

**NORTH BEACH WATER DISTRICT
PACIFIC COUNTY, WASHINGTON**

RESOLUTION NO. 23-2013

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF NORTH
BEACH WATER DISTRICT, PACIFIC COUNTY, WASHINGTON,
AMENDING RESOLUTION 12-2008 - North Beach Water
District Rules and Regulations**

WHEREAS, The Board of Commissioners wishes to amend the Districts Rules and Regulations established by Resolution 12-2008; now, therefore,

BE IT RESOLVED by the Board of Commissioners of North Beach Water District, Pacific County, to amend Resolution 12-2008 Section 1.01.390 Credit Card Payments

From: "The District will accept credit card payments through its vendor at a fee established by the vendor to be paid by the customer desiring such service."

To: "The District will accept credit card payments through a third party vendor."

ADOPTED by the Board of Commissioners on North Beach Water District, Pacific County, Washington at its regular meeting held on the 18nd day of November, 2013.

**Brian Sheldon, Commissioner
Position #1**

**Gwen Brake, Commissioner
Position #2**

**RD Williams, Commissioner
Position #3**

Official seal of North Beach
Water District

1.01.390 Service Charges (February 17, 2009; January 19, 2010; June 21, 2010)

Within the boundary of the District's service area the following rates shall apply:

DESCRIPTION	FEE	SECTION REFERENCE
Meter Tampering Fee	\$500.00 (or actual cost of repair, whichever is greater)	Sec.1.01.330
Past Due Penalty	\$10.00	Section 1.01.380
Service Disconnect/Reconnect Fee	\$50.00	Section 1.01.380
Surcharge for after-hours reconnection of service for nonpayment	\$85.00	Section 1.01.380
Returned Check or ACH Rejection	\$25.00	Section 1.01.380
Application for new service or transfer of service fee	\$25.00	Section 1.01.050
Customer Generated Infrastructure Fee	\$100.00	Section *****
Water for Tankers	\$75.00 Five times the current metered rate will be charged for water.	Section 1.01.360
Local Facilities Charge (6" or smaller)	\$12.50 per lineal foot of frontage	Section 1.01.270
Local Facilities Charge (8" and larger)	\$15.00 per lineal food of frontage	Section 1.01.270
Local Facility Charge (Customer Generated Infrastructure)	Set by Resolution for each project	Section 1.01.270
Meter Installation Fee:		
¾" Meter	\$650.00	Section 1.01.190
1" Meter	\$1,050.00	Section 1.01.190
1 ½" Meter	\$1,975.00	Section 1.01.190
2" Meter	\$3,750.00	Section 1.01.190
Greater than 2" Meter	Priced at time of request	Section 1.01.190
Monthly Service Charges:		
Base Rate ¾" Meter	\$39.73	Rate Study
Base Rate 1" Meter	\$66.33	Rate Study
Base Rate 1 ½" Meter	\$132.34	Rate Study
Base Rate 2" Meter	\$202.56	Rate Study

Base Rate 3" Meter	\$230.78	Rate Study
Base Rate 4" Meter	\$348.69	Rate Study
Base Rate 6" Meter	\$677.23	Rate Study
Metered Rate (per 100 CF)	\$2.19	Rate Study
Fire Flow Rates:		
Fire Flow Rate 2"	\$29.54	Section 1.01.350
Fire Flow Rate 3"	\$41.54	Section 1.01.350
Fire Flow Rate 4"	\$53.55	Section 1.01.350
Fire Flow Rate 6"	\$77.56	Section 1.01.350
Fire Flow Rate 8"	\$101.57	Section 1.01.350
General Facilities Charge:		
¾" Service	\$1,243.00	Section 1.01.350
1" Service	\$2,075.00	Section 1.01.350
1 ½" Service	\$4,140.00	Section 1.01.350
2" Service	\$6,337.00	Section 1.01.350
3" Service	\$7,209.00	Section 1.01.350
4" Service	\$10,914.00	Section 1.01.350
6" Service	\$21,181.00	Section 1.01.350
Permanent Disconnection Fee:		
¾" Service	\$480.00	Section 1.01.311
1" Service	\$800.00	Section 1.01.311
1 ½" Service	\$1,500.00	Section 1.01.311
2" Service	\$2,500.00	Section 1.01.311
3" Service	\$2,800.00	Section 1.01.311
4" Service	\$4,200.00	Section 1.01.311
6" Service	\$8,200.00	Section 1.01.311

Credit Card Payments	The District will accept credit card payments through its a third party vendor at a fee established by the vendor to be paid by the customer desiring such service.
Low Income Assistance	In accordance with RCW 57.46, the District shall participate in a program to offer voluntary contributions to assist low-income residential customers.



North Beach Water District

Office Manager's Report to Board of Commissioners

Date: 10/30/2013

Re: Credit Card Processing Conflicts

This report is an update in regards to the two credit card issues discussed at the last meeting. The first issue is that PayClix is debiting our account directly each month rather than sending us an invoice. The second issue being that the North Beach Water District Rules and Regulations state "The District will accept credit card payments through its vendor at a fee established by the vendor to be paid by the customer desiring such service." However the District currently does not charge the customer for each transaction.

Concerning the first conflict, I have spoken with Corrine Schmid of the State Auditor's Office and told her the details. She stated that we can put it on the agenda with the regular Warrants and Vouchers to be approved after the fact (see attached e-mail chain, blue highlighted section). This fulfills the requirements of the BARS Manual that states "The legislative body must review and approve the claims paid at its next regularly scheduled public meeting." (Part 3, Chapter 3 Page 10)

Regarding the second issue we will be requesting a change to the current North Beach Water District Rules and Regulations to remove the requirement that the customer pays the processing fee at a future meeting. This too was cleared through Corrine Schmid (See attached e-mail chain, purple highlighted section).

Office Manager

From: Corrine Schmid <schmidc@sao.wa.gov>
Sent: Wednesday, October 30, 2013 8:35 AM
To: Office Manager
Cc: Bill Neal (bneal@northbeachwater.com)
Subject: RE: Credit card payments

Good morning Jack,

So I double checked with my Supervisor and since the expenditure is automatically coming out of the Districts account this is what we recommend the District do. Develop written procedures and/or a resolution that states the General Manager can approve the expenditure, then at the following Board meeting it will be approved by the Board with all other payables.

Or you could also have the Board chair come in and sign off on the expenditure when it is expensed. Make sure whatever the District decides to do it is approved by the board.

If you have any questions please let me know!

Corrine Schmid

Assistant State Auditor
Team Olympia
360-725-5377

From: Office Manager [mailto:officemanager@northbeachwater.com]
Sent: Monday, October 28, 2013 9:55 AM
To: Corrine Schmid
Subject: RE: Credit card payments

So where do we go from here?

Thank You

Sincerely,

Jack R. McCarty
Office Manager
North Beach Water District
(360) 665-4144 Phone
(360) 665-4641 Fax



From: Corrine Schmid [<mailto:schmidc@sao.wa.gov>]
Sent: Monday, October 28, 2013 8:06 AM
To: Office Manager
Subject: RE: Credit card payments

Yes, correct. Sorry the person who answered the help desk must not have taken into consideration the fact that the District operates under the County Treasurer. That is my fault, I should have clarified it in my helpdesk question.

Corrine Schmid

Assistant State Auditor
Team Olympia
360-725-5377

From: Office Manager [<mailto:officemanager@northbeachwater.com>]
Sent: Thursday, October 24, 2013 10:23 AM
To: Corrine Schmid
Subject: FW: Credit card payments

Cori,

I thought we had everything covered but Bill would like to know.....(See below)

Thank You

Sincerely,

Jack R. McCarty
Office Manager
North Beach Water District
(360) 665-4144 Phone
(360) 665-4641 Fax



From: Bill Neal [<mailto:bneal@northbeachwater.com>]
Sent: Tuesday, October 22, 2013 3:39 PM
To: 'Office Manager'
Subject: RE: Credit card payments

Jack,

Please ask Cory these questions:

Pay Clicks pulls their payment out of Pacific Counties Bank account without once a month. The District entered into a contract for this service in 2011 The Pacific County Treasurer must of provided authorization to Pay Clicks at some point to do the automatic withdrawal.

RCW 57.20.140 States:

The treasurer shall create and maintain a separate fund designated as the maintenance fund or general fund of the district into which shall be paid all money received by the treasurer from the collection of taxes other than taxes levied for the payment of general obligation bonds of the district and all revenues of the district other than assessments levied in local improvement districts or utility local improvement districts, and **no money shall be disbursed therefrom except upon warrants of the county auditor issued by authority of the commissioners or upon a resolution of the commissioners ordering a transfer to any other fund of the district.**

The treasurer also shall maintain such other special funds as may be prescribed by the district, into which shall be placed such money as the board of commissioners may by its resolution direct, and from which disbursements shall be made upon proper warrants of the county auditor issued against the same by authority of the board of commissioners.

The Pay Clicks payment agreement circumvents the District's Auditing Agent, the Board of Commissioners, and the Pacific County Auditor. How do we correct this condition.

William "Bill" Neal
General Manager
North Beach Water District
bneal@northbeachwater.com

From: Office Manager [<mailto:officemanager@northbeachwater.com>]
Sent: Tuesday, October 22, 2013 11:44 AM
To: Bill Neal
Subject: FW: Credit card payments

Thank You

Sincerely,

Jack R. McCarty
Office Manager
North Beach Water District
(360) 665-4144 Phone
(360) 665-4641 Fax



From: Corrine Schmid [<mailto:schmidc@sao.wa.gov>]
Sent: Tuesday, October 22, 2013 10:41 AM
To: Office Manager
Subject: RE: Credit card payments

I just received an answer from our help desk. It looks like the expenditures are allowable.

The water district goes through a third party to allow their customers to pay their utility bill with credit cards and debit cards. Each customer has to pay the third party a processing fee for their payment. Per the District, the citizens are complaining about paying the processing fee, so the District is considering paying for the processing fee themselves. Is this an allowable expense for the District?

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Our response is as follows:

Yes. This is essentially just a cost of going through a third party vendor. The processing charge could be something the District chooses to pay or a charge that is passed on to the customers. The District will need to pay the processing fee for all debit and credit card payments, and should consider adopting a resolution to demonstrate board approval.

Corrine Schmid
Assistant State Auditor
Team Olympia
360-725-5377

From: Office Manager [<mailto:officemanager@northbeachwater.com>]
Sent: Tuesday, October 15, 2013 8:22 AM
To: Corrine Schmid
Subject: Credit card payments

Cori,

Remember when I called you and said that our credit card processors (PayClix) doesn't actually invoice us but takes it directly out of our account and you said just to do a memo for the commissioners? Bill would like an e-mail from you stating that so that we have something in writing. If you could just jot that down and shoot it over I would greatly appreciate it.

Thank You

Sincerely,

Jack R. McCarty