

## **SHUT OFF, LIEN, AND FORECLOSURE PROCEDURES**

1. These procedures may be used to enforce all collectable charges for sewer service, water service, streetlights, King County Metro, and unpaid area connection or permit charges.
2. The due date for all charges shall be the 20<sup>th</sup> day following the date of the current billing statement. Charges which remain unpaid after the due date are delinquent. Until delinquencies are corrected, all subsequent charges shall also be considered delinquent. On any such delinquent account a ten percent (10%) penalty charge shall be added; provided, however, that for residential accounts for which there have been no penalty charges removed within the preceding two (2) years, and for which the customer has requested that the penalty charge be removed, the penalty charge will be waived. Penalty charges will not be waived for any commercial accounts.
3. Delinquent notices advising the customer of the account delinquency, penalty charge, and water shutoff and/or the filing of a lien against the property will be sent approximately 33 days following the date of the delinquent billing statement.
4. Shut-off notices will be mailed to delinquent water accounts approximately 42 days following the date of the delinquent billing statement. A service charge for the preparation and mailing of the notice will be added to the account upon mailing.
5. Water service will be shut off on the date specified in the shut-off notice, or as soon as practicable thereafter. A collection enforcement charge shall be added to any account remaining unpaid at 4:00 p.m. on the shut-off day specified in the notice. An additional after-hours service restoration fee will be added to the account balance due to re-establish water service between 4:15 p.m. and 8:00 a.m. on all weekdays, and at any time on Saturday, Sunday and all observed holidays. Requests to restore service received after 5:00 p.m. will result in re-established service after 8 a.m. the following day.

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6. In compliance with RCW 57.08.081 Section 5, the District has established the following procedure during periods of extreme heat. The District will suspend all water shut offs for delinquent accounts through the months of June, July and August. The General Manager will have discretion to implement shut offs during the months of June, July and August outside of a period of extreme heat. In all other months of the calendar year, on any day for which the National Weather Service (NWS) has issued or has announced that it intends to issue a heat related alert, such as an excessive heat warning, a heat advisory, an excessive heat watch or a similar alert within the District water service area, the District will suspend all water shut offs for delinquent accounts. Water shut offs will resume when the NWS heat-related alert has been lifted.
  
7. In compliance with RCW 57.08.081 Section 5, if a residential customer whose water service has previously been shut off contacts the District during a National Weather Service heat related alert period to request restored service, service will be restored.
  - a. Requests to restore service received after 5:00 p.m. will result in re-established service after 8:00 a.m. the next day.
  - b. An additional after-hours service restoration fee will be added to the account balance when the customer contacts the district prior to 5:00 pm and requests service be re-established between 4:15 p.m. and 8:00 a.m. on a weekday, or at any time on a Saturday, a Sunday and or an observed holiday.

When the National Weather Service heat related alert has been lifted, the District will initiate water shut off procedures to delinquent accounts without further notice unless the delinquent balance outstanding has been paid in full.

8. Commencement of lien enforcement procedures will begin approximately seven (7) days after the date of the delinquency notice of the second (2<sup>nd</sup>) delinquent bill. The District shall certify all delinquencies and penalties on such accounts to the King County Auditor, and the charges and penalties so certified, together with interest thereon at the per annum percentage rate specified in RCW 57.08.081 (3), shall be a lien against the property upon which the service was received. An additional charge shall be added to the account at the time of lien filing for the cost of such filing and for the cost of the subsequent release of the lien upon payment of the account.

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9. The District may send a notice of foreclosure at any time after certification of delinquencies to the County Auditor and shall send a notice of foreclosure to any property owner of record for accounts remaining unpaid, in whole or in part at three (3) billing cycles.
  
10. After thirty (30) days following the foreclosure notice, the account shall be turned over to the District's attorney for commencement of foreclosure action. The District's attorney is authorized to collect any amounts owing on such accounts, including interest, penalty charges, costs and a reasonable attorney fee. The District staff will no longer accept payment, in whole or in part, upon transfer to the attorney. Commencement of foreclosure action shall not require additional action of the Board.

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