

**RURAL WATER
DISTRICT
No. 8**

ROGERS COUNTY, OKLAHOMA

(918) 341-4628

22094 S. 4160 Rd.
Claremore, OK 74019

**Rules and Regulations
and
Board Policies**

Revised
July 29, 2019

RURAL WATER DISTRICT NO. 8

Rogers County, Oklahoma

RULES AND REGULATIONS

These Rules are issued in compliance with the provision of the Rural Water Districts Act of Oklahoma (82 Okla. Stat. Ann. Secs. 1301-1321), and the By-Laws of the District and are designed to govern the supplying and taking of water service in a uniform manner for the benefit of the District and its members. They are subject to the District and its members. However, all such changes must be approved by the State Director of the USDA Rural Development Administration, until such time as the District is no longer indebted to the United States of America, or until such time as the District has completely retired all loans made by or insured by the United States of America. If a provision of the rules conflicts with a provision of the rate schedule, the provision of the rate schedule will prevail. If any portion of these rules shall be declared invalid by competent authority, such voidance shall not affect the validity of the remaining portions.

DEFINITIONS

The following expressions when used herein will have the meaning stated below:

APPLICANT

Any individual, firm, partnership, corporation or other agency owning land located within the District, applying for water service.

BENEFIT UNIT

A right entitling the holder to one water service connection.

leak occurred minus the annual average usage to get a total amount that is over their average usage. This total must be over 10,000 gallons to receive water at the District's cost, plus 10%. When the total is over 10,000 gallons, multiply the total gallons over the average by the cost of water, depending on which source we are pumping from, plus 10%, to have a total amount to deduct from the customer's bill. This policy can only be used once every twelve months. A maximum of 2 months will be adjusted for any leaks.

GENERAL RULES

1. The supplying and taking of water will be in conformance with these Rules and the applicable rate schedule attached hereto, and filed with the Secretary of the District: provided, however, that such rate schedule is subject to change by action of the Board with the approval of the State Director: provided, further, that if at any time the Board of Directors determines that the total amount derived from the collection of water charges is insufficient for the payment of operating costs, emergency repairs, or debt service, the Board shall increase the minimum water rate for the first month thereafter in an amount sufficient to pay such operating costs, emergency repairs, or debt service.
2. Applicants for service shall make application to the Secretary of the District. If the application for service is approved by the Board of Directors, the applicant will purchase a benefit unit for each water service desired, and sign the standard Application for Water Service and Water Users' Agreement for an indefinite period.
3. Before installing a service extension and providing water available for use, the Board may require the applicant to pipe his home and be in readiness to accept service.

These amendments were approved by the Board of Directors the 6th day of January 2009.

SERVICE IS FOR SOLE USE OF THE CONSUMER

A standard water service connection is for the sole use of the applicant or the consumer, and does not permit the extension of pipes to transfer water from one property to another, nor to share, resell, or sub-meter water to any other consumer. If an emergency or specific situation should make such an arrangement advisable, it shall be done only on specific written permission of the Board of Directors for the duration of the emergency.

AGREEMENTS WITH GOVERNMENTAL AND PUBLIC BODIES

The District through its Board of Directors may make specific water service contracts with the Federal Government, the State of Oklahoma, or agencies thereof, school districts and municipal corporations, differing from stipulations set out in the rate schedule and rules. Such contracts must receive approval by the State Director of the USDA Rural Development Administration.

RIGHT OF ACCESS

Representatives of the District shall have the right at all reasonable hours to enter upon consumers premises to read and test meters, inspect piping, and to perform other duties for the proper maintenance and operation of service, or to remove its meters and equipment upon discontinuance of service by consumers.

CONTINUITY OF SERVICE

The District will make all reasonable efforts to supply continuous, uninterrupted service. However, it shall have the right to interrupt service for the purpose of making repairs, connections, extensions, or for other necessary work. Efforts will be made to notify consumers who may be affected by such interruptions, but the District will not accept responsibility for losses which might occur due to such necessary interruptions.

The District does not accept responsibility for losses which might occur due to interruptions to service caused by inclement weather, storms, strikes, floods, or other causes beyond its control.

METERS

Meters will be furnished, installed, owned, inspected, tested, and kept in proper operating condition by the District, without cost to the consumer. A complete record of tests and histories of meters will be kept. Meter tests will be made according to methods of the American Waterworks Association by the District, as often as deemed necessary by its Board of Directors.

METER ACCURACY

Service Meters whose errors do not exceed two percent (2%) fast or slow shall be considered as being within the allowable limits of accuracy for billing purposes. The percentage of error will be considered as that arrived at by taking the average of the error at full load and that at ten percent (10%) load, unless a consumer's rate of usage is known to be practically constant in which case the error at such constant use will be used.

METER LOCATION

Meters will be installed in an accessible place along county road frontage following the route of the main water line. If the main water line does not run parallel to the county road, then the customer must have an accessible road or drive for the district to access at all times to read the meter or do maintenance within the area. The meter will be set no further than six (6) foot off of the main water line and the

G Each hydrant will be approved by the board, as in water taps.

H. Hydrants may be removed at the discretion of the Board, as a consequence of damage, abuse, or neglect.

I. Hydrants will remain property of the District.

J. Total cost of the hydrant and installation will be paid prior to initiation or installation. Money to be placed in Escrow; to be paid to the installer after inspection and approval of the District.

12. All requests for new service must furnish District with Oklahoma Department of Environmental Quality form #581 (can be obtained at the DEQ office). When received, the district will set temporary tap with the understanding that DEQ form # 576 will be sent from Department of Environmental Quality within 30 to 60 days, or tap will be removed by the district.

13. Extension- Statement from consulting engineer that water is available. Size of pipe needed. Proposed contract and bonds. Material proposed and corresponding specifications. Right-of-way. Justification (change orders). Money available. Obtain Oklahoma Dept. of Environmental Quality approval.

14. All new lines and extensions are to be put in to meet District's specifications and requirements. Lines must be inspected by the District.

15. All new trunk lines must be a minimum of 6" running down county roads and a minimum of 4" anywhere else in the district, unless approval by the engineer is granted for a smaller line.

16. All new meter installations will have check valves in the meter to keep contamination from entering the District's lines. The benefit owner must provide a relief valve and be responsible for its operation.

17. Water Leak Policy for our Customers:

This applies to water leaks on the customer's side of the meter. If a leak occurs, the District will absorb some of the cost of the leak by selling the water to our customer at the District's cost, plus 10%. The break on the water will begin at 10,000 gallons of water and will be calculated by adding the previous twelve months of water usage and then dividing by twelve to get an annual average usage. Then take the month in which the

BOARD POLICIES

1. Office hours are Monday – Friday, 8:00 A.M. to 4:00 P.M. except when the office is closed for a holiday.
2. New water taps cost \$2,500.00. In the installation of the meter, if the water line is on the opposite side of the road and the road bore is necessary, the customer will reimburse the District for the actual cost of the bore.
3. After a meter is installed, the customer will have to pay for all charges to relocate the meter. A meter can only be relocated with the Board’s approval.
4. Penalty for the discovery of a double hookup may constitute forfeiture of the meter involved.
5. Benefit units must be transferred when ownership changes. A \$50.00 transfer charge will be due, except in case of death of the Benefit owner, no charge will be assessed the legal heir.
6. A \$25 charge will be due on all returned checks.
7. If service is suspended because of non-payment, a \$100 reconnect fee will be charged to restore service. At this time, all charges on the meter are due.
8. Removal of a locking device on a locked meter or any other tampering will be an automatic penalty of \$300.
9. The District’s funds will be spent on trunk lines. Each developer or applicant must lay their own lines in the tract or additions to the District’s specifications.
10. Members who have too much water pressure should install a regulator to insure against damage to appliances (hot water tanks, dishwashers, washing machines, etc.)
11. Flush Hydrant Policy:
 - A. Hydrant will be set at the expense of the member wanting it.
 - B. No Hydrant will be put on less than a 2” line.
 - C. Hydrant will have only 2 ½” hose threads. No 4” openings.
 - D. Hydrant will be installed and blocked under supervision of the District.
 - E. Hydrants will not be located closer than 2,000 feet apart.
 - F. Hydrants will have Public access, but will be set where they are not exposed to damage. Positioned at the discretion of the district.

customer will be responsible for installing the service line to the residence and/or dwelling.

BILLS

Bills will be rendered for service by the 1st day of the month following that in which the service was rendered as set forth in the rate schedule. Service bills not paid by the 16th of the month shall be subject to a 15% late charge. Failure of the District to submit a service bill shall not excuse the consumer from his obligation to pay for water used when the bill is submitted. Failure to pay a bill by the 1st day of the following month, in which the bill is rendered, shall result in the disconnection of the service.

RECONNECTION CHARGE

The reconnection charge for restoration of service, if reconnection is authorized and approved under the provisions of the By-Laws of the District, after each suspension of service because of delinquent payment or for other infraction of these rules, shall be the unpaid amount charged to date against the consumer’s benefit unit, plus ten (10) percent interest and a sum to cover the reasonable cost of labor necessary to make such reconnection.

REQUESTED METER TESTS

Meter Tests shall be performed when a customer requests a meter is reading incorrectly. At the time of the request, the customer must pay a deposit for the cost of the test at the district’s current supplier, which will be deposited into our bank account immediately. When the test has been completed and the results have been received, if the meter is within the two (2) percent accuracy, the meter is considered accurate. If the meter is not within the two (2) percent accuracy, then the meter is considered faulty and the customer will be reimbursed for the cost of the test.

CONSUMER’S RESPONSIBILITY

The consumer shall be responsible for any damage to the meter installed for his service, on account of any cause other than normal wear and tear.

CHANGE OF OCCUPANCY

It shall be the consumer’s responsibility to anticipate changes of occupancy, and to have his benefit unit transferred to the new consumer as prescribed in the By-Laws. Until the benefit unit is formally transferred, the original holder shall be responsible for payment for service. All charges levied against a benefit unit must be paid, before the benefit unit can be transferred, or service resumed where there has been a suspension.

MAIN EXTENSIONS

In extending a water main to serve an applicant or addition, the applicant or developer must read, agree to and sign the Developers Requirements and Developers Agreement documents prior to the next scheduled board meeting. The Board may at its discretion exercise one of the following options:

1. The Board will not assist in any line extension unless the Board decides it is beneficial to the District.
2. If the cost of the extension is less than the average cost of the entire system to each member, and sufficient construction funds are available, the Board may elect to make the extension upon the applicant's purchase of a benefit unit.
3. If the cost of the extension is greater than the average cost of the entire system to each member, but funds are available to the extent of such average cost, the Board may elect to contribute to the extension in the amount of such average cost, and require the applicant to deposit in cash the additional cost in addition to the price of a benefit unit. If, and as funds become available, all or part of the original consumer's deposit may be returned to him. Any portion of the original deposit remaining after the expiration of a five (5) year period will become the property of the District. In no case will interest be paid on such deposits.
4. In the event that the District does not have funds available to pay for construction in the amount of the average cost per member of the entire system, it may require as a condition of extending service, that the applicant deposit in addition to the price of a benefit unit, an amount which may equal the entire cost of the extension, return to the consumer that portion of his deposit equal to the average cost of the system per number. No interest will be paid on such deposits.

SERVICES

The District will install and pay for all water service pipes (except for private fire protection) from its mains to the meters on property abutting the travel way along which the main is installed. The service pipe shall not be less than 3/4 inch in size.

The District will also install and pay for the District corp. stop, meter and meter setting. The meter will be set in front of the premises to be served or at the closest point on the consumer's premises as designated by the District.

COST OF BENEFIT UNITS

Cost of Benefit Units to be established by Board of Directors; subject to change due to economic demands.

APPLICANTS HAVING EXCESSIVE REQUIREMENTS

In the event an applicant whose water requirements are found to exceed the District's ability to supply it from the existing plant without adversely affecting service to other consumers to a reasonable extent, the District will not be obligated to render such service, unless and until suitable self-liquidating financing is arranged to cover necessary investment in an additional plant.

CROSS CONNECTIONS

There shall be no cross-connections made or maintained between the system of the District or any other system (private or otherwise), and that all new structures constructed within the District shall, prior to service connections, comply with the plumbing standards of the State of Oklahoma. In addition, all sewage disposal systems shall comply with the standards contained in Oklahoma Department of Health Engineering Bulletin Nos. 600, 0587 and 0575.

Representatives of the District, the state and local Oklahoma Department of Environmental Quality shall have the right at all reasonable hours to enter upon consumer's premises for the purpose of inspection and enforcement of this provision.

Violation of this provision shall constitute cause for disconnection of a consumer's service.

Reported Water Leaks:

Any water leak on Rural Water District # 8 main lines that results in a repair by the District will be rewarded with one month's current service fee.

Unanimously adopted at meeting of Board of Directors, held January 6, 2009 at Claremore, Oklahoma, with all members of the Board of Directors present.