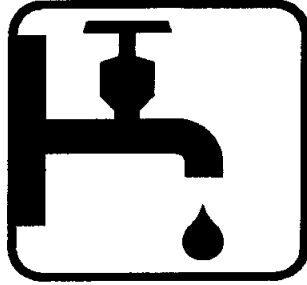


ORIGINAL



Belfair Water District No. 1

**RULES/REGULATIONS**  
**& BY~LAWS**

**OF THE BELFAIR WATER DISTRICT**

**BY RESOLUTION 93-1 ON JUNE 14, 1993 AND  
AMENDMENTS**

**REVISED: BY RESOLUTION 08~11  
NOVEMBER 12, 2008**

**REVISED: BY RESOLUTION 09-4  
August 11, 2009**

**REVISED: BY RESOLUTION 09-7  
DECEMBER 8, 2009**

**REVISED: BY RESOLUTION 10-3  
MARCH 9, 2010**

**REVISED: BY RESOLUTION 12-06  
September 25, 2012**

**REVISED: BY RESOLUTION 14-01  
March 25, 2014**

**RULES/ REGULATIONS/ BY~LAWS**  
**OF BELFAIR WATER DISTRICT**

**1. OPERATION:**

The Belfair Water District shall operate and conduct its business pursuant to all statutory requirements contained in Title 57 of the R.C.W.

**2. BOARD OF COMMISSIONERS:**

The officers of the Belfair Water District shall be a board of water commissioners consisting of three members. The board shall annually elect one of its members as Chairman, and one as Secretary. RCW 57.12.010

**3. ADOPTION OF RULES/REGULATIONS:**

The board shall adopt rules of governing the transaction of its business. All proceedings, by resolution, shall be recorded in a book kept for that purpose and be made a public record. RCW 57.12.010

**4. PAYMENT OF OFFICERS:**

The secretary may be paid a reasonable sum for the clerical services performed. The Belfair Water District may provide, by resolution for the payment of compensation to each of its commissioners at a rate not exceeding (\$104.00) for each day or portion thereof authorized by the Board of Commissioners or the Board Chairperson devoted to the business of the Belfair Water District; provided that the per diem for each commissioner shall not exceed six thousand seven hundred and twenty dollars (6,720.00) per year. No commissioner shall be employed full time by the district. Each commissioner shall include their room and board excluding alcohol beverages while away from their place of residence and mileage for use of their personal automobile at the rate authorized in RCW 43.03.060

**5. WHO MAY VOTE:**

Any person residing in the Belfair Water District who is a qualified voter under the laws of this state may vote in the elections of Commissioners and all issues placed on the ballot pertaining to monetary issues of the District. RCW 57.24.040

**6. HOLDING OFFICE:**

All commissioners shall hold office until a qualified successor has been elected or appointed. The board shall meet and attempt to appoint a successor within thirty (30) days, as stated in RCW 57.12.020

**7. GENERAL PLANS AND RESTRICTIONS FOR CONSTRUCTION:**

The Belfair Water District Commissioners, before ordering any improvements hereunder or submitting to a vote and propositions for incurring any indebtedness excluding professional services, shall adopt a general comprehensive plan of water supply for the Belfair Water District.

They shall also: Investigate the several portions and sections of the Belfair Water District for the purpose of determining the present and reasonably foreseeable future needs thereof,

- Examine, investigate, determine and select a water supply or water supplies for the Belfair Water District suitable and adequate for present and foreseeable future need thereof,
- Consider and determine a general system or plan for acquiring such water supply-supplies, lands, water rights and easements, and
- Consider and determine a general system or plan for retaining or storing such waters and erection dams, reservoirs, aqueducts, and pipelines to convey the same throughout the Belfair Water District.

**8. PROFESSIONAL SERVICES:**

The Commissioners may also employ such engineering and legal services as in their discretion is necessary in carrying out the object and purpose of this act.

**9. Chapter 57.16. R.C.W.**

The Belfair Water District Commissioners shall adopt a general comprehensive plan. Said plan shall be based on the following considerations and information:

1. Future and present needs of the Belfair Water District for water service to assure adequate water supply, water distribution, water storage, and fire hydrant locations.

**10. INDEBTEDNESS:**

The Belfair Water District Commissioners are governed by Title 57 Chapter 16 RCW on indebtedness.

**11. ISSUANCE OF REVENUE BONDS:**

The Belfair Water District Commissioners are governed by Title 57 Chapter 20 RCW

**12. UTILITY LOCAL IMPROVEMENT DISTRICTS:**

The Belfair Water District may:

- Establish local improvement districts within its territory.
- Levy special assessments, under the mode of annual installments extending over a period not to exceed twenty (20) years and on the basis of special benefits to pay in whole or part the damage or costs of any improvements ordered in the Belfair Water District, on all property specially benefited by local improvement.

- Issue local improvement bonds in the improvement assessments.

All “Utilities Local Improvement District” (U.L.I.D.’s) must comply with existing statutes of the State of Washington Chapter 57.16 RCW

### **13. RULES OF ORDER AT MEETING:**

All meetings will comply with open meeting Laws of the State of Washington Chapter 42 RCW. There is a 2 minute time limit per speaker per issue at all District meetings under the public comment section of the meeting agenda. Unruly or disruptive behavior will not be tolerated. Violators will be required to leave the meeting immediately.

Anyone wishing to make a presentation at the Monthly Commissioner’s meeting will provide a one week advance notice of the subject matter of their presentation to the District office. Failure to provide notice will result in not being heard at the monthly meeting. No exceptions to this rule will be allowed.

No recording devices, video equipment, or cameras are allowed at District Meetings without prior written approval from the District.

### **14. SEPARATE METERS:**

Each permanent residence or structure requiring water service shall have a separate water meter. Each separate business that are within a multi-business complex shall have a separate meter unless the landowner or landlord agrees to be responsible for payment of the water usage of all units within the complex.

### **15. EXTENSIONS:**

There shall be no extensions of a water line from a permanent structure to serve a structure of semi-permanence, such as a mobile home, trailer and or campers. Those receiving water services shall pay a minimum monthly service charge equivalent to that minimum charge in effect for a single family residence.

### **16. PLACEMENT OF METERS:**

All water meters shall be placed in the public right-of-way or, with approval of the Belfair Water District, on an easement running to and accepted by the Belfair Water District.

### **17. PLACEMENT OF CONNECTION:**

No connection will be allowed to a main not fronting a property, unless by prior approval of the Belfair Water District. Any new distribution system built by a customer or landowner and is receiving water from Belfair Water District system will transfer or deed over to the Belfair Water District that system within one year after completion, RCW 57.22.010.

### **18. BELFAIR WATER DISTRICT N.S.F. CHECK CHARGE:**

When the Belfair Water District receives a returned check by the bank for ANY REASON, there will be a twenty (\$25.00) five dollar charge, plus a five (\$5.00) dollar bank charge fee, 57.08.081

will apply. Upon receiving 2 bad checks from a customer the District will cease to accept payment by check from that customer.

**19. COST OF INSTALLMENT:**

Materials, service and labor provided by the Belfair Water District #1 for new service installation, per meter sizes are to include the following:

- Permit from the Department of Transportation State/County
- Pipe connectors Two Each
- Pipe per specifications Ten Feet
- Saddle for main connection One Each
- Valves for shut-off Two Each
- Meter One Each
- Meter box with lid One Each
- Labor for installation As Needed
- Gravel for repair As Needed
- Equipment As Needed
- Line locates As Needed

The cost of bonds and fees other than ROW Permit required to install the service will be the responsibility of the applicant.

All commercial applications with a 3/4" service request will include a plan review fee of \$100, a cross connection compliance fee of \$150, and a final inspection fee of \$ 100. Larger service requests will pay fees in proportion to these fees based on ERU(s). Example; 2 inch service equals 6 ERU(s) so the fees would be \$ 600, \$ 900, and \$ 600.

**20. UNDER ROAD BORING OR PUSH FOR WATER SERVICE:**

Any under road boring or push performed on State, County or Private Roads will be at the customers' expense, but the location size of bore and depth of bore must be approved by the Belfair Water District Manager or the Belfair Water District Engineer before work is started.

**21. TRENCHING OVER ROAD FOR WATER SERVICE:**

Any trenching performed over State, County or Private Roads will be at the customer's expense. Miscellaneous trenching or water service connection which is over ten (10) feet from water meter to main line will be at the customers' expense. The depth, width, and fill must be approved by the Belfair Water District Manager or Engineer.

**22. RESPONSIBILITY FROM METER TO CUSTOMER:**

Water connection from the Belfair Water District meter to the customer is the responsibility of the customer.

**23. APPLICATION FOR WATER:**

The property owner requesting water service should obtain an application from the Belfair Water District office. The owner's name needs to be on the application. The owner then submits the application form with twenty-five dollars (\$25.00) to the Belfair Water District. The twenty-five dollar (\$25.00) fee will be credited to administration fee only and will not be refunded. For renters and mobile home park tenants that rent or lease from the property owner: a security deposit of one hundred dollars (\$100.00) to provide water service will be required. Upon termination of

water service the security deposit will be refunded after the closing bill is satisfied. The security deposit can be applied to the final bill upon the renter's request or approval.

**Note pertaining to landlords/ landowners with rental properties having separate meters to apartments, mobile units, mobile spaces/lots and livable dwellings only.** When a tenant is vacating the dwelling or space/lot the landlord/landowner or tenant must contact the Belfair Water District office within twenty-four (24) hours prior to vacating and at the requested time the Belfair Water District will shut-off and padlock the water meter and send final bill to tenant's new address or to landlord/landowner. Upon re-renting the dwelling or space/lot, the landlord will inform the new tenant to come to the Belfair Water District office, complete water application form and pay twenty-five (\$25.00) dollar non-refundable administration fee, plus a one hundred (\$100.00) dollar security deposit to restore water. In cases where the landlord/landowner is the holder of the

application and dwelling or space/lot goes un-rented the monthly water bill will be sent to the landlord/landowner for full payment. The landlord/landowner may wish to have the Belfair Water District remove the water meter serving their property. To do so the landlord/landowner must sign a release giving the Belfair Water District permission to do so. The release states that the water meter will be removed. The landlord/landowner will no longer receive a monthly water bill from the Belfair Water District after the final billing is completed. Landlord/landowner who want their water meters re-installed will pay thirty (30) % of the current cost for new installation, for the same size meter that was removed. A landlord/landowner may request that their water meter be turned off and padlocked by the Belfair Water District. Although the water meter is turned off and locked there will still be a minimum monthly water bill.

The Belfair Water District does this in order to maintain water lines, pumps, water testing and other associated repairs to ensure water is available to landlords/landowners when needed.

For a new water service the Belfair Water District will perform and an on-site inspection. The District will charge a minimum of \$50 for the inspection, but reserves the right to charge for any additional time spent on inspection at a rate of \$100 per hour if more than 1/2 hour is needed to complete inspection. If the on-site inspection and review show materials, services and labor normally provided by the Belfair Water District are sufficient {a normal home uses a three quarter (3/4) size meter}, a full payment will be requested plus a security deposit of one hundred (\$100.00) dollars for renters only, and the water service will be installed. Installation will normally begin within one to four weeks. Owners of mobile or modular housing that rent or lease the ground are subject to the same \$100.00 security deposit as renters.

**24. WATER RESTORED DUE TO ACCOUNT NAME CHANGE:**

New customers must complete an application for water and submit it to the Belfair Water District during working hours. The application may also be completed by mail. Pay a non refundable administration fee of twenty-five (\$25.00) for changing all records and recording new meter reading. Plus one hundred (\$100.00) dollars for a security deposit for renters only. The Belfair Water District will inform new customers if an account has a surcharge required per month and the amount of the surcharge. They will also receive the water rate schedule, the method of billing, and a copy of the By-Laws.

**25. WATER DISCONTINUED DUE TO NON PAYMENT:**

When receiving your next water bill you will have thirty (30) days in which to pay your bill, if no payment has been received you will then receive a delinquent notice, plus a 1 1/2% late charge fee. You will then have fifteen (15) days to respond with payment in full, if payment is not received during the fifteen (15) days, the water service will be locked off. There will be a fifty (\$50.00) dollar reconnection fee added to your account. The fifty (\$50.00) dollar reconnection fee and your past due balance must be paid in full before service can be restored. The Belfair Water District will not be responsible for any damage to water pumps, water compressors or hot water tanks due to shut-off of the water due to non-payment.

## **26. AVERAGING OF WATER BILLS:**

The Belfair Water District will average a customer's water bill due to water leaks or breaks caused by defective pipes, valves or fittings {excluding freezing damages}. Averaging may be done no

more than once in a twenty-four (24) month period. If a customer receives an increase in their water bill, or is contacted by the Belfair Water District of an increase in water usage and feels that he/she has a leak or break that has not been detected, the customer has fourteen (14) days after being contacted to repair the leak and notify the Belfair Water District.

If requested the Belfair Water District Manager will perform a pressure test at a cost of seventy-five {\$ \$75 } dollars, payment for this test will be added to the next billing or the customer may have a licensed plumber perform the pressure test, {at the customers cost}. The customer has fourteen (14) days after being contacted by the Belfair Water District either by letter or verbal, to supply the Belfair Water District in writing and with proof of repairs either by signed receipt of material or licensed plumbers bill. If the leak has not been repaired after thirty (30) days, the Belfair Water District will turn off the water to prevent waste of water. Averaging the water bill will be done as follows:

- If notification is made at the Belfair Water District Office and the repairs were completed within the specified time frame, the Belfair Water District will total three (3) prior billings and divide by three (3) for an average which will be deducted from the highest monthly bill of the 3 prior bills that were averaged. The maximum sum of any averaging shall not exceed \$ 300.00.
- Customers must pay the full amount due after averaging is completed within fifteen (15) days after the Belfair Water District Board of Commissioners have approved the averaging or make arrangements agreed upon.

## **27. PAYMENT PLAN:**

The Belfair Water District has established a payment plan for those customers who have become delinquent on their accounts or cannot afford to pay their water bill in full within thirty (30) days after billing. The plan is as follows:

Notify the Belfair Water District Office in person, by phone or mail in between the working hours of 7:30 A.M. to 4:30 P.M. Monday-Friday. Ask to apply for the three (3) step billing plan:

**A third of the bill must be paid along with the current water bill. For three (3) consecutive months or until payment has been paid in full. Persons applying for this should be advised**

**that the Belfair Water District will not send out notices to the customer for each payment. It is the sole responsibility of the customer to make his/her payment.**

**28. SURCHARGE RATES RESOLUTION:**

Effective April 29, 2014, the District's monthly water rates shall be in the amounts specified in Resolution 14-01.

**29. TAMPERING FEES:**

There will be a one hundred and fifty {\$150.00} dollar tampering fee charged to anyone found tampering with hydrants, meters, check valves, meter stops, water lines etc. in addition to all other fees and cost of repairs.

**30. SMALL WORKS ROSTER:**

The Belfair Water District has established a Small Work Roster. This roster supplies the Belfair Water District with a list of Contractors approved by the Belfair Water District to perform various work that the Belfair Water District cannot do in a cost effective manner.

**31. WATER RATES RESOLUTION:**

Effective April 29, 2014, the District's monthly water rates shall be in the amounts specified in Resolution 14-01.

**32. METER REPLACEMENT BY CUSTOMER REQUEST** There will be a fifty (\$50.00) dollar charge for removing and testing a meter at the customer's request. Plus the cost of shipping a meter to a certified meter testing company, if the meter is found to be defective the meter will be replaced at no cost to the customer.

**33. CROSS CONNECTION CONTROL:**

All customers shall be surveyed as to the existence of cross connections pursuant to the definition of cross connections established by the Washington State Department of Health. A second survey shall be sent to those customers who fail to respond to the initial survey. If the customer fails to respond to the second survey, then the following non-response options may be necessary and the customer will be charged pursuant to the rate or rates set forth. For new customers, a survey will be required as part of the application prior to accepting the applicant as a customer.

Non-Response Options: a. Site Visit letter/appointment for on-site review of cross connection potential, followed by a Site Visit and Premise Inspection for determination of cross connection potential as defined in WAC 246-290-490 at a charge of \$50.00; and/or b. Installation of Approved Backflow Prevention Assembly at customer's expense with a charge of time and materials; and/or c. Notice of disconnection of service.

An on-site inspection is required for every customer meeting any criteria of WAC 246-290-490-4(b) Table 9. The customer will be assessed the appropriate charges set forth above. For each customer meeting any criteria of WAC 246-290-490-4(b) Table 9, no less than every three years, Belfair Water District shall conduct a site visit, premises inspection and shall assess the customer the charges set forth above.

If a cross connection is detected or is reported by the customer, then Belfair Water District will determine the appropriate remedy and notify the customer of the remedy, options, and dates for



compliance. If an Approved Backflow Prevention Assembly is required, Belfair Water District will determine the type of Approved Backflow Prevention Assembly that must be installed, and must provide the customer with a date by which the device must be installed. Installation will be the customer's responsibility and sole expense. The customer may choose to have the Approved

Backflow Prevention Assembly installed through any contractor acceptable to Belfair Water District. If the customer does not install the appropriate Approved Backflow Prevention Assembly within thirty days of notification, Belfair Water District may take appropriate action to correct. This may include Belfair Water District installing an Approved Backflow Prevention Assembly at customer's expense or may result in Belfair Water District providing a notice of disconnection of service by the date specified in the notice. The Approved Backflow Prevention Assembly will be installed on a customer's side of the service connection.

If the customer has an Approved Backflow Prevention Assembly installed the assembly must be tested annually by a certified Backflow Assembly Tester (BAT) specialist. Belfair Water District will maintain a list of certified BAT specialists that are acceptable to Belfair Water District and the customer may choose from any such BAT specialist on Belfair Water District's list. The customer will provide a copy of the acceptable annual report from the BAT specialist. If the annual report is not provided within thirty days of the anniversary date of the installation of the Approved Backflow Prevention Assembly, then Belfair Water District will provide a notice of disconnection. If a copy of the annual report is not received by the date for disconnection as specified in the notice, Belfair Water District will disconnect customer's service.

No less often than every three years, Belfair Water District shall re-survey its customers concerning the existence of cross connections. If the customer does not respond to the initial survey, a second survey will be sent. If the customer does not respond to the second survey, then non-response options above will apply.

Belfair Water District may immediately shut off water if a public health emergency exists, including when a backflow is occurring or an unprotected cross connection with sewage exists.

# EXHIBIT A

## RATES EFFECTIVE APRIL 29, 2014

### MONTHLY FIXED CHARGES

#### Residential:

Monthly Fixed	\$ 72.53
Monthly Extra Unit	\$ 19.84

#### Commercial:

Monthly Fixed	\$ 80.66
Monthly Extra Unit	\$ 26.98

### VOLUME CHARGE PER CUBIC FEET

0-350 CF	
351-1,000 CF	\$0.097
1,001-2000 CF	\$0.125
2001+ CF	\$0.152