

## TABLE OF CONTENTS

	<b>PAGE</b>
In Case of Emergency	THIS PAGE
Before You Dig	THIS PAGE
Disclaimer	2
About the District	
Organization	2
Construction Funding Sources	2-3
About the Water	
Water Source and Quality	3-4
Chloramine Treatment	4
Special Precautions for Kidney Dialysis Patients	4
Special Precautions for Fish Owners	4
Rules & Regulations	5-24
Rate Schedule	23-24
Water Taps	
Service Connection Requirements	25-26
Service Connection Recommendations	26

## IN CASE OF EMERGENCY

Northwest Rural Water District Office	527-4426
Weekend On-Call	899-1135

## BEFORE YOU DIG, CALL:

NRWD Office	527-4426	
State Wide Local Referral	1-800-849-2476	(811)

## **DISCLAIMER**

**THE RULES AND REGULATIONS OF THE NORTHWEST RURAL WATER DISTRICT SET FORTH HEREIN ARE ESTABLISHED BY THE ELECTED MEMBERS OF THE BOARD OF DIRECTORS. THESE RULES AND REGULATIONS DO NOT CONSTITUTE A BINDING PERMANENT CONTRACT BETWEEN THE DISTRICT AND USERS, BUT RATHER, RULES AND REGULATIONS FOR THE OPERATION OF THE NORTHWEST RURAL WATER DISTRICT. THESE RULES AND REGULATIONS MAY BE REPEALED OR AMENDED AT ANY TIME DEEMED APPROPRIATE BY THE ELECTED MEMBERS OF THE BOARD OF DIRECTORS AS PROVIDED FOR HEREIN OR IN THE BYLAWS AND ORGANIZATIONAL DOCUMENTS OF THE DISTRICT. ALL RULES AND REGULATIONS SHALL BE BINDING UPON ALL USERS AS OF THE EFFECTIVE DATES OR THEIR ADOPTION OR AMENDMENT AND NOTHING HERE IN NOR IN ANY OTHER DOCUMENT SHALL BE DEEMED TO PREVENT THE BOARD OF DIRECTORS FROM REPEALING, AMENDING OR ADOPTING NEW RULES AS THEY DEEM APPROPRIATE, WHICH SHALL BECOME EFFECTIVE UPON ADOPTION UNLESS OTHERWISE SPECIFIED BY THE BAORD OF DIRECTORS.**

## **ABOUT THE DISTRICT**

### **ORGANIZATION**

The Northwest Rural Water District (NRWD) was formed under the laws of the State of Wyoming and is a governmental subdivision of the State of Wyoming and a body corporate with all the powers of a public or quasi-municipal corporation. It is governed by a Board of Directors elected by the resident landowners of the District. The purpose of the District is to deliver treated domestic water to rural homes in areas around Cody, Powell, Lovell, Ralston, Garland, Deaver, and Frannie.

Since Board members change, information regarding Board members has been removed. It can be found on the website.

The Board of Directors of NRWD hold meetings on the second Tuesday of each month, beginning at 6:00 p.m. at the District Office in Cody.

## **CONSTRUCTION FUNDING SOURCES**

Beginning in 1992 through the autumn of 2017, the Northwest Rural Water District has constructed approximately \$38 million worth of potable water distribution system. The 260 miles of pipeline, 6 pump stations, 5 connection buildings, and 11 storage tank sites, serve 3,000 homes in rural areas around Cody, Powell, Lovell, Ralston, Deaver, Frannie, and Garland. The funding for these projects has come from the following sources: The Wyoming Water Development Commission; Rural Development Administration formally known as Rural Utilities Services (USDA or Farmers Home Administration); the Wyoming State Land and Investment Board, through the Mineral Royalty Grant process and the State Drinking Water Revolving Fund; and local user fees. We want to thank all of the entities for providing NRWD with a significant amount of grant funds and several long term, low interest loans, that result in lower user fees than could otherwise be enjoyed.

## **ABOUT THE WATER**

### **WATER SOURCE AND QUALITY**

The source of water for the Northwest Rural Water District (NRWD) is the Shoshone Municipal Pipeline (SMP) and treatment plant near Cody. This is the same water source supplying the communities of Cody, Powell, Byron, Lovell, Deaver, and Frannie. The water quality is much higher in all categories than required by current Federal EPA standards. The water has been subjected to approximately 100 different tests for purity, quality, and safety. The hardness has been running between 33 & 56 parts per million (2-3 grains). Other water test information is available by contacting NRWD or SMP. The District tests in each service area monthly for coliform bacteria.

Your water is tested on a continuous basis to assure that you receive **SAFE, HIGH QUALITY WATER.**

## **CHLORAMINE TREATMENT**

The water delivered to your home is disinfected with a combination of chlorine and a small amount of ammonia. This mono chloramine,  $\text{NH}_2\text{C}_1$  is used so that minimum chloramines residual standards will be maintained throughout the water system. Chloramine treatment has been used for decades in the United States and Canada to treat drinking water. There is normally less chlorine taste and odor with chloramines treatment than with only chlorine treatment. Chloraminated water is safe for drinking, cooking, bathing, and all other daily water uses. However there are two groups of people who need to take special care with chloraminated water, kidney dialysis patients and fish owners.

## **SPECIAL PRECAUTIONS FOR KIDNEY DIALYSIS PATIENTS**

**DO NOT USE DISTRICT WATER FOR HOME DIALYSIS MACHINES UNDER ANY CIRCUMSTANCES WITHOUT CONSULTING YOUR PHYSICIAN AND FOLLOWING ALL RECOMMENDED PROCEDURES FOR CHLORAMINATED WATER.** In the dialysis process, water comes in contact with the blood across a permeable membrane. Chloramines in that water would be toxic, just as chlorine is, and must be removed from water used in kidney dialysis machines just as chlorine must be removed. There are two ways to do that: either by adding ascorbic acid or using granular activated carbon (GAC) treatment. Medical centers that perform dialysis are responsible for purifying the water that enters their dialysis machines. Additional information may be obtained by calling "End Stage Renal Disease Network #15, phone 303-831-8818.

## **SPECIAL PRECAUTIONS FOR FISH OWNERS**

**FISH OWNERS** need to take special care. Chloramines are toxic to fish and must be removed from water, just as chlorine is toxic to fish and must be removed. Special steps should be taken to remove chloramines from water before using for live fish. Most pet stores sell de-chlorinating agents. Chloramines will not dissipate if left standing as is the case with chlorine. Be sure to use de-chlorinating agent. Reverse osmosis does not remove chloramines from water.

# **CONSUMER CONFIDENCE REPORTS**

Consumer Confidence Reports (CCR) – are required to be sent out to each customer, or posted in a place of general circulation (NRWD website), by July 1 of each year. The CCR includes information about water quality through the reporting of test results.

# **NORTHWEST RURAL WATER DISTRICT RULES AND REGULATIONS AS AMENDED MARCH 13, 2018**

Pursuant to the authority vested by W.S.S 41-10-113 and the Bylaws of the Northwest Rural Water District (hereinafter referred to as “NRWD” or as “DISTRICT”), the Board of Directors of the NRWD (hereinafter referred to as “BOARD”), hereby adopts the following Rules and Regulations to aid in the orderly and lawful management of the DISTRICT. These Rules and Regulations may be revised, amended or repealed, in whole or in part, or from time to time, by the BOARD at any regular or special meeting of the BOARD.

## **ARTICLE 1 DECLARATIONS**

### **SECTION 1 - OWNERSHIP AND CONTROL:**

The water system of the DISTRICT shall be owned by the DISTRICT and maintained, controlled, and managed exclusively by the BOARD.

### **SECTION 2 - PURPOSE AND GOAL:**

The purpose of the DISTRICT is to deliver treated water drawn at several points from the Shoshone Municipal Water Pipeline to a general service area extending from Cody to Frannie and Lovell, Wyoming. The goal of the DISTRICT is to provide a system to deliver treated domestic water to rural areas having no other source of quality water, paid for by water user fees without using the District’s authority by Statute to levy a tax on lands included in the District.

## **ARTICLE 2 DEFINITIONS**

### **SECTION 1 – DEFINITIONS**

The following definitions shall apply to the terms used throughout these Rules and regulations:

**(A) APPLICANT:** Any property owner, individual, business, firm, partnership, corporation or other agency or entity or combination thereof that owns land located within the DISTRICT, and has applied for water service.

**(B) BOARD:** The governing Board of Directors of the District.

**(C) COMMERCIAL SERVICE:** Includes all uses other than residential domestic service, such as but not limited to multi-family dwelling, motels, mobile home parks, overnight campgrounds and other commercial purposes.

**(D) DIRECTOR:** Duly elected and qualified member of the Board of Directors of the District.

**(E) DISTRICT:** Northwest Rural Water District.

**(F) DISCONTINUE SERVICE –** See Lien

**(G) EQUIPMENT OR EQUIP:** Furnishing all necessary, desirable, related or appurtenant supplies, equipment, parts or any combination thereof.

**(H) FARMSTEAD:** Land used for farming or ranching for a profit, consisting of one permanent single-family domestic dwelling. It may also include the barn, garage, outbuildings, and temporary labor house.

**(I) FLUSHING HYDRANT / FIRE HYDRANT:** A frost proof hydrant with a 2 ½" NH/NST nozzle designed for operational flushing or sampling of the DISTRICT'S water system, which is also available for fire use or for temporary use through a Temporary Water Users Permit. Additional hydrants of this type are installed under contract with the local Fire Protection Districts. Some areas also have conventional 5 1/2" Fire Hydrants. These hydrants do not provide full fire flow, but may be used to load fire trucks or for temporary water users. Suction cannot be applied to any NRWD hydrant.

**(J) FRAUDULENT USE:** Any violation of any rule, regulation, agreement and contract of or with the DISTRICT.

**(K) GENDER:** words indicating the masculine gender include the feminine and the neuter.

**(L) IMPROVEMENT OR IMPROVE:** Any extension, betterment, alteration, reconstruction, repair of other improvement as may be deemed necessary or desirable by the BOARD.

**(M) MAINLINE EXTENSION:** See New Development

**(N) INDUSTRIAL USE:** Water used by any facility in a manufacturing process and water incorporated into a product produced by the facility.

**(O) LIEN:** Pursuant to Wyoming Statute 41-10-113 (xxi) and the District's Water Tap Contract, until paid, all rates, tolls or charges shall constitute a perpetual lien on and against the property served, and any lien may be foreclosed in the same manner as provided by the laws of the State of Wyoming for the foreclosure of mechanics' liens. The District may shut off or discontinue service for delinquencies in the payment of such rates, tolls or charges, or in the payment of taxes or assessments levied pursuant to W.S. Statutes 41-10-101 et. seq., and proscribe and enforce Rules and Regulations for the connection to and the disconnection from the facilities of the District. In the Water Tap Contract the User agrees that the Contract binds the user(s)/legal title holder(s), their heirs, successors and assigns to repay the Contract holder's share of the debt for construction of the distribution system of the District and that the Water Tap Contract constitutes a lien that shall run with the described real property until released by the District.

**(P) LIVESTOCK:** Service for commercial livestock production.

**(Q) MANAGER:** The DISTRICT manager.

**(R) MOBILE HOME PARK:** A unit of contiguous parcels of land under one ownership utilized for residential use and containing 3 or more mobile homes.

**(S) MULTI-FAMILY DWELLING:** A building containing 2 or more dwelling units (including apartments, condominiums, townhouses, etc.)

**(T) NEW DEVELOPMENT:** Any new real estate subdivision, (platted or un-platted), re-platted subdivision, water line extensions and any other development requiring more than one (1) water tap. This process requires the property owner to execute the “New Development and Capacity Review Agreement” and the “Water Service Extension Agreement” and follow the terms of each agreement.

**(U) OVERNIGHT CAMP GROUND:** A unit of contiguous parcels of land under one ownership utilized for overnight residential use containing 2 or more spaces.

**(V) PETITION FOR INCLUSION:** A document signed by a landowner requesting inclusion of his/her real property into the boundaries of the District in order to obtain water service as required by Wyoming State Statute. Inclusion obligates the land and owner to a share of the District debt and taxation if levied. A charge is required for said Petition.

**(W) POINT OF USE:** Each family point of use, such as a residence; each mobile home in a mobile park; apartment; motel room; camp site or trailer.

**(X) POINT OF USE CHARGE:** A fee charged for each point of use more than one per tap. This fee is to be a family unit charge to be used toward operations, maintenance and debt reduction.

**(Y) PROJECT:** Any structure, facility, under-taking, or system which the DISTRICT is authorized to acquire, improve, equip, maintain, or operate. A project may consist of any combination or kind of personal and real property, including, but not limited to, land, improvements and fixtures thereon, property of any nature appurtenant thereto or used in connection therewith, and every estate, interest and right therein, legal or equitable including terms for years, or any combination thereof.

**(AA) RESIDENTIAL DOMESTIC SERVICE:** One permanent single-family domestic dwelling. This includes service to farmstead described as main home and seasonal labor house and farm

outbuildings. Does not include any other full time residence. Any other full time residence will be subject to a “point of use” charge.

**(BB) SHOSHONE MUNICIPAL PIPELINE SUR-CHARGE:** A tap equivalent based charge assessed by the Shoshone Municipal Pipeline on each distribution system for each in-service active tap. This pass through charge is used by the SMP for treatment plant debt service and operation and maintenance.

**(CC) SYSTEM COST:** Includes, but is not limited to, the District’s costs for debt service, operations, maintenance, and equipment replacement.

**(DD) TAP:** The actual necessary fittings, pipe, meter, meter pit, and trace wire marker to make water service possible from the District’s distribution system for domestic treated water to the parcel of land described in the Water Tap Contract executed by the landowner.

**(EE) TAP TRANSFER:** The reassignment of a Water Tap Contract whenever the property to which the tap contract relates is sold, transferred, assigned, etc.

**(FF) TAP FEE:** The fee charged according to the current rate schedule for inactive taps or active taps for residential domestic service, and commercial service.

**(GG) TEMPORARY WATER USER:** Any agency or entity requiring tap water delivery at a flushing or fire hydrant. Use will be covered by a permit, which will include quantity measurement, charges for water based on usage, and associated DISTRICT expenses.

**(HH) TIME, COMPUTATION OF:** In computing any period or days prescribed or allowed by these Rules and Regulations, the day such period of time begins to run shall not be included. The last day of the period shall not be included, unless it is a Sunday or a legal holiday in which event the period shall run until the end of the next day which is neither a Sunday nor holiday.

**(II) USER:** Any individual, business, firm, facility, partnership, corporation or other agency or entity or combination thereof who

receives water service and is billed for and is responsible for all costs of service.

**(JJ) WATER SERVICE:** Water delivered to the user through a District meter.

**(KK) WATER TAP CONTRACT:** A written contract between the DISTRICT and the property owner specifying the terms of delivery of water and an acknowledgment and acceptance by the property owner of the District's Rules and Regulations in force.

## **ARTICLE 3**

### **WATER SERVICE**

#### **SECTION 1. - LIMITS TO SERVICE CONNECTIONS:**

**(A)** Each residential domestic or commercial service shall have a separate water service tap. Residential domestic service shall serve one (1) permanent single-family domestic dwelling and may extend to the barn, garage, outbuilding, and temporary labor houses, and lawn and garden use on a limited basis.

**(B)** With the exception of the Temporary Water User's Permit issued by the District, NO tap may be used to provide water upon any real property unless the real property is bound by a Water Tap Contract. Water shall not be transferred, conveyed or piped from one parcel or real property bound by a Water Tap Contract to any parcel not bound by a Water Tap Contract.

**(C)** Water shall not be shared, resold, or sub-metered to any other user except in unusual circumstances with specific written permission of the Board.

**(D)** Water shall not be used for commercial or flood irrigation purposes.

**(E)** Water services shall only be available to real property within the District. However, the fee owner of any real property capable of being served by the District facilities may file with the BOARD a Petition for Inclusion if within the existing boundaries or a Petition for Enlargement if outside the current boundaries. The Petition

must be submitted in writing requesting that the property be included in the DISTRICT, subject to the requirements of and liabilities set forth in W.S. 41-10-120 (Laws 1998).

**(F)** All applications for new service and Petitions for Inclusion in the DISTRICT may be denied due to lack of system capacity or for other reasons deemed appropriate by the Board of Directors.

**(G)** Industrial use and all uses not covered by this section shall be subject to BOARD, Shoshone Municipal Pipeline, and funding agency approval upon petition.

**(H)** The DISTRICT will not provide water service to any new structure or subdivisions without first being provided evidence of compliance with Big Horn and/or Park County subdivision regulations.

## **SECTION 2 - INITIATION OF SERVICE TO USER:**

The procedure for initiating service to a user is as follows:

**(A)** Prior to construction of any water facilities on private property to be connected to the DISTRICT system, the following requirements must be met:

- 1.** The current applicable tap fees set forth in the current rate schedule, and any special fees, must be paid.
- 2.** A Water Tap Contract must be signed by the landowner and be on file with the DISTRICT. EXECUTION OF A WATER TAP CONTRACT OBLIGATES THE APPLICANT TO PAY SYSTEM COSTS AND COSTS OF WATER DELIVERED. All real property served must be included within the District or a Petition for Inclusion must be executed.

## **SECTION 3 - METERS**

**(A) Installation.** All installations shall meet all of the current specifications as adopted by the DISTRICT.

**(B) Water Meters and Service Connections.** All water flowing through DISTRICT lines to property shall flow through a water meter, except for flushing/fire hydrants. All water meters are the property of the DISTRICT. All users shall keep their service pipes,

connections, and other apparatus in good repair, and protected from frost and water damage at their own expense. The user shall give the BOARD, or its authorized agents, permission to enter users' premises at all reasonable times for the purpose of installing, inspection, repairing or removing any or all of the apparatus used in connection with the supply and metering of water and performing water line locates as required by the State of Wyoming through the underground facilities laws.

#### **SECTION 4 - UNIFORM PLUMBING CODE**

All plumbing and equipment of the user shall be connected, at the user's expense, to the service piping in such a manner as meets the approval of the DISTRICT, and all such plumbing shall comply with the current addition of the Uniform Plumbing Code.

### **ARTICLE 4**

#### **FEES**

##### **SECTION 1 - FEES, DEPOSITS AND USE CHARGES:**

**(A)** The fees adopted by the BOARD and set forth by the current rate schedule at the time of acceptance of the Water Tap Contract by the District shall be the fees required to be paid.

THE CURRENT RATE SCHEDULE IS ATTACHED HERETO AS EXHIBIT "A" BUT MAY BE AMENDED FROM TIME TO TIME AS DEEMED NECESSARY BY THE BOARD OF DIRECTORS. USERS SHALL PAY THE RATES APPROVED BY THE BOARD OF DIRECTORS EITHER AS SET FORTH ON EXHIBIT "A" OR AS THEREAFTER AMENDED.

**(B) MONTHLY MINIMUM SERVICE CHARGES:** The monthly minimum service charge is set forth on the Rate Schedule, which may be amended from time to time.

**(C) ADMINISTRATIVE CHARGES:** An initial administration charge is due at the time of contract signing. Additional administrative assessments may be required annually. See Rate Table on Exhibit "A", which may be amended from time to time.

**(D) RELEASE AND RECORDING FEES:** All release and recording fees shall be paid to the District by any purchaser of Real Property bound by any Water Tap Contract.

**(E) TAPS FEES:** All tap fees shall be in accordance with the District's current rate table at the time of acceptance of the Water Tap Contract by the District.

1. Payment of a single Tap Fee entitles the user to the following:

a. USE OF A TAP ON THE DISTRICT'S MAIN LINE COMPLETED BY NRWD.

b. SERVICE LINE RUN FROM TAP ON DISTRICT'S MAIN LINE TO CURB STOP AND METER PIT ADJACENT TO PROPERTY OWNED BY CONTRACT SIGNER, PROVIDED THE PROPERTY IS ADJACENT TO THE DISTRICT'S MAINLINE. (ANY DEVIATIONS FROM THESE RULES & REGULATIONS MUST BE APPROVED BY THE DISTRICT IN WRITING INCLUDING SPECIAL CIRCUMSTANCES WHEREIN AN EASEMENT IS GRANTED TO THE CONTRACT SIGNER.

c. CURBSTOP & METER PIT WITH METER & PRESSURE REGULATOR, AND TRACE-WIRE MARKER.

2. DEAVER-FRANNIE CUSTOMERS WILL BE CHARGED FOR THE REQUIRED BACKFLOW PREVENTION AND EXTRA LARGE METER PIT ABOVE THE NORMAL TAP FEE.

3. ADDITIONAL FEES WILL BE CHARGED TO THE USER FOR THE FOLLOWING:

a. ROAD CROSSING, CUT, BORE, AND CASING

b. COST OF ANY SERVICE LINE RUN TO PLACE METER PIT BEYOND PROPERTY ADJACENT TO DISTRICT'S MAIN LINE.

c. COSTS ASSOCIATED WITH EASEMENTS AND/OR PERMITS GRANTED TO THE NEW SERVICE.

e. ENGINEERING COSTS NECESSARY TO PLAN NEW CONSTRUCTION INCLUDING SYSTEM MODELING FOR SYSTEM CAPACITY VERIFICATION.

A written cost estimate will be prepared by the District for any of the above listed additional work to be charged to the landowner. The written cost estimate must be signed by the landowner with the understanding that the estimate may be subject to change due to actual costs not anticipated in the estimate. A minimum of 75% of the estimate must be paid prior to the beginning of any work or permit submittals. All fees associated with the work must be paid before any water will be delivered to user through the new system.

4. Tap Fees for multiple taps on a mainline extension will be computed by the District through the New Development and System Capacity Review Agreement and Water Service Extension Agreement – See Article 7- Section 2.

**(F) REASSIGNMENT OF TAPS AFTER OPENING BIDS FOR CONSTRUCTION IN A NEW SERVICE AREA:** Reassignment will only be allowed if the tap has yet to be installed. Taps **CANNOT** be reassigned or relocated once the tap has been constructed.

## **ARTICLE 5**

### **ACCOUNTING; BILLING; RENTERS; DELINQUENT ACCOUNTS & DISCONTINUANCE OF SERVICE**

#### **SECTION 1 - ACCOUNTING:**

**(A)** Water Meters will be read at the time service is first established and thereafter at regular periodic intervals as determined by the BOARD.

#### **SECTION 2 – BILLING**

**(A)** The DISTRICT shall bill monthly upon completion of tap construction. The District will issue monthly billing for at least the minimum service charges according to the current rate schedule. Each meter pit is billed separately. The bills will show separately the water use charges (WA), the operation and maintenance charges (OM) the Shoshone Municipal Pipeline Surcharge (SP), the Debt Service charge (DR), and if applicable, penalty charged (PE), points of use charges (PO), and/or previous balance (PB). All bills are due and payable in full when received.

**(B) DELINQUENT WATER CHARGES SHALL CONSTITUTE A PERPETUAL LIEN ON AND AGAINST THE REAL PROPERTY**

**SERVED UNTIL PAID.** All bills are delinquent if not paid within thirty (30) days after billing date.

**(C)** If any user neglects, refused or fails to pay the bill within thirty (30) days of billing, the user will be assessed an eighteen percent (18%) per annum interest charge and a shut-off notice may be sent to the user, with a copy of the notice sent to the property owner, if not the same person.

If any delinquent water charges are not paid in full within ten (10) days of sending the shut-off notice, the BOARD may take the following actions:

1. Discontinue service.

2. In the event the DISTRICT elects to retain an attorney for the recovery of any delinquent water charges, whether for an active or inactive tap, court costs, sheriff's fees, reasonable attorney's fees, and interest at the rate of eighteen percent (18%) per annum on the delinquent account shall be assessed against the real property served.

3. Failure to pay charges for an active tap for which the water has been shut off, or to pay monthly charges owed for an inactive tap may also constitute abandonment of the tap. See Article 9.

**SECTION 3 - DISCONTINUANCE OF SERVICE:** All users are responsible for all service rendered to the property until three (3) days after written notice to discontinue service has been received by the DISTRICT.

**(A)** Service may be discontinued for violation of the Rules and Regulations five (5) days from the date written notice that the violation of Rules must cease, provided, however, that where fraudulent use of services is detected or where a dangerous condition is found to exist on the customer's premises, service may be discontinued without notice.

1. Whenever service is discontinued for nonpayment of bills, or for violation of the Rules and Regulations, a charge shall be assessed equal to the DISTRICT'S cost of reconnection, but not less the \$50.00, and this charge must be paid before service is

restored. In the event the service is discontinued for nonpayment, all past due amounts must be paid in full , along with the \$50.00 shut off fee, prior to service being restored.

**2.** Whenever service is discontinued for fraudulent use the DISTRICT will require a reconnection charge as set out in paragraph 1 above and penalty of \$100.00, which must be paid before service is restored. The second time the services is disconnected for fraudulent use, the reconnection will result in not only a reconnection charge but also a penalty of \$200.00 which all must be paid prior of restoration of service. The third time the service is discontinued because of fraudulent use; there shall be no reconnection without prior approval from the DISTRICT BOARD.

**3.** When water service is temporarily shut-off and later turned on at the request of the customer, the actual cost of such disconnection and reconnection shall be paid by the customer, but, in any event, shall not be less than \$30.00.

**(B)** Any customer service fraudulently connected to DISTRICT'S main or to other customer's service without approved application from the BOARD, will be immediately disconnected.

#### **SECTION 4 - REFUSAL OF SERVICE**

**(A)** The DISTRICT may decline to serve any user until they have complied with all Rules and Regulations of the District and all State regulations governing water service.

**(B)** The DISTRICT may decline to serve or increase the size of a service connection to any applicant/user if, in the opinion of the BOARD, the District does not have adequate facilities to accommodate the requested service or if the desired service will have an adverse effect to the District's service to other users.

**(C)** The DISTRICT may refuse to serve a user, if in its opinion; user's plumbing or equipment does not comply with the District's service standards.

**(D)** The DISTRICT may refuse to reconnect a service under the name of any other member of the family when the head of the household is unchanged and when service at the address has previously been disconnected for nonpayment of bills.

**(E)** At any time the DISTRICT deems the system not capable of providing adequate service to any new applicant/user, or if the DISTRICT deems that service to a new applicant/user will result in a reduction of quality of service to existing customers, the DISTRICT in its sole discretion, may refuse to provide service to any new applicant/user.

## **ARTICLE 6**

### **MAIN LINE EXTENSIONS**

Main lines may be extended to serve a new customer upon the following terms and conditions.

#### **SECTION 1 - MAIN LINE EXTENSIONS – SINGLE TAP**

1. USER PAYS THE CURRENT COST FOR A NEW TAP.
2. USER PAYS ACTUAL COST OF NEW MAIN LINE EXTENSION INCLUDING ENGINEERING COSTS.
3. USER PAYS COSTS ASSOCIATED WITH OBTAINING EASEMENTS AND/OR PERMITS GRANTED TO THE DISTRICT FOR CONSTRUCTION.
4. THE DISTRICT DECIDES THE SIZE OF THE EXTENSION.
5. 75% OF THE ESTIMATED ACTUAL COST IS PAID PRIOR TO WORK COMMENCING.

#### **SECTION 2 – MAIN LINE EXTENSIONS – MULTIPLE TAPS**

1. USER EXECUTES THE “NEW DEVELOPMENT AND SYSTEM CAPACITY REVIEW AGREEMENT” AND COMPLIES WITH ALL ITS TERMS.
2. USER EXECUTES THE “WATER SERVICE EXTENSION AGREEMENT” AND COMPLIES WITH ALL ITS TERMS.

#### **SECTION 3 – CONSTRUCTION COST REFUNDS**

**(A)** Users who have paid (in full) all the “actual cost” of construction of a “main line extension”, both quoted terms as defined in the District’s current “Water Service Extension Agreement”, shall be entitled to receive a refund of up to seventy-five percent (75%) of actual costs paid if additional water service connections are connected to any portion of the initial main line

extension paid for by the User. The initial User's eligibility to receive a refund is limited based upon the actual costs of the initial main line extension as follows:

- (i) Extension value of \$0 up to \$10,000 = 3 year refund eligibility period;
- (ii) Extension value of over \$10,000 up to \$50,000 = 5 year refund eligibility period;
- (iii) Extension value of over \$50,000 and up = 10 year refund eligibility period.

**(B)** The User of any additional water service connection to the initial main line extension shall pay the District twenty-five percent (25%) of the actual costs of construction of that portion of the initial main line extension shared with the initial User. This fee will be charged for EACH new tap connected to the line extension. The District shall refund any such payments received to the initial User, subject to the 75% cap and eligibility periods set forth in subparagraph (A) above.

**(C)** No service lines are eligible for refunds in any circumstance.

## **ARTICLE 7**

### **SUPPLY & SHORTAGES**

#### **SECTION 1 - AVAILABILITY OF SUPPLY AND CONTINUITY**

**(A)** The DISTRICT reserves the right to shut-off the water from its mains for the purpose of making repairs or extensions or for any other purpose, without incurring liability for any damage that might result there from.

#### **SECTION 2 - CONTINUITY OF SERVICE – DISCLAIMER OF LIABILITY**

**(A)** 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 users who may be affected by such interruptions, but the DISTRICT will not be responsible for losses which might occur due to such necessary interruptions. The DISTRICT is not responsible

for losses which might occur due to interruptions to service caused by storms, strikes, floods, or other causes beyond the control of the Board or as may be necessary for maintenance or repair of the system, or to add a line extension.

### **SECTION 3 – SHORTAGES**

**(A)** In the event of shortages, the Board of Directors is authorized to restrict or limit uses allowed, quantities used, and hours of use and impose such other restrictions and limitations as may be necessary. In the event the total water supply shall be insufficient to meet all of the needs of the users, the DISTRICT may pro-rate the water available among the various users on such basis as is deemed equitable by the BOARD, and may also prescribe a schedule of hours covering the use of water for garden purposes, or prohibit the use of water for garden purposes if at any time the total supply shall be insufficient to meet all of the needs of the participating users for domestic, livestock, garden and other purposes. The order of priority of uses shall be (1) domestic; (2) livestock; (3) gardens or other purposes.

## **ARTICLE 8**

### **CROSS CONNECTION & HEALTH HAZARD NOTIFICATION**

#### **SECTION 1 - CONNECTION WITH PRIVATE WATER SYSTEM**

**NO** cross-connections may be made that will allow hazardous, polluted or contaminated water or other substances, to enter into any part of the DISTRICT'S potable water system under any conditions.

Where it is necessary, the DISTRICT will require the installation of a testable backflow prevention device, at the landowner's expense, to prevent backflow to the DISTRICT'S water system. Backflow devices must be tested on an annual basis by DISTRICT personnel or a designee of the DISTRICT at the landowner's expense. Representatives of the DISTRICT shall have the right at all reasonable hours to enter upon the user's premises for the purpose of inspection and enforcement of these provisions. Violations of these provisions shall constitute a reason for disconnection of the user's service.

## **SECTION 2 - NOTIFICATION OF POTENTIAL HEALTH HAZARDS**

Northwest Rural Water District operates a Public Drinking Water System that falls under the U.S. "Safe Drinking Water Act." This Act requires the operator of a system to provide Public Notification to inform consumers of any potential adverse health effects and to describe what steps consumers can take to minimize the impact.

**(A)** Public notification is required for failure to comply with any of the following:

1. Failure to comply with an applicable maximum contaminant level (MCL).
2. Failure to comply with prescribed treatments techniques.
3. Failure to perform water quality monitoring (testing) as required by the regulations.
4. Failure to comply with the testing procedure as prescribed by a National Primary Water Regulation.
5. Issuance of a variance or an exemption.
6. Failure to comply with the requirements of any schedule that has been set under a variance or exemption.

## **ARTICLE 9**

### **POWERS OF THE DISTRICT FOR ABANDONMENT BY EITHER THE DISTRICT OR THE USER/APPLICANT OF EXISTING WATER LINES AND/OR WATER TAPS**

#### **SECTION 1 - POWERS OF THE DISTRICT FOR ABANDONMENT OF EXISTING WATER LINES**

The DISTRICT has the power to abandon lines so long as adequate provision is made for the service to the property owners affected by the abandonment and as long as there is substantial factual information to justify the abandonment. The procedure is as follows:

(A) A line may be abandoned only after a hearing and formal action by the BOARD.

(B) All users affected by a proposed abandonment must be given written notice that the Board will consider abandonment of the line, specifying the date and place of the BOARD meeting where such consideration would take place. This notice must be sent to each of the users by registered or certified mail.

(C) The notice must include the factual justification for abandoning the old line.

(D) The notice must specify that the cost of the change of service will be paid for by the DISTRICT, but the user/property owner will have to specify the place upon his property line where the service should run, and, if he so desires, the DISTRICT can include service from the property line to his house in the contract for reconstruction, provided that the property owner agrees to pay for the line from the house or other buildings.

(E) The notice must specify the time when service on the old line will be terminated, giving any effected user adequate time to make provisions for construction of the new connection.

## **SECTION 2 - ABANDONMENT OF WATER TAP BY USER/APPLICANT**

User/applicants who either have paid a tap fee and installed an active tap for which the service has been disconnected or acquired an inactive tap and who fail to pay the monthly minimum charge assessed either for an active fee, an inactive tap fee, or an active tap for which service has been terminated, for a cumulative period of (24) months or more (a period at which the user has become 24 months delinquent in the monthly charges) will be deemed to have abandoned the tap.

There is a limited capacity for water taps. Users who acquire taps but do not pay their monthly charges, either for an active or inactive tap, have an adverse impact on the DISTRICT'S ability to pay its debt service and maintain the system and further restrict the capacity of the system by requiring the DISTRICT to commit capacity for taps which have either been disconnected or which were inactive and which are not being paid for. As a result, the

DISTRICT has deemed it necessary and appropriate to adopt this rule applicable to abandonment of water taps by users/applicants.

(A) In the event of an abandonment, the DISTRICT shall give to the user/applicant written notice of the abandonment sent to the address last provided in writing by the user/applicant to the DISTRICT. The user/applicant is solely responsible for keeping the DISTRICT advised of the current mailing address of the user/applicant. The notice shall advise the user/applicant of the delinquent status of their bill and of the fact that such delinquency will be considered an abandonment unless paid in full within sixty (60) days thereafter.

(B) Any user/applicant who receives an abandonment notice shall be entitled to request a hearing before the Board of Directors, which hearing shall be considered a contested case hearing and governed by the rules applicable to contested case hearings as set forth in W.S. 16-3-101 – 16-3-115. The hearing must be requested within sixty (60) days from the date of the abandonment notice. If a hearing is requested it shall be promptly scheduled.

(C) If no request for a hearing is made or if after a hearing the recommendation to deem the tap abandoned is upheld, or should the Board after a hearing elect to give additional time to pay delinquent amounts which are not paid within the time set by the Board, the tap will be deemed abandoned. If after a hearing the Board elects to give the user/applicant an opportunity to bring their account current to avoid abandonment, the Board may also set such other conditions as it deems necessary or appropriate, including the provision for repayment to the DISTRICT of all costs, expenses, and attorney fees incurred as a result of the abandonment and/or abandonment hearing.

(D) Any tap that is deemed abandoned shall revert to the DISTRICT and the DISTRICT shall have no obligation thereafter to reissue or reconvey the tap to the user/applicant or any subsequent owner of the property except as deemed appropriate in the sole discretion of the Board of Directors. The Board may award the abandoned tap to any other person or entity to be utilized at any location in the DISTRICT. Any future use of the equipment or accessories associated with the abandoned tap will be utilized at the discretion of the Board and after payment of a new tap fee by any future user and subject to the availability of taps.

# ARTICLE 10

## CONTESTED CASES

### SECTION 1 - CONTESTED CASES

In any contested case before the BOARD, the procedures set forth in the Wyoming Administrative Procedures Act WSS16-3-101 through WSS16-3-115, shall apply, together with these Rules and Regulations as amended.

ADOPTED by Resolution

**March 13, 2018**

Tap & Rate Schedule	Size	Gal/Month @ Standard Rate	TAP FEE	MONTHLY ACTIVE	MONTHLY INACTIVE
---------------------	------	---------------------------------	---------	-------------------	---------------------

Residential Domestic	20	10,000	\$3,800.00	\$51.00	\$28.80
North End Residential	20	10,000	\$3,800.00	\$67.50	\$55.50

#### Commercial

30 GPM COMMERCIAL	30	60,000	4,400.00	\$80.00
50 GPM COMMERCIAL	50	100,000	4,500.00	\$102.00

Over 50 gpm or 12 points of use require special design to meet needs within system capability.

Definitions of Use:

Residential Domestic-Household use for drinking, culinary and sanitary purposes; watering of lawn and garden up to one acre; water used for 4H and FFA livestock projects; water for horses and mules used by household members; water for livestock raised for household use or consumption. Commercial Use-All uses other than residential domestic including livestock, such as but not limited to multi-family dwelling, motels, mobile home parks, overnight camp grounds and other commercial purposes.

Livestock use is subject to cancellation on five years notice; if and when use is cancelled, system costs for livestock will stop.

New Developments-Fees vary-ask NRW staff for New Developments Policies & Procedures.

**\*\*TAP FEE FOR DEAYER/FRANNIE TAPS WILL COST AND ADDITIONAL \$1,050.00 DUE TO PARTS FOR DIRECT CONNECT TO THE SHOSHONE**

**Note 1: An upgrade from System Capacity or Inactive Tap to Active Tap will cost the balance of the Active Tap fee or the actual cost of installation, whichever is greater.**

**Note 2: Administration Fee for New Water Tap Contract- \$50.00**

**Administration Fee for Property Transfer-\$75.00**

**Note 3: Shoshone Municipal Pipeline has assessed all communities and NRWD a tap charge for each In-service meter in each Distribution system. This charge will be passed on to each of NRWD in-service customers as a monthly SMP Surcharge according to meter size.**

**WATER RATES FOR 20 GALLON/MINUTE METERS**

1,000-10,000.....	\$2.25 PER 1,000 GAL
10,001-20,000.....	\$3.00 PER 1,000 GAL
20,001-30,000.....	\$4.00 PER 1,000 GAL
30,001-40,000.....	\$5.50 PER 1,000 GAL
40,001 AND ABOVE.....	\$7.00 PER 1,000 GAL

**WATER RATES FOR 30 GALLON/MINUTE METERS**

1,000-60,000.....	\$2.25 PER 1,000 GAL
60,001 AND ABOVE.....	\$3.00 PER 1,000 GAL

**WATER RATES FOR 50 GALLON/MINUTE METERS**

1,000-100,000.....	\$2.25 PER 1,000 GAL
100,001 AND ABOVE.....	\$3.00 PER 1,000 GAL

**Note 5: Monthly bills for service will include Debt retirement (DR), Operation & Maintenance (OM),Shoshone Surcharge (SP) monthly water use (WA). And any other applicable charges such as penalty (PE). Points of use (PO) or previous balance (PB).**

**Note 6: Estimated monthly Residential domestic bill is \$ 60.00. (NE \$76.50)**

**Note 7: Insufficient funds check or declined ACH or Credit Card will cost a \$30.00 fee charged to your account.**

**Note 8: Reconnection fee of \$50.00 if disconnection is the result of non-payment and must be paid prior to reconnection.**

**Note 9: Reconnection fee minimum of \$100.00 when disconnection is the result of fraudulent use, \$200.00 for second occurrence.**

**Note 10: A point of use surcharge of \$5.00/month will be charged for each family point of use over one in mobile home parks, motels, multi-family dwellings and overnight camp grounds.**

## **WATER USER SERVICE CONNECTION**

The connection between the NRWD meter pit and the water user's point of use is the user's responsibility.

NRWD recommends that this connection be made by a qualified plumber according to the following minimum standards.

**REQUIREMENTS:**

NO cross-connection may be made that will allow hazardous, polluted or contaminated water or other substances, to enter into any part of the potable water system under any conditions. **No cross connections to existing water system will be allowed.**

*Only under extenuating circumstances and with special approval from the District, the DISTRICT will require a testable backflow device be installed and tested annually at the landowner's expense.*

**A thermal expansion device MUST be installed within the user's system that will prevent pressure increase resulting from hot water heater expansion. Old pressure tanks are not acceptable. The PT valve on the top of the hot water heater will not meet this requirement. : The thermal expansion device is required in all locations with hot water available even if the home is equipped with an "on demand" water system. Either of the following tanks will provide thermal expansion protection for the water user's system: Therm-X-Trol Model ST-8 or ST-15 expansion tank mounted on the cold water supply to the hot water heater to allow space for thermal expansion. This model is preferred by the District and allows for the greatest amount of protection without the loss of water.**

The connection at the meter pit is ¾" pipe thread.

**Install a shut-off valve at the location of use. The user/landowner is not allowed to work the curb-stop valve at the meter pit. If meter pit, curb stop valve or trace-wire marker are damaged or removed the landowner/user shall be charged for replacement and/or repairs.**

**An inspection of the water service connection, thermal expansion device and/or backflow device by an NRWD representative is required before the meter will be activated and water delivered to the user.**

**ANY CHANGES MADE TO THE HOMEOWNER'S WATER SYSTEM SUBSEQUENT TO NRWD INSPECTION ARE DONE SO AT THE SOLE RISK OF THE HOMEOWNER.**

**RECOMMENDATIONS:**

1) A one-inch (1") diameter, 160 psi rated, line of poly or copper should be used from the meter to the users system.

**Exceptions:**

a) If the house is more than 100' from the meter pit, use one and one-half inch (1 1/2") pipe or two inch (2") pipe.

b) If the house is more than 10' above the level of the meter pit, use one and one-half (1 1/2") pipe or two inch (2") pipe. **USE ALL BRASS FITTINGS FOR ALL UNDERGROUD CONNECTIONS.**

2) Double stainless steel clamps on plastic lines.

3) Bury 6 feet deep.

4) Bed pipe with sand in rocky soil.

5) Bury a **#10 or #12** plastic insulated copper wire with the plastic line to facilitate future pipeline locating. Bring the locate wire into the house with the pipe. At the meter pit, drill a 1/4:" hole 3" below the top of the pit. Bring the wire up the outside of the meter pit and place 1 foot of wire in drill hole near top of pit.

**PLEASE SAVE THIS INFORMATION FOR FUTURE REFERENCE WHEN MAKING CONNECTION FROM THE NRWD SYSTEM TO YOUR HOME. IF YOU HAVE ANY FURTHER QUESTIONS, PLEASE CONTACT THE NRWD OFFICE AT: (307) 527-4426.**