



Covington Water District  
District Administrative Code  
Rate Table II -Miscellaneous Charges  
2018 Budget

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**15% Service Fee:** Is applied when the District is incurring the initial expense of securing outside services or product on behalf of the District customer and is subject to the minimum service charge.

**26% Administrative Charge:** Is applied to work performed by Covington Water District staff.

**I. Billing and Collection (DAC Sec 5.16)**

- A. Account set up fee \$25.00
- B. Account closing fee \$25.00
- C. Lien search fee:
  - 1. Electronic search \$25.00
  - 2. Manual search \$35.00
- D. Late payment penalty 10% of amount due to a maximum of \$2,500.00
- E. Non-payment fee (at time lock list is generated) \$15.00
- F. Meter lock fee (at time lock list is generated) \$50.00
  - 1. If meter unlocked after business hours, additional fee \$100.00
- G. Unlock fee (24-hour and other unlocks) \$50.00, non-refundable
- H. Meter Reinstallation Fee (See current meter installation charges)
- I. Lien fee:
  - 1. Cost to record lien: out of pocket costs plus 26% administrative charge
  - 2. Cost to release lien: out of pocket costs plus 26% administrative charge
  - 3. Administrative fee \$70.00
- J. Meter testing (with approval from the General Manager):
  - 1. On-site, \$150.00
  - 2. Off-site, actual labor and equipment hourly rate, plus out-of-pocket costs, plus 26% administrative charge, less deposit.

**II. Charges for Requested Relocation System Facilities**

- A. Deposit-initial calculation of deposit:
  - 1. Estimated cost, which includes but is not limited to labor, equipment and materials, plus 26% administrative charge.
- B. Actual Charge to Applicant:
  - 1. Actual labor and equipment hourly rate, plus out-of-pocket costs, plus 26% administrative charge, less deposit.

**III. District Equipment and Personnel (DAC Sec. 5.04.200) \*** Vehicles and equipment billing are rounded up to the nearest hour.

- A. Service truck (excavation, hydrant, flushing) \$35.00/hr.
- B. Backhoe (equipment trailer included) \$65.00/hr.
- C. 10-Yard Dump truck \$67.00/hr.
- D. 5-Yard Dump truck \$45.00/hr.
- E. Vactor truck \$150.00/hr.



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- F. Pickup/van \$20.00/hr.
  - G. Light tower \$30.00/hr.
  - H. District staff, Engineer \$75.00/hr.
  - I. District staff, Operations/Meter Tech/Engineering Tech \$60.00/hr.
  - J. District staff, Administrative \$45.00/hr.
  - K. O/T status @ 1.5 times billing rate
  - L. Fire Hydrant Flow Test (includes staff time and water usage)
    - 1. Non-Residential - \$1,200.00
    - 2. Residential - \$800.00
    - 3. Developer Flush test (typically required in rural King County, includes staff time and quick flush with 5 min. flow) - \$300.00
  - M. Rental Equipment – Cost plus 15% Service Fee
  - N. Hydraulic Modeling Fee - \$800.00 (per run, updates are \$500.00 additional per DEA run)

**IV. Other Miscellaneous Charges**

- A. Copy Fees
  - 1. 8 ½ x 11 or 8 ½ x 14, Black and White - \$0.15/page
  - 2. 8 ½ x 11 or 8 ½ x 14, Color - \$0.35/page
  - 3. Two-sided, 8 ½ x 11 & 8 ½ x 14, Black and White - \$0.25/page
  - 4. Two-sided, 8 ½ x 11 & 8 ½ x 14, Color - \$0.60/page
  - 5. 11 x 17, Black and White - \$0.25/page
  - 6. 11 x 17, Color - \$0.50/page
  - 7. Oversized Materials – Request pricing
  - 8. Outsourced Materials – Actual cost of copying plus 15% service fee
  - 9. Mailing of Copies – Actual cost of postage and shipping container
  - 10. Electronically produced public records will be charged as follows:
    - i. \$0.10 per page scanned into an electronic format.
    - ii. \$0.05 for every 4 electronic attachments uploaded to an electronic delivery system.
    - iii. and \$0.10 per gigabyte transmitting records electronically.
- B. NSF Fee: actual bank fees, plus \$35.00.
- C. Courier Fee: out of pocket costs, plus 15% service fee.
- D. Recording Fees: out of pocket costs, plus 15% service fee.
- E. Segregation certificate:
  - 1. Actual time at the standard hourly rate, plus out-of-pocket costs, plus 26% administrative charge.
- F. Covington Water District System map:
  - 1. Printed copy: out of pocket costs, plus 15% service fee.
  - 2. Digital copy with restricted information - \$150.00.
- G. Other maps (outsourced): out of pocket costs, plus 15% service fee.



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H. Drawings:

1. Printed by CWD - \$2.00/sf.
2. Color copies (outsourced): out of pocket costs, plus 15% service fee.

I. Comprehensive plan (Free download available at [www.covingtonwater.com](http://www.covingtonwater.com))

J. Standards & Specifications - \$75.00 per printed copy (Free download available at [www.covingtonwater.com](http://www.covingtonwater.com))

K. Mileage reimbursement - cost is established in accordance with RCW 43.030.060.

L. Service provided:

1. Any costs incurred by the District in providing a service will be charged with a 15% service fee or minimum \$25.00 fee.
2. All direct costs shall be recovered in addition to a 26% administrative charge, unless otherwise denoted.

M. Lost Security/Vendor I.D. Badge - \$25.00

N. Appeal Fee - \$1,000.00

O. Violation of DAC 5.12.090 (No Resale of Water) - A surcharge equal to the amount charged by the master meter customer to end users above the actual cost of water.

**V. Hydrant Meter and Chlorine Injection Box Rental**

A. Hydrant Meter Rental (DAC Sec 5.12.110) – All fire hydrant use must be with a District-provided hydrant meter cart. Failure to do so is considered water theft and subject to fines noted in Rate Table II, Section VII.

1. Hydrant meter – used at CWD Headquarters, deposit \$100.00 (per day)
2. Hydrant meter – used offsite, deposit \$2,000.00
3. Billing Rate for hydrant meters – see Rate Table I

B. Chlorine Injection Box

1. Damage deposit - \$5,000.00
2. Daily Rental Rate - \$100.00
3. The damage deposit and daily rental rate times the number of days equipment will be rented are payable in advance.
4. Billing rate for chlorine injection box metered water use – see Rate Table 1

**VI. Street Lights (DAC Sec 4.32.060)**

A. Filing fee - \$800.00

B. Billing schedule (number of homes per light standard)

1. Ratio 6:1 -- \$5.95/bi-monthly
2. Ratio 4:1 -- \$7.90/bi-monthly
3. Street Light rate schedules beyond the 4:1 ratio are “custom designed” between Puget Sound Energy and the developer. After approval from the General Manager, the rate will then be determined and updated as necessary. The rate will be billed bi-monthly.



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**VII. Tampering, Meter Box Obstruction, and Water Theft Fine** (DAC Sec 4.24.060, 5.12.210, 220, 230)

- A. Tampering and Meter Box Obstruction (without damage)
  - 1. 1<sup>st</sup> occurrence - \$500.00
  - 2. 2<sup>nd</sup> occurrence - \$1,000.00
  - 3. 3<sup>rd</sup> occurrence - \$1,500.00
- B. Tampering (with damage)
  - 1. Above charges, plus actual time at the standard hourly rate, plus out-of-pocket costs, plus 26% administrative charge for repair.
  - 2. Meter lock replacement only - \$35.00
- C. Water theft fine - \$1,000.00 (per occurrence)
- D. Reporting of Water Theft, Property Trespass, or Vandalism resulting in either a fine for unauthorized water use or criminal citation/prosecution – Reward of \$100.00 (subject to General Manager authorization.)