

WOODINVILLE WATER DISTRICT CODE

December 3, 2025

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

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I. RECORD OF CHANGES

**June 10, 2025, to December 3, 2025, Update
Covering Resolutions through 4116**

Resolution Number	Repealer for Resolution Number	Title, Chapter, & Section	Description of Additions or Changes
4112	3982	4.12	Authorizing revisions to the standard specifications for water and sewer developer extensions and repealing Resolution No. 3617.
4116	3626	4.72	Authorizing revisions to the Hydrant Rental Program and repealing Resolution No. 3626
4128	4032	4.60	Establishing New Customer Class and Establishing 2026 Rates and repealing Resolution No. 4032.

**December 19, 2024
Covering Resolutions through 4105**

Resolution Number	Repealer for Resolution Number	Title, Chapter, & Section	Description of Additions or Changes
4096		2.20	Establishing a Policy for the District Public Facilities Code of Conduct.
4102	4100	4.56.010, 4.56.030	Related to the system development fees imposed as a condition of connecting to the water supply system of the District and repealing Resolution No. 4100.
4103	4025	4.56.020, 4.56.030	Related to the system development fees imposed as a condition of connecting to the sewer collection system of the District and repealing Resolution No. 4025.
4105	3771	2.04	Changing the time of the regular meetings of the Board of Commissioners.

**November 22, 2024
Covering Resolutions through 4100**

Resolution Number	Repealer for Resolution Number	Title, Chapter, & Section	Description of Additions or Changes
4100	4024	4.56.010, 4.56.030	Related to the system development fees imposed as a condition of connecting to the water supply system of the District and repealing Resolution No. 4024.
4098	4014	2.80	Approving a revised Commissioner Protocol Manual.
4097	4057	2.82	Adopting Personnel Policy Handbook.
4094	4028	2.64	Designating authorized representatives to apply for disaster relief.
4093	39.36	2.62.010	Providing for continuity of government in the event of an attack or natural disaster.

January 17, 2023 to June 18, 2024 Updates

Resolution Number	Repealer for Resolution Number	Title, Chapter, & Section	Description of Additions or Changes
4076	3924	3.04.080	Authorizing cash advances for travel and establishing a revolving account for travel advances, terms and conditions for cash advances, authorizing per diem amounts for certain travel expenses, and establishing a credit card policy.
4067	4062	4.90	Establishing a leak adjustment policy.
4066	4051	3.04.030	Auditing Officers appointed.
4062	3972	4.90	Establishing a leak adjustment policy.
4063	4047	4.68	Establishing billing and collection procedures for utility services provided.
4057	4001	2.82	Adopting Personnel Policy Handbook.
4053	3608	4.36	Adopting the 2022 General Sewer Plan.
4052	3900	3.04.010	Designating the U.S. Bank, Woodinville Branch, as depository for funds of the District.
4051	4044	3.04.030	Auditing Officers appointed.
4047	4033	4.68	Establishing billing and collection procedures for utility services provided.
4044	4026	3.04.030	Auditing Officers appointed.
4042	4013	3.18	Adopting a revised Purchasing Manual and repealing Resolution No. 4013.
4041	3943	2.12	Establishing a Small Public Works Roster process to award Small Project Public Works Contracts, a Consulting Services Roster for Architectural, Engineering, and other Professional Services, and a Vendor Roster for goods and services not related to Public Works Contracts.
4033	3781	4.68	Establishing billing and collection procedures for utility services provided.
4032	3744	4.60	Establishing rates and charges for water, sewer, street lighting services, and District Low-Income Discount Program.
4031	3026	4.44	Requirements, regulations, and procedures for connection of side sewers to the District's system of public sewers.
4030	3764	4.84	Adopting a policy governing the installation of residential fire suppression systems.

January 17, 2019 to January 17, 2023 Updates

Resolution Number	Repealer for Resolution Number	Title, Chapter, & Section	Description of Additions or Changes
4029	3886	2.08	Adopting updated rules governing public inspection and copying of public records and repealing Resolution No. 3886.
4028	3894	2.64	Designating authorized representatives to apply for disaster relief.
4027	3895	2.66.010	Designating authorized representatives to apply for and administer grants through the State of Washington Hazard Mitigation Grant Program.
4024	3973	4.56.010, 4.56.030	Related to the system development fees imposed as a condition of connecting to the water supply system of the District and repealing Resolution No. 3973.
4017	3825	3.04.010(D)	Revising and Readopting a Variance Policy to the District's Water and Sewer Main Extension Requirements.
4015		4.62	Water and Sewer Service Connections, and General Facility Connection Charges for Single Family Residences and Accessory Dwelling Units
4014	3938	2.80	Approving a revised Commissioner Protocol Manual.
4013	3945	3.18	Adopting a revised Purchasing Manual and repealing Resolution No. 3945.
4010	3795	2.04	Adopting rules governing the procedures of the Board of Commissioners.
4001	3939	2.82	Adopting a Personnel Policy Handbook.
3997	3709, 3984	4.04	Establishing policies for Reimbursement Agreements for Develop Extension Agreements.
3984	3709	4.28	Authorizing policy regarding the elimination of Extended Services Agreements
3982	3617	4.12	Authorizing revisions to the standard specifications for water and sewer developer extensions and repealing Resolution No. 3617.
3974	3918	4.56.020, 4.56.030	Related to the system development charges imposed as a condition of connecting to the sewer collection system of the District and repealing Resolution No. 3918.
3973	3925	4.56.010, 4.56.030	Related to the system development fees imposed as a condition of connecting to the water supply system of the District and repealing Resolution No. 3925.
3972	3840	4.90	Establishing a leak adjustment policy.
3971	3526	3.12	Establishing a cost recovery policy (Overhead Billing Rate) for billing of services provided by District personnel.
3967		4.98	Authorizing the General Manager to implement the District "Drone" Policy.
3948		2.04.070	Designating an Official Newspaper for the District.
3946		4.05	Establishing policies for Charge in Lieu of Assessment/Hook-Up in Lieu of Assessment (HUILOA) Agreements.
3945		3.18	Approving and adopting a Purchasing Manual establishing standard purchasing guidelines and practices.

December 18, 2018 to December 3, 2019 Updates

Resolution Number	Repealer for Resolution Number	Title, Chapter, & Section	Description of Additions or Changes
3943	3845	2.12	Establishing a Small Public Works Roster process to award Small Project Public Works Contracts, a Consulting Services Roster for Architectural, Engineering, and other Professional Services, and a Vendor Roster for goods and services not related to Public Works Contracts.
3940	3189	4.04	Establishing policies for Reimbursement Agreements for Develop Extension Agreements.
3939	3889	2.82	Adopting a Personnel Policy Handbook.
3938		2.80	Approving a Commissioner Protocol Manual.
3936		2.62.010	Providing for continuity of government in the event of an attack or natural disaster.
3925	3917	4.56.010 4.56.030	Relating to the system development fees imposed as a condition of connecting to the water supply system of the District.
3924	3983	3.04.080	Authorizing cash advances for travel and establishing a revolving account for travel advances, terms and conditions for cash advances, authorizing per diem amounts for certain travel expenses, and establishing a credit card policy.
3923		1.12.010 1.12.020 1.12.030 3.04.050 4.04.010 4.20.020 4.40.020 4.44.010 4.44.030 4.44.050 4.48.010 4.48.050 4.88.020 4.88.030 4.88.040 5.04.040	Revising, amending, and updating the Woodinville Water District Code.
3922	3646	4.36.020	Adopting and approving the 2018 Comprehensive Water System Plan, subject to the final approval of such Plan by the Washington State Department of Health and King County.
3921		4.30.010	Adopting and approving a policy regarding service to existing group A & B water systems located within the District's Retail Water Service Area.
3918	3857	4.56.010 4.56.030	Related to the system development charges imposed as a condition of connecting to the sewer collection system of the District and repealing Resolution No. 3857.

September 3, 2013 to December 18, 2018 Updates

Resolution Number	Repealer for Resolution Number	Title, Chapter, & Section	Description of Additions or Changes
3917	3856	4.56.010 4.56.030	Related to the system development fees imposed as a condition of connecting to the water supply system of the District and repealing Resolution No. 3856.
3909	3897	3.04.030	Appointing Auditing Officer(s) for the purpose of authorizing the issuance of warrants and electronic transactions prior to Board of Commissioners approval.
3903	3827	2.68	Adopting a formal policy to govern the management, stewardship, and disposal of Fixed Assets and minor tools and equipment, items referred to as "Small and Attractive Assets".
3900	3780	3.04.010	Designating the U.S. Bank, Woodinville Branch, as depository for funds of the District.
3898	3185	4.88	Establishing a policy prohibiting unauthorized connections to, use of, and tampering with District utility systems; and imposing sanctions for violations thereof.
3897	3885	3.04.030	Appointing Auditing Officer(s) for the purpose of authorizing the issuance of warrants and electronic transactions prior to Board of Commissioners approval.
3824	3797	3.04.010(D)	Revising and Readopting a Variance Policy to the District's Water and Sewer Main Extension Requirements.
3818	3571	4.56.020 4.56.030	Related to the system development charges imposed as a condition of connecting to the sewer collection system of the District and repealing Resolution No. 3571.
3817	3715	4.56.010 4.56.030	Corrects Table in Section 4.56.010(B), relating to the system development fees imposed as a condition of connecting to the water supply system of the District and repealing Resolution No. 3715.
3813	3779	3.04.080	Authorizing cash advances for travel and establishing a revolving account for travel advances, terms and conditions for cash advances, authorizing per diem amounts for certain travel expenses, and establishing a credit card policy.
3797	3777	3.04.010(D)	Revising and Readopting a Variance Policy to the District's Water and Sewer Main Extension Requirements.
3796	3786 3792	3.04.030	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.
3795	3750	2.04	Adopting rules governing the procedures of the Board of Commissioners.
3786	3775	3.04.030	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 12, 2012 to August 6, 2013 Updates

Resolution Number	Repealer for Resolution Number	Title, Chapter, & Section	Description of Additions or Changes
3781	3745	4.68	Establishing billing and collection procedures for utility services provided.
3780	3674	3.04.010	Changes the name of the Finance Manager, in the designation of U.S. Bank, Woodinville Branch, as depository for funds of the District.
3779	3593	3.04.080	Authorizing cash advances for travel and establishing a revolving account for travel advances, terms and conditions for cash advances, authorizing per diem amounts for certain travel expenses, and establishing a credit card policy.
3777	3742	4.04.010	Establishing a Variance Policy to the District's Water and Sewer Main Extensions Requirements.
3775	3749	3.04.030	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.
3771	3649	2.04.010	Changing the time of regular board meetings of the Board of commissioners.
3765	3329	4.70	Establishing policies regarding meters and potential damage to District property and amending chapter 4.70 of the Woodinville Water District Code.
3764	3172	4.84	Adopting a policy governing the installation of residential fire suppression systems.
3751		2.04	Adopting a new official seal
3750	3017	2.04	Adopting rules governing the procedures of the Board of Commissioners.
3749	Should have repealed 3737	3.04.030	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.
3745	3595	4.68	Establishing billing and collection procedures for utility services provided.
3744	3393	4.60	Establishing rates and charges for water, sewer, street lighting services, and District Low-Income Discount Program.
3742		4.04.010	Establishing a Variance Policy to the District's Water and Sewer Main Extensions Requirements.
3741	3683	4.90	Establishing a Leak Adjustment Policy.
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.

January 19, 2010 to December 20, 2011 Updates

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.
3728	2858	2.08	Establishing the rules governing public inspection and copying of public records.
3725	3027	4.48	Providing requirements, regulations, and procedures for administering the District's system of public sanitary sewers
3715	3624	4.56	Relating to the system development fees imposed as a condition of connecting to the water supply system of the District
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.
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.
3705	3675	3.04	Changed from Key Bank to less specific terminology and eliminating the list of authorized signatories.
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.
3694	N/A	4.82	New policy allowing Process Meters for commercial and industrial customers.
3693	Should have repealed 3139	4.80	Deleted the section that addressed deduct meters.
3686	Should have repealed 3525	4.92	Revision to the Utility Access Policy allowing the General manger to make non-programmatic changes to the program and eliminates the requirement for certified notification letters.
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.
3682	3565	2.48	Employee Hiring Policy was revised with an inclusion of a policy statement and Background and/or Credit Check requirement.
3674	3666	3.04	Changes the designation from Key Bank to U.S. Bank as depository for funds of the District.

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.

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 a “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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Chapter 1.01

(Res. 3111 § 4, 1994)

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 to 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 oversizing 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, Consulting Services Roster and Vendor List Roster**
- 2.20 District Public Facilities Code of Conduct**
- 2.32 Use of District Facilities**
- 2.36 Satellite Management**
- 2.48 Hiring Procedures**
- 2.52 District Agent for Receiving Claims**
- 2.60 Bond In Lieu of Retainage**
- 2.62 Providing for Continuity of Government in the Event of an Attack or Natural Disaster**
- 2.64 District Representative to Apply for Disaster Relief**
- 2.66 District Representative to Apply for and Administer Grants Through the State of Washington Hazard Mitigation Grant Program**
- 2.68 Small and Attractive Assets**
- 2.70 Change Order Process on Public Works Projects**
- 2.80 Commissioner Protocol Manual**
- 2.82 Personnel Policy Handbook**

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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.**
- 2.04.070 Official Newspaper.**

2.04.010 Meetings—Time—Place.

A. Effective January 21, 2025, the regularly scheduled meetings of the Board of Commissioners shall be held on the first and third Tuesday of each month at the District Office located at 17238 NE Woodinville-Duvall Road, Woodinville, Washington, commencing at four-thirty p.m.; provided that whenever a regular meeting falls on a holiday, the meeting shall be held on the next business day at four-thirty 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. 4105 § 1-2, 2024)

2.04.020 Meetings—Rules of Procedure.

A. For the purposes of this resolution, the term "President" shall be used to represent the presiding officer of the Board.

B. All meetings of the Board of Commissioners shall be held at the offices of the District, unless otherwise ordered by the Board of Commissioners.

C. All meetings shall generally be conducted according to Robert's Rules of Order Newly Revised (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. Routine business of the Board of Commissioners may be conducted on a less formal basis; provided, however, that any Commissioner may require that a Board Meeting or an agenda item at a Board Meeting be conducted strictly in accordance with Roberts Rules of Order at any time that such Commissioner determines such procedure to be appropriate.

D. All meetings shall be presided over by the President of the Board as Chair. In the absence of the President, the Vice-President shall perform the duties

of Chair. When both the President and Vice-President are absent, the Secretary shall serve as Chair, who shall, for the term of such absence, have the powers of the President. The President may entertain additions or deletions to the agenda at the meeting and may call agenda items out of order for the convenience of the public or the Board.

E. Any Board meeting other than the Regular meeting is a Special meeting. Notice of a Special meeting shall be given in accordance with the requirements of applicable state law. Notice shall include posting on the District's webpage and customer service entrances. A Special meeting may be scheduled by a majority of the Board or by the Board President.

F. All final action taken by the Board shall be in the form of motions duly adopted and recorded in the minutes; or separate numbered duly adopted resolutions.

G. The Board will consider the Agenda as presented and may delete, move or, except as to Special meetings, add any item as deemed necessary.

H. The District encourages and welcomes all public comment on any matter related to the District during the Items From the Public portion of the agenda. To maintain orderly and effective management of the meeting, public comments should be respectful and may be limited to three minutes unless extended by the Chair.

I. The Consent Agenda contains routine matters not requiring specific Board discussions, including, but not limited to, vouchers, Developer Extension (DE) acceptance, Capital Improvement Project (CIP) acceptance, and matters having already been sufficiently discussed and resolutions confirming a prior final decision of the Board. Any member of the Board may remove an item from the Consent Agenda for separate discussion and action. Items removed from the Consent Agenda shall, without need for separate amendment of the agenda, be moved to the action item portion of the meeting and will be assigned an action item reference number.

J. All Executive Session shall be called and conducted in accordance with the requirements of applicable state law.

K. The Board will consider the minutes of any prior meetings presented for approval. Following the consideration of any amendments to the minutes, the President will entertain a motion for approval of the minutes. Approval shall consist of a Board majority vote of the members who were in attendance at the meeting in question. Provided that three such members are present. Board members not present at the meeting for which minutes are presented will not vote on the minutes.

L. Commissioners may attend a Board meeting by

telephone or other electronic means that allows real-time verbal communication without being in the same physical location.

M. After the declaration of an emergency by a King County, the State of Washington, or the federal government, the President may issue a finding that the Board of Commissioners cannot hold a meeting with members or the public attending in person with reasonable safety because of the emergency, and a determination that either: (1) a meeting will be held remotely without a physical location; or (2) a meeting will be held at a physical location with limited available area for the public. The President shall submit the finding and associated determination to the full Board for ratification as soon as reasonably practicable. If the finding and determination are not ratified, the finding and determination shall be immediately vacated.
(Res. 4010, 2022)

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. 3751, 2012)

2.04.070 Official Newspaper.

A. Official Newspaper. The District hereby designates the Seattle Times as the official newspaper of the District for the publication of legal notices as required by applicable law.

B. Reservation of Rights. The District reserves the right to publish legal notices in other newspapers of general circulation within the District in addition to, or as an alternative to, the Seattle Times if the District determines such additional or alternative publications will comply with the District's responsibilities under the Open Public Meetings ACT, Chapter 42.30 RCW, and other applicable statutes.
(Res. 3948, § 1, 2, 2020)

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 Act defines "public record" at RCW 42.56.010(3), which may be amended. 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. 4029 § 1, 2023)

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. 4029 § 1, 2023)

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, 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, in that form set forth as Exhibit A attached to the resolution codified in this section and incorporated herein by this reference ("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 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(8).

(Res. 4029 § 1, 2023)

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 respond in one of the following ways:

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;
4. Acknowledge receipt of the request and ask the requestor to provide clarification for a request that is unclear and provide to the greatest extent possible, a reasonable estimate of the time the District will require to respond to the request if it not clarified; or
5. Deny the request.

D. Identifiable Record; Clarification.

1. A public records request must be for identifiable records. A request for all or substantially all records prepared, owned, used or retained by the District is not a valid request for identifiable public records, provided that a request for all records regarding a particular topic or containing a particular keyword or name shall not be considered a request for all of the District's records.

2. 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 and the entire request is unclear, the District need not respond to it. Otherwise, the District must respond to

those portions of the request that are clear.

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.

R. No Bot Requests. Pursuant to RCW 42.56.080(3), the District may deny a bot request because responding to multiple bot requests would cause excessive interference with other District essential functions and would be unduly costly and burdensome to the District. A “bot request” means a request for public records that the District reasonably believes was automatically generated by a computer program or script, which is one of multiple requests from a requester to the District within a 24-hour period.

(Res. 4029 § 1, 2023)

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. 4029 § 1, 2023)

2.080.060 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 under the Act or other statutes. 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 addresses, telephone numbers, electronic contact information and customer-specific utility usage and certain billing information 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, consisting of passwords, security codes and programs and access codes for secure software applications. 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. 4029 § 1, 2023)

2.08.070 Costs of Providing Copies of Public Records.

Pursuant to RCW 42.56.120(2)(b), the District has not calculated the actual costs it charges for providing public records because to do so would be unduly burdensome. The District does not have the resources to conduct a study to determine all its actual copying costs, and to conduct such a study would interfere with other essential District functions. The District shall charge for copies of public records in accordance with the statutory default fees as set forth in RCW 42.56.120(2)(b) and (c), as may be amended, and as set forth below:

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

B. Standard Copies. Fifteen cents per page for photocopies of public records, printed copies of electronic public records when requested by the requestor.

C. Scanned Records. Ten cents per page for public records scanned into an electronic format.

D. Electronic Attachments. Five cents per each four electronic files or attachments to email, or other means of electronic delivery.

E. Electronic Format. Ten cents per gigabyte in an electronic format.

F. 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.

G. 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 statutory default costs for 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 statutory default fees for the copies made.

H. 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.

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

J. 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.

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

L. The District may charge for customized services in accordance with RCW 42.56.120(3), and shall comply with the procedures set forth therein to charge for customized services.

M. The District may charge other copy fees authorized by statues located outside of chapter 42.56 RCW in accordance RCW 42.56.130.

N. The District may enter into an alternate fee agreement with a requester under RCW 42.56.120(4), and shall comply with the procedures set forth therein for such agreements.
(Res. 4029 § 1, 2023)

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. 4029 § 1, 2023)

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. 4029 § 1, 2023)

Chapter 2.12

SMALL PUBLIC WORKS ROSTER, CONSULTING SERVICES ROSTER AND VENDOR LIST ROSTER

Sections:

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

2.12.010 MRSC Rosters.

The District has contracted with the Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for District use for small public works contracts, consulting services, and vendor services developed and maintained by MRSC through MRSC. (Res. 4041 § 2, 2023)

2.12.020 Small Public Works Roster.

The following small works roster procedures are established for use by the District pursuant to RCW 57.08.050 (2) and 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 fifty thousand dollars (\$350,000.00), which includes the costs of labor, material, equipment, sales, or use taxes as applicable. Alternatively, the District may use the Small Public Works Roster procedures for public works projects as set forth in this resolution. 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, MRSC shall, on behalf of the District publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the small works roster and solicit the names of contractors for the small works roster. MRSC shall add responsible contractors to the small works roster at any time that a contractor completes the online application provided by MRSC, and meets minimum State requirements for roster listing.

C. Telephone, Written, or Electronic 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). The District may establish supplementary bidder criteria under RCW 39.04.350 (2) to be considered in the process of awarding a contract.

1. A contract awarded from a small works roster will 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 two hundred and fifty thousand dollars (\$250,000) to three hundred fifty thousand dollars (\$350,000), 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. 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 fifty thousand dollars (\$50,000), 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, material men, 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 Board of Commissioners may call for new bids. A responsible bidder shall be a registered or licensed contractor who meets the mandatory bidder responsibility criteria established by RCW 39.04.350 and who meets any supplementary bidder responsibility criteria established by the District.

F. Award. All of the bids or quotations shall be collected by the General Manager or their designee.

The General Manager or their designee shall then present all bids or quotations and their recommendation for award of the contract to the Board of Commissioners. The Board of Commissioners shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract; or may reject all bids or quotations for good cause. (Res. 4041 § 3, 2023)

2.12.030 Consulting Services Roster.

The following consulting services roster procedures are established for use by the District pursuant to RCW 39.80.030:

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, MRSC shall, on behalf of the District, publish in a newspaper of general circulation within the municipality's jurisdiction a notice of the existence of the consulting services roster and solicit the names of consultants for

the consulting services roster. MRSC shall add responsible consultants to the consulting services roster at any time that a consultant completes the online application provided by MRSC, upload a Statement of Qualifications, and meets minimum State requirements for roster listing.

C. Review and Selection of the Statement of Qualifications Proposals. The District shall use the following process to select the most highly qualified architectural or engineering firm off of the Consulting Services Roster to provide the required services:

1. The Board of Commissioners shall establish criteria that the General Manager or their designee, must consider in evaluating architectural or engineering firms for a given project. Such criteria may include provisions to ensure that minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for architectural or engineering services.

2. The General Manager, or their designee, based on criteria established by the District, shall evaluate the written statements of qualifications and performance data on file with the District at the time that architectural or engineering services are required.

3. The General Manager or their designee, shall conduct discussions with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services.

4. The firm deemed most highly qualified by the agency to do the project will be selected and the District shall negotiate a contract with such firm at a price which the District determines is fair and reasonable to the District. In making its determination, the District shall take into account the estimated value of the services to be rendered as well as the scope, complexity and professional nature of the services required.

5. If the District is unable to negotiate a satisfactory contract with the firm selected as a price the District determines to be fair and reasonable, negotiations with that firm shall be formally terminated and the District shall select other firms in accordance with RCW 39.80.040 and continue in accordance with the procedures set forth herein and in Chapter 39.80 RCW.

D. Award.

1. The Board of Commissioners shall consider the proposal selected by the General Manager and shall award the contract for consulting services; or

2. The Board of Commissioners delegates the authority to award projects to the General Manager for consulting services costing less than or equal to \$10,000 and the General Manager shall have the authority to award contracts for consulting services

without Board of Commissioner approval, provided that the Board of Commissioners shall ratify the General Manager's approval at the next regularly scheduled Board meeting by means of the consent agenda. For consulting services costing more than \$10,000, the Board of Commissioners shall award all contracts for consulting services.

(Res. 4041 § 4, 2023)

2.12.040 Vendor List Roster.

The following vendor list roster procedures are established for use by the District pursuant to RCW 39.04.190:

A. Purchase of materials, supplies, or equipment not connected to a public works project. The District is not required to use formal sealed bidding procedures to purchase materials, supplies, or equipment where the cost of such materials, supplies or equipment, including applicable taxes, is less than five thousand dollars (\$5,000.00). The District will attempt to obtain the lowest practical price for any materials, supplies and equipment purchased pursuant to this provision.

B. Publication. At least twice per year, MRSC shall, on behalf of the District publish in a newspaper of general circulation within the District's jurisdiction a notice of the existence of the vendor list roster and solicit the names of vendors for the vendor list roster. MRSC shall add responsible vendors to the vendor list roster at any time when a vendor completes the online application provided by MRSC, and meets minimum State and MRSC requirements for roster listing.

C. Telephone, Written, or Electronic Quotations. The District shall use the following process to obtain telephone or written quotations from vendors for the purchase of materials, supplies, or equipment with an estimated cost of thirty thousand dollars (\$30,000) or more but less than fifty thousand dollars (\$50,000.00):

1. A written description shall be drafted of the specific materials, supplies, or equipment to be purchased, including the number, quantity, quality, and type desired, the proposed delivery date, and any other significant terms of purchase;

2. The General Manager or their designee, shall make a good faith effort to contact at least three (3) of the vendors on the roster to obtain telephone or written quotations from the vendors for the required materials, supplies, or equipment;

3. A written record shall be made by the General Manager or their designee, of each vendor's bid on the material, supplies, or equipment, and of any conditions imposed on the bid by such vendor;

D. Determining the Lowest Responsible Bidder. The District shall purchase the materials, supplies, or equipment from the lowest responsible bidder, provided that whenever there is 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.

E. Award. All of the bids or quotations shall be collected by the General Manager or their designee. The General Manager or their designee, shall create a written record of all bids or quotations received, which shall be made open to public inspection or telephone inquiry after the award of the contract. Any contract awarded under this subsection need not be advertised.

1. The General Manager or their designee, shall then present all bids or quotations and their recommendation for award of the contract to the Board of Commissioners. The Board of Commissioners shall consider all bids or quotations received, determine the lowest responsible bidder, and award the contract.

F. Posting. A list of all contracts awarded under these procedures shall be posted at the District's main administrative offices once every two months. The list shall contain the name of the vendor awarded the contract, the amount of the contract, a brief description of the items purchased, and the date it was awarded.

(Res. 4041 § 5, 2023)

Chapter 2.20

DISTRICT PUBLIC FACILITIES CODE OF CONDUCT

Sections:

- 2.20.010 Purpose.**
- 2.20.020 Applicability.**
- 2.20.030 General Information.**
- 2.20.040 Enforcement.**
- 2.20.050 Appeal Process.**
- 2.20.060 Non-Discriminatory Application.**

2.20.010 Purpose.

Woodinville Water District (the “District”) has a compelling interest in protecting the health, safety, and welfare of citizens, the District staff, and the District officials present at the District’s Property. The District desires to provide:

- Access for all individuals to the Property;
- For the safety of all visitors and staff; and
- The protection of the materials, resources, equipment, and facilities.

Therefore, the purpose of this policy is to establish guidelines to maintain a safe and secure environment for all visitors to the District’s buildings and facilities located at 17238 NE Woodinville-Duvall Rd, Woodinville, Washington 98072 (the “Property”).

2.20.020 Applicability.

This policy is effective as of the date approved by the Board of Commissioners (November 19, 2024) and applies to all members of the public, staff, and elected or appointed officials and establishes a general code of conduct for behavior at the Property. Behavior on the District’s offsite facilities are governed by other applicable laws and policies.

2.20.030 General Information

All members of the public have the responsibility to use the Property in a manner that does not:

- Interfere with the rights of others to access or use the Property;
- Limit or impair the ability of the District staff to conduct District business; or
- Threaten the safety and security of the Property.

Therefore, any activity or conduct that violates the above responsibilities is prohibited. This includes, but is not limited to, the following:

- Engaging in conduct that creates an unsafe or insecure environment;
- Engaging in conduct that makes a reasonable person feel uncomfortable;
- Engaging in or threatening conduct that may cause damage to the Property;
- Obstructing access to government services;
- Entering or attempting to enter non-public areas without prior authorization from a District staff member;
- Failing to exit the Property at closing or not following directions from the District staff;
- Wearing offensive clothing or failing to wear proper footwear ; and
- Engaging in disorderly conduct or behavior that constitutes a crime.

Violating the above stated responsibilities or engaging in the prohibited conduct may result in the violator being given a warning by the District staff; being excluded from the Property until the start of the next business day, having the Woodinville Police Department called to address the violator's behavior, or any combination of the foregoing. A violator is not entitled to receive a warning or exclusion prior to having Woodinville Police Department contacted.

2.20.040 Enforcement

General Staff Procedures.

Within the District staff discretion, individuals observed violating the above policy by engaging in prohibited conduct may, but are not required to, first be given a warning by District staff and afforded a reasonable opportunity to cease or correct the offending behavior. If the behavior is not corrected, District staff may tell the individual to leave the facility immediately.

Individuals asked to leave the Property by District staff will be given a copy of the Public District Facility Code of Conduct Policy. The policy contains a description of the prohibited conduct that forms the basis for being asked to leave and is witnessed by another District staff member.

If the District staff tells the individual to leave the

Property, the individual must leave the Property immediately and may not return to the Property until the start of the following business day. Failure of the individual to comply with the District staff request that the individual leave the Property will result in the District staff contacting the Woodinville Police Department to resolve the matter.

If the District staff asks an individual to leave the Property for reasons under this policy, said staff member shall document the incident and submit such documentation to their department supervisor/director immediately, with copy to the General Manager.

Immediate Safety and Security Concerns.

If the District staff has a reasonable concern for immediate safety and security of individuals or the Property, the District staff will immediately contact the Woodinville Police Department to handle such matters. An individual will not be given a warning or provided with an opportunity to correct the behavior prior to staff contacting the Woodinville Police Department, if the violation of this policy includes any of the following:

- Conduct punishable as a felony;
- Controlled substances or alcoholic beverages offenses (including possession of marijuana in a public place);
- Actions actually or likely to result in personal injury or property damage;
- Unlawfully possessing a firearm or other weapon; or
- If the individual was previously warned or excluded for the same conduct on District Property.

2.20.050 Appeal Process

An individual that has been expelled and needs an immediate redress of their rights shall be provided with the contact information for the District General Manager (or designee). The District General Manager (or designee) has the responsibility to make reasonable accommodations for the individual, only if immediate accommodations are required. All decisions by the District General Manager are final.

2.20.060 Non-Discriminatory Application

All actions taken to enforce this policy will be based upon ensuring access to the Property, safety and

security of the public and staff, and the protection of the Property. No action will be taken that can be construed to discriminate against anyone because of any protected class. The District complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity). Staff will implement the policy with dignity, respect, and awareness to all. The District staff will encourage appropriate behaviors before asking an individual to leave the Property. (Res. 4096 § 1-2 2024)

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 2.62

PROVIDING FOR CONTINUITY OF GOVERNMENT IN THE EVENT OF AN ATTACK OR NATURAL DISASTER

Sections:

**2.62.010 Providing for Continuity of
Government in the Event of an
Attack or Natural Disaster.**

**2.62.010 Providing for Continuity of
Government in the Event of an
Attack or Natural Disaster.**

A. In the event that one or more commissioners are unavailable for a regular, special or emergency meeting of the Board of Commissioners due to an attack or natural disaster, then the remaining Commissioners who are available to exercise the powers and discharge the duties of Commissioner shall have full authority to act in all matters as a Board of Commissioners. If less than three (3) Commissioners are available for duty, the quorum requirements for the Board of Commissioners shall be suspended and the available Commissioner(s) shall have full authority to act in all matters as a Board of Commissioners in consultation with the District's General Manager, Assistant General Manager and Director of Engineering/District Engineer; provided, that if less than three (3) commissioners are unavailable but the General Manager is available, the General Manager shall serve as a commissioner pro tem for the purpose of participating in meetings of the Board of Commissioners until a quorum of the Board of Commissioners is available.

B. Pursuant to RCW 42.14.075 and RCW 42.30.070, in the event of an attack or natural disaster, the Board of Commissioners may meet at any place within or without the territorial limits of the District on the call of the presiding Commissioner or other Commissioners.

C. In the event that the General Manager is unavailable to exercise the powers and discharge the duties of the General Manager's office due to an attack or natural disaster, the Assistant General Manager or Director of Engineering/District Engineer shall serve as the General Manager pro tem until the General Manager is available.

(Res. 4093 § 1-3, 2024)

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 is designated the authorized representative and the Assistant General Manager 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. 4094 § 1, 2024)

Chapter 2.66

DISTRICT REPRESENTATIVE TO APPLY FOR AND ADMINISTER GRANTS THROUGH THE STATE OF WASHINGTON HAZARD MITIGATION GRANT PROGRAM

Sections:

**2.66.010 District Representative to Apply
for and Administer Grants
Through the State of Washington
Hazard Mitigation Program.**

**2.66.010 District Representative to Apply for
and Administer Grants Through
the State of Washington Hazard
Mitigation Program.**

A. The District General Manager is designated the authorized agent and the District Engineer is designated the alternate authorized agent (Authorized Agents), for and on behalf of Woodinville Water District, a public agency established under the laws of the state of Washington, to represent and act on behalf of the District with respect to all state disaster mitigation assurances and agreements that may be required by the Washington Military Department, Emergency Management Division.

B. The Authorized Agents are hereby authorized to apply for Hazard Mitigation Grants, and on behalf of the Woodinville Water District, execute all contracts, certify completion of projects, request payments, and prepare all required documentation which may be required as a condition of receiving such federal and/or state hazard mitigation grant funds.

C. The resolution authorizing agents for the Hazard Mitigation Grant Program shall also be in effect for future grant cycles available from federal and/or state governments when and if they become available.

(Res. 4027 § 1-3, 2023)

Chapter 2.68

FIXED AND SMALL AND ATTRACTIVE ASSETS

Sections:

2.68.010 Fixed and Small and Attractive Assets.

2.68.020 Required Processes.

2.68.010 Fixed and Small and Attractive Assets.

The following procedures outline the required accounting and safeguarding of Fixed and Small and Attractive Assets is hereby adopted as formal District policy to define required procedures for all activity related to the future accounting and safeguarding of such assets.

(Res. 3903 § 1, 2018)

2.68.20 Required Processes.

A. Purpose: To outline required accounting and safeguarding procedures for fixed assets and “small and attractive” assets to formally identify, record, and account for 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:

1. Fixed (Capitalized) Assets: Fixed and capitalized assets are tangible, non-consumable items including, but not limited to, land, buildings, infrastructure, machinery, equipment, and vehicles that are owned by the District and have an initial in-service cost of \$5,000 or more and a useful life in excess of one year. To properly account for a fixed asset, the value should include the asset’s cost, sales tax, shipping/handling fees, and any other costs incurred in preparing the asset for District use. District vehicles will be assigned a vehicle number by the Operations and Maintenance Manager. Fixed assets deemed to be equipment will have a serialized District asset tag attached, when practical. District-funded and developer-constructed infrastructure projects will be recorded at the project’s cost as accepted by the District Board of Commissioners.

2. “Small and Attractive Assets”: Minor equipment purchases (typically costing \$500 - \$4,999) that are easily portable, highly susceptible to loss or theft, and have a useful life greater than one year are “Small and Attractive Assets”. These items will be expensed in the year in which they are purchased but will be separately tracked in the District’s non-capital (small & attractive) asset database to help ensure their use is appropriate and consistent with official District business functions. In some cases, District

management may elect to record items with a cost less than \$500 or a cost in excess of \$5,000 as small and attractive assets in order to more closely track their existence and location. Small and attractive assets will have a District asset tag attached, when practical. Each department manager shall determine an asset’s placement in the non-capital equipment database.

C. Procedures:

1. District Constructed Fixed Assets:

a. District-incurred expenses related to District-constructed assets will have a project number assigned by the engineering department staff. Finance department staff will assist engineering staff, if necessary, to ensure the use of appropriate project numbers.

b. Expenses incurred by the District during the feasibility, planning and construction-related phases of District-constructed assets will be capitalized to the appropriate CIP construction account. To ensure that District records are maintained according to Generally Accepted Accounting Principles (GAAP), any project that has incurred expenses but which is ultimately not completed, will have those expenses transferred from CIP to an appropriate expense account once the District has determined that construction will not occur.

c. Once a construction project receives final acceptance by the Board of Commissioners, finance department staff will confer with the District engineer to insure all expected expenses have been recorded in the general ledger system.

d. As part of the annual year-end closing, finance department staff will make the required accounting entries to record the asset in the fixed asset sub-ledger and begin depreciating the new asset.

e. Depreciation methods and useful lives will be determined in accordance with GAAP.

2. Contributed Capital (Developer Constructed) Fixed Assets:

a. District engineering staff will assign project numbers for each new developer extension submitted to the District. Finance department staff will assist engineering staff, if necessary, to ensure the use of appropriate project numbers.

b. District engineering staff will track District-incurred expenses when administering developer extensions. These expenses may include, but are not limited to, staff salary and overhead, vendor-supplied engineering/consulting services, title and lien fees, inspection fees and any other costs directly incurred and paid for by the District. These expenses will be capitalized to the cost of the developer-constructed asset.

c. District engineering staff will require developers to provide details of costs and expenses paid by the developer at the completion of the developer-

constructed project.

d. The District Board of Commissioners will approve developer-constructed projects when deemed complete and all costs and expenses have been properly reported and accounted for.

e. Finance Department staff will record all new developer-constructed assets in the month the asset receives final acceptance by the Board of Commissioners.

f. Depreciation methods and useful lives will be determined in accordance with GAAP.

3. Maintaining Necessary Recordkeeping for “Small and Attractive Assets”:

a. A separate series of General Ledger account numbers, called “NCE/Non-capital equipment” have been assigned for use by Department Managers when purchasing items with a useful life greater than one year and a cost less than \$5,000. If a Department Manager intends for an item to be recorded in the Small & Attractive database, the expense should be recorded in these accounts.

b. If a Department Manager determines to record a purchase in the S & A database, the expense should be coded to the NCE GL expense account. The Department Manager shall also inform Accounts Payable staff (AP) the asset should be recorded in the S & A database. When this request occurs, AP staff will forward a copy of the invoice for the purchase to the Accounting Supervisor or Finance Manager.

c. The Finance Department will assign the next sequential asset tracking number to that item (and affix an inventory label, if appropriate) and enter all appropriate information in the S & A database if the item is deemed small & attractive by the Department Manager of the ordering department.

d. Small & attractive information recorded in the S & A database will include (when applicable) a description of the item, the manufacturer, model and serial number, the purchase date, vendor and cost, the department and custodian responsible for the item and its location (District site, building, vehicle, etc.).

e. Department Managers are authorized to determine that an item costing less than \$500 or more than \$5,000 is “small and attractive” if that Department Manager believes the item is at high susceptibility to loss or theft and would like the item annually inventoried. Alternatively, a Department Manager may choose to not record an asset costing between \$500 - \$4,999 as “small and attractive” if the item is clearly not easily portable, has little potential for theft, and/or has little practical use outside utility operations.

4. Updating Database Information for “Small and Attractive Assets”:

a. If items with a small & attractive 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 Finance Department as soon as they are known so that the accuracy of non-capital data base information can be maintained.

b. 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.

5. Annual Inventory/Verification of “Small and Attractive Assets”:

a. On an annual basis, Finance Department staff will send each department a list of all known small & 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, or otherwise disposed of. If an item is not listed and a department head deems it necessary, (s)he will inform the Finance Department of the need to add the item to the fixed asset sub-ledger.

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

6. Year-end Reconciliation - “Small and Attractive Assets”:

a. 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.

7. Disposal of District Assets:

a. If a non-capital asset is lost, broken, or otherwise taken out of service, the responsible department manager will notify the Finance Department, in writing, that the asset is no longer in use. Finance department staff will take appropriate action to remove the asset from the Munis fixed asset sub-ledger.

b. To dispose of a capital asset, the following procedures will occur:

(1) The responsible department head will inform the Finance Department that the asset in question is broken, lost, or no longer needed. The notification should be written and delivered to the Finance Department as soon as a determination is made.

(2) The respective department head or the executive administrative assistant will prepare a motion declaring the item surplus for Board of Commissioner approval. The Board of Commissioners will approve or disapprove the request at the next scheduled Board meeting.

(3) Upon Board of Commissioner approval, the department head will forward to the Finance Department the necessary documentation to officially retire or otherwise dispose of the asset.

(4) Finance Department staff will make the appropriate entries in the S & A database to record the retirement. GAAP rules will apply to the disposal of capitalized assets.

(Res. 3903, 2018)

Chapter 2.80

COMMISSIONER PROTOCOL MANUAL

Sections:

2.80.010 Commissioner Protocol Manual.

2.80.010 Commissioner Protocol Manual.

The revised Commissioner Protocol Manual, a copy of which is attached to the resolution codified in this section and incorporated herein by this reference, is hereby adopted.

(Res. 4098, 2024)

Chapter 2.82

PERSONNEL POLICY HANDBOOK

Sections:

2.82.010 Personnel Policy Handbook.

2.80.010 Personnel Policy Handbook.

The Personnel Policy Handbook, a copy of which is attached to the resolution codified in this section and incorporated herein by this reference, is hereby adopted.

(Res. 4097, 2024)

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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 Excess Capacity Charge - Reasonable Use**
- 3.18 Purchasing Manual**

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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.**
- 3.04.080 Cash Advances, Travel Advances, Per Diem, and Credit Card Policies.**

3.04.010 Depository for Funds Designated.

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

B. Kathy Curry, General Manager and/or Crystil Wooldridge, 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. 4052 § 1-2, 2023)

3.04.30 Auditing Officers Appointed.

A. Pursuant to the requirements and procedures set forth in RCW 42.24.180, the District Auditing Officers as appointed and designated, in that form set forth as Exhibit A attached to the resolution codified in this section 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 A herein 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. 4066 § 1-3, 2024)

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 Manager of the District, and, in the absence of the Finance Manager, 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 Manager 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 Manager 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 Manager 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; Res. 3923 § 1—3, 2019)

3.04.060 Petty Cash Checking Account.

A. Effective December 6, 2016, the General Manager is directed to establish and maintain 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 \$ 25,000 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:

- Customer reimbursement when closing an account per the State escrow laws
- Publications (e.g., King County sensitive area maps, WDOT specs, etc.)
- Monthly District credit card payments.
- 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. 3855 § 1-2, 2016)

3.04.080 Cash Advances, Travel Advances, Per Diem, and Credit Card Policies.

A. Commissioner Training and Travel. Each commissioner is authorized to attend one regional and one national conference each calendar year. Individual Commissioner travel requests that exceed these limits may be approved by a majority vote of the Board of Commissioners. District staff will, as part of the biennial budget process, propose sufficient budget capacity to cover costs of Commissioner travel.

B. Expense Reimbursement. Reasonable and necessary expenses incurred by commissioners on District-related business shall be reimbursed as provided herein:

1. Commissioners who are authorized to travel overnight on District business at public expense shall be compensated for meals at the rate established in the Internal Revenue Service Publication 1542 or as that publication is amended in the future. The per diem amount shall be provided as a cash advance and documentation of expenses shall not be required.

2. Commissioners who are authorized to travel at public expense and who have not received a cash advance for such travel, except for meals, shall be reimbursed for actual expenses incurred.

a. Actual expenses must be reasonable considering the particular purpose and circumstance of each trip but shall not include personal expenses unrelated to business of the District.

b. Actual expenses shall be documented by receipts, except expenses for ground transportation under \$25.00 for any single item.

c. Any expense determined by the District's auditing officer to not be a reimbursable District expense will be subject to recovery by the District through deduction from wages or per diem. The reason for a charge shall be given to the commissioner in writing.

d. Requests for reimbursement of travel expenses must be submitted on a District approved claim form and contain a signed certification that includes the following language:

"I hereby certify under penalty of perjury that this is a true and correct claim for necessary

expenses incurred by me and that no payment has been received by me on account thereof."

C. Cash Advances.

1. Advancements for travel expenses. Whenever it becomes necessary for an elected or appointed official of the District to travel and incur expenses, and such travel has been authorized by the Board of Commissioners or the General Manager, the District may provide a reasonable allowance to such officers in advance of expenditure, subject to rules and regulations prescribed by the State Auditor and this resolution.

2. Advancements for travel expenses -- Revolving fund. The General Manager is directed to establish and maintain a revolving fund at a local bank in the form of a checking account. Such account shall be used solely for the purpose of making advance payments of travel expenses. The account shall be maintained in an amount not to exceed \$5,000 and shall be replenished as necessary by warrant.

3. Advancements for travel expenses -- Provision to assure repayment. The District shall have a prior lien against and a right to withhold any and all funds payable or to become payable by the District to such officer to whom such advance has been given in the amount of such advance along with interest at the rate of ten percent per annum, until such time as repayment or justification has been made. No advance of any kind may be made to any officer or employee at any time when the officer or employee is delinquent in accounting for or repaying a prior advance.

4. Advancements for travel expenses -- Travel expense voucher. On or before the tenth day following the close of the authorized travel period the officer or employee shall submit to the appropriate official a fully itemized travel expense voucher for all reimbursable items, except meals, accompanied by original receipts and the unexpended portion of such advance, if any.

D. District Credit Cards.

1. The District will have 9 cards issued by two financial institutions.

2. All cards will be issued and used only for District purposes. Use of District cards to obtain cash advances is prohibited.

3. The General Manager, Director of Operations & Maintenance, Director of Information Systems, Director of Administration & Communications, Director of Engineering, Director of Finance and the Finance Supervisor shall each have a card issued in their name. The cards shall have a credit limit not to exceed \$10,000 per card.

4. One additional credit card will be issued in the name of the Woodinville Water District. This card will have no more than a \$10,000 credit limit per card. The card will be secured by the Director of Finance or his/her designee and issued on a check-out basis to commissioners and employees for approved travel expenses or other authorized purchases.

5. Two additional credit cards will be issued to the Director of Administration & Communications and the Director of Finance. These cards have a combined credit limit of \$25,000.

6. The Woodinville Water District credit card issued on a check-out basis must be returned to the Director of Finance or his/her designee with accompanying receipts within two working days following an approved purchase or the commissioner's or employee's return from approved travel.

(Res. 4076, 2024)

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 employee's annual salary for the position divided by 2,080 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. 3971 § 1-2, 2020)

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

A. An overhead multiplier of 199% will be added to the District's service rate.

B. The District overhead multiplier, beginning in 2021, will be reviewed no less often than every third budget cycle as part of the development of the budget and supporting rates and will be modified as necessary to equitably 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.

D. Effective on January 1, 2021.

(Res. 3971 § 3-6, 2020)

Chapter 3.16

EXCESS CAPACITY CHARGE - REASONABLE USE

Sections:

3.16.010 Excess Capacity Charge - Reasonable Use.

3.16.010 Excess Capacity Charge - Reasonable Use.

An Excess Capacity Charge reasonable use policy is hereby established pursuant to the following provisions:

A. The receipt of future Excess Capacity Charge revenue will not be considered/assumed when water service utility rate adjustments are proposed; and

B. Excess Capacity Charge revenue shall not be used to cover day-to-day operating expenses of the District; and

C. Excess Capacity Charge revenue will be used in one of the following manners listed as follows in no order of priority:

1. To restore any draws of reserves that were previously approved by the Board of Commissioners;

2. To offset or delay future borrowing needs by funding in whole or part District capital improvement projects;

3. To reduce District debt levels by early retirement of outstanding debt;

4. To pay expenses related to the District's offering and implementing a low-income ratepayer service rate discount program.

D. Excess capacity Charge revenue shall not be used for direct, short-term or "one-time" rate reductions that may have a detrimental effect on future rates.

Subject to the above guidelines, the Board of Commissioners will, by majority vote, annually authorize the use of Excess Capacity Charge collections made during that year.

(Res. 3843 § 1-2, 2016)

Chapter 3.18

PURCHASING MANUAL

Sections:

3.18.010 Purchasing Manual.

3.18.010 Purchasing Manual.

The Purchasing Manual, a copy of which is attached to the resolution codified in this section and incorporated herein by this reference, is hereby adopted.

(Res. 4042, 2023)

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Title 4

UTILITY SERVICE SYSTEM

Chapters:

- 4.04 Water and Sewer System Developer Extensions Generally**
- 4.05 Charge in Lieu of Assessment/Hook-Up in Lieu of Assessment (HUILOA) Agreements**
- 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**
- 4.30 Group A & B Water Systems Service**
- 4.32 Capital Construction Local Facilities Charge**
- 4.36 Comprehensive Plans**
- 4.40 Cross Connection Control Program**
- 4.44 Side Sewer Connections**
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- 4.52 On-Site Sewage Disposal Systems**
- 4.56 Water and Sewer System Development Fees**
- 4.60 Rates and Charges**
- 4.62 Water and Sewer Service Connections, and General Facility Connection Charges for Single Family Residences and Accessory Dwelling Units**
- 4.64 City of Woodinville Central Business District “Capacity Improvement Charge”**
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- 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**
- 4.98 Drone Policy**

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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 - General.

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 shall extend the existing public water or sewer 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 a developer's property.

3. Privately-owned 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. The minimum width for a water easement shall be fifteen (15) feet and the minimum width for a sewer easement shall be twenty (20) feet. All easements shall be provided to the District on District supplied easement forms which may be modified only with the General Manager's approval. Plat easements are not acceptable.

5. Variances from these policies or standards shall require the prior approval of the Board of Commissioners of the Woodinville Water District.

B. Water Extensions

1. When a water 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 (8) inches in diameter.

3. The maximum spacing between fire hydrants shall be six hundred (600) feet in residential areas and three hundred (300) 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, provided such systems shall not be a basis for altering the District's fire flow requirements.

5. Private water service lines shall be no longer than three hundred (300) feet; otherwise, a public water main shall be required and constructed in accordance with these policies and District standards and specifications.

6. Installation of pressure reducing valves shall be required whenever pressures are in excess of eighty (80) P.S.I.

C. Sewer Extensions

1. Sewers will only be allowed within the urban growth boundary (UGA) or in areas approved by the County or other municipalities with land use jurisdiction 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 (8) inches in diameter.

3. The maximum length of a side sewer shall be one hundred fifty (150) feet from the sewer main to the building.

4. All side sewer stubs shall be at least six (6) inches in diameter with a two percent (2%) slope.

5. Single Family Residential side sewers shall be at least four (4) inches in diameter with a minimum two percent (2%) slope. All other side sewers shall be at least six (6) inches in diameter with a minimum two percent (2%) slope.

6. Joint side sewers shall only be allowed pursuant to a joint side sewer agreement signed by the owners of the benefited properties and approved by the General Manager.

7. Except as authorized by the Board of Commissioners, private pumps shall not be allowed and only properties that can be served by gravity side sewers will be allowed to connect to the District sewer system.

D. Variances.

1. A variance policy to the extension requirements set forth in Subsections 4.04.010(A), (B) and (C) of the District Code shall be established pursuant to the following procedures:

a. Each exception to the requirements shall be considered a separate variance request.

b. Variance requests from Subsections 4.04.010(A)(2), 4.04.010(B)(1), for water main extension to and through the property, shall only apply to property located outside the Urban Growth Area.

c. Each request for a variance to the requirements shall be submitted in writing by the property owner to the District Engineer.

d. Each variance request shall be accompanied with a deposit as found in the Miscellaneous Fee Schedule to cover District administrative costs to process and consider the variance.

e. All variance requests will be heard at a scheduled Board of Commissioners Meeting.

f. All variance request decisions shall be made by the District Board of Commissioners.

g. All variance requests shall be considered on a case by case basis and such approvals shall only be approved when determined by the Board of Commissioners to be in the best interest of the District and to not require, at the time of connection of the subject property to the District's utility system, the extension or portion thereof of the District's utility system to serve the property and adjacent or other properties in the vicinity of the subject property.

2. The approval of a variance request from Subsections 4.04.010(A)(2), 4.04.010(B)(1), extension to and through the property and 4.04.010(B)(5), water service lines longer than three hundred (300) feet, shall be conditioned on the variance applicant paying an equity cost ("Equity Cost") associated with the extension. If a property owner submits more than one variance request related to a proposed water or sewer extension, and if the variance requests are approved by the District, the property owner shall only be required to pay one equity cost related to such approved variance requests.

Under no circumstances shall a variance be granted for a side sewer over one hundred and fifty (150) feet.

a. For water main extensions, the Equity Cost shall be equal to one half (1/2) of the total cost of

construction of three hundred (300) feet of main line; the construction cost shall be determined based on the weighted average per linear foot cost of Developer Extension water main installations in the District as reasonably determined by the District Engineer for a reasonable period prior to the variance application.

b. For water service lines greater than three hundred (300) feet, the Equity Cost shall be equal to 60% of the weighted average per linear foot cost of Developer Extension water main installations in the District as reasonably determined by the District Engineer for a reasonable period of time prior to the variance application applied to each foot of distance over three hundred (300) feet serving single family residential properties only. At no time shall the Equity Cost exceed the amount as calculated in Section 4.04.010(D)2(a).

c. For sewer main extensions, the Equity Cost shall be equal to one half (1/2) of the total cost of construction of one hundred fifty (150) feet of main line; the construction cost shall be determined based on the weighted average per linear foot cost of constructed sewer main installations by the District or third parties, including developers and other municipal utilities, as reasonably determined by the District Engineer for a reasonable period prior to the variance application.

3. For variance from Subsection 4.04.010(B)(1) extension through the developer's property for the purposes of looping or establishing a grid, variance applications approved by the District shall require, in addition to the payment of the Equity Cost referenced herein, that the applicant also provide and dedicate to the District, at no charge to the District, an easement(s) through the applicant's property or properties in accordance with District Standards for easements for future use in the event the District later determines to install the main extension for which the variance is granted, or requires a third party to install such main extension.

4. A new Sewer or Water Availability Certificate shall be required for each approved variance. The variance shall be subject to the conditions of the Sewer or Water Availability Certificate and shall expire one year from the date of signature.

(Res. 4017 § 1—4, 2022)

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)

4.04.40 Reimbursement Agreements.

A. The District will enter into reimbursement agreements with property owners who extend the District's water and sewer utility systems and benefit other property owners who connect their property to or use utility extensions and did not participate in the cost of the utility extension.

B. A property owner applying to the District to construct a water or sewer utility 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 ownership of the property (or other information satisfactory to the District establishing property ownership).

2. A request for a water and/or sewer reimbursement agreement, or a waiver of such agreement.

3. If a water and/or sewer reimbursement agreement is requested, preliminary identification of the property that may connect to or use the water and/or sewer extension.

C. The applicant for a reimbursement agreement shall be required to pay all of the District's fees, costs and expenses incidental to the preparation of the reimbursement agreement, which costs shall not be subject to reimbursement. An initial, nonrefundable fee, in an amount set by the District, shall be paid by the applicant to the District when the Pre-application requesting reimbursement is submitted to the District.

D. Following the District's receipt of a completed "Pre-Application" requesting a water and/or sewer reimbursement agreement and the non-refundable fee, the District shall send an initial letter to the benefitted property owners identified by the applicant that may connect to or use the water and/or sewer extensions. The letter shall notify the benefitted property owner of the work and that their property may connect to or use the extension(s).

E. A property owner requesting reimbursement shall keep accurate records of the cost of the construction of the extension, which shall be submitted to the District Engineer for review and approval. A portion of those costs determined by the District Engineer to be actual and reasonable costs shall be reimbursed to the property owner by the owners of benefitted property seeking to connect to or use the District's utility system, less twenty percent (20%) for District administrative costs to collect, process and remit a reimbursement payment to the

property owner with an approved reimbursement agreement.

F. Actual and reasonable costs of extension construction include, but are not limited to, design, engineering, installation, restoration, and any District legal, engineering and administrative fees, costs, and expenses; and other costs, which in the judgement of the District engineer benefit the benefitted property. Unless approved by the District prior to the installation of the utility extension, the applicant's legal expenses shall not be subject to reimbursement.

G. After the utility extension has been constructed and granted final acceptance by the District, the District engineer shall prepare a proposed reimbursement agreement for consideration by the District Board of Commissioners. The District engineer shall mail letter notification to each property owner within the proposed reimbursement area who may connect their property to or use the utility extension regarding the proposed reimbursement charge for their property. The letter shall include an explanation of the methodology used, the statutes regarding reimbursement agreements, the conditions under which the property owners would be required to pay reimbursement, the time period for reimbursement, and how the property owners may obtain additional information from the District regarding the proposed reimbursement agreement. The property owners shall be invited to submit written comments to the District by an identified date (generally within three (3) weeks of the date of the letter), and be advised that the District Board of Commissioners will consider the reimbursement agreement and their written comments, if any, on the proposed reimbursement agreement at a District Board meeting following the three (3) week period.

H. Following the three (3) week comment period, the District engineer shall schedule consideration of the proposed reimbursement agreement by the Board of Commissioners at the next regularly-scheduled Board meeting, or as soon as possible thereafter.

I. At the Board meeting where consideration of the reimbursement agreement is scheduled, the Board of Commissioners shall review the proposed reimbursement agreement, together with any comments received from benefitted property owners, and may approve the reimbursement agreement as proposed by the District engineer, or as modified by the Board. The Board shall then adopt a resolution approving the reimbursement agreement identifying the benefitted 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 reimbursement agreement.

J. Following the approval of the reimbursement agreement by the Board of Commissioners, the District engineer shall determine and assess all fees, costs, and expense to be paid by the applicant related to the reimbursement agreement. The applicant shall be required to pay all of the unpaid District fees, costs and expenses relating to the reimbursement agreement before the District engineer submits the approved reimbursement agreement to King County for recording.

K. Following the approval of the reimbursement agreement by the Board of Commissioners, the District engineer shall mail notice to each of the property owners within the reimbursement area with property subject to reimbursement informing them that the reimbursement agreement has been approved and a reimbursement charge will be recorded as part of the reimbursement agreement on their property.

L. A reimbursement agreement approved by the Board of Commissioners shall expire fifteen (15) years from the date of execution of such agreement.

M. The reimbursement agreement shall include a provision requiring that every two years from the date the reimbursement agreement is executed a property owner entitled to reimbursement shall provide the District with information regarding the current contract name, address, and telephone number of the person, company, or partnership that originally entered into the reimbursement agreement with the District. If the property owner fails to comply with these notification requirements as required within sixty (60) days of the specified time, then the District may collect any reimbursement funds owed to the property owner under the reimbursement agreement. Such funds must be deposited in the District's capital fund and may be expended by the District on capital projects.

(Res. 3940 § 1-13, 2019)

Chapter 4.05

CHARGE IN LIEU OF ASSESSMENT/HOOK-UP IN LIEU OF ASSESSMENT (HUILOA) AGREEMENTS

pursuant to chapter 57 RCW for the original connection.

(Res. 3946 § 1-4, 2019)

Sections:

4.05.010 Charge in Lieu of Assessment/ Hook-Up in Lieu of Assessment (HUILOA) Agreements.

4.05.010 Charge in Lieu of Assessment/ Hook-Up in Lieu of Assessment (HUILOA) Agreements.

A. The owners of property who confirm to the District's satisfaction by clear and convincing documentation that a HUILOA was previously paid to the District relative to the connection of their property to the District's water and sewer system shall be entitled to credit for such HUILOA previously paid to the District if such property owner is required by the then-applicable District policies and provisions to pay additional District connection charges to connect their property to the District's water and sewer systems; and owners of property connected to the District's water or sewer system, which is identified as a HUILOA property having previously paid a HUILOA to the District to connect their property to the District water and sewer system, shall not be required to pay a latecomer reimbursement fee pursuant to chapter 57.22 RCW for the existing connection when the water or sewer utility is extended across their frontage.

B. The provisions of this Resolution shall only apply to the owners of the property subject to HUILOA payments who owned the property at the time of such HUILOA payment.

C. Properties identified in the District's historic original map books as obligated to pay a HUILOA in the future shall not be required to pay a HUILOA to the District in the future at the time of application to connect such property to the District's water and sewer system, but rather shall be required to pay all other water and sewer connection charges identified in the District's then-applicable Code, such as an Equity Cost, a system development connection charge, and a local facility connection charge, as determined by the District.

D. A property for which a HUILOA has been previously paid which has been rezoned to allow for higher density since the payment of the HUILOA shall only be exempt from latecomer reimbursement fees

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 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 and sewer developer extension agreements, in that form set forth as Exhibit A attached to the resolution codified in this section and incorporated herein by this reference.

(Res. 4112 § 4, 2025)

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 April 15, 2025.

(Res. 4112 § 4, 2025)

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 Commissioners, pursuant to RCW 57.16.110, the application shall be processed by the engineer for the District in cooperation with the General Manager.

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 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; Res. 3923 § 1—3, 2019)

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

boundaries of the District.
(Res. 2388 Exh. A, 1988)

**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

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, and when in the best interest of the District, 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, (with the assistance of his/her designee), 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 Manager 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 financially in the project per RCW 57.22.050. In such instances, the District will evaluate contributing to the degree it is in the District's interest to do so.

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 review process and a public hearing, the Board of Commissioners shall determine whether the District will participate in the project. This process will take into account the General Manager's recommendation and the Board's final assessment of each individual situation. Various evaluative tools may be used in determining the District's participation with any ESA elimination project.

F. If the Board determines it is in the best interest of the District and its ratepayers to facilitate and encourage elimination of a particular ESA connection and extension of the District's system, the District may at its discretion participate in certain projects to assist in the elimination of ESAs as follows:

1. The District will contract with a developer or the developer's contractor for that portion of the project that would be in excess of the developer's responsibility according to District policy; provided that such contract would be less expensive to the District than a public works contract; or

2. By public works contract; or

3. By paying to the developer some or all of the ESA property's pro rata share of their latecomer minus the District administration fee.

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 at which a resolution adopting the ESA connection charge and terminating ESA service, will be adopted. On the scheduled date, the Board of Commissioners shall by resolution identify the property subject to the ESA connection charge, impose the ESA connection charge, and order the termination of the temporary service. 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.

K. 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.

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

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

N. 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. 3997 § 1-15, 2021)

Chapter 4.30

GROUP A & B WATER SYSTEMS SERVICE

Sections:

4.30.10 Policy.

4.30.10 Policy.

A. The District may assume ownership and operation of a Group A or B private water system at the request of the owners of such water system if the following conditions are met. Any such assumption is subject to the approval of the District Board of Commissioners:

1. The private water system must be located within the District's retail water service area.
2. The private water system's facilities must meet the District's water system performance criteria and engineering standards, or the District approves a plan requiring the facilities to be brought up to and comply with the District's water system standards, and the owners of the private water system agree to perform the plan at their expense, or pay all costs to have the District perform the plan.
3. The connection of the private water system to the District's water system shall not have any adverse impact on the District's existing water service customers or level of water service to existing District customers.
4. The District's assumption of the private water system and provision of water service to the owners of such system is permitted by applicable State law.

In addition, the District may condition the approval of the assumption of a private water system and the provision of District water service to the owners of the private water system on the following:

- a. If the properties served by the private water system are located outside of the District's corporate boundary, the District may require the owners of such property to annex their properties to the District at the owners' expense, or, at the District's election, provide the District with a written "no protest to future annexation" on a District-approved form.
- b. District water supply adequate in quantity and quality must be available to serve the properties served by the private water system, and, if required by the District, any water rights associated with the private water system must be transferred to the District.
- c. The District may require that any well or other facility serving the private water system be abandoned

in compliance with District policies and applicable State law.

d. The District may allow the existing or upgraded water system to connect to the District's existing water system, unless the District determines a direct connection to the District's existing water system is not financially feasible, and provided all other District conditions to operate the private water system are satisfied.

(Res. 3921 § A, 2019)

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 that form set forth as Exhibits 1 and 2 attached to the resolution codified in this section and incorporated herein by this reference. 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 2022 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. 4053, 2023)

**4.36.020 Comprehensive Water System
Plan Adopted.***

The 2018 Comprehensive Water System Plan, subject to the final approval of such Plan by the Washington State Department of Health and King County, is adopted.

(Res. 3922, 2019)

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

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** Service Connections.
- 4.40.040** Cross Connection Control Enforcement.
- 4.40.050** Cross Connection Control Specialist Duties.

4.40.010 Cross Connection Control Policy.

The District is required to protect the public water supply from possible contamination from backflow into the public drinking water system. To control backflow hazards the District requires premise isolation or in-premise isolation cross connection control protection and by installing an approved air gap or approved backflow prevention assemblies at or near the property line, easement or alternate location approved by the District's Cross Connection Control Specialist (CCS). The approved backflow prevention assembly shall be commensurate with the degree of hazard identified in WAC 246-290-490 (4) (a) (table 8) and must be approved by the CCS.

A. Backflow Testing Requirements. The property owner is required to have the backflow prevention assemblies that protect the public water system tested upon installation, annually thereafter or when requested by the CCS, after repair and after relocation at the owner's expense. A passing test is required. If the test fails the customer is responsible to have the assembly repaired and successfully re-tested. All testing shall be done by a State certified backflow assembly tester (BAT) and the results of the test shall be reported within 30 days to the District on a form approved by the District.

B. District Access. For cross connection control, customers agree to allow access for the District's employees and agents to all parts of the premise connected to the District water system during reasonable working hours and at all times during emergencies at no cost to the District.

C. Customers Plumbing System. The customer is responsible to install cross connection control assemblies and all additional plumbing upgrades that may be needed.

(Res. 3841 § 1, 2016)

4.40.020 Cross Connection Control Specialist.

The District shall employ a Cross Connection Control Specialist (CCS) 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 General Manager and in compliance with Department of Health regulations.

A. The CCS shall eliminate cross connections by appropriate enforcement action as provided herein.

B. Whenever a cross connection cannot be eliminated, the CCS shall require premise isolation or in-premise cross connection control protection with the installation of an approved backflow prevention assembly at the owner's expense.

(Res. 3841 § 2, 2016; Res. 3923 § 1—3, 2019)

4.40.030 Service Connections.

All cross connection control service connections that are not single family residential shall be considered commercial connections. The CCS shall oversee installation of cross connection control backflow prevention assemblies and their maintenance in accordance to the District's Cross-Connection Control Manual and Specifications.

A. New Commercial Services. New commercial service connections shall be premise isolated from the public water system by an approved backflow prevention assembly installed directly behind the water meter at or near the property line, easement or alternate location approved by the CCS. Testing shall be done in accordance with District policy.

B. New Commercial Fire Systems. New fire system connections shall be premise isolated from the public water system by an approved backflow prevention assembly installed at or near the property line, easement or alternate location approved by the CCS. Testing shall be done in accordance with District policy.

C. Existing Commercial Services. Existing commercial water connections shall convert to premise isolation backflow protection with the installation of an approved backflow prevention assembly. The assembly installation shall be installed directly behind the water meter or near the property line, easement or alternate location approved by the CCS. The conversion will be required when a plumbing change is made or when required by the CCS. Test shall be done in accordance with District policy.

D. Existing Commercial Fire System. Existing commercial fire connections shall be isolated from the public water system by an approved backflow prevention assembly installed at or near the property line, easement or alternate location approved by the CCS. Fire system backflow protection shall be upgraded to current standards when a change in the fire system occurs or when required by the CCS. Testing shall be done in accordance with District policy.

E. Existing High Hazard Facilities. Premises and services identified by WAC 246-290-490 (4) (b) (table 9) as high hazard facilities shall be converted to premises isolation backflow protection immediately with the installation of an approved backflow prevention assembly installed directly behind the meter or alternate location approved by the CCS. Connections between the meter and the first backflow prevention assembly are prohibited. Testing shall be done in accordance with District policy.

F. Existing and New Residential Connections. An approved backflow prevention assembly shall be installed where there is a connection with a known backflow hazard that is commensurate to the degree of hazard and approved by the CCS. The installation will be behind the water meter at or near the property line, easement or alternate location approved by the CCS. Testing shall be done in accordance with District policy. (Res. 3841 § 3, 2016)

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 customers 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 water service to a premise 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 customer. (Res. 3841 § 4, 2016)

4.40.050 Cross Connection Control Specialist Duties.

The Cross Connection Control Specialist (CCS) shall administer the District's cross connection control program and, in addition to duties heretofore set forth, the CCS shall be responsible for:

A. 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.

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

C. Service Evaluation. The CCS shall develop and include in the Program procedures for initial evaluations of new and existing services. A schedule for re-evaluating services and backflow protection may be undertaken during testing and when changes have been made to existing services.

D. 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 Resolution.

2. Any internal cross connections about which the CCS learns.

3. Shut-off for failure to comply with requirements of this Resolution or the WAC.

4. The CCS shall report to the ratepayers through the District's newsletter about the cross connection control program, its purpose and rationale.

E. Approved Backflow Prevention Assemblies. 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) & (7). (Res. 3841 § 5, 2016)

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. Permit Fee. Each application shall be accompanied by a fee according to the latest District Schedule of Miscellaneous Fees for Domestic Service, Commercial Service and fee per lineal foot (or portion thereof) of side sewer in excess of 100 feet. 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 General 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 General Manager shall issue a side sewer permit.

(Res. 4031 § 1, 2023)

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. 4031 § 2, 2023)

4.44.030 Records.

The General 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. 4031 § 3, 2023)

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 150 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. 4031 § 4, 2023)

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 General Manager's opinion, any defective work is detrimental to the public sewerage system, the General 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. 4031 § 5, 2023)

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. 4031 § 6, 2023)

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 General 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; Res. 3923 § 1—3, 2019)

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 General Manager, District 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; Res. 3923 § 1—3, 2019)

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)

**WATER AND SEWER SYSTEM
DEVELOPMENT FEES**

Sections:

- 4.56.010 Water System Development Fees.**
- 4.56.020 Sewer System Development Fees.**
- 4.56.030 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 real property presently receiving temporary water service pursuant to an extended water service agreement shall be deemed to have paid the system development fee as may be set forth in any such extended water service agreement.

B. The system development fee shall include the Seattle Public Utilities Facilities Charges and shall be imposed according to the size of the meter serving the property as follows:

METER SIZE	WOODINVILLE SYSTEM DEVELOPMENT CHARGE	SEATTLE PUBLIC UTILITIES FACILITIES CHARGE	TOTAL
3/4"	\$ 6,871.00	\$ 1,081.00	\$ 7,952.00
1"	\$ 11,474.00	\$ 1,081.00	\$ 12,555.00
1 1/2"	\$ 22,880.00	\$ 4,825.00	\$ 27,705.00
2"	\$ 36,620.00	\$ 7,720.00	\$ 44,340.00
3"	\$ 68,706.00	\$ 21,230.00	\$ 89,936.00
4"	\$ 114,534.00	\$ 29,915.00	\$ 144,449.00
6"	\$ 228,998.00	\$ 63,690.00	\$ 292,688.00
8"	\$ 366,410.00	\$ 108,080.00	\$ 474,490.00

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 Woodinville system development fee for the new meter less the Woodinville system development fee previously paid for the existing meter.

D. The water system development charge shall be adjusted biennially (indexed, on January 1st of every “odd” year) based on the percentage change in the Engineering News Record (ENR) construction cost index over the prior September to September two-year period for the City of Seattle, and may also be adjusted periodically based on the findings and recommendations of an analysis/report of the actual cost of existing District water facilities and facilities planned for construction within the next ten years and contained in an adopted comprehensive plan.

E. Effective January 1, 2025.

4.56.20 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 \$3,455.00. The RCE shall be calculated using King County METRO Residential Sewer Use Certification No. 1057 (1/90) and Non-Residential Use Certification No. 1058 (1/90), and any amendments thereto.

C. The sewer system development charge shall be adjusted biennially (indexed, on January 1 of every “odd” year) based on the percentage change in the Engineering News Record (ENR) construction cost index over the prior September to September two-year period for the City of Seattle, and may also be adjusted periodically based on the findings and recommendations of an analysis/report of the actual cost of existing District sewer facilities and facilities planned for construction within the next ten years and contained in an adopted comprehensive plan.

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 previously paid when the original permit was issued.

(Res. 4103 § 1, 2024)

4.56.030 Other Connection Charges.

The District shall also charge the property owner 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. 4102 § 2, 2024, Res. 4103 § 2, 2024)

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 hereby established as follows:

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

2. Non-Residential: 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 below in Section 4.60.010(A)(7).

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 9,000 gallons use of water on a bimonthly basis.

5. Fire Service-Non-Residential: 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.

8. Fire Service – Non-Residential: Non Metered: Service provided through a non-metered connection and exclusively dedicated to fire protection.

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 for each 10 gallons of water metered, which shall be imposed incrementally as a block charge.

2. Non-Residential: The residential monthly charge, based upon the size of the meter plus a consumption charge per 10 gallons of water metered, based upon the customer's average bimonthly consumption for the preceding October 1 through April 30. 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 1 through April 30. Rates will be calculated at the highest residential block on the basis of consumption above that average.

5. Fire Service-Non-Residential: 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 10 gallons of water metered, based upon the customer's average bimonthly consumption for the preceding October 1 through April 30. Rates will be differentiated on the basis of consumption above or below that.

8. Fire Service-Non-Residential: Non Metered: A monthly charge based upon line size, plus the estimated cost of usage as determined by the District engineer in the event the fire system connected to the service line is triggered.

C. Low-Income Discount Rate. A low-income discount on water and sewer service rates shall be established and implemented as follows:

1. Discount.

a. Residential 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 to the District.

c. The Low-Income 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 Applicant– Defined. As used in this Resolution and District rate resolutions and schedules, the eligibility for a Low-Income customer means:

- a. who lives in the residence where the Low-Income rate is being requested;
- b. whose residence has a separate water meter;
- c. whose combined household 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.

3. Application for Discount.

a. Applications for the Low-Income Discount program shall be available at the District Administrative Office, on the District’s website 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.

c. A notice of renewal of application will be mailed annually by the District to customers currently receiving the discount. If the customer is a tenant the application will be mailed to the owner.

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. Applicants shall submit their annual application 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 this Resolution, the discount will commence on the next subsequent billing date.

f. Owners are required to fill out the Owner Application. Tenants and Landlords are required to fill out the Tenant/Landlord Application.

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” 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 isn’t 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 rate shall, at a minimum, be provided

annually to all persons served by the District and to all persons requesting new service.

(Res. 4128 § 12, 2025)

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 hereby established as follows:

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

2. Non-Residential: Service to any structure or facility not classified as residential.

B. Residential Customer Equivalent (“RCE”). As used herein residential customer equivalent (“RCE”) has the meaning assigned to it in the sewer contract between King County 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’s then current monthly rate plus the District’s then current monthly rate.

2. Non-Residential: 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 District water meter.

D. Deduct Meters. Non-residential 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 District reserves the right to adopt and assess additional charges on customers generating sewage or wastes of unusual quality, composition or strength to fully recover costs incurred to receive and transmit such sewage or wastes, and King County and the District, pursuant to the District's "Agreement for Sewage Disposal" ("Agreement") with the Municipality of Metropolitan Seattle ("Metro"), and King County as the successor to Metro, may require pretreatment of such sewage or wastes as a condition to receiving such sewage or wastes. King County may also impose a charge or charges directly on parties seeking to connect their property to and receive sewer service from the District's sewer system for the purposes of paying for capacity in King County sewer facilities.

F. Low-Income Discount Rate. A low-income discount on sewer service rates shall be established and implemented as follows:

1. Discount.

a. Residential 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 to the District.

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

2. Low-Income Applicant– Defined. As used in this Resolution and District rate resolutions and schedules, the eligibility for a Low-Income customer means:

a. who lives in the residence where the Low-Income rate is being requested;

b. whose residence has a separate water meter;

c. whose combined household 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.

3. Application for Discount.

a. Applications for the Low-Income Discount program shall be available at the District Administrative Office, on the District's website 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.

c. A notice of renewal of application will be mailed annually by the District to customers currently receiving the discount. If the customer is a tenant, the application will be mailed to the owner.

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. Applicants shall submit their annual application 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 this Resolution, the discount will commence on the next subsequent billing date.

f. Owners are required to fill out the Owner Application. Tenants and Landlords are required to fill out the Tenant/Landlord Application.

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" 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 isn't 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 rate shall, at a minimum, be provided annually to all persons served by the District and to all persons requesting new service.

G. Records. The District, in cooperation with King County Waste Water Treatment Division, 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 King County Waste Water Treatment Division.

(Res. 4032 § 2 2023)

4.60.030 Street Lighting.

A fixed charge per billing cycle comprised of Puget Sound Energy's then current monthly rate for power plus the District's then current monthly service charge. (Res. 4032 § 3 2023)

4.60.040 Adoption by Schedule.

The rates and charges provided herein 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 herein.

(Res. 4032 § 4 2023)

4.60.050 Final Billing Charge.

The District will charge the owner of a property receiving District utility service a final bill request fee whenever the owner 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 owner reads the meter and correctly informs the District of that reading. When a tenant vacates property receiving District utility service, the District will not provide a final read or final bill. Landlords may pro-rate a District utility bill by dividing the total bill by the number of days to determine the average daily charge, then multiply by the number of days for which the tenant is responsible.
(Res. 4032 § 5 2023)

4.60.060 Billing Period.

For purposes of this Resolution, the terms "per month" and "monthly" shall 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. District billing period is other than monthly or bimonthly, "per month" or "monthly" shall mean any 30-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 30-day periods. Any proration shall be based upon a presumption that every month contains thirty (30) days.
(Res. 4032 § 6 2023)

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 4.62

WATER, AND SEWER SERVICE CONNECTIONS, AND GENERAL FACILITY CONNECTION CHARGES FOR SINGLE FAMILY RESIDENCES AND ACCESSORY DWELLING UNITS

Sections:

4.62.010 Accessory Dwelling Units.

4.62.010 Accessory Dwelling Units.

“Accessory dwelling unit” means a free-standing detached structure or an attached part of a structure that is subordinate and incidental to the main or primary dwelling unit, and having complete living facilities exclusively for one single housekeeping unit, including permanent provisions for living, sleeping, cooking and sanitation. An attached accessory dwelling unit is an accessory dwelling unit that has one or more walls in common with, or attached to, the primary dwelling unit. A detached accessory dwelling unit is a free-standing accessory dwelling unit that is not attached or physically connected to the primary dwelling unit.

A. The water meter size for a single-family residence located on a single tax parcel, with an attached accessory dwelling unit shall be determined based on the plumbing code as adopted and enforced by the land use agency with jurisdiction over such tax parcel.

B. A tax parcel with a single-family residence and an attached accessory dwelling unit that has a connection to the District water system may use one meter with the water meter size determined by the plumbing code as adopted and enforced by the land use agency with jurisdiction over such parcel.

C. A tax parcel with a single-family residence and a detached accessory dwelling unit that has a connection to the District water system must have separate water meters and discharging wastewater lines for each structure.

D. A customer with a detached ADU shall be required to pay the current domestic side sewer permit fee for the inspection of the connection of an ADU for a new side sewer.

E. A ¾ inch meter shall be the appropriate size for a detached ADU if fire sprinklers are not required. If fire sprinklers are required a 1-inch meter would need to be installed and the property owner would need to install a backflow device behind the District meter.

F. The water system development charge is based off the meter size required by the current Woodinville Water District resolution.

G. The sewer system development charge shall be based on the number of Residential Customer Equivalents (RCE) multiplied by the current SDC amount set by Woodinville Water District resolution. The RCE shall be calculated using the latest King County METRO Residential Sewer Use Certification.

H. The accessory dwelling unit(s) on a tax parcel with a single-family residence shall fully comply with the accessory dwelling unit regulations and requirements as adopted and enforced by the land use agency with jurisdiction over such tax parcel.

I. A single tax parcel with a single-family residence and an accessory dwelling unit connected to the District water and sewer system shall comply with the District’s cross connection control policies before the accessory dwelling unit may be connected to and receive water service from the District water system.

J. If a single tax parcel with multiple structures provided service through one water meter and one sewer connection subsequently subdivides or is otherwise segregated into more than one tax parcel, separate new water meters shall be required and paid for, for each structure located on the new, additional or segregated tax parcel, and the owner of such new, additional or segregated tax parcel shall be required to pay all District fees, costs and charges associated with that new service.

(Res. 4015 § 1-11, 2022)

Chapter 4.64

CITY OF WOODINVILLE CENTRAL BUSINESS DISTRICT “CAPACITY IMPROVEMENT CHARGE”

Sections:

- 4.64.010** Abbreviations and Definitions.
- 4.64.020** Purpose of the Program.
- 4.64.030** Application of the Program.
- 4.64.040** Calculation of the Fee.
- 4.64.050** Rate Establishment.
- 4.64.060** Term.

4.64.010 Abbreviations and Definitions.

The following abbreviations and definitions shall apply to this section:

CBD = Central Business District; a land use zoning area as delineated by the City of Woodinville and centered around the downtown core of the city, as shown on, in that form set forth as Exhibit 1 attached to the resolution codified in this section and incorporated herein by this reference.

CBD-CIC = Central Business District – Capacity Improvement Charge; The CBD-CIC is a means to allocate the cost of increasing the sewage conveyance capacity of an existing sewage collection and transmission piping network such that it can accept additional sewage flows from increased population density.

Cost Factor = The value resulting from dividing the project’s proposed ERU by the planning basis ERU for the same project area. The value shall not be less than one (1.00)

CIP = Capital Improvement Plan

DU = Dwelling Unit

ERU = Equivalent Residential Unit; 180 gallons per day of sanitary sewage

GFC = General Facilities Charge

gpd = gallons per day

gpcd = gallons per capita per day

planning basis (ERU) = is a set of accepted values used to estimate the sewage contribution from a defined area, as stated in the District’s Comprehensive Sewer Plan. The planning basis gpd and resulting ERU value shall be based on 60 DU per acre, 2 people per DU and 80 gpcd.

proposed (ERU) = is the summation of proposed sewage flows from both the DU component and the Retail\Commercial space component of a project. The DU component is developed in the same manner as the planning basis. The retail\commercial component

shall be based on a minimum of 250 gpd per 1000 SF of proposed retail\commercial floor space.

SF = Square Feet

wet weather = typically November through February and is indicative of domestic water consumption when irrigation is not active.

WWD= Woodinville Water District

4.64.020 Purpose of the Program.

A. The CBD-CIC program is intended to facilitate development projects, that will increase the sewage flow above year 2020 base sewage flows, by allowing developer to pay a fee to the District in lieu of requiring immediate construction of sewage pipe main replacement, improvement and upsizing projects. The project owner will remain responsible for paying all costs of extending all new sewer main(s) through their individual project(s).

B. Once the CBD-CIC fee (the “Fee”) has been paid to the District, WWD will be responsible for designing, maintaining, and constructing capacity improvements for the sewage collection system within the CBD zone.

C. The CBD-CIC program shall be applied in conjunction with WWD’s Developer Extension program.

4.64.030 Application of the Program.

A. The CBD-CIC program only applies to those properties that lie within the CBD land use zoning area delineated by the City of Woodinville. The extents of the CBD zone are shown on, in that form set forth as Exhibit 1 attached to the resolution codified in this section and incorporated herein by this reference.

B. A preliminary review and estimate of the CBD-CIC Fee shall be performed by WWD whenever WWD receives a request for Certificate of Sewer Availability for a project within the CBD. The CBD-CIC Fee Worksheet shall be used to determine this calculation, in that form set forth as Exhibit 2 attached to the resolution codified in this section and incorporated herein by this reference.

C. A CBD-CIC statement shall be prepared by WWD for inclusion with any Developer Extension authorization, Side Sewer Permit, Connection permit or Change of Use permit that would result in an increase in sewage flow rate or volume within the CBD zone.

D. The CBD-CIC Fee shall apply to all ERU not currently being served as of the effective date of this resolution.

E. The CBD-CIC program is in addition to and does not replace the GFC fees that are associated with new or expanded sewer connections.

F. CBD-CIC Fee assessments shall be paid to the District at the time of construction plan approval.

4.64.040 Calculation of the Fee.

A. The CBD-CIC shall consist of three (3) primary steps;

1. Determination of the number of existing and proposed ERU to identify the number of new ERU that are proposed to be added to the sewage collection system. This determination will be performed by WWD based on information provided by the property owner and WWD's wet weather water consumption records.

2. Determination of the applicable Cost Factor.

3. CBD-CIC project fee = # new ERU X Cost Factor X CBD-CIC Unit rate.

B. Where a proposed development includes both dwelling units and retail/commercial square footage, the retail/commercial square footage sewage contribution shall be based on a minimum of 250 gpd per 1000 square feet of retail/commercial space. The retail/commercial square footage shall be inclusive to the evaluation of both the total ERU and applicable Cost Factor.

C. When existing ERU are determined by wet weather water consumption records, only 87% of the purchased potable water will be applied as sewage flow.

D. The determination of proposed ERU from DU shall be based on 60 dwelling units per acre, 2 people per DU and 80 gpcd.

4.64.050 Rate Establishment.

A. The CBD-CIC unit rate shall be calculated per ERU, in that form set forth as Exhibit 3 attached to the resolution codified in this section and incorporated herein by this reference.

B. The CBD-CIC unit rate shall be monitored and revised bi-annually at the same time as the SDC to respond to inflation, construction cost escalation or changes to the CIP.

C. The CBD-CIC unit rate is based on pipe that has reached 80% capacity within the CBD zone.

1. The installation cost per linear foot is used for the proposed size of pipe and multiplied by the length to obtain the project cost.

2. This project cost is then multiplied by pipe capacity increases based on 80% of pipe flow to obtain the Development Driven Capacity Cost. These costs

are then added together to obtain the total cost of CBD sewer improvements for each basin in the CBD zone.

3. The total number of new ERUs per sewer basin is calculated based on the existing and forecast flow multiplied by CBD area percentage. The existing CBD flow for each basin is then subtracted from the forecast flow and the remaining flow divided by 180 gpd. The new ERU per basin are added together to obtain the total number of new ERUs in the CBD zone.

4. This number is then divided into the total cost of CBD sewer improvements for the CBD-CIC unit rate.

4.64.060 Term.

A. The CBD-CIC program is intended to remain in effect until it is cancelled by action of the Woodinville Water District Board of Commissioners or until all items on the CBD portion of the capacity increasing CIP have been constructed.

B. WWD shall maintain a list of the ERU assessments for each development project. Once GFC and CBD-CIC charges have been paid, the corresponding number of ERU will be linked to the project's property parcels in case of future additions, building expansion or redevelopment on the site.

(Res. 3985 § 1-6, 2021)

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 Payment Arrangements**
- 4.68.060 Adjustments.**
- 4.68.070 Appeals.**
- 4.68.080 Repeater.**
- 4.68.090 Effective Date.**

4.68.010 Definitions.

The following definitions shall apply to the provisions set forth herein:

A. Customer - For single family residential uses, the owner of the property receiving District utility service; for commercial uses, the owner or occupant of the property receiving District utility service.

B. Customer account - The account maintained by the District for each utility service the District provides.

C. Owner - The owner of record of the property receiving utility service.

D. Person - A natural person or any legal entity.

E. Property - The real property provided or receiving District utility water or sewer service.

F. Manager - The General Manager of the District or any District employee delegated authority to perform procedures established herein.
(Res. 4063 § 1, 2024)

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 regulations promulgated by the District;

B. Customer Accounts - Customer accounts shall be kept in the name of the Owner or authorized property management company for single family residential property, and the Owner or name of the occupant for a commercial property. The customer shall provide the District with current and correct

contact information, including customer name, address, phone number and, if available, their email address.

C. 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. 4063 § 2, 2024)

4.68.030 Billing

A. Frequency and Terms - The District shall bill every other month for utility services rendered during the preceding two (2) calendar months. Bills not paid in full by the fifteenth (15) day after the date of the bill (the "due date") shall be delinquent (the "delinquent date"). Each bill shall clearly state its billing date, its due date, amount due, and balance forward. Each bill shall also provide information regarding bill payments, including payment options, District collection policies regarding delinquent bills, and procedures regarding closing bills.

B. Payment - Payment may be made online, at the District office by check or cash, electronic funds transfer (EFT), a bank initiated bill payer service, or via mail.

C. Payments received for multiple District utility services shall be applied in the following manner and order:

1. Sewer charges
2. Franchise Fees
3. Street Light Charges
4. Other Fees until those charges are paid in full and then to water charges.
(Res. 4063 § 3, 2024)

4.68.040 Collection and Enforcement

A. Reminder Notice - Bills are due in full within fifteen (15) days after the billing date. If payment in full is not received by the twenty-eighth (28th) day after the due date, the District shall send a reminder notice to the customer advising that the bill is past due. The notice shall specify the amount due and the pay by date. The total amount must be paid by the date specified in the notice to avoid additional collection procedures and fees.

B. Disconnection Notice - If payment in full is not received by the forty-ninth (49th) day after the due

date, written notice of disconnection shall be provided to the service address either by mail or by door hanger. The notice shall include a date by which the full amount owing must be paid, or service will be discontinued, the ability of residential customers to seek reconnection of their water service in the event of a heat advisory in accordance with Section 5.E, and advise a customer of their right to file a written notice of appeal with the District prior to the disconnection date for the delinquent billing. The disconnection notice shall provide clear and specific information on how residential customers can make a request for reconnection, including how to contact the District. Copies of the notice shall be mailed to the owner or authorized property management company of the property if single family residential, or if the property and account is commercial, to the owner or occupant of the property. The notice shall specify the disconnection date.

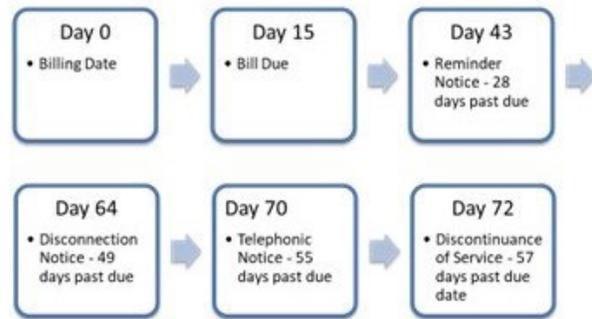
C. Discontinuance of Service - Whenever a bill for water service has been delinquent for more than fifty-seven (57) days, the Manager, upon at least six (6) days prior written notice to the customer, shall discontinue service to the property, provided service will not be discontinued on the last business day before a holiday or weekend.

1. The District will not discontinue water service to residential customers for nonpayment, including tenants of metered apartment buildings and residents of mobile homes, on any day the National Weather Service has issued or has announced that it intends to issue a heat-related alert, such as an excessive heat warning, a heat advisory, an excessive heat watch, or a similar alert, for the area in which the residential user's address is located. If the residential customer account remains delinquent after the heat advisory ends, the District has the right to disconnect the customer's water service.

2. The Manager is authorized to implement a disconnect policy which avoids termination of residential water services during certain periods of the year when heat advisories are most likely to occur.

D. The District must receive payment in full by the date specified in the notice or water service will be disconnected without further notice. An appeal of the notice of service discontinuance or request for payment arrangements must be filed with the District by close of business on of the day before the discontinuation of service date specified in the letter.

The billing and delinquent process time line is as follows:



(Res. 4063 § 4, 2024)

4.68.050 Payment Arrangements

Extended Payment Agreements - A customer may request the District make arrangements for payment of District bills, and the Manager is authorized to approve and sign Extended Payment Agreements developed pursuant to this section. Pending the Manager's decision regarding the request to make payment arrangements, no collection enforcement action shall be taken.

Requirements governing the issuance of an Extended Payment Agreement include:

A. An amount equal to six per cent (6%) 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 Extended Payment Agreement.

B. The Extended Payment Agreement shall itemize payment amounts and dates when those payments will be received by the District until the entire delinquent balance, including the six per cent (6%) charge in lieu of interest, has been paid in full.

C. Amounts and repayment periods are as follows:

1. \$500 - \$1,000 – 6 months maximum
2. \$1,001 - \$2,000 – 12 months maximum
3. \$2,001 and above – 18 months maximum

D. Scheduled payments under the Agreement will be due monthly or at the same time payments are due under the customer's normal billing cycle. Failure to make the scheduled payments in accordance with the Extended Payment Agreement shall cause those amounts to be subject to the collection and enforcement policies of the District.

E. Resumption of Service - Subject to the provisions herein, service shall not be resumed until all outstanding charges/fees/penalties and amounts due have been paid in full. If water service is discontinued for a customer's failure to perform according to terms

established in an Extended Payment Agreement, the water service shall not be restored until the entire balance due under the agreement has been paid in full. The Manager shall make effort to resume service by the end of the next business day following receipt of payment in full for the past due amount.

1. A residential user whose dwelling water utility service has been disconnected for lack of payment may request that the District reconnect service on any day for which the National Weather Service has issued or has announced that it intends to issue a heat-related alert, such as an excessive heat warning, a heat advisory, an excessive heat watch, or a similar alert, for the are in which the residential user's address is located. Upon receipt of a request for reconnection, the District will make a reasonable attempt to reconnect service to the dwelling. The District, in connection with a request for reconnection, may require the residential customer to enter into a payment plan prior to reconnecting service to the dwelling. If the District requires the residential customer to enter into a repayment plan, the repayment plan must comply with subsection (2) of this section. The District may impose a reconnection fee against the account of a residential customer requesting reconnection.

2. The repayment plan shall be designed both to pay the past due bill by the following May 15th, or as soon as possible after May 15th if needed to maintain monthly payments that are no greater than six percent of the customer's monthly income, and to pay for continued utility service. A residential customer may agree to pay a higher percentage during this period, but will not be in default unless payment during this period is less than six percent of the customer's monthly income. If assistance payments are received by the customer subsequent to implementation of the plan, the customer shall contact the district to reformulate the plan.

3. If the residential customer account remains delinquent after the heat advisory ends, the District has the right to disconnect the customer's water service, and an additional disconnection fee may be imposed by the District. If an Extended Payment Agreement has been agreed to by the District and the residential customer, the District may, in its discretion, elect not to disconnect the water service provided the customer is in full compliance with the terms of the Extended Payment Agreement.

F. Liens - Filing/Foreclosure. - Whenever an account is delinquent for sixty days or more, the District may certify the account as delinquent, record a lien against the property upon which the service was

received, and commence a lien foreclosure as provided by law. Prior to a lien being filed, the cost of recording the lien at the rate charged by King County shall be added to the account.

G. Returned Payments – payments returned to the District for non-sufficient funds or other reasons require additional accounting and staff time to process. In addition, the District's depository bank charges a fee for each deposited item that is returned. As such, it is the desire of the District to minimize the volume of returned payments it receives. Any customer account that experiences two returned payments within a 12-month period will be required to make payment in a form acceptable to the District. Acceptable forms of payment in this situation may include credit card, certified check, money order, or other electronic payments. The District may refuse additional check payments on a customer account for a period of 12-months after it receives notification of a second returned payment.

(Res. 4063 § 5, 2024)

4.68.060 Adjustments

A. Leak Adjustments - All leak adjustment issues will be governed by the District's then current Leak Adjustment Policy.

B. Other Bill Adjustments - The Manager may approve adjustments to customer accounts to correct impacts of District errors and miscellaneous adjustments up to \$200. All other adjustments shall 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 and shall be paid by the customer, unless such tests establish that District equipment is faulty or its meters are inaccurate.

(Res. 4063 § 6, 2024)

4.68.070 Appeals

A. Appeal - Any decision of the Manager made under authority of this resolution may be appealed to the Board of Commissioners.

B. Deadline to Appeal; 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 Manager's decision which is subject to appeal; otherwise, the Manager's decision is final. Pending an appeal all enforcement action relative to the customer's account shall be stayed. After reviewing the customer's appeal and supporting testimony and documentation,

the Board shall have the authority to make a final determination on the customer's appeal and take action including correcting, modifying or affirming the decision.

4.68.080 Repealer

All District resolutions, policies and procedures, including the applicable portions of Resolution No. 4047 and Chapter 4.68 WWDC are hereby repealed, amended and/or superseded to be in accordance with the policies and procedures set forth herein.

(Res. 4063 § 8, 2024)

4.68.090 Effective Date

Effective April 1, 2024.

(Res. 4063 § 9, 2024)

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. 3765 § 1, 2013)

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 General 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. 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. 3765 § 2, 2013; Res. 3923 § 1—3, 2019)

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 Program**
- Overview.
- 4.72.070 Billing.**
 - 4.72.080 Issuance of Hydrant Meter Rentals.**
 - 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. 4116 § 2-3, 2025)

4.72.020 Scope.

The Hydrant Meter Program is administered by the Woodinville Water District through the Operations Department. Inspections are performed by the Water Quality Department under the direction of the District's General Manager. Meter readings will be emailed or called in by applicant of hydrant meter monthly.

(Res. 4116, Exh. 1 § 1.0, 2025)

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, 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 Program Policy of Woodinville Water District regulates:

- Acceptable and Unacceptable Use of Fire Hydrants
 - Fire Hydrant Restrictions
 - Hydrant Meter Program Overview
 - Issuance of Hydrant Meter Rentals
 - Operating Instructions
 - Hydrant Meter Inspections
 - Violation of Terms and Conditions
- (Res. 4116, Exh. 1 § 2.0, 2025)

4.72.040 Acceptable and Unacceptable Use of Fire Hydrants.

The primary purpose of hydrants is to provide fire protection. Hydrant meters will be issued at the District's discretion and may only be issued for temporary connections, where permanent service is not available. Rentals 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 applicant operator must always be on-site 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 to 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 1 year, without approval from the Water Quality 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 rental agreement 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. Applicants 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, rental agreement revocation, and legal action.

(Res. 4116, Exh. 1 § 3.0, 2025)

4.72.050 Fire Hydrant Restrictions.

The hydrant program indicates which hydrants in the District's service area are available for use by the hydrant meter applicant. Designated hydrants are identified by the Water Quality Department. This list shall be reviewed and updated by the District as needed. An address list and map will be provided to all hydrant meter applicants. Updates can be obtained online at www.woodinvillewater.com or requested by email at waterquality@woodinvillewater.com from the Water Quality 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, use of hydrants meters shall be temporarily suspended when the State declares a Drought Warning, Emergency or when the District's General Manager declares a heightened alert. Such communications shall be effective upon public notice and/or emailing. The District reserves the right to suspend, or revoke use of hydrant meters at any time. No water withdrawals from hydrants are permitted during these times, except by the Fire Department for fire suppression. Continued usage is prohibited.

(Res. 4116, Exh. 1 § 4.0, 2025)

4.72.60 Hydrant Meter Program Overview.

Fire hydrants opened by any individual other than employees of the Woodinville Water District or Fire and Rescue must have a hydrant meter and backflow

prevention attached. A deposit is required for meter and backflow rental (if applicable). It is the responsibility of the applicant to cover any costs resulting from damage or alterations to the hydrant meter, its appurtenances, and any other equipment or facilities damaged by the applicant. The applicant is responsible for utilizing the proper equipment and tools to operate the hydrant and meter safely and without damage. The applicant is responsible for any damage to the fire hydrant, the hydrant meter, backflow device and the adjacent areas resulting from unauthorized or improper use. Applicants must use a District issued hydrant meter and backflow device 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. 4116, Exh. 1 § 5.0, 2025)

4.72.070 Billing.

The Hydrant Meter Program is administered by the Water Quality 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 Water Quality Department on a monthly basis. Failure to report reads consecutively may result in hydrant meter rental revocation and an additional meter reading fee. Any person opening a fire hydrant, excluding District personnel and firefighting personnel, without a valid hydrant meter agreement, inspection, and/or hydrant meter with backflow 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 Water Quality Department, as well as online at www.woodinvillewater.com. Rates and fees are subject to change.

(Res. 4116, Exh. 1 § 6.0, 2025)

4.72.80 Issuance of Hydrant Meter Rentals.

Applicants wishing to obtain a hydrant meter and backflow device, will go to www.woodinvillewater.com to fill out the application. Applicants then email waterquality@woodinvillewater.com to set up

appointment to pick the meter and backflow device at the Operations Department located at Woodinville Water District office. The applicant will read the Hydrant Meter Policy as well as the Hydrant Meter form and sign the agreement. The Water Quality Department will keep all active agreements and copies of identification papers including a copy of the applicant's photo identification on file for the duration of the rental.

(Res. 4116, Exh. 1 § 7.0, 2025)

4.72.090 Operating Instructions.

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

- Meters and backflow devices must not be left unattended.
- Meters and backflow devices 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 and backflow devices 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 fully open position when in use. A separate valve on the hose must be used to control the flow of the water.
- The applicant is responsible to flush the fire hydrant prior to connecting or installing the hydrant meter and backflow device. Flushing prevents damage by removing any grit or sediment in the hydrant. A hydrant should be flushed until the water runs clear. The applicant is responsible to dispose of flushed water legally and safely.
- Applicants 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, backflow device, penalties, and/or revocation of the agreement.

(Res. 4116, Exh. 1 § 8.0, 2025)

4.72.100 Meter Inspections.

Meters are inspected by the Water Quality Department at the Woodinville Water District. Meters will be inspected prior to issuance, during an applicant's possession of the meter, and prior to closing an account to determine final balances due. Broken or damaged meters and/or backflow devices must be reported to the District immediately. The applicant will be charged for any necessary alterations and repairs to the meter based on labor and materials.

(Res. 4116, Exh. 1 § 9.0, 2025)

4.72.110 Violations of Terms and Conditions.

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

(Res. 4116, Exh. 1 § 10.0, 2025)

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 General 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; Res. 3923 § 1—3, 2019)

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 Residential Fire Suppression Systems Policy.

4.84.010 Residential Fire Suppression Systems Policy.

A. Whenever the Fire District requires an 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 resolution. The District will provide fire flow information from the water main in the area of where the customers property is located. It is the customers' responsibility to size their meter, Double Check Valve Assembly (DCVA) and service line to acquire the correct gallons per minute needed when designing their fire suppression system.

B. The internal fire suppression system for a single-family residence can be installed three different ways as listed below. All fire service must be premise isolated with a DCVA and installed to District specifications.

1. “**Flow through fire system**” requires a DCVA placed behind the single-family domestic water meter, installed per District specifications.

2. “**Branched fire system**” requires a tee off the service line directly behind a single-family domestic water meter, a fire service line is run separately from the domestic service line to the house. A DCVA is required to be installed on the fire line per District specifications.

3. “**Separate fire meter**” requires a dedicated service line and fire meter. A DCVA is required to be installed directly behind the fire meter per District specifications.

C. The property owner will be required to install a state approved backflow prevention device. All service lines will be premise isolated and comply with District cross connection and backflow prevention policies. These devices must be tested annually by a certified backflow tester.

D. 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.

E. The District's System Development Charge (SDC) shall not be charged for separate fire suppression meters. For, fire systems off your domestic service line, the SDC shall be based on the meter size for domestic use.

F. For Extended Service Agreement (ESA) properties:

1. If the ESA property requires a larger meter or service line; then a new main shall be installed per District policies and standards.

2. If the ESA property is subdividing then a new main shall be installed per District policies and standards.

(Res. 4030 § 1-6, 2023)

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.

The unauthorized use of or tampering with District facilities, including, but not limited to, the cutting of locks or otherwise restoring water or sewer service terminated by the District, the removal of meter radios, antenna or transmission wires, unauthorized hydrant access or usage, the unauthorized use of District services, and all other Unauthorized Actions are prohibited.

(Res. 3898 § 1, 2018)

4.88.020 Disconnection—No Prior Authorization.

The General Manager or his/her representative is authorized and directed to immediately disconnect any property or building that is or has been connected to the District's water or wastewater system without prior authorization of the District in accordance with District resolutions, policies and procedures.

(Res. 3898 § 2, 2018; Res. 3923 § 1—3, 2019)

4.88.030 Disconnection—Tampering.

The General Manager is authorized and directed to immediately disconnect any property or building that has been connected to the District's water or wastewater system whenever the service connection to that property or meter serving that property has been by-passed, tampered with, subject to any other Unauthorized Action.

(Res. 3898 § 3, 2018; Res. 3923 § 1—3, 2019)

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 utility service shall be provided only upon

the following conditions:

1. Payment of all costs associated with disconnecting and restoring utility 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, tampering, or other Unauthorized Action.

3. Payment of the monthly utility rate for the District's estimate of utility service provided.

4. Payment of a Five Hundred Dollar (\$500.00) penalty for the first offense. Second offenses will incur a One Thousand Dollar (\$1,000.00) penalty and the penalties for subsequent offenses will be increased by Five Hundred Dollars (\$500.00) per occurrence.

5. If the owner of the property which received unauthorized utility service or otherwise committed an Unauthorized Action fails to pay the fees, charges and penalties provided in this Resolution, such fees, charges and penalties shall be collected pursuant to the procedures set forth in RCW 57.08.081, and as such statute may be modified and amended.

(Res. 3898 § 4, 2018; Res. 3923 § 1—3, 2019)

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 within 90 days of leak repairs or such a time period as approved by the General Manager and provide proof to the District's satisfaction that the leak has been repaired; and

b. The customer must take action to repair the leak within thirty (30) days of notification via postal service mailing, email, phone call, or door hanger, by the District 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

c. The leak credit will only apply to the period of the leak and shall not exceed a period of 60 days; 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. Accounts - Approved Leak Adjustment amounts will be based on customer charges for the period of leakage 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. If applicable, sewer charges eligible for an adjustment are district volume charges only and exclude Metro (King County) charges. Residential accounts do not incur sewer volume charges.

B. A customer has the right to appeal a leak adjustment decision to the Board of Commissioners. Only the Board of Commissioners can approve additional adjustments if the Board determines in its discretion to do so.

(Res. 4067 § 1-2, 2024)

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)

Chapter 4.98

DRONE POLICY

Sections:

- 4.96.010 Purpose and Scope.**
- 4.96.020 Policy Statement.**
- 4.96.030 Authorized Use Cases.**
- 4.96.040 Policy Requirements.**
- 4.96.050 Roles and Responsibilities.**

4.96.010 Purpose and Scope.

Woodinville Water District (“District”) is dedicated to embracing technologies that help improve its services while protecting the privacy and safety of its residents. The use of drones in the public interest is expected to benefit ratepayers through the more efficient use of District resources. The term “drone” means an unmanned aircraft (UAS) flown by a pilot via a ground control system, or autonomously through use of an on-board computer, communication links or any other additional equipment.

This Drone Policy (“Policy”) is intended to guide employees and contractors authorized conduct to Drone operations. A Drone Advisory Committee composed of representatives from the General Manager’s Office, the District Safety Officer, and others will review the drone programs and provide recommendations to revisions to this policy, as necessary.

All employees, contractors, and volunteers, including elected officials, consultants, and vendors while working on behalf of the District are required to comply with this Policy.

4.96.020 Policy Statement.

The District’s Drone Policy must be reviewed, and acknowledgement form signed by all drone operators and any individuals with access to drone data that may contain Personal Identifiable Information. Engaging in the unauthorized use of drones or activities that are inconsistent with this Policy may subject an employee to discipline, up to and including termination of employment or removal from office, as well as to applicable monetary fines and penalties.

4.96.030 Authorized Use Cases.

The authorized use of drones is limited to the following use cases:

- Disaster Response & Recovery: Aerial review of areas affected by disasters or emergencies.
- Training: Assessment and evaluation of emergency response operations.
- Construction Management: Inspection of project

sites for contract and environmental compliance.

- Inspections: Surveys and assessments of WWD properties and assets Further future use as they are discovered require approval from the General Manager.

4.96.040 Policy Requirements.

A. General. The privacy and safety of District ratepayers and businesses are the top priorities of this policy. The District will comply with all District, State, and Federal laws and regulations, and with all state and Federal Constitutional guarantees.

To review Federal Aviation Authority (FAA) requirements for the registration and use of drones by the District, please refer to <https://www.faa.gov/uas/>

B. Specifications. Each District drone must have a global positioning system. The software and/or firmware used to operate the drone must be up to date and maintained.

C. Safety. Drones must be operated in a safe manner. District drones should not be operated in a way that causes personal injury or property damage. Drones may not have features (e.g., lights, coloring) or be used in a way that distracts drivers or other aircraft.

Drones that lose GPS signals should be set to hover in place. Additionally, drones that lose signals to their remote operator or when low power is detected should be set to return to home/origin.

D. Training. Drone operators must obtain remote pilot certifications from the FAA and must comply with all other FAA requirements.

E. Notification. Drone operators shall notify the public at the site of operations through signage in readily viewable public areas.

NOTE: Pre-notification is not required when drones are used for emergency authorized uses.

F. Prohibited Zones. Drones may not be used within five miles of an airport or in any FAA no-fly zone unless approved by the appropriate authority. District drone operations, including night operations, must comply with FAA rules.

Drones may not fly over private property without permission, if it is easily avoided. Drones may not hover over rail, bus and parking areas/structures.

G. Privacy. Drone operators must have an authorized purpose to collect information. Should information be incidentally collected that could be used to identify persons or private information, staff must remove all personal identifiable information from raw data footage.

H. Data Security. Drone operators are advised not to maintain archives of raw, unprocessed drone data once the business purpose is accomplished. Staff must

restrict access to any raw drone footage. Distribution of raw drone data is restricted to authorized staff for the purpose of cleansing and processing data only. In all other circumstances, the District may not exchange raw, unprocessed drone-collected data or disclose such data to the public except for exigent public safety needs or as required by law.

Drone data flight information shall be documented with metadata or a Memorandum of Record, information such as location, authorized use, times, etc.

I. Compliance.

4.96.050 Roles and Responsibilities.

The drone policy must be reviewed, and an acknowledgement form signed by all drone operators and any staff with access to drone data that may contain personal identifiable information.

The Drone Advisory Committee will review and evaluate use cases and provide recommendations on the continued use of drones. The committee will be composed of representatives from G & A, Engineering (Safety Officer), and the IT Department.

(Res. 3967 (part), 2020)

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 General Manager or his/her designee. When the General Manager designates another employee as responsible official, the General 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; Res. 3923 § 1—3)

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)	3032	Adopts a fats, oil, and grease management program. (4.76)
382	Notification to all prospective members of a proposed utility local improvement district. (4.20)	3065	Amends §§ 1(1) and (2) of Resolution No. 1800, State Environmental Policy Act Implementation, Resolution No. 2875, fiscal regulations generally and Resolution No. 2871, establishment, payment and collection of customer accounts. (3.04, 5.04)
832	Annexation policy. (1.12)	3111	Code adoption. (1.01)
1221	Deadline for preparation and approval of the district's annual budget. (3.04)	3155	Adopts policies governing satellite management. (2.36)
1372	Provision of water service to properties served by on-site sewage disposal systems. (4.52)	3184	Delegates authority to the general manager to accept developer extensions subject to board review. (4.04)
1800	Rules for implementation of the State Environmental Policy Act; rescinds Resolution No. 676. (5.04)	3386	Excessive water use surcharges during emergency water restrictions and repeals Resolution No. 2935; repeals Resolution No. 2935. (4.60)
1859	Registration of bonds and obligations of the district. (3.08)	3403	Bond in lieu of retainage and establishing standards for accepting such bonds. (2.60)
2349	Establishes last date for commencement of foreclosure proceedings for the collection of delinquent assessments. (4.20)	3452	Authorizing public use of district facilities and establishing policies and procedures governing such use. (2.32)
2388	Extension of water service outside of district boundary policy. (4.24)	3546	Adopting new financial policies; repeals Resolution No. 3445. (3.02)
2730	Local improvement and utility local improvement district policies and procedures. (4.20)	3607	Approving and authorizing a District Policy Plan; repeals Resolution No. 2850. (1.08)
2869	Delegates authority pertaining to the developer extension process to the general manager. (4.04)	3610	Establishing policies relating to the dissemination of certain sensitive security information in connection with the District's Security Enhancement Project. (4.96)
2872	Connection charge to recover costs of construction of extension. (4.04)	3638	Approving and adopting an identity theft program. (3.06)
2875	Authorizes county department of finance to invest funds and authorizes controller to instruct the department regarding investment and transfer of funds. (3.04)	3641	Approving form of Service Connection Agreement to construct service connections to District system. (4.06)
2887	Commissioner participation in insurance benefit plan. (2.04)	3642	Approving form of Application and Agreement to construct extension to District system. (4.08)
2911	Establishes charges for meter installation and other district fees and charges; repeals Resolution No. 2807 and 2811. (3.12)		
2927	Holds commissioners and employees harmless. (2.04)		
2961	Approves form for application and agreement to construct extension to district system. (4.08)		
3012	Reimbursement of board members for expenses incurred in connection with business of the district. (2.04)		

Resolution Number		Resolution Number	
3658	Appointing an agent to receive claims for damages against the District under Chapter 4.96 RCW; repeals Resolution No. 3398. (2.52)	3843	Establishing a policy relating to the use of Excess Capacity Charges. (3.16)
3682	Adopting a employee hiring policy procedures; repeals Resolution No. 3357, repeals Resolution No. 3565. (2.48)	3855	Authorizing the establishment of a Petty Cash Checking Account; adopting policies and procedures to govern future operations of that account; and repealing Resolution No. 3705. (3.04)
3686	Establishing a Utility Access Policy. (4.92)	3881	Ratifying and approving a process to administer proposed Change Orders on District Public Works Projects (2.70.010)
3693	Adopting a policy requiring irrigation meters for commercial, industrial, and multi-family customers. (4.80)	3898	Establishing a policy prohibiting unauthorized connections to, use of, and tampering with District utility systems; and imposing sanctions for violations thereof. (4.88)
3694	Adopting a policy to allow Process Meters for Commercial and Industrial customers. (4.82)	3903	Adopting formal policy to govern the management, stewardship, and disposal of Fixed Assets and minor tools and equipment, items referred to as "Small and Attractive Assets" and repealing Resolution No. 3827. (2.68)
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)	3909	Appointing Auditing Officer(s) for the purpose of authorizing the issuance of warrants and electronic transactions prior to Board of Commissioners approval. Repeals Resolution No. 3897. (3.04.030)
3712	Establishes a local facilities connection charge for properties connecting to water or sewer facilities constructed by the district as capital construction projects; repeals Resolution No. 3710. (4.32)	3921	Adopting and approving a policy regarding service to existing group A & B water systems located within the District's Retail Water Service Area. (4.30.010)
3725	Requirements, regulations, and procedures for administering the District's system of public sanitary sewers; repeals Resolution No. 3027. (4.48)	3922	Adopting and approving the 2018 Comprehensive Water System Plan, subject to the final approval of such Plan by the Washington State Department of Health and King County and repealing Resolution No. 3646 (4.36.020)
3751	Adopting a new official seal. (2.04)		
3765	Establishing policies regarding meters and potential damage to District property; repealed Resolution No. 3329. (4.70)		
3778	Adopts policies governing developer extensions; repeals Resolution No. 3028. (4.04.010)		
3841	Repeals and replaces Ch. 4.40, cross connection control; repeals Resolution No. 3320. (4.40)		

Resolution Number		Resolution Number	
3923	Revising, amending, and updating the Woodinville Water District Code. (1.12.010, 1.12.020, 1.12.030, 3.04.050, 4.04.010, 4.20.020, 4.40.020, 4.44.010, 4.44.030, 4.44.050, 4.48.010, 4.48.050, 4.88.020, 4.88.030, 4.88.040, 5.04.040)	4027	Designating authorized representatives to apply for and administer grants through the State of Washington Hazard Mitigation Grant Program. Repeals Resolution No. 3895. (2.66)
3940	Establishing policies for Reimbursement Agreements for Develop Extension Agreements. Repeals Resolution No. 3189. (4.04)	4029	Rules governing public inspection and copying of public records; repeals Resolution No. 3886. (2.08)
3946	Establishing policies for Charge in Lieu of Assessment/Hook-Up in Lieu of Assessment (HUILOA) Agreements. (4.05)	4030	Adopts policy governing the installation of residential fire suppression systems; repeals Resolution No. 3764. (4.84)
3948	Designating an Official Newspaper for the District. (2.04.070)	4031	Requirements, regulations, and procedures for connection of side sewers. Repels Resolution No. 3026. (4.44)
3967	Authorizing the General Manager to implement the District “Drone” Policy. (4.98)	4041	Establishing a Small Public Works Roster process to award Small Project Public Works Contracts, a Consulting Services Roster for Architectural, Engineering, and other Professional Services, and a Vendor Roster for goods and services not related to Public Works Contracts. Repeals Resolution No. 3943 (2.12)
3971	Establishing a cost recovery policy (Overhead Billing Rate) for billing of services provided by District personnel. (3.12)	4042	Adopting a revised Purchasing Manual and repealing Resolution No. 4013. (3.18)
3985	Implementing The City of Woodinville Central Business District “Capacity Improvement Charge”. (4.64)	4052	Designates U.S. Bank as depository for funds of the District, repeals Resolution No. 3900. (3.04.010)
3997	Authorizes policy regarding the elimination of Extended Service Agreements, repeals Resolution No. 3709 and Resolution No. 3907. (4.28)	4053	Adopts the 2022 General Sewer Plan. (4.36)
4010	Adopting rules governing the procedures of the Board of Commissioners and repealing Resolution No. 3795. (2.04)	4063	Establishing billing and collection procedures for utility services provided; repeals Resolution No. 4047. (4.68)
4015	Water and Sewer Service Connections, and General Facility Connection Charges for Single Family Residences and Accessory Dwelling Units (4.62)	4066	Appointing Auditing Officers for the purpose of authorizing the issuance of warrants and electronic transactions prior to Board of Commissioners approval. (3.04.030)
4017	Revising and readopting a Variance Policy to the District’s Water and Sewer Main Extension Requirements; repeals Resolution No. 3825. (4.04.010(D))	4067	Establishing a leak adjustment policy. (4.90)

Resolution Number		Resolution Number	
4076	Authorizing cash advances for travel and establishing a revolving account for travel advances, terms and conditions for cash advances, authorizing per diem amounts for certain travel expenses, and establishing a credit card policy. Repeals Resolution No. 3924. (3.04.080)	4112	Authorizing revisions to the standard specifications for water and sewer developer extensions and repealing Resolution No. 3982. (4.12)
4093	Providing for continuity of government in the event of an attack or natural disaster. Repeals Resolution No. 3936 (2.62.010)	4116	Adopts policy regarding use of district hydrant meters; repeals Resolution No. 3626. (4.72)
4094	Designating authorized representatives to apply for disaster relief. Repeals Resolution No. 4028 (2.64)	4128	Establishing New Customer Class and Establishing 2026 Rates; repeals Resolution No. 4032. (4.60)
4096	Establishing a Policy for the District Public Facilities Code of Conduct. (2.20)		
4097	Adopting a Personnel Policy Handbook. Repeals Resolution No. 4057, 4071, and 4086. (2.82)		
4098	Approving a Commissioner Protocol Manual and repealing Resolution No. 4014. (2.80)		
4102	Related to the system development fees imposed as a condition of connecting to the water supply system of the District and repealing Resolution No. 4024. (4.56.010, 4.56.030)		
4103	Related to the system development charges imposed as a condition of connecting to the sewer collection system of the District and repealing Resolution No. 4025. (4.56.020, 4.56.030)		
4105	Changing the time of the regular meetings of the Board of Commissioners; repeals Resolution No. 3771. (2.04)		

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