

Finance Committee Meeting

May 12, 2026
5:00 PM



<http://www.bonneylake.gov/>

AGENDA

Location: Bonney Lake Justice & Municipal Center, 9002 Main Street East, Ste 200, Bonney Lake, Washington.

The public is invited to attend Finance Committee Meetings. Options for attending are provided below.

In-Person: Bonney Lake Justice & Municipal Center at 9002 Main Street East in Bonney Lake

By phone: 323-792-6234 (Meeting ID: 598 245 924#)

By internet: Chrome- [TEAMS Meeting Link](#) (Meeting ID: 242 440 592 944 33)

All public online cameras and microphones will be disabled except during citizen comments. Only staff and presenters will be visible and unmuted during the entire meeting.

I. Call to Order

II. Finance Committee Roll Call

Deputy Mayor Dan Swatman, Councilmember Baldwin, and Councilmember Gwendolyn Fullerton.

III. Approval of Minutes

A. **Approval of Minutes:** April 14, 2026, Finance Committee Meeting Minutes

IV. Department Reports/Presentations

V. Items for Discussion/Action

A. **AB26-28** - An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Relating To The Implementation Of A Public Safety Sales And Use Tax For Criminal Justice Purposes; Adding A New Chapter 3.46 Public Safety Sales And Use Tax To The Bonney Lake Municipal Code; Providing For Severability And Corrections; And Establishing An Effective Date.

B. Water Leak Adjustment Discussion

C. **AB26-39** - Out of State Travel - Detective Vance

D. **AB26-43** - Out of State Travel - Executive Department

VI. Open Committee Discussion

VII. Public Comments

Public comments can be made in-person, by phone or virtually during this portion of the meeting. Comments are limited to 5 minutes. All who comment will be asked to state their name for the meeting record.

VIII. Adjournment

Anything submitted at the Meeting will be added to the end of the packet the next day.

The City of Bonney Lake does not discriminate on the basis of disability, race, color, or national origin in its programs, services, or activities. If you need language assistance, translation, or an auxiliary aid, service, or policy modification to fully participate, please [email the City Clerk's Office](#) or call at 253-862-8062 (TTY 711) at least 5 business days before the event; later requests will be honored when feasible.

Finance Committee Meeting

April 14, 2026

5:00 PM

Minutes



<http://www.bonneylake.gov/>

I. Call to Order

Chair Swatman, called the meeting to order at 5:00 p.m.

II. Finance Committee Roll Call

Elected officials attending were: Deputy Mayor Dan Swatman (Chair), Councilmember Gwendolyn Fullerton, and Councilmember Kerri Hubler

Staff members in attendance at the physical location were: Mayor Terry Carter, City Administrator John Vodopich, Police Chief Mark Berry, Administrative Services Director/Interim Finance Director Chuck McEwen, Public Services Director Jason Sullivan, Human Resources Manager Brian Sandler, and Administrative Specialist II Debbie McDonald.

Staff in virtual attendance were: Financial Operations Manager Patti McCann, and City Attorney Jennifer Robertson.

III. Agenda Modifications

Councilmember Hubler moved for an Agenda Modification, allowing the Bond Refinance Discussion to be moved up to first on the agenda. Councilmember Fullerton seconded the motion.

Motion approved 3 – 0.

IV. Approval of Minutes

A. **Approval of Minutes:** March 10, 2026, Finance Committee Meeting Minutes
Minutes from the March 10, 2026, Finance Committee Meeting were approved.

V. Department Reports/Presentations

A. HR Staffing Update

Human Resource Manager Sandler presented the Human Resource Staffing Update for March.

The Committee discussed and shared their concerns, including:

- Not back filling Code Enforcement position.
- Contracted Case Manager is for Community Court.

VI. Items for Discussion/Action

A. Bond Refinance Discussion

Managing Director Jim Nelson with D.A. Davidson NW Finance Group gave a Refunding Bond Information presentation. He presented information on the pros and cons of refinancing the 2016 Water & Sewer Revenue Bonds.

Finance Committee feedback included:

- How often can the City refinance.
- Cost savings if bond is paid off.
- Cost savings goes back into Water and Sewer funds.
- Will refinancing help to pay off bond faster?
- Current interest rate.

B. Public Safety Tax Discussion

City Administrator Vodopich was only given a brief opportunity to speak on the issue. The item will be brought back to next months Finance Committee for further discussion.

The Finance Committee discussed and shared their concerns, including:

- Pierce County is already collecting the tax.

C. A Resolution Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Amending The City's Fee Schedule To Update The Allan Yorke Park Vehicle Parking Fees, Add Concealed Pistol License Fees, And Clarifying Annual Boat Parking Pass Fees, And Repealing Resolution Number 3297.

Administrative Services Director/Interim Finance Director McEwen presented the updated fee schedule.

Finance Committee discussed and shared their concerns, including:

- Fees being to high.
- Takes too long.
- Why is outside City limits cheaper.

D. Water Leak Adjustment Discussion

Administrative Services Department Director and Interim Finance Department Director McEwen was given a brief amount of time to speak on the leak adjustment.

He handed out a copy of the water leak history. The item will be placed back on next month's Finance Committee agenda.

The Finance Committee, discussed and shared their concerns, including:

- Ways to turn the water off.
- Questions on tiers.

VII. Open Committee Discussion

None.

VIII. Public Comments

None.

IX. Adjournment

At 5:55 p.m. the Finance Committee Meeting was adjourned by Deputy Mayor Swatman with the common consent of the Committee.

Debbie McDonald, Administrative
Specialist II

Dan Swatman, Deputy Mayor

Items presented at the April 14, 2026, Meeting for the record:

1. Updated Fee Schedule – Administrative Services Director/Interim Finance Director McEwen.
2. Water Leak History – Administrative Services Director/Interim Finance Director McEwen.

Note: Unless otherwise indicated, all documents submitted at meetings are added to the back of the packet the next day. For detailed information on agenda items, please view the corresponding Agenda Packets, which are posted on the city website and on file with the City Clerk.

City of Bonney Lake, Washington
Public Safety Committee Agenda Bill (AB)

Agenda Bill Number:	AB26-28
Agenda Item Type:	Ordinance
Presenter:	Terry Carter, Mayor
City Strategic Goal Category:	Public Safety Vision
Department/Division Submitting:	Admin
Impacted Departments That Received Notification:	Police Department Finance Court

Full Title/Motion: An Ordinance Of The City Council Of The City Of Bonney Lake, Pierce County, Washington, Relating To The Implementation Of A Public Safety Sales And Use Tax For Criminal Justice Purposes; Adding A New Chapter 3.46 Public Safety Sales And Use Tax To The Bonney Lake Municipal Code; Providing For Severability And Corrections; And Establishing An Effective Date.

Short Background Summary:

The City’s public safety expenses are increasing annually, creating negative budget impacts and the inability to maintain services at their current level or expand to address increased demands on community health and public safety programs. During the Council Budget Retreat, Council requested for administration to bring forward an Ordinance to implement a public safety sales and use tax of one-tenth of one percent (0.1%), to be effective January 1, 2027, the deadline to pass the Ordinance and transmit it to the Department of Revenue would be October 18, 2026.

Budget Explanation:

Anticipated to bring in \$880,000 in revenue annually.

Committee, Board, Commission, & Hearing Examiner Review

Name Of Committee/Commission/Examiner Meeting: Public Safety Committee

Date of Committee/Commission/Examiner Meeting: April 14, 2026

Name Of Committee/Commission/Examiner Meeting: Finance Committee

Date of Committee/Commission/Examiner Meeting: May 12, 2026

Council Action

Date of Council Workshop

Date of Council Meeting

Date of Council Public Hearing

2/24/2026

3/10/2026

Published on Sep 21, 2025

HB 2015 101

Contact: [Communications](#)

What you need to know about the state's new public safety funding mechanisms.

By AWC staff

After years of city elected leaders advocating for increased public safety funding, the long-held priority bore fruit in 2025 with **House Bill 2015**.

Cities provide public safety services as a critical function to keep communities thriving. However, the last few decades have left many cities struggling to keep up with the costs and staffing needed to provide these vital services. Cities employ the majority (62%) of all the state's commissioned police officers, and showed up to the legislature repeatedly to warn that financial obligations for public safety were becoming unsustainable.

City budgets are constrained by a property tax revenue cap artificially restricted to 1%, which is less than population growth and inflation. Departments have also seen record levels of police officer retirements; evolving conversations about the scope and scale of what police departments are responsible for; recruiting and retainment challenges due to the unique and specific skills required for the work; shortages of critically needed training; fluctuations in crime trends; and an increasing challenge of community members suffering through a lack of housing, behavioral health issues, and substance use disorders.

In 2024 then-Attorney General Bob Ferguson, citing reports and data that showed Washington state last in the country in officers per capita, pledged during his campaign for governor that he would deliver \$100 million to local governments to hire and retain police officers. At his inaugural address in January 2025, Governor Ferguson further reiterated that he wouldn't sign a state budget without the \$100 million investment.

The legislature offered up a variety of bills aimed toward this goal, proposing a range of public safety funding mechanisms for local governments. AWC strongly supported options

that provided the lowest barriers to access funding, citing the varying needs, diversity, and size of the state's 281 cities and towns. Several public safety proposals included options for direct, ongoing, and sustainable sources of revenue for cities to fund their public safety needs.

Then in late February 2025 came **HB 2015**, which sought to provide two new funding sources for public safety while also aiming to improve marginalized community outcomes through targeted officer trainings, hiring, and retention strategies.

City budgets are constrained by a property tax revenue cap artificially restricted to 1%, which is less than population growth and inflation.

AWC supported the bill and engaged in conversations early and often to ensure that city perspectives were factored into the legislative process. The bill moved swiftly through the legislature, with several amendments attaching ideas from the earlier bills, as it whirled towards the governor's desk. Following a pause in momentum deep into the session, the bill passed and the governor kept his \$100 million promise and signed **HB 2015** and its budget funding into law in late May; it took effect in late July.

HB 2015: Two new funding mechanisms

Separate, but linked

The grant

- CJTC-administered
- \$100 million program
- Expires June 2028
- Can use for hiring/training new officers & co-responders
- 75% of salary covered
- 25% local match required
- Max. \$125k funding, per position
- Policy & training requirements to attain a grant
- Need to levy or receive one of three available public safety or criminal justice sales taxes first

You must *qualify* for the grant to take the sales tax

You must receive or levy a public safety sales tax to get the grant

The sales tax

- Councilmanic through June 2028
- 0.1% tax on sales & use
- Permanent
- Broad use for public safety
- Stackable with other taxes & jurisdictions
- Need to meet the same requirements as the grant
- Do not need to apply for or receive the grant, just qualify for it

The new law ultimately creates two public safety funding pathways for funding local public safety: A three-year \$100 million grant program for hiring, retaining, and training new police officers and co-responders; and a councilmanic 0.1% local sales tax authority for broad public safety and criminal justice needs.

The two new funding streams function separately for cities. However, there is a deep connection in the law. There are policy and training requirements that cities and their police departments must meet to be eligible for the grant, and grant eligibility is required to impose the sales tax.

A council can implement the sales tax without applying for or receiving grant money. And, in order to receive grant money, a city or county needs to have received funds from or authorized at least one of three public safety sales taxes (the two existing ones or the new one created by **HB 2015**).

The Criminal Justice Training Commission (CJTC) must verify that a city's police department meets the specific policy and training requirements outlined within the law. Cities that want their councils to pass the sales tax can do so as soon as they would like, but after June 30, 2028, it will become a voter-approved tax instead.

Per the new law, cities do not need to wait for CJTC to finalize its process for verifying that requirements are met, so long as they send compliance documentation to CJTC.

As of press time, [CJTC's guidance](#) on **HB 2015** is rapidly evolving, and AWC is sharing information as it becomes available. The most updated information about the law and next steps can be found at wacities.org, including more details on policy, timelines, tax

comparison charts, and important things your city or town will want to know to pass the sales tax and access those critical revenues as soon as possible.

more information: wacities.org

Tax facts

HB 2015 allows the legislative body of a city and/or county to establish a new local option sales and use tax. To be eligible, cities must meet the same requirements laid out for grant eligibility.

Quick facts about the sales tax:

- **Local legislative authority:** The tax can be imposed by councilmanic action through June 2028.
- **Stackable:** The taxes can stack with other sales taxes, and revenues are not shared with other jurisdictions.
- **Broad use:** A city and/or county can impose the new 0.1% sales tax for broadly defined criminal justice purposes, including:
 - Domestic violence services
 - Public defenders
 - Diversion program
 - Reentry work for inmates
 - Reducing homelessness or improving behavioral health
 - Community placements for juvenile offenders
 - Community outreach, alternative response, mental health crisis response
- **Requirements:** The tax can only be collected if the city or county meets all the requirements to apply for the Criminal Justice Training Commission (CJTC) grant program in this bill (but no requirement to *apply* for the grant).
 - Note: Cities may submit their documentation *before* CJTC completes their grant application process and website.
- **Caveat:** The jurisdiction's voters must not have rejected or repealed a public safety tax within 12 months.

ORDINANCE NO. XXXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, PIERCE COUNTY, WASHINGTON, RELATING TO THE IMPLEMENTATION OF A PUBLIC SAFETY SALES AND USE TAX FOR CRIMINAL JUSTICE PURPOSES; ADDING A NEW CHAPTER 3.46 PUBLIC SAFETY SALES AND USE TAX TO THE BONNEY LAKE MUNICIPAL CODE; PROVIDING FOR SEVERABILITY AND CORRECTIONS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Bonney Lake currently provides many regional and local services which advance community health and public safety through the criminal justice system; and

WHEREAS, the City's public safety expenses are increasing annually, creating negative budget impacts and the inability to maintain services at their current level or expand to address increased demands on community health and public safety programs; and

WHEREAS, through Section 201, Chapter 350, Laws of Washington 2025, the Washington State Legislature has authorized the legislative authority of a qualified city to implement, by resolution or ordinance, a sales and use tax by June 30, 2028; and

WHEREAS, in order to be eligible to implement the authorized public safety sales and use tax, the City must meet the requirements to receive the public safety grant authorized in Section 201, Chapter 350, Laws of Washington 2025, and must issue and implement policies and procedures as required under the law; and

WHEREAS, the City, through its law enforcement agency, will submit documentation to the Criminal Justice and Training Commission ("CJTC") concurrently with the adoption of this ordinance, demonstrating that it has met the requirements of Section 201, Chapter 350, Laws of Washington 2025, and is eligible to receive the public safety grant and to implement the public safety sales and use tax, and will submit any additional documentation required by the CJTC to obtain such eligibility; and

WHEREAS, the authorized tax is in addition to any other taxes authorized by law and must be collected from those persons who are taxable by the State pursuant to Chapters 82.08 and 82.12 RCW upon the occurrence of any taxable event within the city; and

WHEREAS, the rate of tax shall be equal to one-tenth of one percent (0.1%) of the selling price, in the case of sales tax, or value of the article used, in the case of a use tax; and

WHEREAS, revenue received from the public safety sales and use tax must be used for criminal justice purposes, meaning activities that substantially assist the criminal justice system, including circumstances where ancillary benefits to civil justice and behavioral health system occur, which may include domestic violence victim services, staffing of adequate public defense counsel, diversion programs, reentry work for incarcerated individuals, programs that have a reasonable relationship to reducing the number of individuals interacting with the criminal justice

system, improving behavioral health, reducing incidents of homelessness, community placements for juvenile offenders, and community outreach and assistance programs; and

WHEREAS, cities implementing the public safety sales and use tax shall, within one calendar year of implementation of the tax, and annually thereafter, make a report to the Association of Washington Cities (“AWC”) and such report shall include information on how the revenues received from the public safety sales and use tax were expended by the city; and

WHEREAS, the City Council finds that it is in the best interests of the public health, safety, and welfare of its citizens to implement the public safety sales and use tax of one-then of one percent (0.1%), effective July 1, 2026, and use the revenues collected for criminal justice purposes; **NOW THEREFORE**,

THE CITY COUNCIL OF THE CITY OF BONNEY LAKE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Findings. The findings and recitals set forth above are hereby adopted and incorporated by reference.

Section 2. New Chapter 3.46 Imposing Tax. A new chapter is hereby added to the Bonney Lake Municipal Code, Chapter 3.46 entitled “Public Safety Sales and Use Tax” to read as follows:

**CHAPTER 3.46
PUBLIC SAFETY SALES AND USE TAX**

Sections

3.46.010 Tax imposed.

3.46.020 Applicability of tax.

3.46.030 Administration and collection.

3.46.040 Allowable uses of tax receipts.

3.46.050 Violation and penalty.

3.46.050 Violation and penalty.

3.46.010 Tax imposed.

Effective beginning July 1, 2026, an additional one-tenth of one percent (0.1%) sales and use tax, as authorized by Section 201, Chapter 350, Laws of Washington 2025, is hereby levied, fixed, and imposed on all taxable events within the city as defined in RCW 82.14.020, as currently enacted or later amended. The sales and use tax imposed pursuant to this chapter shall be in addition to all other sales and use taxes imposed by the city

3.46.020 Applicability of tax.

The tax imposed pursuant to this chapter shall be imposed upon and collected from those persons from whom sales tax or use tax is collected in accordance with chapter 82.08, 82.12, and 82.14 RCW, and shall be collected at the rate of one-tenth of one percent of (a) the selling price, in the case of a sales tax; or (b) the value of the article used, in the case of a use tax.

3.46.030 Administration and collection.

The administration and collection of the tax imposed by this chapter shall be in accordance with the provisions of RCW 82.14.050.

3.46.040 Allowable uses of tax receipts.

Moneys received by the city from the tax imposed under this chapter must be expended for Criminal Justice Purposes. As used in this chapter, “Criminal Justice Purposes” means activities that substantially assist the criminal justice system, which may include circumstances where ancillary benefit to the civil justice behavioral health system occurs, and which includes:

- A. Domestic violence services, such as those provided by domestic violence programs, community advocates, and legal advocates, as those terms are defined in RCW 70.123.020;
- B. Staffing adequate public defenders to provide appropriate defense for individuals;
- C. Diversion programs;
- D. Reentry work for inmates
- E. Local government programs that have a reasonable relationship to reducing the numbers of people interacting with the criminal justice system including, but not limited to, reducing homelessness or improving behavioral health;
- F. Community placements for juvenile offenders; and
- G. Community outreach and assistance programs, alternative response programs, and mental health crisis response including, but not limited to, the recovery navigator program.

3.46.050 Violation and penalty.

Any seller who fails or refuses to collect the tax imposed by this chapter with the intent to violate the provisions of this chapter or to gain some advantage or benefit, whether direct or indirect, and any buyer who refuses to pay any tax due under this chapter shall be guilty of a misdemeanor.

3.46.060 Annual reporting.

The finance director shall, within one calendar year of imposition of the tax imposed under this chapter, and annually thereafter, make a report to the Association of Washington Cities on how the moneys received by the city from the tax were expended.

Section 3. Documentation to CJTC. The City Council requests that the Mayor or his designee submit all required documentation to the Criminal Justice Training Commission demonstrating that the City meets the requirements of Section 101, Chapter 350, Laws of Washington 2025, as described in this Ordinance. Such documentation shall be submitted in a form and manner prescribed by the Criminal Justice Training Commission. The City shall timely rectify any deficiencies identified by the Commission.

Section 4. Notice to Department of Revenue. The City Council requests that the Mayor or designee submit a copy of this Ordinance to the Washington State Department of Revenue and take all other reasonable steps necessary to collect the tax imposed by this Ordinance.

Section 5. Direction to Clerk. The City Clerk is directed to maintain one copy of this Ordinance and one copy of each of the statutes, regulations, or standards referenced herein on file at the City Clerk’s office for use and examination by the public during regular business hours.

Section 6. Implementation. The Mayor is hereby authorized to implement this Ordinance, including adopting such administrative procedures as may be necessary to carry out the directions of this legislation and is authorized to prepare documents for the administration and approval of grant funds.

Section 7. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 8. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 9. Corrections. Upon the approval of the city attorney, the city clerk, and/or the code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto, provided such corrections do not change the intent of this Ordinance.

Section 10. Effective Date. This Ordinance shall be effective thirty (30) days after adoption and publication as provided by law. Pursuant to Section 2, above, the tax imposed by this Ordinance shall take effect on July 1, 2026.

ADOPTED by the City Council of the City of Bonney Lake and attested by the City Clerk in authentication of such passage on this 10th day of March 2026.

APPROVED by the Mayor this 10th day of March 2026.

Terry Carter, Mayor

AUTHENTICATED:

Sadie A. Schaneman, MMC, City Clerk

AB _____
Passed:
Valid:
Published:
Effective Date:
This Ordinance totals _____ page(s)

City of Bonney Lake, Washington
Finance Committee Agenda Bill (AB)

Agenda Bill Number:

Agenda Item Type: Agenda Bill

Presenter: Chuck McEwen, Administrative Services Director

City Strategic Goal Category: Water Resource Vision

Department/Division Submitting: Admin

Impacted Departments That Received Notification: Finance
Public Services
Administrative Services

Full Title/Motion: Water Leak Adjustment Discussion

Short Background Summary:

The Bonney Lake Municipal Code and Administrative Water Leak Policy was amended on March 14, 2023. During the April 7, 2026, Council Meeting, a resident presented to Council an issue with a water leak adjustment that was denied. Council asked for a discussion to be brought to the Finance Committee to discuss possibility of amending the water leak adjustment code to further help residents.

Budget Explanation:

Committee, Board, Commission, & Hearing Examiner Review

Name Of Committee/Commission/Examiner Meeting: Finance Committee

Date of Committee/Commission/Examiner Meeting: 4/14/2026

Date of Committee/Commission Public Hearing: 4/14/2026

Committee/Commission/Examiner Meeting Decision:

Council Action

Date of Council Workshop

Date of Council Meeting

Date of Council Public Hearing



Memo

Date : 4/13/2026
To : Finance Committee
From : Chuck McEwen, Administrative Services Director
CC: :
Re : Wright Water leak

Previous History

On 6/25/2020 Mr. Wright called and stated he could not find a leak anywhere, vacant land. But he does have a boat lift and will check to see if that is leaking. He will contact Utility staff back once he's able to location it.

Current History

On 5/15/2025 the meter readers check the meter due to a report of high use. Meter readers determined there is a leak. Normal procedure would be to leave a door hanger; however, this is an empty lot. Meter Readers and Utility staff attempted to call the number on the account but were unable to leave a message due to the voicemail being full. Utility staff send an email (see attachment 4) notifying the customer of possible water leak.

On 5/28/2025 account was billed \$395.42

On 6/11/2025 a high consumption letter and leak brochure were sent via USPS (see attachment 5).

On 6/16/2025 current due of \$395.42 was paid.

On 6/27/2025 account was billed \$1,019.87.

On 7/15/2025 current due of \$1,019.87 was paid.

On 7/24/2025 another high consumption letter and leak brochure was sent via USPS (see attachment 6).

On 7/28/2025 account was billed \$1,497.71.

On 8/5/2025 July's high consumption letter was returned to sender, attempt not known, unable to forward. Customer made first contact with the City in August regarding this issue, after multiple attempts of communication from utility staff in various ways (USPS, phone, & email). Had they been able to respond sooner, staff could have worked together to prevent this bill from getting this high. Staff cannot turn off a water meter without a customer's permission outside of a delinquent situation, as staff would then be infringing on the customer's rights. Staff do routinely recommend that the customer turn off water at the meter if there is a suspected leak or to request that City staff turn off water at meter if they are not sure of the process.

On 8/8/2025 Mr. Wright notified that he will be having a plumber out of 8/11/25 to repair his leak. That he found the wet spot.

On 8/15/2025 current due of \$1,497.71 was paid.

On 8/21/2025 Utilities did not send another high consumption letter since they are aware of the leak.

On 8/25/2025 Mr. Wright stated he found the leak and is in process of getting it dug up and repaired this week.

On 8/26/2025 account was billed \$2,545.70

On 9/3/2025 Mr. Wright reported the leak has been repaired. That it was going directly into the lake so they didn't notice. Utility staff left a voicemail message asking Mr. Wright to call them back to tell them where the leak was so they can let him know if he qualifies for an adjustment. Also suggested shutting off auto-pay and where to find the leak adjustment request form.

On 9/8/2025 Mr. Wright called to say the leak was stubbed out line that was not being used and the cap was blown off, it was under a gazebo leaking into the lake so he didn't see it.

On 9/8/2025 Utilities did not send another high consumption letter since they are aware of the leak.

On 9/9/2025 Utilities received a leak adjustment request.

On 9/29/2025 account was billed \$618.05 (running balance \$3,163.75)

On 10/20/2025 Leak adjustment was denied because the leak was under their gazabo, a letter was sent via USPS.

On 10/29/2025 account was billed \$42.45 (running balance \$3,206.20)

On 11/19/2025 Mr. Wright asked to appeal his denial and that he did not receive the letter, he is out of state, Utility staff told Mr. Wright was days he can speak to council.

On 11/25/2025 account was billed \$38.83 (running balance \$3,206.20)

On 11/26/2025 a shut off notice was sent.

On 12/9/2025 Utility staff tried calling Mrs. Wright back but voicemail was full.

On 12/16/2025 a shut off notice sent again.

On 12/16/2025 Public Works Water Assistant Superintendent (Water) sent memos and attachments to aid in explanation of leak denial. Customer does not agree with denial will go above assistant superintendent in the hopes of a more favorable determination.

On 12/18/2025 account was billed \$63.28 in penalties (running balance \$3,308.31).

On 12/17/2025 Public Services Director and Chief Financial Officer reviewed leak denial. CFO also stated policy (see attachment 10) requires that the leak be fixed within 2 months per city policy and the repair was not completed until September (4 months after leak detection).

On 12/18/2025 Public Services Director called Mrs. Wright to explain the leak denial.

On 1/12/2026 Mrs. Wright voicemail requesting a leak adjustment, stating Assistant Superintendent (Water) used a tone with her and accused her of lying. Utility staff stated they were unable to reverse the decision and provided Financial Operations Manager's phone number

On 1/23/2026 account was billed \$64.12 in penalties (running balance \$3,411.26)

On 1/28/2026 account was billed \$39.99 (running balance \$3,451.25)

On 2/20/2026 account was billed \$64.90 in penalties (running balance \$3,516.15)

On 3/4/2026 account was billed \$39.99 (running balance \$3,556.14)

On 3/20/2026 account was billed \$65.68 in penalties (running balance \$3,621.82)

On 3/25/2026 account was billed \$39.99 (running balance \$3,661.81)

As of 4/13/2026 the last payment received was 8/15/2025.

Please note no penalties were billed until after the leak adjustment was denied on 10/10/2025 first penalty was billed on Dec 18th 2025.

Attachments

- 1) Breakdown of City's tiered rates to show how many gallons of water would generate a \$1,000, \$2,000 and \$3,000 bill
- 2) DOH diagram of leak size and water loss
- 3) Customer Account Detail
- 4) Email on May 15th from Utility staff regarding possible leak
- 5) High Consumption Letter June 11th 2025
- 6) High Consumption letter dated July 24th 2025
- 7) Consumption history
- 8) Denied Leak Adjustment Packet
- 9) Leak Adjustment emails between CFO and PS Director
- 10) Policy 200-035 Leak Adjustment (updated Feb 8th 2023)

2) DOH diagram of leak size and water loss

Unrepaired Leaks Can Be Costly
Water Loss in Gallons at 50 psi

Leak this Size	Loss per Day	Loss per Month	Loss per Year
●	120	3,600	43,200
●	360	10,800	129,600
●	693	20,790	249,480
●	1,200	36,000	432,000
●	1,920	57,600	691,200
●	3,096	92,880	1,114,560
●	4,296	128,880	1,546,560
●	6,640	199,200	2,390,400
●	6,984	209,520	2,514,240

Drinking Water - It's Worth Saving

Office of Drinking Water
 1-800-521-0323
<http://www.doh.wa.gov/ehp/dw/>



Customer #: 054499	Customer Status:	On Account: 0.00
Customer Type:	Setup Date: 4/6/2017	Balance Due: 3,661.81
Name: RC WRIGHT LLC,	Cash Only: N	Document Delivery Method: Mail hard copy
Spouse: N/A	Home Phone: [REDACTED]	Drivers License #: [REDACTED]
Care Of:	Work Phone: [REDACTED]	State: [REDACTED]
Address: [REDACTED]	Cellular Phone: [REDACTED]	
	Fax:	
Email:	Web Site: [REDACTED]	

Customer Autopay Information

Use Autopay: No	Bank Account #: N/A	Prenote Date: N/A
Account Type: N/A	Bank ABA #: N/A	Autopay Limit: N/A

Account Balance Information

<u>Account #</u>	<u>Status</u>	<u>Service Type</u>	<u>Cycle</u>	<u>Previous Balance</u>	<u>Current Balance</u>	<u>Balance Due</u>
3-03-189300-01	a	Penalty	county	257.98		257.98
		Water		3,363.84	39.99	3,403.83
Totals :				3,621.82	39.99	3,661.81

Fee Information

<u>Account # / Service Location</u>	<u>Service Type</u>	<u>Fee Code</u>	<u>Fee Description</u>	<u>Units</u>	<u>Start Date</u>	<u>End Date</u>	<u>Balance</u>
3-03-189300-01							
2017 TACOMA POINT DR E	Miscellaneous	000	fee code converted	1.00			0.00
	Penalty	pen	Late penalty	0.00	12/18/2025	12/18/2025	63.28
		pen	Late penalty	0.00	1/23/2026	1/23/2026	64.12
		pen	Late penalty	0.00	2/20/2026	2/20/2026	64.90
		pen	Late penalty	0.00	3/20/2026	3/20/2026	65.68
		pen	Late penalty	1.00			0.00
	Water	011	Outside City 5/8" Meter Base Fee	1.00	4/5/2012		314.12
		051	Outside City Water Consumption	1.00	4/5/2012		3,089.71

Meter Information

<u>Service Location</u>	<u>Meter Serial #</u>	<u>Brand</u>	<u>Usage Type</u>	<u>Meter Size</u>	<u>Meter Information</u>
2017 TACOMA POINT DR E	1541361292	NEEC	Water	58.00	

Name: RC WRIGHT LLC,

Customer #: 054499

(continued)

Transaction History Information

<u>Account #</u>	<u>Transaction Date</u>	<u>Transaction Type</u>	<u>Document #</u>	<u>Amount</u>	<u>Running Balance</u>
3-03-189300-01	03/31/2026	Memo	Removed arrangement date that must have been added when we received the customer's leak adjustment request. Their adjustment was denied. 3/31/2026 1:27:35 PM		
	03/25/2026	Bill	03858671	39.99	3,661.81
	03/20/2026	Penalty	03856323	65.68	3,621.82
	03/04/2026	Bill	03851252	39.99	3,556.14
	02/20/2026	Penalty	03841232	64.90	3,516.15
	01/28/2026	Bill	03836197	39.99	3,451.25
	01/23/2026	Penalty	03826162	64.12	3,411.26
	01/12/2026	Memo	Recieved a voicemail from Sally requesting we grant her denied leak adjustment. She said Jim used a tone with her and accused her of lying. I lvm letting her know Jim is above me and I would not be able to reverse the decision. I gave her Patti's number. Also gave Patti the information about the call, told her she could call them or wait for the call but gave her the denied packet to read over so she would be informed/prepared. bp		
	12/29/2025	Bill	1/12/2026 3:22:06 PM 03821379	38.83	3,347.14
	12/18/2025	Memo	Emails between Jason Sullivan and Cherie regarding communications with customer regarding leak denial have been saved to the customer folder. -pkm		
	12/18/2025	Penalty	12/18/2025 1:07:04 PM 03811081	63.28	3,308.31
	12/16/2025	Memo	Sent Jim account memos and attachments to aid in the leak denial. The customer does not agree with the denial and will be going above Jim in hopes of a more favorable determination for them. 12/16/2025 11:54:21 AM		
	12/16/2025	Memo	Door Hangers: Notice sent		
	12/09/2025	Memo	Tried calling Saly back & her VM is full 12/9/2025 12:09:48 PM		
	11/26/2025	Memo	SHUT OFF NOTICE: Notice sent		
	11/25/2025	Bill	03805986	38.83	3,245.03
	11/19/2025	Memo	Rob is going to appeal his denial, he has not received the letter - he is out of state. Emailed what days he can speak to coucil. bp 11/19/2025 1:20:47 PM		
	10/29/2025	Bill	03791068	42.45	3,206.20

Name: RC WRIGHT LLC,

Customer #: 054499

(continued)

<u>Account #</u>	<u>Transaction Date</u>	<u>Transaction Type</u>	<u>Document #</u>	<u>Amount</u>	<u>Running Balance</u>
3-03-189300-01	10/20/2025	Memo	Jim denied their leak adjustment because the leak was under their gazebo. I sent them a denial letter and saved the leak adjustment packet to the account folder. mk 10/20/2025 3:57:08 PM		
	09/29/2025	Bill	03775785	618.05	3,163.75
	09/09/2025	Memo	Received a leak adjustment request. mk 9/9/2025 3:48:40 PM		
	09/08/2025	Memo	I didn't send another high cons letter since they told us they repaired the leak. mk 9/8/2025 12:24:01 PM		
	09/08/2025	Memo	Bob said the leak was a stubbed out line that was not being used and the cap was blown off it was under a gazebo leaking into a lake so he didn't see it. bp 9/8/2025 10:03:45 AM		
	09/03/2025	Memo	Bob LVM that the leak has been repaired. He said it was going right into the lake so they didn't notice. I LVM for Bob requesting he c/b and tell us where the leak was so we can let him know if it qualifies for an adjustment. Also suggested he shut off autopay otherwise it will pull the full 2545.70 on the 15th. Told him where to find the leak adjustment request form as well. bp 9/3/2025 4:57:21 PM		
	08/26/2025	Bill	03760491	2,545.70	2,545.70
	08/25/2025	Memo	Robert LVM found the leak and is in the process of getting it dug up and repaired this week. bp 8/25/2025 12:27:30 PM		
	08/21/2025	Memo	I didn't send another high cons letter since they are already aware of the leak. mk 8/21/2025 4:31:36 PM		
	08/15/2025	Receipt	03602799	1,497.71	0.00
	08/08/2025	Memo	Robert notified us that he will be having a plumber out on 8/11 to repair his leak. He finally found the wet spot. He will also be switching his autopay to his checking account. 8/8/2025 3:03:20 PM		
	08/05/2025	Memo	High cons letter returned; return to sender, attempted not known, unable to forward. mk 8/5/2025 4:48:01 PM		
	07/28/2025	Bill	03744872	1,497.71	1,497.71
	07/24/2025	Memo	High consumption letter & leak brochure sent. mk 7/24/2025 12:33:55 PM		
	07/15/2025	Receipt	03591472	1,019.87	0.00

Name: RC WRIGHT LLC,

Customer #: 054499

(continued)

<u>Account #</u>	<u>Transaction Date</u>	<u>Transaction Type</u>	<u>Document #</u>	<u>Amount</u>	<u>Running Balance</u>
3-03-189300-01	06/27/2025	Bill	03729593	1,019.87	1,019.87
	06/16/2025	Receipt	03577417	395.42	0.00
	06/11/2025	Memo	High consumption letter & leak brochure sent. mk 6/11/2025 4:20:43 PM		
	05/28/2025	Bill	03714662	395.42	395.42
	05/15/2025	Receipt	03562570	38.83	0.00
	05/15/2025	Memo	I had Michelle & Fernando check this meter because of the high use. They found there is a leak but this is a vacant lot so there was no where to leave a doorhanger. Michelle called but no one answered and the vm is full. I tried calling too but found the same thing. I emailed them letting them know about the leak. mk 5/15/2025 3:12:05 PM		

On-Account Transactions

No transaction data

From: [Melanie Kohn](#)
To: kristi@meridiansurgerycenterwa.com
Subject: 3-03-189300-01 - 2017 TACOMA POINT DR E
Date: Thursday, May 15, 2025 3:18:00 PM

Good afternoon. I'm reaching out because we noticed that his parcel had high use this month. The water crew went out to the property and found the meter is registering use, so it looks like there is a leak. They called the number we have on file, but no one answered, and the mailbox was full.

I thought I better reach out this way, so you are aware of the possible leak.

Thanks,

Melanie Kohn

Accounting Specialist II

City of Bonney Lake

9002 Main Street E | Box 4

Bonney Lake, WA 98391

Phone: 253.447.4318 | Fax: 253.447.3181

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BONNEY LAKE CITY EMPLOYEE CORE VALUES
Professionalism • Service • Accountability • Respect • Integrity • Teamwork

June 11, 2025

3-03-189300-01
RC WRIGHT LLC
208 17TH AVE SE
SUITE 201
PUYALLUP WA 98374

RE: 2017 TACOMA POINT DR E

Dear customer:

During the regular monthly reading cycle your consumption was flagged as high.

The billable consumption for this billing cycle is higher than normal. If you know of no normal domestic needs which would create this unusual consumption it is recommended that you check for a *possible leak* in your water system. Listed below are some possible causes for the increased usage:

- Dripping faucet, spigot, or a toilet that continues to run after flushing.
- Increased occupants during the billing period. (i.e., out of town guests, school breaks).
- Frequent watering of your lawn, flowers, and gardens.
- Frequent washing of cars at home.
- Have you recently filled a hot tub or swimming pool?

Information on how to check for a leak are enclosed. If you have additional questions or concerns, please call the utility desk at (253) 447-4317 during normal business hours.

Sincerely,

Melanie Kohn
Accounting Specialist II

Enclosure/Radio



BONNEY LAKE CITY EMPLOYEE CORE VALUES
Professionalism • Service • Accountability • Respect • Integrity • Teamwork

July 24, 2025

3-03-189300-01
RC WRIGHT LLC
208 17TH AVE SE
SUITE 201
PUYALLUP WA 98374

RE: 2017 TACOMA POINT DR E

Dear customer:

During the regular monthly reading cycle your consumption was flagged as high.

The billable consumption for this billing cycle is higher than normal. If you know of no normal domestic needs which would create this unusual consumption it is recommended that you check for a *possible leak* in your water system. Listed below are some possible causes for the increased usage:

- Dripping faucet, spigot, or a toilet that continues to run after flushing.
- Increased occupants during the billing period. (i.e., out of town guests, school breaks).
- Frequent watering of your lawn, flowers, and gardens.
- Frequent washing of cars at home.
- Have you recently filled a hot tub or swimming pool?

Information on how to check for a leak are enclosed. If you have additional questions or concerns, please call the utility desk at (253) 447-4317 during normal business hours.

Sincerely,

Melanie Kohn
Accounting Specialist II

Enclosure/Radio

UB acct #	3-03-189300-01	Service location	2017 TACOMA POINT DR E BONNEY LAKE WA 98391	Balance	3,661.81	Group on account	0.00
Name	RC WRIGHT LLC			Status	a	# accounts	1

Year	January	February	March	April	May	June	July	August	September	October	November	December	Total
[-] Location : 2017 TACOMA POINT DR E (Water)													
Average		67		9	68	40	271	85	109	21		17	
2026	0	0	0										0
2025		67	0	0	68	183	271	464	109	1	0	0	1163
2024		0		0		11		7		10		27	55
2023		0		0		5		36		45		0	86
2022		0		9		4		13		45		7	78
2021		0		0		3		75		36		0	114
2020		0		0		108		128		26		0	262
2019		0		0		1		16		13		0	30

From: [Cherie Reierson](#)
To: [Jason Sullivan](#); [Patti McCann](#)
Cc: [Jim Miracle](#); [Christy Carter](#); [Brenda Plute](#)
Subject: RE: 2017 Tacoma Point Dr E
Date: Thursday, December 18, 2025 10:53:54 AM
Attachments: [image001.png](#)
[image002.png](#)

Thanks. Including Christy and Brenda as Patti and I are now off until 12/29.

Appreciate your attempt to help us out.

Cherie

From: Jason Sullivan <SullivanJ@bonneylake.gov>
Sent: Thursday, December 18, 2025 10:44 AM
To: Cherie Reierson <ReiersonC@bonneylake.gov>; Patti McCann <McCannP@bonneylake.gov>
Cc: Jim Miracle <MiracleJ@bonneylake.gov>
Subject: RE: 2017 Tacoma Point Dr E

Cherie,

This is simply to document my call with Sally, the property owner of the above address. I call her back this morning and attempted to explain the three reasons below that the City was not approving the leak adjustment. I explain that since the leak is in a line only associated with a hose bib it did not qualify. I also explained that since the leak was not between the meter and the building as the site is vacant that it would not qualify for a leak adjustment. When I attempt to explain the Finance policy, she did not let me finish. She said that we are just going to continue to argue and to shut off the water and then hung up the phone. Just wanted to let you know in case your staff gets in calls.

Upcoming time off: December 19, 2025 to January 5, 2026

Sincerely,

Jason Sullivan | Public Services Director | City of Bonney Lake

21719 96th St. E. | Second Floor | Buckley, WA 98321

Phone: (253) 447-4355 | Fax: (253) 862-1116

<http://www.ci.bonney-lake.wa.us> | SullivanJ@bonneylake.gov

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From: Cherie Reierson <ReiersonC@bonneylake.gov>
Sent: Thursday, December 18, 2025 05:52
To: Jason Sullivan <SullivanJ@bonneylake.gov>; Patti McCann <McCannP@bonneylake.gov>
Cc: Jim Miracle <MiracleJ@bonneylake.gov>
Subject: RE: 2017 Tacoma Point Dr E

The other key here is the only worked that Deputy Mayor added many years ago—undetectable. This leak was detected and reported to her in May. We sent another letter in July. They reported that they fixed in August. As such, she is also denied under our policy, which was seen/approved by Council.

property owner, the city finance department may make an adjustment in the water bill. In the event that there is a water leak that is determined to have been undetectable by the water utility, after the service line is repaired by the owner and upon written request by the property owner, the city finance department may make an adjustment in the water bill. The maintenance of a building's structure includes a structure in the case of a leak of the water system. No leak adjustments shall

4.3 Ignoring Leak. Customers that have been notified of a leak by the utility department should act expeditiously. Any leak that is ignored or not responded to for more than 2 months, without cause, would be denied a leak adjustment. The cause would need to be discussed with the Finance Department; i.e if a customer is out of state they can call the Finance Department to discuss options upon notification and possibly still qualify for a leak adjustment.

From: Jason Sullivan <SullivanJ@bonneylake.gov>
Sent: Wednesday, December 17, 2025 5:51 PM

To: Cherie Reierson <ReiersonC@bonneylake.gov>; Patti McCann <McCannP@bonneylake.gov>
Cc: Jim Miracle <MiracleJ@bonneylake.gov>
Subject: 2017 Tacoma Point Dr E

Cherie,

I had a phone conversation with Sally the property owner at 2017 Tacoma Point Dr E regarding the denial of her leak adjustment request. After talking with her, I said that I would review the code again and double check to make sure that everyone is on board with the Public Services Department's interpretation of [BLMC 13.04.100\(F\)\(1\)](#). In reading the code and Ordinance 1696, I believe that the leak adjustment should be denied for two reasons:

1. The leak did not occur in a service line between the meter and building or under the building. Prior to Ordinance 1696, the code provided that the leak had to occur in a service line between the meter and the "building". In 2023, Ordinance 1696 the word "under" was add so that it leaks between the meter and the building to include under the building would be eligible. In this case the leak was in a service that was not between the meter and the building or under the building. The leak was in a service line that only fed a hose bib. As there was not building for the service line to be associated with, it does not meet the first part of the code to be a service line connected to a building or under that building.
2. The line in questions was between the meter and a hose bib. Since the line is only associated with an exterior feature (e.g. hose bib) it would also not eligible for a leak adjustment.

Please let me know if you concur with out interpretation. If you do concur, I will call her back and let her know that we have confirmed that she is not eligible for a leak adjustment.

On a side note, can you update the leak denial letter to say "Public Services Department" instead of "Public Works Department". Thanks.

Upcoming time off: December 19, 2025 to January 5, 2026

Sincerely,

Jason Sullivan | Public Services Director | City of Bonney Lake

21719 96th St. E. | Second Floor | Buckley, WA 98321

Phone: (253) 447-4355 | Fax: (253) 862-1116

<http://www.ci.bonney-lake.wa.us> | SullivanJ@bonneylake.gov

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Administrative Policy and Procedure City of Bonney Lake, Washington

SUBJECT: Water Leak Adjustments		
	Policy No. 200.035	Pages: 4
Effective Date: February 8, 2023	Supersedes: NA	
Developed by: Cherie Reierson	Department Head Approval:	Mayor/Administrator Approval:

1. PURPOSE

The purpose of this policy is to outline administrative policies and procedures related to implementing BLMC Chapter 13.04, which pertain in part to water utility billing and account adjustments for water leaks.

2. ORGANIZATIONS AFFECTED

This policy primarily applies to the Public Services Public Works Division and Finance Department, but could involve Police Department or Public Services Code Enforcement Division, depending on the seriousness of the issue.

3. REFERENCES

- BLMC Chapter 13.04; Ordinance No.
- WAC 51-56-0600
- WAC Chapter 246-290

4. DEFINITIONS

- 4.1 Detectable leak.** These are leaks that are normally visible or detectable by observation, upkeep and maintenance of the property. Detectable water leaks would include water taps left on, running hoses, water seeping up from the ground, water visibly spraying from a cracked pipe, toilets running, any appliance and any water under, in or around the structure.
- 4.2 Undetectable water leak.** An undetectable water leak is a leak in the main water line which is not readily visible or detectable by normal observation, or the upkeep and maintenance of the property.
- 4.3 Ignoring leak.** Customers that have been notified of a leak by the utility department should act expeditiously. Any leak that is ignored or not responded to for more than 2 months, without cause, would be denied a leak adjustment. Cause would need to be discussed with the Finance Department; i.e if a customer is out of state they can call the Finance Department to discuss options upon notification and possibly still qualify for a leak adjustment.

5. RESPONSIBILITIES

- 5.1 It is the responsibility of the water section of the Public Services Department to administer the field work related to meter reading, setting, pulling, shutoffs, and related functions.
- 5.2 It is the responsibility of the meter readers in the water section to be alert to, and report, higher than average water consumption. This may include pinging as needed, checking to see if a meter register is spinning, and recording notes on their readings.
- 5.3 It is the responsibility of utility billing staff to notify customers of greatly higher than normal usage via IVR or a door hanger left by Public Services; further the utility staff can provide advice on how to determine if a leak may exist.
- 5.4 It is the responsibility of the utility billing section of the Finance Department to review, grant or deny water leak account adjustments, based upon findings and recommendations of the Public Services staff.

6. STATEMENTS OF POLICY AND PROCEDURE

- 6.1 **Determining High Consumption - Residential.** For residential properties, meter readers will be on the alert for greatly higher than average water consumption for given accounts. This can be ascertained, in part, by the use of “pings” during the reading cycle, or specifically checking to see if meter register is spinning abnormally. ~~If the register is not spinning the meter reader will use the drop down notes provided on their handheld device that convey the issue. These drop down notes are attached to each account and are necessary descriptions used during the account audit process. These notes will vary, such as noting: no leak, possible leak, house vacant or any other information that will be used to describe what the issue may be.~~ If the register appears to be spinning the meter reader will leave a door hanger for the customer as well as an informational pamphlet. This will typically occur during the Manual Read or Touch Read routes.
- 6.2 **Determining High Consumption – Commercial.** For commercial properties, apartment complexes or multi-family properties that are flagged with high consumption, Finance will send a letter informing them of the higher than normal usage and request that they contact the Finance Department. Finance will assist the customer with advice on determining if a leak may exist prior to a courtesy check being conducted. After the initial contact, the customer may then request an in-person courtesy check for assistance. This will eliminate the need to make multiple appointments to check for leaks.
- 6.3 **Water Consumption Report – Review.** After the meter reader completes each water route and submits the read information to utility billing, Finance will generate a report for the review process. Each report will provide information on any accounts that have unusually high consumption not already noted. These reports are reviewed specifically for any use that is at least double the consumption and/or abnormalities from the consumption during the same period in the prior year. Properties with high consumption or other noted abnormalities are listed and a service order created and provided to the water section for verification. Note: This internal verification is provided secondary from the initial reading which typically will occur on Radio Read meters where the Meter Readers do not receive notification during the actual read cycle.
- 6.4 **Water Meter Examination.** If a service order was generated, Public Works will re-examine the meter. If a leak is discovered, the employee will leave a door hanger and

attempt to contact the customer. If it appears there is no sign of a leak, they will note the service order and Finance will note the utility account appropriately.

- 6.5 Disputes Regarding Water Consumption.** In the event a utility customer calls disputing water consumption findings and requests additional research be done, another service order will be generated and the customer will be charged \$45.00 per BLMC 13.04.091 (Outside Read Cycle). Finance will generate a service order at no charge to the customer for those accounts which were not flagged during the reading cycle or audit process and the customer calls on their own volition due to what they believe is an abnormally high consumption or a possible leak. In such instances, the first request will be considered a courtesy check. If a customer calls and requests a subsequent check for the same issue within one year, a \$45.00 service charge billed to the utility account per BLMC 13.04.091. One courtesy recheck is permitted per read cycle to reduce multiple rechecks and additional charges.
- 6.6 Water Meter Accuracy Tests - Charges.** Per BLMC 13.04.091, when the customer questions the accuracy of the water meter reading and requests a check of the meter, the following shall apply:
- 6.6.1** The customer shall pay to the City a deposit of \$50.00 to cover the cost of the meter testing. If the meter reads correctly, the City shall keep the deposit.
- 6.6.2** If the meter does not function properly, the City will refund the \$50.00 deposit, repair or replace the meter at no expense to the customer and adjust the water consumption charge accordingly and sewer volumetric charge if applicable.
- 6.6.3** Any other read outside the billing cycle will have a \$45.00 charge.
- 6.7 Water Leak Billing Adjustments – General Eligibility.** Wwater leak adjustments are granted only for leaks in the water service line running from the meter to under the building in the main line.. In order for a customer to be granted a water leak adjustment per BLMC 13.04 and these policies and procedures, the leak must not have been visible, easily detectible, or common knowledge. Likewise, customers who deliberately ignored or procrastinated making repairs to known water leaks may be denied a water rate adjustment. Plumbing fixtures or appliances inside a structure are the responsibility of the property owner, and no leak adjustments are granted for water leaks due to faulty equipment or any fixtures inside the structure, for example leaky toilets, water heaters, dishwashers, faucets, etc. (see BLMC 13.04.100G1). Likewise, leaks associated with exterior water fixtures such as a hose bib, water spigot, farm faucet, water feature, pond, fountain, swimming pool or boat lift; and/or any water loss resulting from malfunctioning systems within a water feature or outdoor amenity are not eligible for a leak adjustment. Leaks within the foundation would qualify for an adjustment as they would **not** to be considered visible.
- 6.8 Water Leak Billing Adjustments – Amounts – Frequency - General Procedures.** Eligible water leaks shall receive an adjustment of two-thirds of that portion of the customer’s water bill determined by calculating the median consumption for the past five years for the same period the leak occurred. The adjustment shall be limited to the period of 120 days of consumptive use prior to the repair of the leak. City staff may require documentation of the service line repair as a condition of granting a leak adjustment. Should a customer who was granted a leak adjustment request a subsequent leak adjustment within 24 months of the previous adjustment due to an additional line break or leak, documentation, such as a receipt from a plumber, must again be provided to

reasonably demonstrate that the leak has been repaired and that the repair is expected to be permanent.

6.9 Water Leaks Not Eligible for Adjustment. No leak adjustments shall be authorized in the following situations:

- 6.9.1** The leak was caused by a third party from whom the customer is able to recover their costs. Examples include, but are not limited to, theft, vandalism, negligence and construction damage, unoccupied or vacant properties.
- 6.9.2** The meter at said property has been accessed, tampered with, or turned on/off by anyone other than an authorized Bonney Lake city employee and that action results in loss of water.
- 6.9.3** The leaky line is subject to a valid warranty, or covered under an insurance policy
- 6.9.4** The current property occupant has already been granted two leak adjustments in the previous five years from the date of the current leak adjustment request (see BLMC 3.14.100G5).
- 6.9.5** Leaks to plumbing or fixtures within the structure with the exception of the foundation.
- 6.9.6** Leaks that were procrastinated in fixing.
- 6.9.7** Leaks associated with fixtures, including valves relating to an irrigation system, water feature, hose bib, water spigot, farm faucet, pond, fountain, swimming pool or boat lift and/or any water loss resulting from their malfunction.

6.10 Water Leak Billing Adjustments – Irrigation Systems. To be eligible for leak adjustments related to irrigation systems, the following criteria must be met:

- 6.10.1** The irrigation system must have had an approved Backflow Assembly device to prevent possible contamination of the Municipal Drinking Water System per Washington State Department of Health guidelines (See also WAC 51-56-0600);
- 6.10.2** The Backflow Assembly for the irrigation line must have been be an approved device that has been tested by a certified Backflow Assembly Tester (BAT) registered in the State of Washington after installation and annually thereafter. The device and test reports must be current, and on file with the City;
- 6.10.3** If the irrigation system or other water feature is not in compliance with this section, it is considered an illegal connection to the Water System, would not qualify for an adjustment, and must be disconnected from the system.

7. ATTACHMENTS – None.

Request for Water Leak Adjustment (application form)



City of Bonney Lake – Utility Billing Department
P.O. Box 7380 – 9002 Main Street East
Bonney Lake, WA 98391
Phone: (253) 447-4317 Fax: (253) 862-8538

DATE RECEIVED: _____

REQUEST FOR WATER LEAK ADJUSTMENT

Customer Information

Name on Account: _____
Account Number: _____ Contact Phone No#: _____
Service Address: _____
Mailing Address: _____

Leak Repair Information

Date Leak Discovered: _____ Date Leak Repaired: _____
Description of Leak: _____

PLEASE NOTE: Completion of this form does not guarantee an adjustment will be made to your water bill. All adjustments are issued based on your average usage for previous account history and are credited at a *reduced rate* for **water loss only**. Once the review is complete, you will receive notification of results from the Utility Billing Office. This process may take approximately 60-90 days depending upon the date your leak was repaired and the next scheduled meter reading cycle, which are done bi-monthly.

Please return this completed form to the Utility Billing Department. **Copies of receipts for any materials or services related to the repair must be attached and are required to be granted a leak adjustment.**

Additional information on utility adjustments is available to view at www.ci.bonney-lake.wa.us in the Bonney Lake Municipal Code Chapter 13.04.100(G).

I have read, understood and agree with the leak adjustment guidelines.

Date Submitted

Signature

Updated March 2013

How To Find and Check Your Water Meter



Locating the meter

- Meters are in a concrete or plastic box with either a metal, plastic or concrete lid. Usually located at the front corner of your lot. Your meter reader has marked your meter with either blue or white paint. Once you find the meter box, try lifting the lid using your hands and a screwdriver or a similar tool. If the lids on tight, it's okay to pull hard, but don't strain your back.
- If you see nothing but dirt inside your meter box, there's no need to worry. It's normal. Probably, industrious moles have filled the box. Using your hands or a trowel, gently dig out some of the dirt. Take care not to break the glass on the meter dial.
- To reach your meter, you shouldn't have to dig down more than a foot, usually much less. Your meter is about the size of a clenched fist and is mounted on pipes.
- The mechanical workings inside your meter are made according to a decade's- old, simple design. They function like a tiny water wheel, and they spin a magnet.
- The meter dial is the part you can read. The dial counts pulses from the spinning magnet and translates that data into cubic feet.

Reading The Dial

- If there's a plastic dial cover, flip it open. A tiny solar collector powers the dial. Once exposed to light, the dial should take about ten seconds to power up. It should display meaningless numbers while it does this. If nothing at all happens, it may need more light. Try shining a flashlight on it (cellular phone flashlights will not work).
- Once powered up, two screens will take turns appearing on the dial.
- The first screen will be completely full of numbers. It gives the amount of cubic feet of water the meter has measured since we installed it. (In this it's like the odometer on your car.) If you have water running on purpose, or if you have a leak, you'll see the numbers getting higher. If you see it turning that means water is flowing through the meter, which strongly suggests you have a leak. If you see a tiny water faucet flashing on and off, that means water has flowed half the time or more for the past 24 hours. That suggests a very small leak or a cranky toilet.



That suggests a very small leak or a cranky toilet.

- The second screen will be half full of numbers and will say “rate.” This gives the water flow rate in cubic feet per minute. If you have water running, or a leak, you’ll see something higher than zero on this screen.



For example, a RATE screen showing 0.020 would read .02 cubic feet per minute.

Note: watch the flow-rate screen for half a minute, through several cycles of taking turns with the first screen. If the screen shows zeros a few times and then shows a higher number, it suggests a very tiny leak. (This happens because meters only show water flows of a certain minimum size.)

- For the meters that have dials and are not digital, there will be a red dial on the face of the register.



If it’s not moving that is a good thing, if it is turning continuously that indicates a leak. Note that they may move back and forth due to pressure fluctuations in the water system.

- To get the meter read for both the digital and dial meters, read the first four numerals from the left. For example, 075306.372 would be read “0753.” We bill you for each hundred cubic feet (about 750 gallons) of water you use.

You can call us with any questions!

City of Bonney Lake Finance Department
 9002 Main Street E
 Bonney Lake, WA 98391
 253-447-4317

City of Bonney Lake, Washington
Finance Committee Agenda Bill (AB)

Agenda Bill Number: AB26-39 -
Agenda Item Type: Resolution
Presenter: Mark Berry, Chief Of Police
City Strategic Goal Category: Public Safety Vision
Department/Division Submitting: Police Director
Impacted Departments That Received Notification: Finance
Police Department

Full Title/Motion: Out of State Travel - Detective Vance

Short Background Summary:

Approving out-of-state travel related to Police Department Training. Detective Vance will be attending the 52nd Annual International Association of Auto Theft Investigators Conference in Florida along with other members of the Puget Sound Auto Theft Task Force. Detective Vance is currently assigned to the Puget Sound Auto Theft Task Force.

Budget Explanation:

Expenses will be paid from the police department training budget. All expenses, other than meals, are 100% reimbursable through the Puget Sound Auto Theft Task Force. The cost is \$3030 and \$2550 will be reimbursed. Cost after reimbursement is \$480.

Committee, Board, Commission, & Hearing Examiner Review

Name Of Committee/Commission/Examiner Meeting: Finance Committee

Date of Committee/Commission/Examiner Meeting: 5/12/2026

Date of Committee/Commission Public Hearing:

Committee/Commission/Examiner Meeting Decision:

Council Action

Date of Council Workshop

Date of Council Meeting

Date of Council Public Hearing

City of Bonney Lake	Travel Authorization				Employee	Nathan Vance				
					Department	Police				
*Must be completed & approved prior to City funds being committed					Official Residence	Black Diamond				
					Work Location	Police Department				
					Regular Schedule	4 10's. Tues - Friday				
*Fill in shaded areas					Itemization of Estimated Travel Expenses					
*Attach all required documentation per travel policy					Description				Est Amount	
Purpose of Travel:					Registration Fees:				\$450	
Training: Attending the International Association of Auto Theft Investigators - SE Region Conference. Other than meals, all costs are 100% reimbursable through South Puget Sound Auto Theft Task Force.					Transportation				Air	700
									Bus	
									Train	
									Taxi	200
									Tolls	
									Parking	
									Rental Car	
Accompanying Travelers (Spouse, Children, Etc.)										
Date	From	To	Depart	Return	Privately Owned Car If No City Vehicle Available					
5/6/2026	Seattle	Miami	6/6/26	6/12/26	# Miles		X Rate	\$0.725	\$ ⁰	
					Lodging					
					# Nights	6	Cost	200	\$1200	
					Meal Per Diem If Not Included In Registration Or Hotel Fee					
					Breakfast	7	X Rate	\$17.00	\$ ¹¹⁹	
					Lunch	7	X Rate	\$18.00	\$ ¹²⁶	
					Dinner	7	X Rate	\$34.00	\$ ²³⁸	
Travel advances must be documented via approved travel expense voucher within 15 business days following return from travel status. Travel advances are considered liens against any amount owed by the City to the employee, amounts in default may be withheld by the City from funds owed to the employee.										
eSigned via GovOS.com <i>Mark Berry</i>			05-06-2026		001.20.021.521.5212243.543020					
Key: c57387da-4667-4f12-b55b-6b9c10bf773a Employee Signature			Date		Expenditure Account Number(s) (BARS #)					
eSigned via GovOS.com <i>Mark Berry</i>			05-06-2026		eSigned via GovOS.com <i>Mark Berry</i>			05-06-2026		
Key: a4304f57-7bc2-4886-bd3b-697828e4cc3 Approving Manager Signature			Date		Key: c9e31a00-1724-4da1-94b2-b647bc9fde46 Approving Department Director Signature			Date		

City of Bonney Lake, Washington
Finance Committee Agenda Bill (AB)

Agenda Bill Number:	AB26-43 -
Agenda Item Type:	Resolution
Presenter:	Leslie Harris, Assistant to the City Administrator
City Strategic Goal Category:	Community Engagement Vision
Department/Division Submitting:	Executive Staff
Impacted Departments That Received Notification:	None

Full Title/Motion: Out of State Travel - Executive Department

Short Background Summary:

Per Resolution 1787, all out-of-state travel not specifically mentioned in the budget must be approved by City Council. The Assistant to the City Administrator is requesting approval to attend the International City/County Management Association (ICMA) 112th Annual Conference in California. The ICMA Annual Conference offers educational, information-sharing and networking tools to ensure professionals of all backgrounds and career stages are plugged into the most innovative ideas and practical strategies needed to manage the challenges facing local governments. With four days of learning, inspiration, and connection, attendees are equipped with the tools and support they need to make their communities a better place to live, work, and play.

Budget Explanation:

Expenses can be absorbed within the Executive Department training budget. The City would cover the cost of early registration for mid-level to dept. director (\$570), hotel (est. \$1,200), and per diem consistent with the City policy. The Assistant to the City Administrator would cover the cost of airfare.

Committee, Board, Commission, & Hearing Examiner Review

Name Of Committee/Commission/Examiner Meeting: Finance Committee

Date of Committee/Commission/Examiner Meeting: 5/12/2026

Date of Committee/Commission Public Hearing:

Committee/Commission/Examiner Meeting Decision:

Council Action

Date of Council Workshop

Date of Council Meeting

Date of Council Public Hearing
