

# RULES AND REGULATIONS HANGMAN HILLS WATER DISTRICT #15

Hangman Hills Water District #15 is organized under Title 57 of the Revised Code of Washington. It is authorized by statute to furnish water, street lighting and sewer service. This District furnishes only water. Qualifications of the water commissioners, their terms of office, the manner of their election, the qualification of voters in the election and other similar matters are all provided for by statute.

The Board of Water Commissioners is authorized by statute to adopt rules and regulations (by-laws) for the administration of the functions of this District. To accomplish the function of providing for the equitable distribution of water, the board adopts the following rules and regulations:

## **SECTION 1 Basic Services and Procedures**

1. All water service shall be furnished on a metered basis. The rates charged may provide for a minimum charge and a charge for excess water based upon consumption.

2. The board shall, as often as it deems it necessary, adjust rates in order to provide for service at a minimum cost consistent with good management practices.

3. Service rendered shall be deemed service to the land and if charges for District service are not paid the District will foreclose its lien against the land as is provided by the Revised Code of the State of Washington.

4. MEETINGS This District does not have a separate building which can be identified as an office. The official mailing address of the District is 1225 N Yardley Street, Spokane WA 99212-7001. The phone number for billing inquiries/emergencies is 536-0121. Correspondence with the District should be directed to the above address. The regular meeting of the Board of Commissioners is held on the third Monday of every month at 7 P.M. at the address designated by the Commissioners.

### **5. PAYMENT AND DELINQUENCY PROCEDURES**

All water charges are payable to Hangman Hills Water District #15 and are mailed to 1225 N Yardley Street, Spokane WA 99212-7001 postmarked on or before the 20th of the month following the billing period. After the 20th, a service charge will be added to

the unpaid accounts. After 60 days, any unpaid account will become delinquent and thereafter the service may be terminated by the District upon ten days written notice by regular mail addressed to the customer at the address to which bills have regularly been mailed or by hand delivered notice. The District will make a charge in accordance with the "Shut-Off Service" charges once the District appears for the purpose of terminating service for non-payment.

6. In addition to terminating service, the District may commence an action in the Superior Court of Spokane County, Washington, for the foreclosure of its lien as is provided by statute.

7. Charges for basic water service will be billed for a minimum of a one (1) month period, on a cycle basis, for service provided since the preceding billed service. Excess water will be billed April, June, August and October of each year.

8. A fractional monthly service charge and/or excess water charge will only be made as follows: Charges for basic water service during the first half of the billing cycle shall be one-half (1/2) of the basic charge for the applicable water rate; plus any excess water used, based on the final meter reading. Basic water use during the second half of the billing cycle will be billed in accordance with Section 1, #7 above.

## **SECTION 2 Water Rates and Various Charges**

1. RESIDENTIAL RATE (All single units and multifamily units on one meter). Basic charge is \$30.98 per dwelling unit per month for 900 cubic feet plus \$0.49 per 100 cubic feet for water used between 900 cubic feet and the first 10,000 cubic feet and \$0.83 per 100 cubic feet for all water used over 10,000 cubic feet. State and local utility taxes, if applicable, will be additional to the above charges.

2. NON-RESIDENTIAL RATE (All other water users not specifically described elsewhere in this rate schedule) Basic charge is \$30.98 per month for 900 cubic feet plus \$0.56 per 100 cubic feet for water used between 900 cubic feet and the first 10,000 cubic feet and \$0.83 per 100 cubic feet for all water used over 10,000 cubic feet. State and local utility taxes, if applicable, will be additional to the above charges.

3. PENALTIES A penalty of ten percent (10%) on each delinquent charge will be levied after the cut-off date of the 20th of the month following the billing period (payments received postmarked after the 20<sup>th</sup> of the month will be applied to the subsequent month).

4. SHUT-OFF SERVICE \$100.00 for water shut off at the customer's request, includes turn on to restore service when scheduled during time periods that the District operator is already scheduled to be performing regular District activities. \$160.00 for water shut off and sealed at the customer's request and schedule, or the delinquent account, includes turn on to restore service during normal operating hours (8:00am to 3:00pm) week days. Customers will also incur an After Hours Charge of \$60.00 to restore water service between the hours of 3:00pm to 8:00am weekdays and anytime during weekends or holidays.

5. CLEAN OUT CHARGE (Meter box or curb box) Pro-rated at \$40.00 per hour. Minimum charge of \$80.00.

6. CONNECTION FEES New connection fee is \$3,000.00 for 1 inch meters and \$3,500 for 1.5" meters payable in advance of installation.

7. FIRE HYDRANTS All water used out of hydrants, except for suppressing fire, requires approval of the Contract Operation & Maintenance Manager and a turn-on charge of \$80.00. Water will be charged at the rate of \$1.05 per 1000 gallons with a minimum charge of \$10.00.

8. RENTAL PROPERTY The property owner is responsible for any water charges left owing by renters.

9. FORM OF PAYMENT Checks are accepted on the condition that they will be honored by the bank when presented and if not so honored, the status of the customer account is reinstated to its status at the time the check was given. If a check is given in payment for an account on which a delinquent notice has been issued and the check is not honored when presented then the delinquent notice is reinstated, and if sufficient time has elapsed, water service may be terminated without further notice.

10. RETURNED CHECKS Checks that are returned to the District for any reason shall incur a service charge of \$20.00 or the amount charged to the District by the bank, whichever is greater. Payment of District accounts by those customers who have had two (2) or more checks returned "Not Sufficient Funds" shall be in the form of cash, cashier's check, money order, or other form of guaranteed payment.

11. METERS All water meter installations will be as specified by the Contract Operation & Maintenance Manager. Charges for the installation of the water meter shall be determined for each individual installation and may be adjusted from time to time as costs either increase or decrease. Payment of the cost for installation of water meters shall be payable in advance of installation.

12. ACCESS TO METERS In those instances where access to the water meters and/or remotes is impaired or denied, as set forth in the preceding paragraph, and further where it is required that the meter reader make a return call in order to effect the reading of the meter, there shall be a charge of \$80.00 in addition to an estimated bill.

## **SECTION 3 Mains (old and new)**

1. The water system mains, valves, control cables, and service lines to the curb stop valve laid in the streets, roads, alleys or easements are owned and controlled by the District. Water meters installed in the service lines regardless of location are owned and controlled by the District.

2. Requests for new water services shall be made in writing for approval of the District. Service for other than residential customers must include the estimated water use on the property. Total residential water services must not exceed the total approved services by the Washington Department of Health (DOH). All non-residential water services must be reviewed and approved by the District engineers and/or the State Department of Health to insure it will not exceed the capacity of the District's water system. All expenses for the operation and maintenance of the District's system and mains shall be paid by the District.

3. New main extensions and services to properties shall be paid by the person or persons requesting service.

4. All new main extensions shall be 6 inch I. D.. or larger, as required by the District Engineer and the Fire Department. Mains shall be Class "50" Ductile Iron or AWWA C900 P.V.C. as approved by the Contract Operation & Maintenance Manager and have a minimum bury of 48 inches. All work and materials shall be subject to the approval of the District Engineer or their designee.

5. It shall be a violation for any person or persons to open or to shut any main valve or tap into any District main without the prior authorization of the Contract Operation & Maintenance Manager.

6. Persons desiring to connect to the existing District system for the purpose of additional fire protection systems, or for any other purposes shall pay all costs associated with such connection.

## **SECTION 4 Connections & Service Lines**

1. A request for a new service connection shall be accompanied by a map or sketch showing the point

of proposed connection in relation to an existing lot, line or survey stake and by a check in payment of hook-up charge, tapping fee, estimated costs of labor and material. The property service line connect fee is \$3,000.00 for a 1" service and \$3,500.00 for a 1.5" service.

2. All costs incurred in making the connection shall be borne by the party requesting service. Service lines to the property line together with the meter and shut-off valve shall be part of the District's system and belong to the District.

3. All service lines on owner's or lessee's property leading from the mains shall be laid not less than 48 inches deep, and must be inspected by the Contract Operation & Maintenance Manager before covering. The property owner or lessee owns the service line from the curb stop and is responsible for its care and maintenance.

4. The pipes and valves owned by the property owner shall be kept in good repair by the property owner. Immediately upon notification by the District that the property owner's service line is faulty, the property owner will, under direction from the District Contract Operation & Maintenance Manager, make the necessary repairs. Provided, further, that in the event of emergency or failure of the property owner to make repairs after being notified, the District may make repairs at the property owner's expense or water service may be terminated.

5. Whenever any lot is to be served with water, the owner or lessee of the property shall be required to connect to the curb stop valve for the property through a metered service. No water furnished to any parcel of property shall be used on another property without obtaining permission from the District.

7. CROSS CONNECTIONS The installation or maintenance of any cross connection which would endanger the water supply of Hangman Hills Water District #15 is prohibited. Any such cross connection now existing or hereafter installed is hereby declared unlawful and shall be abated immediately. The control or elimination of cross connections shall be in accordance with the State of Washington Administrative Code (WAC 248-54-275). The policies, procedures and criteria for determining appropriate levels of protection shall be in accordance with the Accepted Procedure and Practice in Cross Connection Control Manual - Pacific Northwest Section - American Waterworks Association, Fourth Edition, or any superseding edition. It shall be the responsibility of Hangman Hills Water District #15 to protect the potable water system from contamination or pollution due to cross connection. Water service to

any premises shall be contingent upon the customer providing cross connection control in a manner approved by the District. Back-flow devices required to be installed shall be a model approved by the State Department of Health. The cost of installing such cross connection device shall be at the expense of the property owner.

8. Authorized agents of Hangman Hills Water District #15 with proper identification shall have free access, at reasonable hours of the day, to all parts of a premise or within buildings to which water is supplied. When access is denied, the District may treat such property as having the highest risk of contamination and install the appropriate backflow assembly at the curb stop at the property owner's expense.

#### **SECTION 5 Meters & Meter Boxes.**

1. All water meters will be installed at the time the service connection to the main is made and installation shall be at the expense of the property owner. As recommended by the District, meter size will vary from 3/4 to 1.5 inches, depending on usage and available pressure. Meters will be installed and located as prescribed by the District. The property owner is responsible for seeing that no persons tamper with or damage any water meter.

2. Any water meter that is found not registering or is believed by the District personnel to be registering incorrectly will be removed for inspection by the District personnel, and if found to be defective due to normal wear and tear, it will be repaired or replaced at District expense. If the meter is found defective due to neglect, freezing or vandalism, it will be repaired or replaced at the expense of the owner or lessee. No meter will be removed or replaced except by District agents.

3. Any property owner feeling that his or her meter is registering incorrectly may request that the meter be removed and checked for accuracy. If the meter is found to be more accurate than 1 1/2 percent high or 4 percent low, then the cost of removal, meter checking and replacement shall be at the customer's expense. If accuracy is less than these levels the cost will be borne by the district. The terms of this paragraph shall not apply to meters which are registering incorrectly due to neglect, freezing or vandalism. In the event the meter fails to register properly, the consumer shall be charged an amount corresponding with similar months in previous years, or the district shall estimate the consumption.

#### **SECTION 6 Miscellaneous**

1. Any property owner, lessee or tenant with the approval of the property owner shall have the right to temporarily discontinue the domestic water service upon notifying the District in writing to that effect provided that the termination of service does not create a risk to public health/safety or violate the Washington State Residential Landlord-Tenant Act (RCW 59.18.300). The Contract Operation & Maintenance Manager shall immediately shut off the water connection with the property involved and seal the meter or shut-off valve with the District seal, provided that such discontinuation of service shall not relieve the property owner or lessee of the liability to pay all accrued water charges to the first day of the following month. Thereafter, only a minimum charge will be made against the property for water service until the service is again connected with the property, for which there will be a charge. In case of an extended vacancy and a possibility of damage to the meter due to vandalism or freezing, the meter may be removed and placed in storage. A charge will be levied when the meter is removed and again reinstalled.

2. The District reserves the right at any time, without notice, to shut off the water supply for repairs, extensions, violation of rules, or when in the opinion of the Contract Operation & Maintenance Manager, it is necessary. The District shall not be responsible in any event for any damage claimed to have been caused by the interruption of water supply resulting from the shutting off of water, pressures or operation of the system.

3. Whenever service has been discontinued by the District for delinquency or infringement of rules, the service will not be renewed until all charges have been paid, together with a charge for disconnecting and renewing service.

4. If the District pipelines or facilities are damaged by accident, repairs must be approved by the District and the cost will be charged to the person causing the damage.

These by-laws are effective as of April 20, 1990. See the District Secretary for any revisions or changes. This revision is dated February 19, 2018.