

Lake Cushman Maintenance Company

POLICY RESOLUTION NUMBER 2024-02

Relating to the Water System Billing and Collections Policy

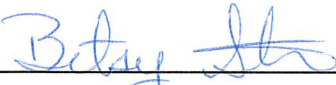
WHEREAS Public Works related types of activities are fundamental to the maintenance responsibilities given to the Lake Cushman Maintenance Company and this includes maintaining LCMC's water systems;

WHEREAS The Lake Cushman Maintenance Company (LCMC) is authorized by the Articles of Incorporation "to make and collect charges to cover the costs and expenses;"


WHEREAS Previously, guidance on issues related to Public Works amenities and actions were combined into a larger Public Works Committee Protective Policies and Procedures document;

NOW, THEREFORE, BE IT RESOLVED that the LCMC Board of Directors hereby extracts the section related to water system billing and collections and adopts Resolution 2024-02 relating to the Water System Billing and Collections Policy as identified in Exhibit A within this resolution.

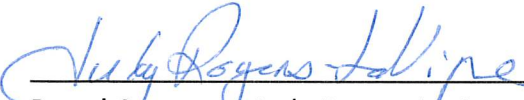
ATTEST:




Board President, Betsy Stephens



Date



Board Secretary, Judy Rogers-Lavigne



Date

EXHIBIT A

PURPOSE

This policy provides the Lake Cushman Maintenance Company's (LCMC) General Terms, Conditions, and Policies for water service billing and collections. This policy replaces the Billing and Collections section of the Public Works Committee Protective Policies and Procedures adopted on April 22, 2021, under the Lake Cushman Board Resolution 02-21.

SCOPE

This policy applies to LCMC members connected or seeking to be connected to the LCMC water system.

Water System Accounts Receivable Management and Collections

If a lessee fails to pay the base rate fee and metered charges by the due date in accordance with LCMC Procedures, LCMC will initiate steps to disconnect the water connection.

Water Base Rate Fees: The Board approves the annual water system fees each year. The water base rate fees cover a baseline usage threshold to be determined by the board. The water base rate fee is an annual water access fee (billed in accordance with the water collections schedule) and will not be pro-rated except upon initial installation or when permanently removed. There will be no provision for seasonal fees. The water base rate fee consists of an Operations and Maintenance Portion, a Reserve Contribution Portion and may also include a Water Loan Repayment Portion.

The metered charges cover any usage over the baseline threshold and will be billed using a rate structure to be determined by the board.

Public Utility Tax: LCMC collects The State Public Utility Tax on the Operations portion of the annual Base rate fee and the metered charges, per the rate assessed by the Washington State Department of Revenue. The tax is remitted directly to the State of Washington.

Fees and fines associated with water services are defined in the LCMC Fee and Fine Schedule.

LCMC Staff will develop and maintain procedures for billing and for the implementation of fees and fines adopted by the Board.

The LCMC staff will pursue the collection of water accounts receivable in accordance with the LCMC Water Collections Schedule. This includes:

1. Late fees and late payment penalties
2. Disconnection of water service
3. Property liens

POLICY TRACKING SHEET

Name of Proposed Policy:	WATER SYSTEM BILLING AND COLLECTIONS POLICY
Originator:	Chevon Brownell, Public Works Programs Coordinator

Actions Taken

Date	Action
12/19/2022	Uploaded to Microsoft Teams for Public Works Committee Review / Edits
05/15/2023	Updated based on a water forum meeting held on May 13, 2023, by Chevon.
08/10/2023	Staff changes
02/16/2024	Reviewed by the Public Works Committee
02/16/2024	Staff changes
02/16/2024	Sent to the Policy Committee for review
02/20/2024	Staff changes
02/21/2024	Sent to the Board for adoption
05/23/2024	Adopted by the Board of Directors

