

**MUKILTEO WATER AND WASTEWATER DISTRICT  
SNOHOMISH COUNTY, WASHINGTON**

**RESOLUTION NO. 653-25**

**A RESOLUTION APPROVING A REVISED POLICY FOR ADJUSTMENTS TO WATER AND  
WASTEWATER SERVICE BILLINGS RELATING TO PRIVATE WATER LEAK REPAIRS;  
AND REPEALING RESOLUTION NO. 100-09**

**WHEREAS** the Mukilteo Water and Wastewater District ("District") has the full authority to regulate and control the use, content, distribution, and price of water and sewer service provided to its customers pursuant to RCW 57.08.005; and

**WHEREAS**, the District has full authority to establish rates and charges for furnishing water supply and making sewer service available to District customers receiving such service to be fixed as deemed necessary by the District Board of Commissioners as set forth in RCW 57.08.081; and

**WHEREAS** District customers who experience leaks in the water system owned by such customers may incur higher water and sewer service billings due to such leaks and it is in the customer's and the District's best interest to reduce water waste and encourage and promote the conservation of water, including the timely repair of leaks in the customers' private water systems; and

**WHEREAS** the District has offered adjustments in water service billings for customers who have experienced higher than normal utility service billings due to water leaks which have been timely repaired, and has also offered adjustments in sewer service billings for customers who have experienced water leaks and have repaired such leaks because charges for sewer service are based on water consumption; and

**WHEREAS** the District now desires to revise and update its policies and procedures to provide adjustments to water and sewer service billings where customers have experienced water leaks, the leaks have been timely repaired, and the customers are eligible for such adjustments;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Mukilteo Water & Wastewater District, Snohomish County, Washington, as follows:

1. A District customer experiencing a leak in their private water system may apply to the District for a reduction in their water and sewer billing, relating to the water consumed and sewer service incurred during the leak.
2. To be eligible for an adjustment to a water and sewer billing, the customer must satisfy the following criteria:
  - a. The customer's actual metered water consumption must equal at least 150% of the customer's average consumption for the prior two years for the same months the leak occurred.
  - b. Any adjustment in a water and sewer billing shall be for no more than one billing period

- c. An adjustment in a water and sewer billing will be granted only once during a thirty-six (36) month period.
    - d. Leaks must be repaired to the District's satisfaction within sixty (60) days of the customer's discovery of the leak or notification by the District to the customer of the leak.
    - e. The customer shall complete and submit a Leak Adjustment Request Form provided on the District website, including the following information:
      - i. The Customer's name, utility account number, service address, and billing period to be adjusted;
      - ii. Facts sufficient to the District's satisfaction to establish a leak in the customer's private water system;
      - iii. Facts explaining the discovery of the leak and the actions taken by the customer to repair the leak, including copies of the repair bills from a plumber or other party who repaired the leak and/or other itemized bills for parts, materials, and supplies to repair the leak.
    - f. The written request must be submitted within 60 days of the date the leak was repaired.
3. If the District grants the request for an adjustment, the adjusted water service billing shall be calculated based on the following components:
  - a. The applicable water service base rate billed at the time the leak occurred.
  - b. The average water consumption as determined by the average of the same billing period for the prior two (2) years for the same months the leak occurred will be billed at the applicable consumption charge for the billing period the leak occurred, provided that if a two (2) year consumption period is not available, the adjustment shall be based on an average of previous water consumption for the period available.
  - c. The amount of actual consumption during the leak, exceeding the average consumption as calculated in Section 3(b) above, will be billed at the current District wholesale water rate.
4. Adjustments for sewer billings due to water leaks that do not flow to the District's sewer system shall be considered using the same criteria set forth in Section 3 above for water leak adjustments, with the exception that there will be no billing for excess sewer flow over the two (2) year average.
5. A letter will be sent to the customer explaining the calculation for the adjustment. The letter will need to be signed and returned to the District, stating if they "Do" or "Do Not" want to use the leak adjustment.
6. Requests for water and sewer billing adjustments for water leaks which satisfy the above criteria resulting in an adjustment of \$1,000.00 or less may be authorized by the General Manager or the General Manager's designee; requests which satisfy the above criteria and exceed \$1,000.00 shall be referred to the District Board of Commissioners for consideration.

7. For the purpose of this resolution, a water leak shall be defined as a failure in the water system on the customer's side of the District water meter and does not include high water usage due to neglect or misuse.

**ADOPTED** by the Board of Commissioners of the Mukilteo Water and Wastewater District this 2nd day of April 2025.

Signed by:

*Jeff Clarke*

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Commissioner Clarke, President

Signed by:

*Mike Dixon*

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Commissioner Dixon, Vice President

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*Mike Johnson*

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Commissioner Johnson, Secretary