

**LAKWOOD WATER DISTRICT  
RESOLUTION No. B-1430**

A RESOLUTION of the Board of Commissioners of the Lakewood Water District, Pierce County, Washington, revising policies regarding delinquencies on the connection charges and service charges, and establishing penalties and interest rates for such delinquent payments and repealing Resolution No. B-1427.

WHEREAS, the Commissioners of the Water District are empowered to establish rates for all water customers of the DISTRICT, including the establishment of connection charges and service charges, AND

WHEREAS, RCW 57.08.080 AND .090 provide authority for fixing of penalties and interest on delinquent charges and for certification of such delinquencies to the County Treasurer; AND

WHEREAS, upon the recommendation of the General Manager of the District, the Commissioners have duly considered the necessity of establishing policies on collection of delinquent charges, fixing interest and penalties, and certification of such delinquencies to the proper authorities;

NOW, THEREFORE, BE IT HEREBY RESOLVED:

SECTION I           The attached "Billing and Delinquent Account Policy and Procedures" (Exhibit A) is hereby adopted; the amount(s) of all fees referenced herein will be as they are listed in the attached policy (Exhibit A).

- 1) Pursuant to a new practice of the Water District approved by the Board at its Regular Meeting held June 19, 2008 and a subsequent modification of the Billing and Delinquent Account Policy, payments on all water service charges are due (25) TWENTY-FIVE days after the Billing Date. Water service charges that are not paid within (25) TWENTY-FIVE days are delinquent and shall be collected as provided herein;
- 2) That a Final Notice is sent THIRTY-THREE (33) days subsequent to the billing date for all charges that have not been paid within the TWENTY-FIVE (25) days allowed with a Final Pay-by Date of FORTY-FIVE DAYS (45) after the initial Billing Date;
- 3) That the DISTRICT will charge an ADMINISTRATIVE DELINQUENT FEE of 10 percent of the total bill on or about FIFTEEN (15) days after the date of the Final Notice when an account balance of no less than the minimum charge remains delinquent.

*At multiple unit accounts ONLY, on or about the FORTY-FIFTH day, if a balance of no less than the minimum charge remains delinquent, a DOOR HANGER will be placed at each unit as a courtesy to the tenant to inform them of the possibility*

*of disconnection of their water service. The door hanger will be placed at a CHARGE TO THE ACCOUNT OWNER per unit up to 50 units.*

Door hangers WILL NOT be left at single unit accounts.


- 4) That THIRTY (30) days after the bill becomes delinquent, if a past-due balance remains of no less than the minimum charge, the water will be disconnected and the account owner will be charged a DISPATCH FEE at the time the Disconnection for Non-payment service order is generated. The service technician WILL NOT collect any payment from the customer. The customer must pay their past-due billing, including the 10 percent (of total bill) ADMINISTRATIVE DELINQUENT FEE, and the DISPATCH FEE for each unit before the water is reconnected.
- 5) The foregoing remedies and procedures are non-exclusive, and all other remedies provided by RCW 57.08.080 and 57.08.090 or other remedies allowed by law shall be reserved by the District. The General Manager may use one or all of the following three options on accounts that have been certified as delinquent: (1) send delinquent account to a collection agency; (2) file lien with Pierce County authorities; and/or (3) send to the WATER DISTRICT'S ATTORNEY for legal action. When utilizing legal action, appropriate discretion is used as to the amounts due and the length of the delinquency.

SECTION II            The General Manager is charged with the responsibility of maintaining the Billing and Delinquent Account Policy (Exhibit A) and keeping it current. Any changes or additions shall be approved by the Board before they take effect;


SECTION III           This resolution will repeal Resolution No. B-1427 and go into effect February 19, 2016.

Adopted this 18th day of February, 2016.

ATTEST:

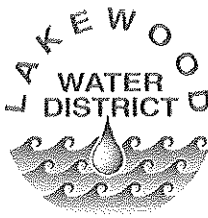
  
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District Secretary

LAKESIDE WATER DISTRICT

  
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Commissioner and President

  
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Commissioner and Vice President

  
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Commissioner and Secretary



**Lakewood Water District**  
**Billing and Delinquent Account Policy and Procedures**  
**Exhibit A of Resolution No. B-1430**

- I. This policy was adopted and established by Resolution No. B-1387; it was updated January 21, 2016 via Resolution No. B-1427, and is now further updated due to the passing of Resolution No. B-1429 (Miscellaneous Charges) and adopted by Resolution No. B-1430.
- II. **All accounts are billed approximately every 60 days.** Invoices are due upon receipt and no later than 25 days. The District may allow a customer to set up a payment plan, on a case-by-case basis, per the District's Payment Plan Policy. Invoices not paid within 25 days are delinquent and shall be collected as provided herein.
- III. **At 33 days**, if Lakewood Water District has not received payment, a final "pink" disconnect notice will be mailed to the customer. This notice will include the following information.
  - A.) A Final Pay-by Date that is no less than 45 days from the original billing date.
  - B.) Notice will state that if payment has not been received by the District office by the Final Pay-by Date, an Administrative Delinquent Fee of 10 percent of the total bill per unit will be added to the account.
  - C.) Notice will state that if an account has not been paid in full by the 45-day Final Pay-by Date, the account will be subject to disconnection with no further notice.
  - D.) If an account is eligible for disconnection, the account will be charged a \$40 Dispatch Fee when the District generates a Disconnection for Non-payment service order.
  - E.) No payments on any account will be collected or accepted by service personnel in the field.
- IV. **At 45 days**, if an account balance has not been paid or has a balance that is not less than the minimum amount billed, the account will be charged an Administrative Delinquent Fee of 10 percent of the total bill per unit. The Administrative Delinquent Fee must be paid as well as the past-due balance to avoid disconnection.
- V. **Multi-unit accounts ONLY** will receive door hangers at every door at approximately 45 days, informing tenants that if payment has not been received by the District office within 48 hours, the account will be subject to disconnection and charged a \$40 dispatch fee should the District have to generate a Disconnection for Non-payment service order. There will be a \$10 charge for each door-hanger placed with a maximum of 50 door-hangers or \$500 charged.
- VI. **At approximately 55 days**, if payment has not been received by the District office, the District will generate a Disconnection for Non-payment service order, and the account will be charged a \$40 Dispatch Fee at that time. The account's meter will then be turned off and locked for non-payment. The service technician will not collect any payment from the customer. The customer must pay the past-due billing, including the 10 percent (of total bill) Administrative Delinquent Fee, and the Dispatch Fee of \$40 for each unit before the water is reconnected.
- VII. **At approximately 60 days**, if the account has not been paid in full and service restored, the District will then close the account.
- VIII. Any account that has been closed due to non-payment and has been certified as delinquent by the General Manager will be sent to the District's collection agent and/or have a lien filed with the Pierce County Assessor's office and/or sent to the District's attorney for legal action.
- IX. All water meters are the property of Lakewood Water District. If anyone other than District personnel is found to have either tampered or damaged District property, they will do so at their own risk and will assume all expense associated with replacement or repairs of said property.