



Covington Water District  
District Administrative Code  
Rate Table II -Miscellaneous Charges  
2025 Budget

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**15% Service Fee:** Is applied when the District is incurring the initial expense of securing outside services or product on behalf of the District customer and is subject to the minimum service charge.

**26% Administrative Charge:** Is applied to work performed by Covington Water District staff.

**I. Billing and Collection (DAC Sec 5.16)**

- A. Account set up fee - \$25
- B. Account closing fee - \$25
- C. Lien search fee/Estimated closing bill \$25
- D. Late payment penalty 10% of amount due to a maximum of \$2,500
- E. Non-payment fee (at time lock list is generated)
  - 1. \$50 fee
  - 2. \$15 fee for meters already locked
- F. After hours unlock fee = \$100
- G. Temporary unlock fee
  - 1. \$50, non-refundable (per 24-hour period and/or one-time unlocks)
  - 2. \$50, non-refundable (per instance of Heat Related water service restoration)
    - i. If meter unlocked after business hours, \$100
- H. Meter Reinstallation Fee (See current meter installation charges)
- I. Lien fee:
  - 1. Cost to record lien: out of pocket costs plus 26% administrative charge
  - 2. Cost to release lien: out of pocket costs plus 26% administrative charge
  - 3. Administrative fee - \$70
- J. Meter testing (with approval from the General Manager):
  - 1. On-site - \$150
  - 2. Off-site, actual labor and equipment hourly rate, plus out-of-pocket costs, plus 26% administrative charge, less deposit.
- K. Pressure Gauge
  - 1. \$50 refundable deposit, forfeit upon damage or theft

**II. Charges for Requested Relocation System Facilities**

- A. Deposit-initial calculation of deposit:
  - 1. Estimated cost, which includes but is not limited to labor, equipment and materials, plus 26% administrative charge.
- B. Actual Charge to Applicant:
  - 1. Actual labor and equipment hourly rate, plus out-of-pocket costs, plus 26% administrative charge, less deposit.



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**III. District Equipment and Personnel** (DAC Sec. 5.04.200) \* Vehicles and equipment billing are rounded up to the nearest hour.

- A. Service truck (excavation, hydrant, flushing) - \$45/hr.
- B. Backhoe (equipment trailer included) - \$85/hr.
- C. Excavator (equipment trailer included) \$85/hr.
- D. Skid Steer - \$65/hr.
- E. Dump truck, 10 yard - \$110/hr.
- F. Dump truck, 5 yard - \$100/hr.
- G. Dump truck, 3.5 yard - \$85/hr.
- H. Vactor truck - \$200/hr.
- I. Pickup/van - \$25/hr.
- J. Valve truck - \$90/hr.
- K. Light tower - \$40/hr.
- L. District staff, Engineer - \$110/hr.
- M. District staff, Construction Engineer/Project Manager - \$85/hr.
  
- N. District staff, Operations/Meter Tech - \$75/hr.
- O. District staff, Administrative - \$65/hr.
- P. O/T status @ 1.5 times billing rate
- Q. Fire Hydrant Flow Test (includes staff time and water usage)
  - 1. Non-Residential - \$1,250
  - 2. Residential - \$840
  - 3. Non-Developer Extension Flush test (typically required in rural King County, includes staff time and quick flush with 5 min. flow) - \$520
- R. Rental Equipment – Cost plus 15% Service Fee
- S. Hydraulic Modeling Fee
  - 1. Non-Residential - \$900 (per run, updates are \$550 per run.)
  - 2. Active DE Non-Residential and Residential-Time billed to the DE task code
  - 3. Residential - \$200 (single family residence only).

**IV. Other Miscellaneous Charges**

- A. Copy Fees
  - 1. 8 ½ x 11 or 8 ½ x 14, Black and White - \$0.15/page
  - 2. 8 ½ x 11 or 8 ½ x 14, Color - \$0.20/page
  - 3. 11 x 17, Black and White - \$0.20/page
  - 4. 11 x 17, Color - \$0.25/page
  - 5. Oversized Materials – Request pricing
  - 6. Outsourced Materials – Actual cost of copying plus 15% service fee
  - 7. Digital storage media or device provided by the District-Actual cost of storage media or device plus 15% service fee.
  - 8. Mailing of Copies – Actual cost of postage and shipping container



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- 9. Electronically produced public records will be charged as follows:
  - i. \$0.10 per page scanned into an electronic format.
  - ii. \$0.05 for every 4 electronic attachments uploaded to an electronic delivery system.
  - iii. and \$0.10 per gigabyte transmitting records electronically.
- B. Existing documents in electronic format totaling 20 pages or less that can be sent through standard email will be sent at no charge.
- C. Returned Payment Fee- \$35.
- D. Courier Fee: out of pocket costs, plus 15% service fee.
- E. Other Recording Fees: out of pocket costs, plus 15% service fee.
- F. Segregation certificate:
  - 1. Actual time at the standard hourly rate, plus out-of-pocket costs, plus 26% administrative charge.
- G. Covington Water District System map:
  - 1. Printed copy: out of pocket costs, plus 15% service fee.
  - 2. Digital copy with restricted information - \$150.
  - 3. Other maps (outsourced): out of pocket costs, plus 15% service fee.
- H. Drawings:
  - 1. Printed by CWD - \$2/sf.
  - 2. Color copies (outsourced): out of pocket costs, plus 15% service fee.
- I. Comprehensive plan (Free download available at [www.covingtonwater.com](http://www.covingtonwater.com))
- J. Standards & Specifications - \$75 per printed copy (Free download available at [www.covingtonwater.com](http://www.covingtonwater.com))
- K. Mileage reimbursement - cost is established in accordance with RCW 43.030.060.
- L. Service provided:
  - 1. Any costs incurred by the District in providing a service will be charged with a 15% service fee or minimum \$25 fee.
  - 2. All direct costs shall be recovered in addition to a 26% administrative charge, unless otherwise denoted.
  - 3. Customized Service Charge-Actual District Administrative staff time \$60/hr.
- M. Lost Security/Vendor I.D. Badge - \$25
- N. Cyber keys-\$300 deposit per key, retained if key lost.
- O. Electric vehicle charging station-\$0.15 per KW.



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**V. Hydrant Meter and Chlorine Injection Box Rental**

- A. Hydrant Meter Rental (DAC Sec 5.12.110) – All fire hydrant use must be with a District-provided hydrant meter cart. Failure to do so is considered water theft and subject to fines noted in Rate Table II, Section VII.
  - 1. Hydrant meter – used at CWD Headquarters, deposit \$150 (per day)
  - 2. Hydrant meter – used offsite, deposit \$5,000
  - 3. Billing Rate for hydrant meters – see Rate Table I
- B. Chlorine Injection Box and Meter
  - 1. Damage deposit - \$7,500
  - 2. Daily Rental Rate - \$100
  - 3. The damage deposit and daily rental rate times the number of days equipment will be rented are payable in advance.
  - 4. Billing rate for chlorine injection box metered water use – see Rate Table 1

**VI. Street Lights (DAC Sec 4.32.060)**

- A. Filing fee - \$800
- B. Billing schedule (number of homes per light standard)
  - 1. Ratio 6:1 -- \$5.95/bi-monthly
  - 2. Ratio 4:1 -- \$7.90/bi-monthly
  - 3. Street Light rate schedules beyond the 4:1 ratio are “custom designed” between Puget Sound Energy and the developer. After approval from the General Manager, the rate will then be determined and updated as necessary. The rate will be billed bi-monthly.

**VII. Tampering, Meter Box Obstruction, Water Theft Fine (DAC Sec 4.24.060, 5.12.210, 220, 230)**

Unauthorized use of water threatens water quality and deprives the District of resources needed to operate and maintain the water system. The District’s customers also share in this loss as rates are set to recapture the cost of total water production and supply.

Likewise the trespassing of secured property, such as water treatment or reservoir sites, may result in water contamination or other security complications. Such issues cause undue expense to rate payers as, in the extreme case, the site may need to be drained, treated and/or repaired before continuing use in its primary function.

The District has established a Reward Program to encourage the reporting of suspected unauthorized water use or illegal trespassing on District secured property. If the violation is confirmed, the individual(s) reporting the activity is eligible for a reward, subject to authorization of the General Manager.



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- A. Tampering and Meter Box Obstruction (without damage)
  - 1. 1<sup>st</sup> occurrence - \$500
  - 2. 2<sup>nd</sup> occurrence - \$1,000
  - 3. 3<sup>rd</sup> occurrence - \$1,500
- B. Tampering (with damage)
  - 1. Above charges, plus actual time at the standard hourly rate, plus out-of-pocket costs, plus 26% administrative charge for repair.
  - 2. Meter lock replacement only - \$35
- C. Water theft fine - \$1,000 (per occurrence)
- D. Reporting of Water Theft, Property Trespass, or Vandalism resulting in either a fine for unauthorized water use or criminal citation/prosecution – Reward of \$100 (subject to General Manager authorization.)

**VIII. Fire Hydrant Use**

Contractors and other non-fire agency users are only authorized to connect to a District fire hydrant with use of a rented District owned hydrant meter cart in accordance with the rate above.

Residences which are not connected to the District water system but benefitting from use of a District fire hydrant for fire suppression may be subject to Existing System Connection Charges in accordance with Rate Table III. The Existing System Connection Charges are determined by the size of the water meter servicing (or would service) the main structure on the property.

**IX. Utility Surcharge**

District customers residing within the boundaries of a city imposing a utility, excise or B&O tax (“utility tax”) on the District shall be charged an additional amount equal to the utility tax imposed by the city in which the customer resides, plus applicable state taxes and administrative costs associated with the imposition and collection of the utility tax. The District’s bills for water service may reflect the nature and extent of these additional charges.