

Manchester Water District
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**AUDITOR
KITSAP COUNTY**

MANCHESTER WATER DISTRICT

Resolution No. 2003-12

A RESOLUTION REVISING THE DISTRICT'S POLICY FOR LEAK ADJUSTMENT CREDITS AND REPEALING OF PRIOR RESOLUTIONS, POLICIES, AND PRACTICES REGARDING LEAK ADJUSTMENTS.

WHEREAS, the Manchester Water District (District) Board of Commissioners adopted prior Resolutions, policies, and practices for the granting of credits for leakage adjustments past the water meter assembly and within the customer-owned water system; and

WHEREAS, the District has determined that revision of its Resolutions, policies, and practices is necessary in considering when and to what extent leak adjustment credits will be applied; and


WHEREAS, the District reaffirms that it is not responsible for leakage beyond the water meter assembly and that the customer is responsible for the proper maintenance and repair of the customer-owned water system; and

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Manchester Water District hereby adopts the following Leak Adjustment Policy which shall be applicable to all customer requests meeting the criteria and conditions set forth below for credits to their accounts due to water leakage:

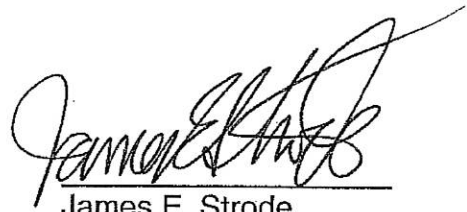
1. The customer experiences a bona fide leak, not created by way of customer negligence, within the customer-owned water system that lies beyond the District owned water meter assembly.
2. The leak is acknowledged by District staff and its repair verified by District field visit and/or documentation by the customer attesting to its repair including, but not limited to materials receipts, photos, and/or other methods of documentation.

3. The customer completes repair of the leak within 20-days of receiving the bill that reflects the leakage amount or 20-days from the time they were notified of a possible leak.
4. The Customer submits a completed Leak Adjustment Request form to the District no later than 20-days after said billing date. In no event shall credits be considered for consumption beyond two billing periods (4-months). All billing payments must be kept current to avoid late payment penalties.
5. A leak adjustment credit may be issued only once every 3-years for the property regardless of: (a) multiple leaks occurring during that period from different portions of the customer's system; or (b) the property is owned or occupied by different persons during that time.
6. The credit amount shall be based on the excess amount of water used beyond the customer's average use during similar billing periods. The excess usage will be computed using the lowest usage rate tier and is in addition to the average bill, plus any late fees or other charges that appear on the bill that are not part of the qualifying leak adjustment. The fixed Base-Rate charge does not qualify for adjustment under this policy.
7. A customer may appeal any portion of this policy directly to the District's Board of Commissioners. An appeal must be made in writing 10-days prior to the meeting for which the item is requested to be placed on the agenda.

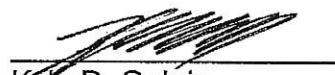
ADOPTED by the Manchester Water District Board of Commissioners this 18th day of November, 2003.



Steve Pedersen,
Board Chair

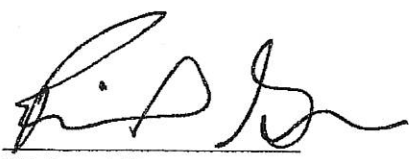


James E. Strode,
Secretary



Kyle D. Galpin,
Commissioner

Approved as to Form:



Richard Gross,
Attorney at Law