit holders. Designated hydrants are identified by the Operations Department. This list shall be reviewed and updated by the District as needed. An address list and map will be provided to all permit holders. Updates can be obtained on-line at <http://www.woodinvillewater.com> or requested by email at hydrometer@woodinvillewater.com from the Operations Department. Hydrants are designated to minimize the effects that large withdrawals can have on the system as well as neighborhood disruptions and safety hazards that fill-ups can cause.

In order to protect the water supply in times of emergencies, permits shall be temporarily suspended when the State declares a Drought Warning or Emergency or when the District's General Manager declares a heightened alert. Such communications shall be effective upon public notice and/or direct mailing. The District reserves the right to suspend or revoke permits at anytime. No water withdrawals from hydrants are permitted during these times, except by the Fire Department for fire suppression. Continued usage, is prohibited. (Res. 3626, Exh. 1 § 4.0, 2008)

4.72.60 Hydrant Meter Permit Overview.

Fire hydrants opened by any individual other than employees of the Woodinville Water District or Fire and Rescue must have a hydrant meter attached. The District has two types of meters available for rental. A deposit is not required. It is the responsibility of the permit holder to cover any costs resulting from damage or alterations to the hydrant meter, its appurtenances, and any other equipment or facilities damaged by the permit holder. The permit holder will be billed for usage et al when the hydrant meter, backflow preventer, hydrant wrench, and fire hose are returned to the District.

The permit holder is responsible for utilizing the proper equipment and tools to operate the hydrant and meter safely and without damage. The permit holder is responsible for any damage to the fire hydrant, the hydrant meter, and the adjacent areas resulting from unauthorized or improper use. Permit holders must use a District issued hydrant meter to access water from a hydrant and must follow the operating instructions outlined below. All meters must be returned to Woodinville Water District as requested for reading or inspection. (Res. 3626, Exh. 1 § 5.0, 2008)

4.72.070 Billing.

The Hydrant Meter Program is administered by the Operations Department. The charge for water obtained through a hydrant meter shall be per hundred cubic

feet (ccf) used with a minimum meter rental and usage charge per month. Those who keep hydrant meters for more than one month must report meter readings to the Operations Department on a monthly basis. Failure to report reads consecutively may result in permit revocation.

Any person opening a fire hydrant, excluding District personnel and firefighting personnel, without a valid hydrant meter permit, inspection, or metering device will be subject to an Unauthorized Use Charge. Penalties will be assessed upon notification to the District. See Violation of Terms and Conditions below. Current rates are available through the Operations Department, as well as on-line at www.woodinvillewater.com. Rates and fees are subject to change. (Res. 3626, Exh. 1 § 6.0, 2008)

4.72.80 Issuance of Hydrant Meter Permits.

Applicants wishing to obtain a hydrant permit and meter must come to the Operations Department located at Woodinville Water District office. The permit holder must provide billing and contact information. The applicant will read the Hydrant Meter Permit Policy as well as the Hydrant Meter Permit and indicate agreement by signing the permit. The Operations Department will keep all active permits and copies of identification papers including a copy of the applicant's photo identification on file for the duration of the permit. (Res. 3626, Exh. 1 § 7.0, 2008)

4.72.090 Operating Instructions.

Meter-hydrant connections must be made according to the operating instructions listed below:

- Meters must not be left unattended.
- Meters must not be left attached to a fire hydrant when not in use.
- All public and private property must be protected while the hydrant is in use.
- Meters must be protected from freezing and thus cannot be used when the temperature is below 32 degrees Fahrenheit.
- The main valve located in the street is not to be used without the express written permission of the District.
- A hydrant wrench must be used to open and close the hydrant valve and remove port caps.
- All hydrants and valves must be opened and closed slowly to prevent damage.
- The hydrant valve must be in the full open position when in use. A separate valve on the hose must be used to control the flow of the water.
- The customer is responsible to flush the fire hydrant prior to connecting or installing the hydrant meter. Flushing prevents damage by

removing any grit or sediment in the hydrant. A hydrant should be flushed until the water runs clear. The customer is responsible to legally and safely dispose of flushing water.

- Users must not alter the meters in any way.
- Lost or stolen meters, as well as any damage to a fire hydrant or equipment, must be reported immediately to the District.
- Failure to comply with any of the operating instructions may result in confiscation of the meter, penalties, and/or revocation of the permit.

(Res. 3626, Exh. 1 § 8.0, 2008)

4.72.100 Meter Inspections.

Meters are inspected by the Operation's Department at Woodinville Water District. Meters will be inspected prior to issuance, during a customer's possession of the meter, and prior to closing an account to determine final balances due.

Broken or damaged meters must be reported to the District immediately. The permit holder will be charged for any necessary alterations and repairs to the meter based on labor and materials. (Res. 3626, Exh. 1 § 9.0, 2008)

4.72.110 Violations of Terms and Conditions.

Any violation of the terms and conditions of the permit may result in the revocation of the permit without notice. Meters must be immediately surrendered to the Operations Department at Woodinville Water District. The District reserves the right to not reissue a hydrant meter to any permit holder who has violated any of the terms or conditions of the permit or is delinquent.

(Res. 3626, Exh. 1 § 10.0, 2008)

Chapter 4.76

FAT, OIL AND GREASE MANAGEMENT PROGRAM

Sections:

- 4.76.010 Commercial Establishments—Requirements.**
- 4.76.020 Inspection.**
- 4.76.030 New Sewer Connections—Applications.**
- 4.76.040 Compliance—Effective date.**
- 4.76.050 Enforcement—Violation—Penalties.**
- 4.76.060 Measurements, Tests and Analyses.**

4.76.010 Commercial Establishments—Requirements.

All commercial establishments connected to the District's sewer system which generate fat, oil and grease shall:

A. Install (or modify existing) grease interceptors, traps or biological process that comply with Metro and/or Woodinville Water District standards whichever are more stringent; provided, that all commercial and/or retail food preparation operations, regardless of the size, shall install, operate and maintain a grease interceptor. The system installed must:

1. Minimize discharges of free-floating polar fat, oil and grease (FOG);
2. Provide a suitable location for representative sampling of effluent, accessible to District personnel, and it must be accessible for sampling, cleaning and inspection, and it must be maintained in continuously efficient operation;
3. If applicable, comply with sizing criteria of either the Uniform Plumbing Code or with the manufacture's specification.

B. Prepare a management plan which shall include:

1. Identification of staff person in charge of the program;
2. Identification of grease and fat sources;
3. An employee training manual with scheduled new employee training and continuous education program;
4. Disposal and recycling programs used;
5. A list of all required functions related to grease and fat housekeeping practices;
6. Visual signs at specific sites for related tasks required;
7. Twenty-four-hour contact names and phone numbers for emergencies;
8. Provision for documentation of actions by date, including training sign-off sheets, maintenance, interceptor cleaning and incident reports. (Res. 3032

§ 1.1 - 1.2, 1993)

4.76.020 Inspection.

An owner of a commercial establishment shall permit District inspectors to enter the premises during the establishment's business hours for the purpose of inspection, observation, measurement, sampling and testing of the wastewater discharge.

(Res. 3032 § 1.3, 1993)

4.76.030 New Sewer Connections—Applications.

Effective December 8, 1993, as a condition of receiving sewer service from the District, applicants for new sewer connections shall complete a District sewer application form. Any commercial applicant whose business will generate fat, oil or grease shall comply with Section 4.76.010 before the connection will be approved. (Res. 3032 § 1.4, 1993)

4.76.040 Compliance—Effective Date.

Commercial establishments receiving sewer service as of the effective date of the resolution codified in this chapter shall have until March 1, 1994 to comply with this chapter. (Res. 3032 § 1.5, 1993)

4.76.050 Enforcement—Violation—Penalties.

A. The District shall enforce this chapter by the assessment of penalties in the following manner:

1. Upon discovery of a failure to comply with the terms and conditions of this chapter, the General Manager (or the manager's designee) shall notify the owner of the commercial establishment and of the property (if different) in writing of the violation and give the owner thirty days to comply.

2. If the owner of the establishment fails to correct the violation within thirty days, then the General Manager shall impose a monthly penalty according to the following schedule:

- a. Failure to adopt a management plan: one hundred dollars;
- b. Failure to allow inspection: two hundred fifty dollars;
- c. Failure to install required equipment or process: one hundred dollars;
- d. Failure to meet discharge standards: five hundred dollars;
- e. Failure to maintain records: one hundred dollars.

3. For each and every subsequent month in violation of this chapter, the penalty will double until completion of the third month of violation, at which time the service to the building in violation will be terminated until corrective action has been taken and penalties paid in full.

B. The General Manager shall provide the owner of

the establishment and of the property (if different) with written notification of the assessment of the penalty and of the owner's right to appeal to the board of commissioners within fifteen days from the date of the notice. The penalty shall become final and shall be assessed upon expiration of the appeal period or upon the date of the board of commissioner's decision if the penalty is appealed and affirmed.

C. Whenever a penalty shall become final, it shall be added to each monthly billing of the customer until the customer has complied with this chapter. The penalty shall be a monthly surcharge and a rate of the District and subject to enforcement as any other rates and changes of the District.

D. This chapter and the enforcement provided for herein is not intended to and does not supplant the District's common law, statutory or equitable bases for recovery of damages suffered from fat, oil or grease discharge into the District's system. (Res. 3032 § 1.6-1.9, 1993)

4.76.060 Measurements, Tests and Analyses.

All measurements, tests and analyses of the characteristics of waters and wastes to which reference is made above shall be determined at the control manhole in accordance with the latest addition of Standard Methods for the Examination of Water and Wastewater. If a special manhole has not been required, the control manhole in the public sewers shall be the point at which the sides or stub sewer is connected. (Res. 3032 § 2.0, 1993)

Chapter 4.80

IRRIGATION METERS

Sections:

4.80.010 Separate Domestic and Irrigation Meters Required.

4.80.020 Separate Irrigation Meters May be Purchased.

4.80.030 Billing.

4.80.010 Separate Domestic and Irrigation Meters Required.

All new commercial, industrial and multi-family customers shall install separate domestic and irrigation meters whenever irrigation water will be used. Sewer rates shall be determined by domestic meter readings. Domestic and irrigation meters shall be owned by the District and shall be subject to the District's System Development Charge. (Res. 3693 § 1, 2010)

4.80.020 Separate Irrigation Meters May be Purchased.

Existing commercial, industrial and multi-family customers with a single meter providing domestic and irrigation service may purchase a separate irrigation meter and be billed for sewer service as provided in Section 4.80.010. (Res. 3693 § 2, 2010)

4.80.030 Billing.

Water supplied through irrigation meters shall be billed according to the District's irrigation rate classification. (Res. 3693 § 3, 2010)

Chapter 4.82

PROCESS METERS

Sections:

4.82.010 Policy

4.82.010 Policy.

A. At the discretion of the General Manager, Commercial and Industrial customers which utilize water in industrial or commercial processes that do not return water to the District's sewer system may install privately owned and maintained process meters acceptable to the District. Process meter readings shall be subtracted from the domestic meter readings for purposes of computing the customer's sewer bill. Any Commercial or Industrial customer requesting authorization for a process meter shall provide to the District Engineer such plans as the District Engineer requests to establish and confirm that water used in the industrial or commercial process does not enter the District's sewer system and that the proposed meter manufacturer and model is acceptable for this use.

B. All new process meters shall have remote-read ability and will be read by District staff as part of regularly scheduled service billing routes. Meters installed interior to the building shall have the remote read device located on the exterior of the building, unobstructed and accessible to District staff as approved by the District. Process Meters shall be privately owned and shall not be subject to the District's System Development Charge.

C. All new process meter installations shall be subject to the Process Meter Service Agreement contained in Resolution 3694 as Attachment A which shall be executed by the owner of the real property where the process meter is located and such agreement shall be recorded against such property.

D. All new projects where process meters are to be utilized, the sewer System Development Charge shall be reduced proportionately to the reduction of flows directed to the sewer system. (Res. 3694 § 1-4, 2010)

Chapter 4.84

RESIDENTIAL FIRE SUPPRESSION SYSTEMS

Sections:

- 4.84.010 Permitted.**
- 4.84.020 Separate From Potable Water Supply System.**
- 4.84.030 Backflow and Cross-connection Prevention.**
- 4.84.040 Service Charge.**

4.84.010 Permitted.

Whenever the fire District authorizes internal residential fire suppression systems in lieu of publicly supplied fire flow, the District will permit such systems to connect to the District's in accordance with the requirements of this chapter. (Res. 3172 § 1, 1996)

4.84.020 Separate From Potable Water Supply System.

The internal fire suppression system shall be separate from and independent of the residence's potable water supply system, separately connected to the District's system by a dedicated meter installed by the District and the owner's expense, but without imposition of the District's System Development Fee. (Res. 3172 § 2, 1996)

4.84.030 Backflow and Cross-connection Prevention.

The property owner will be required to install a District approved backflow prevention device for the dedicated meter(s) and comply with District cross-connection and backflow prevention policies. (Res. 3172 § 3, 1996)

4.84.040 Service Charge.

A monthly fire suppression service charge comprised of a base charge for each dedicated meter, plus a volume charge is imposed at the amounts specified in the District's resolutions setting rates and charges. (Res. 3172 § 4, 1996)

Chapter 4.88

UNAUTHORIZED USE OF DISTRICT FACILITIES

Sections:

- 4.88.010 Prohibited.**
- 4.88.020 Disconnection—No Prior Authorization.**
- 4.88.030 Disconnection—Tampering.**
- 4.88.040 Violation—Penalty.**

4.88.010 Prohibited.

Unauthorized use of or tampering with District facilities or the unauthorized use of District services is prohibited. (Res. 3185 § 1, 1996)

4.88.020 Disconnection—No Prior Authorization.

The General Manager is authorized and directed to immediately disconnect any property or building that connects to the District's water or sewer system without prior authorization of the District in accordance with District resolutions. (Res. 3185 § 2, 1996)

4.88.030 Disconnection—Tampering.

The General Manager is authorized and directed to immediately disconnect any property or building that connects to the District's water or sewer system whenever the service connection to that property or meter serving that property has been bypassed or tampered with. (Res. 3185 § 3, 1996)

4.88.040 Violation—Penalty.

A. Whenever the General Manager has acted upon the authority of Section 4.88.020 or 4.88.030, authorized service shall be provided only upon the following conditions:

1. Payment of all costs associated with disconnecting and restoring service, including a meter installation fee if the meter has been removed.
2. Payment of all material and labor costs incurred by the District to repair damage to District facilities caused by the unauthorized service or tampering.
3. Payment of the monthly rate for the District's estimate of service provided.
4. Payment of a two hundred fifty dollar fine.

B. Upon a second offense, the General Manager is authorized and directed to disconnect the property or building from the District's water or sewer system and service shall not be restored until the property has been sold to a new owner; provided, that the Board of Commissioners may authorize service to the property upon posting a cash bond in an amount to be determined by the Board conditioned upon compliance with District resolutions. (Res. 3185 § 4-5, 1996)

Chapter 4.90

LEAK ADJUSTMENT POLICY

Sections:

4.90.010 Leak Adjustment Policy.

4.90.010 Leak Adjustment Policy.

A. A leak adjustment policy shall be established pursuant to the following provisions:

1. A leak adjustment of \$2,500 or less may be granted by the General Manager or by the General Manager's designee. Approved Leak Adjustments shall meet all of the following criteria:

a. the customer must request an adjustment by submitting a completed and signed District Leak Adjustment Application form and provide proof to the District's satisfaction that the leak has been repaired;

b. the customer's leak must be deemed undetectable by the District; no adjustments will be granted for internal plumbing leaks which are considered a household maintenance responsibility;

c. the customer must take action to repair the leak within thirty (30) days of when District employees notify the customer regarding the possibility of a leak or when the customer discovers the leak or such a time period as approved by the General Manager; and

d. only one Leak Adjustment application will be considered every five years per owner per account/property.

2. A leak adjustment of greater than \$2,500 may be granted by the Board of Commissioners.

3. Residential Accounts - Approved Leak Adjustment amounts will be based on customer charges for one billing period only and computed on a tiered basis. Water volume charges up to \$2,500 will be computed as 50% and charges above and beyond \$2,500 will be computed as 65% times the water volume charges for that billing period less a \$75.00 District Administrative Fee.

4. Non-Residential Accounts - Approved Leak Adjustment amounts will be based on customer charges for one billing period only. Water and district sewer volume charges will be computed as 50% for that billing period less a \$75.00 District Administrative Fee. Sewer charges eligible for an

adjustment are district volume charges only and exclude Metro (King County) charges.

B. Only the Board of Commissioners can approve additional adjustments if the Board determines in its discretion to do so. (Res. 3741 § 1-2, 2012)

Chapter 4.92

UTILITY ACCESS POLICY

Sections:

4.92.010 Program Adoption.

4.92.020 Program Procedures.

4.92.010 Program Adoption.

It is the policy of the District that:

A. Property owners must maintain a clear area around and above the meter or other utility and a clear and accessible path to District meters or other utilities as specified:

1. Minimum two feet radius around and six feet above meter or other utility

2. Minimum two feet wide by six feet high clear pathway access from the right-of-way or easement to the meter or other utility

3. No ground cover around the meter or in the access pathway shall be greater than two inches tall.

B. If the area around the District's meter or other utility is not adequately maintained, the district shall assess fines to the property owner's account in accordance with the process outlined in section 4.92.020. If the owner refuses to maintain around the meter or other utility after three consecutive fines are imposed, the district then shall move the customer's meter or other utility at the customer's expense.

C. The General Manager is authorized to make non-programmatic administrative revisions to the District's adopted Program, provided such revisions further the intent of the adopted program, are within the scope of the program, and do not constitute the adoption of a separate, new program.

D. Management has the right to refund fines under special circumstances. (Res. 3686 § 1-4, 2010)

4.92.020 Program Procedures.

Woodinville Water District (District) will locate addresses where meter and other water or sewer utilities access is blocked due to obstruction including but not limited to shrubbery, trees, fences, rockeries, and meters buried by construction material including

dirt or bark etc. These addresses will be located by meter routes.

The address of the customers with obstruction will be given to the Administration Department. This customer information will be entered into a database and a letter will be sent to each customer giving the customer 30 days to clear access to District meters or utilities.

In 30 days, the Administration Department will provide the Operations Department a list of customers that need to be checked for compliance per District standards.

If the customer does a partial clearing, but does not meet the District's specifications, the District will attempt to contact the customer to notify them that the access to meter or other utility does not meet District specifications. The operations staff will knock on the door and, if the customer is not home, a door hanger will be hung. A door tag receipt will be turned into Administration and the customer will be placed on a 30-day list for the next billing period.

If the customer has made no attempt to be in compliance with the standards set forth in section 4.92.010 within 30 days, a \$40.00 fine will be charged to the customer's account. The customer will then be put back on the 30-day list to be checked the next billing period. A 2nd letter would be sent out in the same sequence for the next billing cycle. A \$60.00 dollar fine will be charged for this second compliance letter and for the 3rd consecutive and final compliance letter and an \$80.00 fine will be charged.

If a customer is in non-compliance after 3 consecutive fines with no reasonable attempt at compliance, and after proper notification to the customer, the District may move the customer's meter at the customer's expense.

Note: Management reserves the right to refund or credit any charges to customers' account pertaining to meter access in special circumstances. (Res. 3686 § Attachment A, 2010)

Chapter 4.96

SENSITIVE SECURITY INFORMATION

Sections:

- 4.96.010 Sensitive Security Information.**
- 4.96.020 Purpose of Policies.**
- 4.96.030 Registration of Interested Bidders.**
- 4.96.040 Bidding Documents.**
- 4.96.050 Design Documents.**
- 4.96.060 Confidentiality Agreement.**

4.96.010 Sensitive Security Information.

The term "Sensitive Security Information" ("SSI") means all information, data or facts which are highly confidential because such information, data or facts would aid persons intending to harm the District's facilities and/or customers by revealing information regarding the level and/or type of security protection and measures implemented by the District. SSI is exempt from public disclosure pursuant to RCW 42.56.420, and includes materials, media, documents, writings, recordings, bid materials, and any other information of any type or format which may be provided by the District and which relates to, references or arises from (i) the District's VA and the information included therein; (ii) the District's resultant security measures, designs and strategies; (iii) and/or the District facilities security systems and improvements.

This policy is effective September 19, 2007. (Res. 3610 (part), 2009)

4.96.020 Purpose of Policies.

The purpose of these policies is to protect and ensure the confidential nature of the SSI associated with the Work. (Res. 3610 (part), 2009)

4.96.30 Registration of Interested Bidders.

Any bidder that is interested in bidding for the Work must first register with the District by completing a registration form to be provided by the District. (Res. 3610 (part), 2009)

4.96.40 Bidding Documents.

All bidding documents shall be labeled as "confidential," and their circulation shall be strictly controlled. Interested bidders for the Work must first register with the District and fully complete and execute a Confidentiality and Nondisclosure Agreement, in that form set forth as Exhibit "A" attached to the resolution codified in this section and incorporated herein by this reference, (the "Confidentiality Agreement") as a condition to

receiving the bidding documents, as such documents contain SSI. No bidder shall be provided the bidding documents without a duly completed and executed Confidentiality Agreement. Any and all SSI provided to interested bidders, including all copies and reproductions thereof, must be returned to the District along with the bidders' bid, or, if any bidder does not submit a bid after receiving the SSI, by the bid deadline set forth in the District's advertisement. Any bid that is not accompanied by a return of the SSI materials shall be deemed incomplete. (Res. 3610 (part), 2009)

4.96.50 Design Documents.

Any detailed design or "as-built" documents prepared by a Contractor shall be marked "confidential" and shall be subject to the Confidentiality Agreement. (Res. 3610 (part), 2009)

4.96.60 Confidentiality Agreement.

Each contractor that submits a bid, as well as the contractor to whom the Contract is awarded, agrees to be bound by the terms, Conditions and covenants set forth in the Confidentiality Agreement. (Res. 3610 (part), 2009)

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Title 5

ENVIRONMENT

Chapters:

5.04 State Environmental Policy Act Implementation

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Chapter 5.04

STATE ENVIRONMENTAL POLICY ACT IMPLEMENTATION

Sections:

- 5.04.010** SEPA Policies Adopted.
- 5.04.020** Adoption by Reference.
- 5.04.030** Additional Definitions.
- 5.04.040** Responsible Official.
- 5.04.050** Timing.
- 5.04.060** Emergency Actions.
- 5.04.070** Categorical Exemptions.
- 5.04.080** Checklists and Environmental Impact Statements.
- 5.04.090** Appeals.
- 5.04.100** Public Notice.
- 5.04.110** Fees.
- 5.04.120** Supplementary Procedures.
- 5.04.130** Severability.

5.04.010 SEPA Policies Adopted.

The District adopts by reference the policies of SEPA as set forth in RCW 43.21C.010 and RCW 43.21C.020 and as stated in WAC 197-11-030. The District, pursuant to RCW 43.21C.060, may condition or deny any District action to further these policies adopted by reference as well as the following plans and policies:

A. The District's currently effective comprehensive water supply plan;

B. The District's currently effective comprehensive sewer plan;

C. Resolution No. 1372, adopted June 7, 1982, entitled:

A Resolution of the Board of Commissioners of Water District No. 104 of King County, Washington, establishing policy with respect to furnishing water service to property served by On-Site Sewage Disposal Systems. (Res. 3065 § 4, 1994; Res. 1800, § 1, 1984)

5.04.020 Adoption by Reference.

A. The District adopts by reference Chapter 197-11 of the Washington Administrative Code, including WAC 197-11-060(3)(c), 197-11-410 and 197-11-440(8), except that the following sections of WAC 197-11 are not adopted by the District:

- WAC 197-11-010;
- WAC 197-11-055(2)(b);
- WAC 197-11-055(3)(a)—last sentence;
- WAC 197-11-055(4)(b);
- WAC 197-11-904(2);
- WAC 197-11-908(1);
- WAC 197-11-908(2);
- WAC 197-11-910;
- WAC 197-11-914;

- WAC 197-11-918;
- WAC 197-11-940; and
- WAC 197-11-955.

B. A summary of each section is provided in Attachment A, attached to the resolution codified in this chapter, which by this reference is incorporated herein. (Res. 1800, § 2, 1984)

5.04.030 Additional Definitions.

In addition to the definitions in WAC 197-11 adopted by reference, the following terms shall have the following meanings, unless the context of the Rules indicates otherwise:

“SEPA Rules” means the SEPA Rules adopted as WAC 197-11 as modified by this chapter. (Res. 1800, § 3, 1984)

5.04.040 Responsible Official.

A. The responsible official shall be the manager or his/her designee. When the manager designates another employee as responsible official, the manager shall be guided in making such designation by the nature of the proposal(s) and the administrative decision-making process normally used by the District.

B. The responsible official shall carry out the District's duties, functions and procedural responsibilities as lead agency under the SEPA Rules.

C. All decisions of the responsible official and the District relating to interpretation and application of the SEPA Rules shall be accorded substantial deference. (Res. 1800, § 4, 1984)

5.04.050 Timing.

A. The responsible official shall begin any required environmental review for proposals initiated by the District at the earliest point in the planning and decision-making process when the principal features of that proposal and its probable environmental impacts are reasonably identified.

B. The responsible official shall begin any required environmental review for proposals not initiated by the District no later than upon receipt of a complete application which application shall not be complete without any required environmental document and fee. However, the responsible official may initiate environmental review (including preparation of EISs) at the conceptual stage rather than the final detailed design stage and have informal conferences with the applicant prior to the submittal of a complete application. When conducting such early environmental review, the applicant shall provide the responsible official with sufficient information (consistent with WAC 197-11-100 and WAC 197-11-335) as to permit the responsible official to conduct an adequate review consistent with these rules.

C. To the extent that the District

establishes any advisory body for purposes of making a recommendation on a proposal to the Board of Commissioners, the responsible official shall provide such bodies with any relevant environmental documents for its consideration before any final recommendation is transmitted to the Board of Commissioners.

D. Any environmental review may be organized in phases as specified in WAC 197-11-060(5).

E. In all cases not otherwise covered above, the timing of the District's environmental review for proposals shall be as specified on an individual, case-by-case basis by the responsible official consistent with these SEPA Rules. (Res. 1800, § 5, 1984)

5.04.060 Emergency Actions.

Any action which in the opinion of the responsible official must be undertaken immediately, or within a time too short to allow full compliance with the provisions of these SEPA Rules, to avoid an imminent threat to public health or safety, to prevent an imminent danger to property (public or private), or to prevent an imminent threat of serious environmental degradation, shall be exempt from the procedural requirements of SEPA and these SEPA Rules.

(Res. 1800, § 6, 1984)

5.04.070 Categorical Exemptions.

No presumption of impact significance shall be accorded any proposal due to it or any part of it not being categorically exempt or due to the property where the proposal is to be implemented being located within a designated environmentally sensitive area. (Res. 1800, § 7, 1984)

5.04.080 Checklists and Environmental Impact Statements.

An applicant may be required or authorized by the responsible official to participate in checklists or EIS preparation if the responsible official determines that this will aid in preparing a meaningful environmental analysis. The extent of applicant involvement in the preparation of a checklist or EIS shall be as specified by the responsible official so long as:

A. The checklist or EIS shall be prepared under the direction of the responsible official and in conformance with these SEPA Rules; and

B. The applicant is not required to provide more information than allowed by these SEPA Rules; provided, that the responsible official may authorize a lesser degree of participation by the applicant than allowed by these SEPA Rules. (Res. 1800, § 8, 1984)

5.04.090 Appeals.

A. Any aggrieved person may appeal the District's threshold determination or the

determination of EIS adequacy by filing a notice of appeal with the manager of the District. The notice of appeal shall be sufficiently detailed so as to provide reasonable notice to the District of (1) how the person or his/her property is adversely affected by the proposal, (2) any new facts which would be important to and affect the determination, and (3) the reasons why the determination was incorrect. The notice of appeal shall be accompanied by a filing fee of one hundred fifty dollars.

B. The threshold determination and the EIS adequacy may each be appealed only once. Such limitation does not apply to appeals to the Board of Commissioners under RCW 43.21C.060 (or another state statute) as to administrative appeals before another agency.

C. Any appeal of a threshold determination shall be filed within fifteen days of the date of that determination or of the date whenever any required notice is made, whichever is later; provided, that if there is any state statutory requirements for appeals to the District, the time limits for filing appeals specified therein shall control. An appeal of a threshold determination may not be postponed until a decision is made on the proposal, but shall be made within the time limits provided here or thereafter be barred.

D. Any appeal of EIS adequacy shall be filed within fifteen days of the date of an agency's final decision on a proposed action or the date whenever any required notice is made, whichever is later; provided, that if there is any state statutory requirements for appeals to the District, the time limits for filing appeals specified therein shall control.

E. Any appeal which is timely filed shall be scheduled for a hearing before the Board of Commissioners no later than thirty days after filing of the appeal. The hearing shall be recorded electronically, or as otherwise permitted by statute or SEPA Rules, be conducted on the record consistent with applicable law, provide for testimony under oath and otherwise be in accord with applicable law. The party taking the appeal shall pay to the District expense incurred by the District, as defined in Section 5.04.110(B). Within ten days of the conclusion of the hearing, the Board shall render its decision accompanied by appropriate findings of fact and conclusions of law.

F. The procedural determinations made by the responsible official shall be entitled to substantial weight in any appeal.

G. No person having a right to judicial appeal shall pursue judicial review without having first used this administrative appeal process prior to seeking judicial review, unless expressly provided otherwise by state statute. (Res. 1800, § 9, 1984)

5.04.100 Public Notice.

A. Public notice and opportunity for public comment on adoption of or revision to these SEPA Rules shall be provided by notifying a newspaper of general circulation in the general area where the District has its principal offices.

B. Public notice and opportunity for public comment on the preparation of an environmental document or its availability and that public hearing(s), if any, will be held shall be provided by notifying a newspaper of general circulation in the general area where the District has its principal offices; provided, that the responsible official is not required, but may utilize, in his/her sole discretion, in addition to the notice required by this section, existing District notice procedures and/or procedures or methods set out in WAC 197-11-510(1)(a—f).

C. The responsible official may use the form of notice of action provisions of RCW 43.21C.080 for public or official notices required by these SEPA Rules.

D. The District may require an applicant to complete any required public notice requirements for the applicant’s proposal at applicant’s expense. (Res. 1800, § 10, 1984)

5.04.110 Fees.

No application shall be complete nor shall any environmental document be final until all fees imposed hereby have been paid to the District. The following fees shall be required for District activities conducted as a result of these SEPA Rules:

A. A fee of one hundred dollars shall accompany any request for a project which requires an environmental checklist filed with the District for which it is to act as the lead agency;

B. For all proposals that the District is the lead agency and the responsible official determines that an EIS is required, the applicant shall pay a fee equal to the administrative costs of supervision and preparation of the draft and final EISs or any amendments thereof unless otherwise expressly limited by these SEPA Rules.

1. The amount of the fee shall be based upon the actual total costs for services and materials plus reimbursement for out-of-pocket expenses (including but not limited to engineering services, legal services, cost of hearings and consultant reports) borne by the District in complying with these SEPA Rules. It shall not include costs for obtaining information from consulted agencies or efforts related to pre-draft consultation.

2. The applicant shall make an initial payment to the District or post bond in an amount equal to the projected costs as estimated by the responsible official, whichever is greater.

3. All fees shall be paid in full before the document being prepared is finalized.

4. For furnishing copies or searching records and files, the District shall charge in accordance with the schedule now or hereafter in effect in the District for such services. (Res. 1800, § 11, 1984)

5.04.120 Supplementary Procedures.

The responsible official is authorized to develop and promulgate such procedure as he/she deems appropriate for implementing these SEPA Rules. The responsible official shall provide for responses on behalf of the District when it is a consulted agency (see WAC 197-11-912). (Res. 1800, § 12, 1984)

5.04.130 Severability.

If any provision of these SEPA Rules or their application to any person or circumstance is held invalid, the remainder of these SEPA Rules or the application of the provision to other persons or circumstances shall not be affected thereby. (Res. 1800, § 13, 1984)

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TABLE OF CODIFIED RESOLUTIONS

Resolution Number		Resolution Number	
51	Establishes procedure for processing applications for segregation of utility local improvement districts (4.20)	2961	Approves form for application and agreement to construct extension to district system (4.08)
382	Notification to all prospective members of a proposed utility local improvement district (4.20)	3012	Reimbursement of board members for expenses incurred in connection with business of the district (2.04)
832	Annexation policy (1.12)	3017	Adopts rules governing procedures of the board and official seal (2.04)
1221	Deadline for preparation and approval of the district's annual budget (3.04)	3026	Requirements, regulations and procedures for connection of side sewers (4.44)
1372	Provision of water service to properties served by on-site sewage disposal systems (4.52)	3028	Adopts policies governing developer extensions (4.04)
1800	Rules for implementation of the State Environmental Policy Act; rescinds Res. 676 (5.04)	3032	Adopts a fats, oil and grease management program (4.76)
1859	Registration of bonds and obligations of the district (3.08)	3065	Amends §§ 1(1) and (2) of Res. 1800, State Environmental Policy Act Implementation, Res. 2875, fiscal regulations generally and Res. 2871, establishment, payment and collection of customer accounts (3.04, 5.04)
2349	Establishes last date for commencement of foreclosure proceedings for the collection of delinquent assessments (4.20)	3111	Code adoption (1.01)
2388	Extension of water service outside of district boundary policy (4.24)	3155	Adopts policies governing satellite management (2.36)
2730	Local improvement and utility local improvement district policies and procedures (4.20)	3172	Adopts policy governing the installation of residential fire suppression systems (4.84)
2869	Delegates authority pertaining to the developer extension process to the general manager (4.04)	3184	Delegates authority to the general manager to accept developer extensions subject to board review (4.04)
2872	Connection charge to recover costs of construction of extension (4.04)	3185	Prohibits unauthorized use of public facilities (4.88)
2875	Authorizes county department of finance to invest funds and authorizes controller to instruct the department regarding investment and transfer of funds (3.04)	3189	Establishes policies for reimbursement agreements for developer extension agreements; repeals Res. 3101 (4.04)
2887	Commissioner participation in insurance benefit plan (2.04)	3320	Repeals and replaces Ch. 4.40, cross-connection control and backflow prevention; repeals Res. 3312 (4.40)
2911	Establishes charges for meter installation and other district fees and charges; repeals Res. 2807 and 2811 (3.12)	3329	Amends Ch. 4.70; repeals 3209, meters (4.70)
2927	Holds commissioners and employees harmless (2.04)		

Resolution Number		Resolution Number	
3386	Excessive water use surcharges during emergency water restrictions and repeals Res. 2935; repeals Res. 2935 (4.60)	3638	Approving and adopting an identity theft program (3.06)
3393	Charges for water, sewer, street lighting services and low-income discount program; repeals Res. 3203 and 3387 (4.60)	3641	Approving form of Service Connection Agreement to construct service connections to District system (4.06)
3403	Bond in lieu of retainage and establishing standards for accepting such bonds (2.60)	3642	Approving form of Application and Agreement to construct extension to District system (4.08)
3452	Authorizing public use of district facilities and establishing policies and procedures governing such use (2.32)	3646	Adopts the comprehensive water supply plan; repeals Res. 3369 (4.36)
3526	Establishing policies for billing of services provided by district personnel; repeals Res. 2984 and 3025 (3.12)	3649	Changing the time and location of the regular meetings of the board of commissioners; repeals Res. 3502 (2.04)
3546	Adopting new financial policies; repeals Res. 3445 (3.02)	3657	Designating authorized representatives to apply for disaster relief; repeals Res. 3509 (2.64)
3557	Adopting formal policy to govern the management and stewardship of noncapital equipment items, including those items referred to as small and attractive assets (2.68)	3658	Appointing an agent to receive claims for damages against the District under Chapter 4.96 RCW; repeals Res. 3398
3571	Sewer system development fees; repeals Res. 3008 (4.56)	3670	Establishing a Small Public Works Process to award Public Works Contracts and a Consulting Services Roster for Architectural, Engineering and other professional services; repeals Res. 3640 (2.12)
3595	Establishing billing and collection procedures for services provided; repeals Res. 3208 (4.68)	3674	Designates U.S. Bank as depository for funds of the District, repeals Res. 3666 (3.04)
3607	Approving and authorizing a District Policy Plan; repeals Res. 2850 (1.08)	3682	Adopting a employee hiring policy procedures; repeals Res. 3357, repeals Res. 3565 (2.48)
3608	Adopts the July 2007 General Sewer Plan (4.36)	3685	Establishes procedures for purchasing materials supplies, or equipment with an estimated cost of more than \$5,000 but less than \$50,000, repeals Res. 3316 (3.16)
3610	Establishing policies relating to the dissemination of certain sensitive security information in connection with the District's Security Enhancement Project (4.96)	3686	Establishing a Utility Access Policy (4.92)
3617	Authorizing revisions to the standard specifications for water and sewer developer extensions and repealing Res. 2950 and 2959 (4.12)	3693	Adopting a policy requiring irrigation meters for commercial, industrial and multi-family customers (4.80)
3626	Adopts policy regarding use of district hydrant meters; repeals 3004 (4.72)		

**Resolution
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- 3694 Adopting a policy to allow Process Meters for Commercial and Industrial customers (4.82)
- 3703 Establishing policies and a process to allow real property owners subject to District Water or Sewer Local Facilities Charges to pay such Charges in installments (4.32)
- 3705 Authorizing a petty cash checking account and adopting policies and procedures to govern future operations of that account; repeals Res. 3675 (3.04)
- 3709 Authorizes policy regarding the elimination of Extended Service Agreements, repeals Res. 3687 (4.28)
- 3712 Establishes a local facilities connection charge for properties connecting to water or sewer facilities constructed by the district as capital construction projects; repeals Res. 3710 (4.32)
- 3715 A resolution relating to the system development fees imposed as a condition of connecting to the water supply system of the district; repeals Res. 3634 (4.56)
- 3725 Requirements, regulations and procedures for administering the District's system of public sanitary sewers; repeals 3027 (4.48)
- 3728 Rules governing public inspection and copying of public records ; repeals 2858 (2.08)
- 3737 Appointing Auditing Officer(s) for the purpose of authorizing the issuance of warrants and electronic transactions prior to the Approval of such warrants and electronic transactions by the Board of Commissioners.; repeals 3733 (3.04.030)
- 3741 Establishing a leak adjustment policy, repeals Res. 3683 (4.90)

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2	Finance Manager
3	Admin & HR Coordinator
4	District Engineer
5	Boardroom
6	Water Utility Supervisor
7	Sr. Engineering Technician
8	Vault
9	Public Information Coordinator
10	O & M Manager
11	Sewer Utility Supervisor
12	John Milne
13	Utility System Supervisor
14	Foremen
15	Project Engineer
16	Operation Admin Assistant
This is copy # of 16	

Appendix B
INSERTION GUIDE
WOODINVILLE WATER DISTRICT CODE

April 6, 2012

(Covering Resolutions through 3741)

This supplement consists of reprinted pages replacing existing pages in the Woodinville Water District Code.

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WOODINVILLE WATER DISTRICT CODE

February 21, 2011

(Covering Resolutions through 3737)

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December 23, 2011

(Covering Resolutions through 3733)

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September 12, 2011
(Covering Resolutions through 3728)

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WOODINVILLE WATER DISTRICT CODE

July 6, 2011

(Covering Resolutions through 3725)

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WOODINVILLE WATER DISTRICT CODE

October 20, 2010

(Covering Resolutions through 3709)

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APPENDIX B
INSERTION GUIDE
WOODINVILLE WATER DISTRICT CODE

October, 2009

(Covering Resolutions through 3670)

This supplement consists of reprinted pages replacing existing pages in the Woodinville Water District Code.

Remove pages listed in the column headed “Remove Pages” and in their places insert the pages listed in the column headed “Insert Pages.”

This Guide for Insertion should be retained as a permanent record of pages supplemented and should be inserted in the front of the code.

Remove Pages	Insert Pages
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