

**SOUTHWEST SUBURBAN SEWER DISTRICT  
KING COUNTY, WASHINGTON**

**RESOLUTION NO. 2011-01**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF  
SOUTHWEST SUBURBAN SEWER DISTRICT, KING COUNTY,  
WASHINGTON, AMENDING ITS POLICY RELATING TO THE  
ACCEPTANCE OF PAYMENTS BY E-CHECK, DEBIT AND  
CREDIT CARDS, PAYMENTS BY AUTOMATIC DEDUCTION,  
AND APPLICABLE CHARGES RELATING TO NSF OR DECLINED  
CHARGES.**

WHEREAS, the Board of Commissioners is authorized to establish rates, charges and fees that are adequate to provide for the District's costs of maintenance and operation, and the Board has full authority to regulate the use and operation of the sewer system; and

WHEREAS, the District previously adopted Resolution 2006-30 on August 15, 2006 which established a formal policy relating to the acceptance of payments by debit and credit card, and payments by automatic deduction; and

WHEREAS, the District desires to update and amend the existing policy in order to reflect the current procedures used by the District, now therefore,

BE IT RESOLVED by the Board of Commissioners of Southwest Suburban Sewer District, as follows:

A. **Payments by E-check, Debit and Credit Cards.** The District will accept payments for sewer service and streetlight charges for all customer accounts by e-check, and debit and credit cards. E-check, and debit and credit card payments will not be accepted for other types of District accounts, charges or fees. Payments made by e-check, and debit and credit card must be made over the telephone utilizing the District's automated phone system or through the District's website using the online bill pay system. Payments by e-check, and debit and credit card cannot be made in person. All payments made pursuant to this policy shall be in accordance with the administrative procedures and limitations developed by the District from time to time, as deemed necessary for the efficient administration of such payments.

B. **Automatic Payment Program.** The District will accept payments for sewer service and streetlight charges for all customer accounts utilizing an automatic payment program that will allow customers to designate a financial institution from which the District may withdraw amounts billed on the customer's bi-monthly statement. Automatic payments may also be made by debit or credit card. Withdrawal from the designated financial institution, or charges to the customer's designated debit

or credit card, will be made three (3) business days prior to the due date set forth on the bill which is thirty (30) days after the billing date. Authorization for automatic payment shall be made in accordance with the administrative procedures and limitations developed by the District from time to time, as deemed necessary for the efficient administration of such payments. Customers participating in the automatic payment program will still receive a bi-monthly statement of their account.

C. **NSF Charges and Declined Debit or Credit Card Fees.** There will be fee of \$20.00 per occurrence for all payments received by the District that fail to clear due to insufficient funds (NSF) or returned check, or where charges to debit and credit cards are declined. These charges are in addition to any other charges for delinquencies that may occur as a consequence of NSF or returned checks and declined debit or credit cards, and such charges shall be subject to collection in accordance with the District's policies and procedures for the collection of delinquent accounts and applicable law.

D. **Duplicate Billings.** A customer may request that the District send duplicate billings to the service address, if the owner has another address to which the bill is sent. Duplicate billings will be issued as a convenience, and do not affect the property owner's liability for the payment of bills.

All District resolutions, policies and procedures, including Resolution No. 2006-30, are hereby amended, superseded and/or rescinded to be in accordance with this Resolution effective immediately.

ADOPTED by the Board of Commissioners of Southwest Suburban Sewer District, King County, Washington, at a regular meeting thereof held this 1st day of February, 2011.

SOUTHWEST SUBURBAN SEWER DISTRICT  
KING COUNTY, WASHINGTON

Individual Commissioners

Vote on Resolution

In Favor of:  \_\_\_\_\_  
Opposed:  \_\_\_\_\_  
Abstained:  \_\_\_\_\_

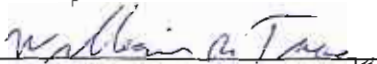
  
\_\_\_\_\_  
Scott Hilsen  
President and Commissioner

In Favor of:  \_\_\_\_\_  
Opposed:  \_\_\_\_\_  
Abstained:  \_\_\_\_\_

  
\_\_\_\_\_  
William A. Tracy  
Secretary and Commissioner

## CERTIFICATE

I, William A. Tracy, Secretary of the Board of Commissioners of Southwest Suburban Sewer District, King County, Washington, do hereby certify that the foregoing resolution is a true and correct copy of Resolution No. 2011-01 of such Board, duly adopted at a regular meeting thereof held on the 1st day of February, 2011 signed by the members of such Board in attendance at such meeting and attested by myself in authentication of such adoption.

  
\_\_\_\_\_  
William A. Tracy  
Secretary of the Board of Commissioners  
Southwest Suburban Sewer District

## Memorandum

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**TO:** Board of Commissioners  
**FROM:** Ron Hall  
**DATE:** 02-01-2011  
**SUBJECT:** List of Candidates for the open Commissioner position

The District received nine submittals for the open Commissioner position. They are (alphabetical order):

1. Robert Edgar
2. Thomas Evankovich
3. Susan Genzale
4. Daniel Johnson
5. Joseph Lyons
6. Patrick Osborn
7. Fred Penwell
8. Donald Theiler
9. Stan Thesenvitz

An addition submittal from Dan Caldwell was received and later was withdrawn.