

## **WATER REGULATIONS WILCOX COUNTY WATER SYSTEM (WCWS)**

**PURPOSE:** The purpose of these Regulations is to establish standards for new developments or adding service to existing developments within the jurisdiction of the WCWS for water service.

**BACKGROUND:** The WCWS has been chartered by the Wilcox County Commission to provide water service in the rural areas of Wilcox County. Services are not provided to every section of the jurisdiction but is provided as needed. Water services are provided primarily by one of the following methods:

- In certain instances, the Water System may expand the system into unserved areas. This is normally done to reach low/moderate income areas through grants or low interest loans available from government agencies. It may also be done to support industrial development which will provide an economic boost to the economy through job creation. Normally, the Water System will not fund expansions to serve residential developments except through grants.
- The primary vehicle by which services are expanded is through private development. Developers who desire to have water service brought to their site, will pay all costs associated with installing water distribution systems. The Water System may participate in the cost of expansion in order to increase the capacity of the proposed improvements over that required to support the development itself.

All improvements made must meet the requirements of this regulation.

**FEES:** Developers shall pay an application fee to the Water System prior to final approval of plans by the Water System. This fee will be 2.5% of the estimated cost of construction of the water and/or sewer system. The estimated cost shall include labor, equipment, and material and shall be prepared by the Water System based on historical data of similar projects. It is understood that each Developer will have different cost factors and that the actual cost of installation may vary from the estimate. However, the Water System estimate shall be used to establish the fee. The minimum fee shall be \$500.

**PREPARATION OF PLANS AND SPECIFICATIONS:** Plans and specification shall be prepared by a Professional Engineer registered in the State of Alabama and shall incorporate acceptable engineering practices and the requirements of Attachment A. Plans shall be submitted to the Water System at least 45 days prior to the desired start date. Construction shall not commence until the plans have been approved by the WCWS.

**ACCEPTANCE OF THE IMPROVEMENTS:** During construction, the Developer shall retain a Professional Engineer registered in the State of Alabama, to provide inspection and to certify all required tests. Upon completion of the improvements, the Developer shall provide to the Water System a statement from the Engineer that all improvements were made in accordance with the plans approved by the Water System and that all tests were observed and the results certified. Changes to approved plans must be approved by the Water System before work is done. The Water System will provide its own inspection of the work but this shall be only to provide confidence to the Water System that the work is in general compliance with these regulations. The Water System shall be notified by the Developer 40 hours prior to the following events:

- Pressure test of water lines
- Disinfection of lines

As-built drawings shall be furnished by the Developer to the Water System prior to placing the lines in service.

**WARRANTY:** The Developer shall provide to the Water System a maintenance bond in the full amount of the Water System's estimate of cost. The bond shall be underwritten by a Company normally engaged in this type of business and acceptable to the Water System. The bond shall be non-cancelable and good for a period of one year from the date of acceptance by the Water System.

Should maintenance or repairs be required during the warranty period on any part of the system installed by the Developer, the Water System will attempt to notify the Developer and request that the required action be taken. If the Developer fails to respond within a reasonable time, the Water System will notify the Bonding company.

If the situation requires immediate response, the Water System reserves the right to take corrective action and to be reimbursed by the Developer.

**EASEMENTS:** The Developer shall grant (or if crossing land not owned by the Developer shall obtain) an easement 10' on either side (total of 20') of all installed water lines.

**GENERAL RULES, FEES, AND RATES:** – Attachments A and B are made a part of this document.

## ATTACHMENT A

### SPECIFICATION FOR WATER FACILITIES

1. **GENERAL:**

- 1.1 Water mains on thoroughfares which are considered main streets or have the potential to be extended for future developments shall be a minimum of 6" in diameter.
- 1.2 No mains less than 4" diameter are acceptable.
- 1.3 Water systems shall meet Alabama Department of Environmental Management criteria.
- 1.4 Developer shall flush and chlorinate the system. Acceptable bacterial tests shall be required.

2. **PIPING**

All pipe shall be PVC or Ductile Iron. Ductile iron pipe shall be installed at all road crossings for a distance of 5' each way and at other locations deemed necessary by the Water System.

- 2.1 **DUCTILE IRON PIPE: Ductile** iron pipe shall be Pressure Class 350 and shall be manufactured and marked in accordance with AWWA C151. The pipe shall have single gasket push on joints manufactured in accordance with AWWA C111, an interior cement mortar lining manufactured in accordance with AWWA C104, and an exterior asphaltic coating of not less than 1 mil thickness. Flanged pipe shall conform to AWWA C115.
- 2.2 **PVC PIPE: PVC** pipe shall be supplied in 20 foot lengths unless otherwise approved and shall be furnished with integral bell and spigot push on joints. Gaskets shall be locked in. Any couplings jointed to the pipe by the solvent weld process must be applied at the factory. The pipe and the coupling must both be manufactured by the same company.

Class 200 pipe shall conform to SDR 21.

Class 250 pipe shall conform to SDR 17.

Class 315 pipe shall conform to SDR 13.5.

The pipe shall comply with ASTM D 1784 for PVC compounds, ASTM D 2241 Product Standard 22 for PVC pipe, and ASTM D-3139 and F-477 for gaskets and joints.

Marker wire shall be installed on all PVC pipe. The wire shall be 14 gage insulated copper, installed with electrically continuous joints. The marker wire shall be brought up into all valve and meter boxes so as to be readily accessible to water system operators. All wire splices and connections shall be tied and tightly taped with insulated electrical tape.

- 2.3 **RESTRAINED JOINTS:** Where restrained joint pipe and fittings are required, flexible push on restrained joint ductile iron pipe and fittings shall be used. All restrained joints shall be suitable for a 350 psig working pressure. Ductile iron locking segments, inserted through slots in the bell face, shall provide a positive axial lock between the bell interior and a retainer weldment on the spigot end of the pipe.

Restrained joints shall be US TR-Flex, McWayne Fastite, American Flex Ring, or other approved equal. Mechanical joints with Megalug assemblies, or approved equal, will also be approved.

3. **CASING PIPE:** Where water mains are to be installed under railroad tracks, and in some cases where they are to be installed under paved highways, they shall be laid inside a casing pipe.

The casing pipe shall be new and made of steel in accordance with API 5L standard weight line pipe and be provided with continuous welded joints. The casing pipe shall be jacked through a hole of the proper size that has been previously bored for the purpose, or be installed by excavating and installing liner plates as the hole is advanced. It may also be installed by the continuous boring and jacking method.

The wall thickness of the steel casing pipe shall be 0.25" for all sizes 20" and smaller, 0.375 for sizes 24" through 36" and shall conform to ALDOT Section 862 for larger diameter.

4. **FITTINGS:** Ductile iron fittings with retainer glands shall be provided. Ductile iron fittings 12" and smaller shall be rated for 250 psi working pressure, and fittings larger than 12" shall be rated for 150 psi working pressure. Fittings shall be manufactured in accordance with AWWA C153 and provided with mechanical joints. All fittings shall be provided with a thin cement lining in accordance with AWWA C104.

All fittings shall be wrapped in 6 mil polyethylene encasement extending 6" beyond connection in accordance with AWWA C105.

Thrust restraints shall be 2500 psi concrete poured in place against undisturbed soil.

5. **VALVES:** All valves shall be furnished with a valve box and shall be furnished with a concrete collar in accordance with Paragraph 6.

Valves for use with ductile iron pipe shall have mechanical joint end connections unless otherwise shown. Valves used with PVC pipe shall be equipped with end connections and transition gaskets especially made for this type of pipe.

Gate valves shall be iron body, brass mounted, epoxy coated interior and exterior, and be of the resilient seat type. Gate valves shall have a non-rising stem, "O ring" stem seal, a square operating nut (2") and shall open by turning counterclockwise. Gate valves thru 12" diameter shall be manufactured in accordance with AWWA C509. Gate valves 12" and smaller shall be suitable for a working pressure of 200 psig and shall be tested to 400 psig.

Gate valves larger than 12" diameter shall conform to AWWA C500 and C504. Gate valves larger than 12" shall be suitable for a working pressure of 150 psig and shall be tested to 300 psig.

Butterfly valves shall be manufactured and tested in accordance with AWWA C504, Class 150 B. Butterfly valves shall be provided with operators suitable for underground service that meet all AWWA standards.

Valves 2" and smaller shall be "Ball Valve" type made by Ford.

Tapping valves and sleeves may be of the mechanical joint or hub end type, Mueller H-615 and H-667, or approved equal. Tapping valves shall be non-rising stem. Working pressure for 2"-12" valves shall be 200 psi with 400 psi test pressure. For valves greater than 12", the working pressure shall be 150 psi with test pressure of 300

psi. Valves and sleeves shall be cast tapping SCV's and valves shall be air tested for duration of 5 minute and 50 PSI.

Valves shall be manufactured by , M & H, Mueller, or approved equal.

Air Release Valves (ARV) shall be 1" ball type valves to be field located at high points in the water main. The valve shall operate through a compound lever system and shall have a 5/64" orifice with valve sealing faces of an adjustable BUNA-N rubber valve and stainless steel or PVC and shall operate at 150 psig. The valve shall be 1" NPT screwed of ANSI Class (125,250) flanged inlet connection and shall be cast iron body, top and inlet flange (where required), stainless steel float and trim. Valves which use a needle valve to seal the orifice will not be acceptable. The valve shall be CRISPIN Model AR10, Pressure Air Valve, Type N (PVC seat and BUNA-N rubber valve) or approved equal.

6. **VALVE BOXES:** Valve boxes shall be made of cast iron and be of the two piece adjustable heavy roadway type. They shall have an inside diameter not less than 5 1/4" and be of the screwed type. They shall be provided with a cast iron cover on which the word "WATER" is embossed and shall be suitable for installation on mains laid at the depths specified.

Valve boxes shall be set vertically over the valve and centered about the operating nut. The cover shall be flush with the street or ground surface. Backfill shall be carefully tamped around the box to prevent it from being moved out of position. The bottom flared edge of the box shall not rest directly on the valves or pipe. A concrete block shall be installed under the box.

After the valve box has been set correctly, a square or round concrete collar shall be poured around the top of the valve box. The concrete shall be neatly formed to 18" square or diameter, poured 4" thick with the surface finished 1-2 inches above the surrounding ground surfaces. The concrete shall be Class C 2500 pound mix.

7. **FIRE HYDRANTS:** Hydrants shall be manufactured in accordance with AWWA C502. The main valve shall open against the water pressure and all operating threads shall be isolated from the water. Hydrants shall be M & H Style 129, Mueller Centurion, or approved equal.

Hydrants shall have a main valve opening of not less than 5 1/4", two 2 1/2" hose connections and one 4 1/2" pumper connection. Hydrants shall be provided with a permanent lubricating device and "O-ring" packing seals. Hydrants shall open by turning counterclockwise. Operating nuts shall be of the National Standard pentagon type, 1 1/2" point to flat. Hydrants shall be provided with a 6" mechanical joint shoe and shall be equipped with a retainer gland follower.

Hydrants shall be sized to connect with pipelines laid with a minimum cover of 36". In cases where the standard length of hydrant is not sufficient to leave a distance of at least 18" between the ground surface and the bottom of the lowest connection, an extension shall be provided and installed.

Hydrants shall be set perfectly plumb on the precast slab, using a spirit level on two sides of the barrel. The gravel shall be placed around the base to permit drainage from the waste opening.

The hydrant lead shall be made with ductile iron pipe extending from a mechanical joint anchor tee with an isolation valve attached to the anchor tee.

Hydrants shall be factory painted.

8. **BLOW-OFF HYDRANTS:** Blow-off Hydrants shall be Dry Barrel Type Hydrants. The Main valve shall be open against water pressure and all operating threads shall be isolated from the water. Post Type Hydrants shall be M&H Style 33 or an approved equal and Flush Type Hydrants shall be Eclipse #85 or an approved equal.

Blow-off Hydrants shall have a main valve opening of not less than 2 1/4", with one 2 1/2" hose connection. Hydrants shall be provided with a permanent lubricating device and "O-ring" packing seals. Hydrants shall open by turning counterclockwise. Operating nuts shall be of the National Standard pentagon type, 1 1/2" point to flat. Hydrants shall be provided with a 3" mechanical joint shoe and shall be equipped with a retainer gland follower.

Blow-off Hydrants shall be sized to connect with pipelines laid with a minimum cover of 36". In cases where the standard length of Post Type Hydrant is not sufficient to leave a distance of at least 16" between the ground surface and the bottom of the lowest connection, an extension shall be provided and installed. Flush Type Hydrants shall be furnished with a high strength cast iron box and cover. The location of the Flush Type Hydrants shall be marked with a water valve marker.

Mechanical joint shoe on flush type hydrants shall be connected to one section of ductile iron pipe regardless of the type of pipe used in construction of the main to which the hydrant is connected. The hydrant lead shall be made with ductile iron pipe extending from a mechanical joint anchor tee with an isolation valve attached to the anchor tee.

Hydrants shall be perfectly plumb on the precast slab, using a spirit level on two sides of the barrel. Gravel shall be placed around the base to permit drainage from the waste opening.

9. **SERVICE CONNECTIONS:** Corporation stops shall be 3/4" size minimum, manufactured by Ford (F-1000) and shall comply with AWWA C800-66, Ford, Mueller, or approved equal. Corporation stops shall be compatible with type of service pipe specified.

Curb stops shall be 3/4" size minimum and shall comply with AWWA C800, Ford B-43-232W complete with lock out wing, or other approved equal. A full 3/4" opening curb stop shall be provided.

Saddles shall be used when connecting to PVC mains, and shall be Ford Bronze, especially designed for use on PVC pipe and provided with a corporation cock thread.

Meters shall conform to AWWA C700-90, shall be a first line meter and shall have a hermetically sealed and magnetically driven register. All meters shall be manufactured and assembled in the United States, shall be provided with all bronze case, and shall be of the positive displacement type. Each meter shall be provided with a leak detector separate from the sweep hand, and shall be calibrated in gallons.

Meters shall be Neptune, both with ALL BRONZE cases.

Backflow preventors shall be 3/4" Ford Model HHS-31-323, Watts No. 7 dual check valve, rated for 150 psig, or other approved equal, as required by the latest ADEM regulations.

Meter boxes shall be approximately 12" x 17" x 12" deep, rectangular in shape, complete with plastic top and hinged metal reading lid. The plastic shall be of the fiber reinforced polyolefin type. The box and cover shall be Carson Brooks, or approved equal. Boxes shall be set so that the top 2-3" are exposed above ground.

Water meters shall be located as specified by the Water System, normally on the ROW line.

When the service pipe is connected to ductile iron pipe 3" and larger, the connection at the main shall consist of a 3/4" tap in the main and a corporation cock

Where taps larger than 1" diameter are to be installed on ductile iron pipe, a split tapping sleeve or tapping saddle shall be provided and a disc shall be cut from the pipe wall by a special tapping machine.

Copper service tubing may be connected directly to the corporation cock.

The tap or drilled hole in the main shall be made at an angle of not more than 30 degrees to the horizontal in order to keep service pipe adjacent to the main at the required depth.

The curb stop shall be installed inside the meter box immediately adjacent to the inlet side of the meter.

Where service taps are installed on ductile iron pipe, the brass corporation stop and not less than three feet of connected copper service tubing shall be wrapped with two wraps of Tapecoat dielectric insulating tape to prevent corrosion.

When the furnishing of a meter larger than 1" is called for, it shall include a cutoff valve with handwheel of the same size as the meter inlet, and a meter box, Carson Brooks, or equal. The box shall be 15" by 20" and equipped with a rectangular hinged reading lid set in the cover.

All services shall be marked by driving a stake or PVC pipe into ground at least 12" with 24" above ground and painted blue.

10. **SERVICE PIPE:** Service Pipe shall be copper or HDPE.

Copper tubing shall conform to Federal Specifications WW-T-799, Type K. Service pipe shall be minimum 3/4" in diameter.

Plastic service pipe in 3/4" through 2" shall be high density (HDPE) polyethylene SDR 9 Copper Tubing Size suitable for maximum 200 psig working pressure, Drisco pipe or approved equal. HDPE tubing shall comply with all applicable requirements of ASTM standards D-1248, D-2239, D-2737, D-3350, AWWA C-901, and shall be extruded from compounds of the Type III Grade PE 34, Class C, PE 3408 very high molecular weight polyethylene plastic material as specified in ASTM D-1248, cell classification 355434C as per ASTM D-3350, and marked in accordance with ASTM D-2737, and shall also be sealed by NSF. Inserts shall be used at all fittings.

Service pipe shall be laid with a cover not less than 24", and the requirements for trenching and backfilling shall be the same as specified for mains. Where the service pipe crosses a paved street or sidewalk it shall be laid by means of pushing or boring. The cutting of pavements or sidewalks will not be permitted. The requirement for a cover of 24" over the pipe shall be maintained under side ditches and at the high point of the curve in the pipe where it connects to the main. On Highway rights-of-way the minimum cover shall be as specified by the Highway Department but in no case less than 30".

11. **VALVE MARKERS:** The location of pipe and valves shall be marked with concrete or fiberglass markers. Concrete markers shall be (5"x5"x5") with a 1 1/2" aluminum disc in the top for marking distance from the marker to the valve. Fiberglass markers shall be Carsonite, H & W Industries, or other approved equal. The marker posts shall be six feet long set to stand approximately 40" above ground. The markers shall be inscribed "WATER VALVE" or "WATER LINE CROSSING" as appropriate. Markers shall be installed for all type valves including isolation valves, air release valves, electric control valves, etc. Markers shall also be set at all locations where pipeline crosses streets and highways.
12. **PERMITS AND BONDS:** In the event of the Department of Transportation requires a bond or certified check to guarantee the replacement of highway paving the Developer shall furnish this security at his own expense.
13. **INSTALLING PIPE:** All pipe shall be laid in accordance with procedures outlined by the Ductile Iron Pipe Research Association or Uni-Bell PVC Pipe Association. A copy of these procedures shall be kept by the Contractor on the job site at all times that pipe laying operations are occurring.

Before the pipe is lowered into place, the bottom of the trench shall be uniformly graded so that the pipe will have a bearing on earth for its full length. Where the excavation is in rock or other hard material, sufficient loose earth (6" above and below and 18" on each side) shall be shoveled into the trench to form a bed for the pipe. Each section of pipe shall be carefully examined for defects and the inside cleaned with a swab to remove all dirt and mud before it is installed.

At each joint shall be excavated a hole sufficient large to receive the bell or coupling so that the pipe barrel will rest uniformly in its bed of loose earth. Where pipe equipped with joints of the push on type utilizing a rubber ring is used, the bell shall be wiped clean before the ring is fitted in position, following which the spigot shall be coated with a thin film of lubricant, if so required by the manufacturer, and then pushed home.

On iron pipe equipped with mechanical type joints, before the section of pipe is pushed home the bell into which it fits shall be wiped clean, the end of the pipe being placed shall be wiped with a soapy water solution and the cast iron gland and rubber ring slipped on. After the section of pipe is in its final position, the rubber ring and gland shall be slid up to the joint, bolts inserted and the nuts tightened uniformly so that the bolts, particularly on the under side, shall be provided.

Where pipe laying is suspended at the lunch hour, at night, during inclement weather or at any other time, the open end of the pipeline shall be provided with a plug in order to prevent the entrance of dirt, mud and animals.

All fittings installed in the mains and the ends of all dead end lines shall be restrained by pouring a concrete block at the point where it will resist the pressure. Thrust blocks will be sized in accordance with the Uni-Bell Handbook of PVC Pipe: Design & Construction, or Thrust Restraint Design for DUCTILE IRON PIPE published by Ductile Iron Pipe Research Association.

Water lines must be installed no closer than 24" from any other utility (except where utilities cross).

14. **INSTALLING APPURTENANCES:** Valves, fittings, hydrants and other appurtenances shall be placed in the locations shown on the plans or in the manner designated by the Authority. All valves and hydrants shall be carefully examined to see that the working parts are in good order and that no grit or dirt is present in the valve seats before they are placed in position.

Over each valve less than 16" in size shall be placed a valve box, and over valves 16" and larger shall be provided a valve box both for the main valve and the bypass valve. Valve boxes shall be set concentrically around the valve operating nut and the top of the box shall be 1-2 inches above finished ground surface or paved surface.

15. **PRESSURE TESTING:** After the mains and appurtenances have been installed, they shall be subjected to a hydrostatic pressure test. The pressure shall be applied by a motor driven test pump and an accurate recording pressure gauge shall be provided at a suitable point on the main. The test shall be conducted at 150% of the working pressure or the rated pressure of the pipe, whichever is greater. The test pressure shall be applied for not less than three hours on uncovered pipe and for not less than eight hours on covered pipe. The test pressure must be maintained at a constant pressure and continuously recorded by a chart recorder.

The allowable leakage for water mains shall be measured in gallons per hour per one thousand feet of pipe. Allowable leakage shall not exceed the following formula:

$$L = \frac{SD\sqrt{P}}{133,200} \quad \text{when} \quad \begin{array}{l} L = \text{Allowable Leakage, GPH} \\ S = \text{Length of Pipeline Section, LF} \\ D = \text{Diameter of Pipe (Nominal), Inches} \\ P = \text{Average Test Pressure, psig} \end{array}$$

The allowable leakage rates per 1000 linear feet of typical pipe sizes shall not exceed the following values:

| <u>PIPE SIZE</u>             | <u>TEST PRESSURE</u> | <u>MAX. LEAK RATE/1000'</u> |
|------------------------------|----------------------|-----------------------------|
| <b><u>CLASS 250 PIPE</u></b> |                      |                             |
| 8"                           | 250 PSIG             | 0.95 GPH                    |
| 6"                           | 250 PSIG             | 0.71 GPH                    |
| 3"                           | 250 PSIG             | 0.35 GPH                    |
| <b><u>CLASS 200 PIPE</u></b> |                      |                             |
| 8"                           | 200 PSIG             | 0.85 GPH                    |
| 6"                           | 200 PSIG             | 0.64 GPH                    |
| 3"                           | 200 PSIG             | 0.31 GPH                    |

The Developer shall be responsible for maintaining accurate records of each pressure test. The date, time, length of line tested, a recording of the test pressure, the times and amounts of make up water required, and a comparison of actual leakage versus allowable shall be compiled in a neat and organized format, certified by the Engineer for the Developer, and delivered to the Water System in triplicate. All pressure testing must be witnessed by the Engineer or the Water System and recorded by a continuous automatic chart recorder.

All breaks, leaks or defects in the main and appurtenances, dripping valve glands and hydrant gaskets shall be repaired, following which the test pressure shall be again applied.

16. **DISINFECTION:** After the pipelines, valves, fittings and appurtenances have been installed and tested, they shall be disinfected in accordance with the method set forth in the latest edition of AWWA C651, and all applicable ADEM regulations.

Water samples shall be taken by the Water System. All bacterial testing shall be done at an ADEM approved laboratory.

17. **BACKFILLING AND CLEANUP:** After the pipe has been installed and tested, the trench shall be immediately backfilled. However, the Developer may backfill the trenches prior to testing if he so desires but in this case he will comply with the requirements for testing the mains as specified elsewhere.

In places where the trench has been excavated along the side of a paved street not provided with curb and gutter or where construction operations or the weather have spread the excavated material over the surfaces of unpaved streets, the Developer shall employ a heavy duty motor grader to clean out the side ditches, shape the shoulders and restore the smoothness of the street surface to as good a condition as existed before the work was started. In the event that excavations on the shoulders of streets indicate that washouts or collapse of the shoulder are liable to occur, the backfill shall be carefully tamped and any earth washed out prior to the date of final acceptance shall be replaced.

Before final acceptance of the work all surfaces shall be returned to as good condition as before the work started.

All excavated material shall be cleared from adjacent street surfaces, gutters, sidewalks, parkways, railroads, grass plots, etc., using hand labor where necessary to achieve a satisfactory result, and the whole left in a tidy and acceptable condition.

The Developer shall at all times keep the backfilled trenches, particularly those across streets and driveways, filled to grade, and shall make a daily inspection to see that those needing additional fill are attended to. He shall maintain them in a good and safe condition and will be held responsible for any connection up to the date of final acceptance of the work by the Water System.

## ATTACHMENT B

### GENERAL RULES

- A. The purpose of the utility is to provide a safe supply of water to the customers within its service area. The supplying and taking of water shall be in conformance with these rules and regulations, and applicable rate schedules of the utility.
- B. Each customer of the utility shall be eligible to receive service from the utility only after a Water User's Agreement has been executed between the customer and the utility. If a customer requires service at more than one point of use, a separate Water User's Agreement shall be executed for each additional point of use.
- C. The Utility agrees to provide service to the point of delivery, and install and maintain at its expense, one metered service connection for each customer point of use, based on a valid Water User's agreement.
- D. The customer will install and maintain at his own expense, service lines from the point of delivery to the point of use, a Utility approved dual check valve (backflow preventer), pressure regulator, where required, and hand valve. **Both must be located within the meter box or in a separate box located within two feet of the existing meter box.** The customer will make repairs on a timely basis as necessary. The customer will also insure that meter locations are accessible to the meter readers at all times by keeping brush, fences, automobiles and any other materials away from meter sites.
- E. A metered service connection is for the sole use of the applicant or customer. Customers shall not permit the extension of pipes for the purpose of transferring water from one property to another, from one point of use to another, nor share, resell, or sub-meter water to any other person or entity.
- F. At no time shall any customer or individual connect a non-system water source to any service line or water line that is also connected to the system. Any connection made to the system without a meter or backflow preventer will automatically carry a penalty of \$250.00 to be paid to WCWS before a meter will be set. Violations of this policy shall constitute cause for immediate disconnection of service.
- G. **In case of a change in occupancy, no less than three days notice must be given in person or in writing, at the Water System office to discontinue service or to change occupancy. The outgoing customer shall be responsible for all water consumed up to the time of termination or transfer of service.**
- H. Customers agree to pay the established fees for water service in accordance with applicable rate schedules at the time service is provided by the Utility.

- I. Representatives of the Utility shall have the right at all reasonable hours to enter the customer's property in order to: read water 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 either the customer or the Utility.
- J. The Utility 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 customers who may be affected by such interruptions, but the utility will not accept responsibility for losses which might occur due to such necessary interruptions, nor does the Utility accept responsibility for losses due to interruptions of service caused by storms, floods, or other causes beyond its control. Due to main breaks, fire department use of hydrants, and operating of pumps, WCWS will not accept responsibility for clothes damaged during washing due to discoloration of water when service is restored.
- K. The customer, members of his household, and employees shall use water furnished by the Water System for consumption only. Water shall not be used for irrigation, fire protection, or other purposes, except when water is available in sufficient quantity without interfering with the regular domestic consumption in the area served. Disregarding for this rule shall be sufficient cause for refusal or discontinuance of service.
- L. The WCWS reserves the right to discontinue its service without notice for the following additional reasons:
1. Consumers willful disregard of the Water System's rules
  2. Emergency repairs
  3. Insufficient water supply due to circumstances beyond the Water System's control
  4. Legal processes
  5. Direction of Public Authorities
  6. Strike, riot, fire, floods, accident or any unavoidable cause.
  7. Non- payment
- M. The Water System may, in addition to prosecution by law, permanently refuse service to any customer who tampers with a meter or measuring device. If the meter has been turned off or locked off for non-payment the 1<sup>st</sup> offense will be \$250.00 and the 2<sup>nd</sup> offense, **the customer will be prosecuted.**

## **OBTAINING WATER SERVICE**

1. The applicant shall apply for service in person at the office of the WCWS office. The normal fee for residential service for a 3/4" by 5/8" service shall be \$ 350.00 (no road bore), \$450.00 (with 30ft road bore and \$25.00 per foot after 30ft) for the connection fee and meter. Any individual who has previously subscribed for service with WCWS and left owing an unpaid balance will be required to pay a \$50.00 reconnection fee and clear up any balance on the delinquent bill.

## **CUSTOMER BILLING**

1. Customers will be billed monthly in accordance with the rate structure of the Utility.
2. Bills for water will be computed in accordance with the Water System's rate schedule and will be based on the amount consumed for the period covered by the meter readings.
3. Readings from different meters will not be combined for billing.

## **PAYMENT TERMS**

1. All bills are due and payable on the **First of the Month**. However, we do allow until the 15th day grace period before we apply a late penalty to your bill. The bill must be paid in our office by 4:30 PM CST on the 15<sup>th</sup> day after due date to avoid a penalty.
2. A penalty will be charged on the 16<sup>th</sup> day after the due date printed on the bill. **POSTMARKS ON MAILED PAYMENTS WILL NOT BE CONSIDERED!!!**

## **TERMINATION OF WATER SERVICE**

1. Bills are delinquent after the 5<sup>th</sup> of the following month. Any bill that is not paid in full by 4:30 PM CST on the **5<sup>th</sup> day of the following month is subject to be cut off at any time.**
2. Any service that is disconnected for non-pay will incur a \$50.00 reconnect fee.
3. **Failure to receive bills shall not prevent such bills from becoming delinquent nor relieve the customer from payment.**

4. Customers may avoid termination of service by (1) receiving a hardship deferment and signing a deferred (time) pay plan specifying payment terms before the scheduled shut-off date.
5. Customers may appeal a notice of termination of water service. The Office Manager is designated as the Utility representative for hearing customer appeals of termination of water service. The representative is authorized to correct errors of the Utility and adjusts the amount due the Utility, receive payment to satisfy the amount in arrears, and negotiate deferred payment plans.
6. A written hearing record (of the customer appeal) will be prepared and maintained on file by the utility representative.
7. The Board will hear appeals at regularly scheduled Board meetings only after the customer has followed the above administrative procedure. Service will be shut-off as scheduled regardless of a customer's intent to appeal to the Board.

#### **DEFERRED PAYMENT PLAN FOR HARDSHIP CASES**

1. A customer may apply for deferred payment before the shut-off date by claiming a hardship at the Utility office and filing it with the office manager. If the hardship qualifies, the customer will sign a deferred payment plan.
2. Hardships eligible for time payments plans include: medical emergency and excessive bill (such as resulting from large leaks).
3. The maximum length of a deferred payment plan shall be 90 days unless the approved plan specifies otherwise.
4. Deferred payment amounts shall be in addition to regular service bill amount.

#### **METERS**

1. Meters will be owned, installed, inspected, tested and kept in proper operating condition by the Utility without cost to the customer. Meter tests will be made according to methods of the American Water Works Association by the Utility as often as deemed necessary.
2. Service meters whose errors do not exceed 2% fast or slow shall be considered as being within the allowable limits of accuracy for billing purposes.

3. Meters shall be set in an accessible location on the outside of buildings, fences, driveways, etc. Meters shall be placed in a meter box, and installed within three feet on or off the applicant's property line, at the Water System's discretion.
4. Meter tests requested by customers will be performed without cost to the customer if the meter is found to be in excess of 2% fast. Otherwise, the customer who requested the test will be charged \$30.00 for the cost of making the test. If a meter is found to over-register, a maximum of three prior months adjustment may be made to a customer's bill.
5. The customer shall be responsible for any damage caused by other than normal wear and tear to the meter and box installed for his/her service.

#### **APPLICANTS HAVING EXCESSIVE NEEDS**

1. In the event an applicant's water requirements are found to exceed the Utility's ability to supply it from the existing plant without adversely affecting service to other customers to an unreasonable extent, the Utility will not be obligated to render such service unless and until self-liquidating financing is arranged to cover necessary investment in expanding the water treatment plant.

#### **WATER MAIN EXTENSIONS AND AREAS WHERE EXISTING WATER MAIN DOESN'T RUN PARALLEL TO PROPERTY TO BE SERVED**

1. The Water System will run a service line from its distribution line to the property line where the distribution line exists, or is to be constructed and runs immediately adjacent and parallel to the property to be served.
2. The Water System may make connections to service other properties not adjacent to its lines upon payment of reasonable costs (as set forth by the Board of Directors) for the extensions of its distribution lines as may be required to render such service.
3. All service taps require a tap fee. The only exception from this requirement would be water main replacement due to inability to meet ADEM requirements for minimum allowable pressures, or replacement due to excessive breaks and leaks due to age of the water main.

### **AVAILABILITY OF RECORDS FOR PUBLIC INSPECTION**

1. Utility records, including minutes of meetings and financial records, are available for inspection by the public Monday-Friday between the hours of 10:00 AM and 3:00 PM with a prior working day notice for scheduling and preparation.
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### **NOTICE OF MEETINGS OF THE BOARD**

1. The Board meets in regular session on a monthly basis. Notices of meetings are posted at the Utility office at least 48 hours prior to the meeting.
2. Anyone wishing to appear before the Board must have their name and nature of their request placed on the agenda at least 2 working days prior to the meeting.

### **CHANGES**

1. These policies are subject to change as required and voted on by the Board. The Board shall establish rates and fees for service as necessary to operate and maintain the Utility.