

## RESOLUTION 572

### **A RESOLUTION of the Board of Commissioners of Point Roberts Water District No. 4, Whatcom County, Washington, describing billing procedures and stating policies regarding due dates, new customers and delinquent accounts, which have been established in previous resolutions.**

**WHEREAS**, the Board of Commissioners of the Point Roberts Water District No. 4, must by resolution develop operating procedures, it becomes necessary for the District to define the methods of carrying out these obligations by incorporating the following policies:

- A. DUE DATES:** Bills will be sent on the first of the month, bi-monthly. Bills are due and payable when presented and will show a late date of the last day of the billing period. Payments must be received prior to the late date shown. Payments received after this date will be charged a late charge of 8% with a minimum charge of \$1.00.
- B. CONDITIONS OF SERVICE:** The District will supply water to premises located within the District and within two hundred seventy feet (270) from an operating water main or from the edge of a street in which such a main is laid, to each customer who has requested such service by applying therefore in the form required by the District and who has paid: (1) all charges for installation or change of service; (2) for water consumed; and (3) such special connection charge made in lieu of assessment as may be applicable to the property requested to be served.
- C. NEW CUSTOMERS:** Applications for service shall be made by the owner of the property to be served or by his authorized agent. Statements will be sent to the new customers according to the time of the month in which they apply for service. During the first month of the two month billing period, if a new customer applies prior to the 15<sup>th</sup> of said month, he shall be billed for the entire two month period. If a new customer shall apply for service after the 15<sup>th</sup> of the first month, he shall be billed only for the second month of the two month billing period.
- D. PROPERTY OWNERS:** As water is a utility that goes with property, the Water District holds the property owner responsible for all charges and fees associated with water and/or sewer service usage on his property. The District will not send a water usage statement to a property owner in care of a renter. All water statements will be sent only to the property owner.
- E. DELIQUENT ACCOUNTS:** The District may, by act of its Board of Commissioners, terminate water service to any user who is delinquent in payment of water charges. Notice of intent to terminate service for non-payment shall be mailed to the user at least 15 days prior to actual termination. If a meter is removed by Water District No. 4 as a result of delinquent payments, the customer will continue to be charged the prevailing rate per month to the end of the current billing year (December 31<sup>st</sup>). Water service shall not be turned on again until all charges, including turn off and turn on charges are paid or a satisfactory arrangement for payment has been made with the District. Turn off charges shall be in the amount of \$10.00; turn on charges shall be in the amount of \$10.00.

A lien may be placed against the property after disconnection and the property owner will be charged the cost of the lien and any other statutory costs and expenses resulting from this action.

- F. TERMINATION OF SERVICE:** Service will be discontinued upon the customer giving the District official written notice prior to the date of disconnection. Water charges are set on an annual basis, plus overages. The customer will be responsible for all charges accruing prior to the date specified in the notice, or in the case of failure to give notice, then until the water is turned off. The user will continue to be charged the prevailing base rate per month until the end of the current billing year (December 31<sup>st</sup>) plus a \$10.00 disconnection fee.

In addition, if renewal of water service at the particular location is requested by the original customer, a \$50.00 reconnection fee will be charged, plus monthly charges back to the beginning of the current billing year (January 1<sup>st</sup>).

- G. FEES:** All connection fees and charges shall be paid in advance.
- H. REMOVAL OF UNUSED SERVICE:** If a service has been unused or vacated the District will remove the service, including the meter, and the account number will be used for the next new service connection when required. As a condition of restoration of service, payment will be for a new service connection.
- I. ESTIMATED CONSUMPTION WHEN METER CANNOT BE READ:** Whenever a meter cannot be read, the consumption of water shall be estimated by the District, using the average consumption during the last three months during which the meter was readable, or such other relevant information as shall be available to the District.
- J. UNAUTHORIZED ACTS:** Water meters shall remain the property of the District. After the initial installation, meters will be maintained, repaired and replaced as necessary at the expense of the District. The following acts by any person other than an employee of the District are prohibited and subject to penalty, except when expressly authorized by the District in writing:
1. Use of water from fire hydrants by anyone other than authorized fire department personnel;
  2. Opening, shutting or otherwise tampering with valves, except in extreme emergency when District personnel are unavailable;
  3. Cutting into, connecting to, moving, altering, exposing or tampering with any part of the District's water distribution system;
  4. Turning on a water connection which has been shut off or shutting off a water connection which has been turned on;
  5. Making or allowing to continue any cross-connection, whether on public or private property, whereby the water distribution system is connected to any other source of water supply. A piping system which so cross-connects the District system with any other water system shall be considered an unauthorized cross-connection even though the flow

through such a connection be shut off by a valve. Private water supply systems must be physically disconnected from the District system;

6. Paving or covering over or otherwise concealing any manhole cover, valve marker, meter box, hydrant or other part of the water distribution system which is normally exposed for use or maintenance;
7. It shall be the duty of each customer to keep his meter and meter box free from brush, earth or other material or condition external to the meter which interferes with normal meter reading. In the event the customer does not maintain his meter and meter box after receipt of a notice from the District notifying him of the condition, the District may either correct the defect at the customer's expense or may discontinue service until the defect is corrected.
8. Substantially altering the grade surrounding a meter box from the level it was when the box was established;
9. Permitting the obstruction of access by District personnel to service connections, including meter, meter box and appurtenant piping and valves;
10. Breaking any seal affixed by District personnel to any valve connection to the water distribution system;
11. Permitting more than one residential unit to use water from a single service connection except as otherwise stated in the application for service;
12. Painting any hydrant, valve marker or other exposed portion of the water supply system.

**ADOPTED** this 13<sup>th</sup> day of July, 2006 at the Regular Scheduled Meeting of the Board of Commissioners of the Point Roberts Water District No. 4, Point Roberts, Whatcom County, Washington.

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N. Madeleine Anderson – Chairman

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Susan M. Johnson - Secretary

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Reneé Coe – Commissioner

Date: \_\_\_\_\_