



Winston-Dillard Water District

PO Box 460, Winston, OR 97496

Office 541/679-8467 ~ Fax 541/679-4875 ~ wdwd@cmspan.net

RULES AND REGULATIONS

1. DEFINITIONS

- ~ **DISTRICT:** Shall mean WINSTON-DILLARD WATER DISTRICT.
- ~ **BOARD:** Shall mean BOARD OF COMMISSIONERS of the WINSTON-DILLARD WATER DISTRICT.
- ~ **CUSTOMER:** Shall mean premises occupied by one family living unit or one business.
- ~ **METER:** Device for measuring the flow of water to a particular water service.
- ~ **SYSTEM:** All or any part of the water system owned and operated by the District.
- ~ **CUSTOMER LINE:** The pipe, valves and fittings leading from the water meter into the premises served.
- ~ **MAIN OR WATER MAIN:** The pipe in the street, alley or right of way owned and maintained by the District for the purpose of distributing water to customers and serving fire hydrants.

2. OWNERSHIP OF SYSTEM

Winston-Dillard Water District was established in 1948. The water system is owned by the District and the people residing therein. The purpose of the District is to supply water for domestic use within the boundaries of the District. Winston-Dillard Water District is governed by an elected five member Board from within the Water District boundaries.

3. JURISDICTION AND OPERATION

The entire system, including all mains, services lines, meters, reservoirs and all facilities and apparatus, shall be operated only by regularly authorized personnel of the District. No person shall connect to any main or service of the system or interfere with the operation of any of the facilities whatsoever, or turn on any meter or service, or operate any mainline valves unless written permission is given. Members of regularly constituted fire departments shall be permitted to connect to and use fire hydrants for the

express purpose of fighting fires within district boundaries. For testing and servicing fire hydrants the Water District must be notified in advance.

Winston-Dillard Fire District owns and is responsible for all lines, valves and hydrants from the Water District mainline.

4. RESPONSIBILITY AND LIABILITY OF THE DISTRICT

The District shall maintain and repair its mains, service pipes, meters, structures, facilities and all apparatuses so as to keep them in repair and operative condition at all times, in so far as it is practical and reasonable.

The District shall not be liable for damages or otherwise be responsible for interruptions, discontinuance of water service, or variations in pressure. The Board shall have the right in cases of inadequate supply or shortages of water to determine how water from the system may be used and to establish regulations limiting water use, to give preference to those uses determined to be needed for public convenience and necessity.

The District from time to time must interrupt services for repairing mains, making extensions, repairing valves, control devices, etc., and for cleaning, maintaining and reconditioning reservoirs and storage tanks. The District shall not be responsible for any damages caused by such interruptions of service or fluctuations in pressure, but shall, whenever feasible to do so, give customers advance notice whenever it is known that service is to be interrupted for any appreciable length of time.

5. USE OF WATER

The district shall furnish water for ordinary domestic, household, business and community use and for such sprinkling, irrigation, commercial and fire fighting purposes as the system may reasonably supply and as may be approved by the Board.

6. FURNISHING WATER

The District shall not be obligated to furnish and install at its expense system facilities for all property within the District. The District shall, however, provide an adequate source of supply, necessary primary feeder mains, storage facilities and other improvements necessary to make water service generally available to all areas within the District. Extensions to furnish water to areas at present undeveloped and not now obtaining water from the system shall be made by the contractor or owner at their expense and in accordance with District requirements and specifications. In some instances contractor or owner would be required, at their expense, to enlarge existing mainline due to added construction demands. New extensions once installed and approved by the District, will then become the property of the District and be maintained by the District.

District shall determine the size of mains required, and in general, they shall not be less than 6" in diameter.

7. **WATER SERVICE**

Application for water services shall be made in writing by the owner or renter (customer) of the premises to be served. All applications shall include signature of applicant, location of premises where services is requested, address to which all bills shall be sent, current photo ID and such additional data as the District may require. No service will be rendered until application has been approved, and the required payments made.

New service and change of conditions ruling are to be at the District Managers discretion.

8. **METER INSTALLATION**

Charges made for the installation of water services shall be paid in full before installation. Charges will include System Development charges (SDC's).

Each dwelling or multiple dwelling shall be provided with its own water service connection and meter. No person shall sell or furnish water to either building or premises without written approval of the District, then, only under specific terms of the authorization. Service will be discontinued if user is found in violation. Service shall normally be furnished by means of one meter per building, if more than one is necessary, each dwelling shall be billed separately. Meter location will be determined by the District. Meters shall normally be set within dedicated streets, roads, alleys, easements and right of way at the property line, and the service pipe from the main to the meter, as well as the meter and meter box, shall be the property of the District. If at all possible, meters shall not be installed in driveway areas or other areas subject to traffic loads. Unless otherwise requested and paid for, service connections shall be 3/4" and meters shall be first quality 5/8" X 3/4" meters, together with such corporation stop, fittings connections, yoke or setter, meter box, shut off, etc. as the District shall require. Should a water user desire to have a larger meter installed, he shall apply for such and pay the current charge including SDC's.

Should a water user desire to have the location of their meter changed on the property it currently serves, they shall pay all costs of labor and materials necessary to make such change upon Districts Managers approval.

9. **SERVICE OUTSIDE DISTRICT**

The minimum rate schedule for the outside District services shall be double the rate charged to residents within the District. Such existing services are allowed although no new services are permitted outside the District. Annexation request must be viewed and approved by the Board.

10. TEMPORARY SERVICES

Temporary services are generally not allowed. Should special circumstances arise, application shall be made to the District Board for approval and to establish required fees.

11. BULK WATER USE

Bulk water permits are issued if District has sufficient surplus water over and above its requirements within the District. Permits shall be purchased and prepaid in the District office. Metered water will be drawn at the designated bulk station where a proper cross connection device is furnished by the District. Rates are charged at the current bulk rate. Rates for outside District use are double.

12. DISCONTINUANCE OF WATER SERVICE

Customers vacating a premise where water service is provided shall notify the District in person. In the event the customer is not able to come in to sign a disconnect form, office personnel shall verify the identity of the customer or situation by proof available. The District will read and turn off the meter. A final bill will be rendered promptly. Such bill shall be payable at once. Bills for a portion of a month shall be prorated upon the actual days of use. The required deposit fee amount is refundable when the account is terminated and the final account balance is deducted. The deposit fee does not accrue interest.

13. METER READING AND BILLING

Meters shall be read monthly or as determined by the Board and bills rendered based on consumption, to the nearest 100 gals, along with a base rate fee per dwelling.

14. MULTIPLE UNIT RATES

In the event one meter furnishes water to more than one unit or dwelling (example: apartments, duplexes, offices, mobile home parks, etc.) the minimum billing will be based on the number of units times the current minimum rate and minimum gallons. There is no vacancy rate in the event all units are not occupied.

Change in the number of units charged must be verified and meet District criteria such as; physical disconnection or elimination of the extra dwelling(s).

15. PAYMENTS FOR SERVICE

All charges for water service shall be due and payable upon receipt of bill which is issued the first of every month. Accounts not paid by the 25th will be charged a late fee on the 26th. Water service will be terminated for non-payment if an account remains past due and arrangements are not made

or met by the next billing cycle. If service is terminated for non-payment, full payment of the account, including all fees must be paid prior to resumption of water service. No person other than employee of the district shall turn on or off water service. Law enforcement will be contacted if necessary.

16. TURNING ON WATER SERVICE AND METERS

No person other than an employee or representative of the District shall turn on or off any of the services or meters. Customers desiring discontinuance of service, a new service, or restoration of service shall make arrangements with the District.

17. INSTALLATION, MAINTENANCE AND REPAIR OF CUSTOMERS LINES.

Customers shall install, maintain and repair all piping and devices between meters and premises served. Exceptions are noted when meter has been installed on private land. Customer is then liable for all repairs and maintenance to private line from meter to main line.

District requires all customer lines to have a pressure regulator valve.

All leakage occurring beyond meter installations shall be at the expense of customer, and they shall be responsible for the proper maintenance and repair of line, valves, pressure regulators, plumbing fixtures, cross connection devices, etc. located within the premises.

18. WATER DAMAGES OR INJURIES WITHIN PROPERTY

The District shall not be liable for any damage or injury for leakage or the running of water on the premises from pipe lines, plumbing fixtures, open faucets, valves fixtures, devices, appurtenances, and hose beyond meters set at property lines. When a driveway is disrupted by water line installation or repair the District will replace it to the previous condition.

The District shall not be responsible for damages or difficulties experienced by variations in pressure within the system.

19. MAINTENANCE, REPAIR AND TESTING OF METERS

Normal maintenance and repair of meters shall be carried out by the District at its expense. If a customer requests that their meter be pulled for testing, test will be made, but should the meter be found accurate within 4% of true delivery, the customer shall pay cost thereof. If meter is found to over register in excess 4%, testing and repair shall be at the cost of the District. Charges made for meter testing shall be paid in advance, and the amount shall be the deposit required for testing. The deposit shall be refunded if the meter is found over register in excess of 4% of true flow.

20. BACKFLOW DEVICES, CROSS CONNECTION OR PHYSICAL CONNECTIONS WITH OTHER WATER SUPPLIES OR SYSTEMS.

Cross connection or physical connections of any other water supply or hazardous materials and conditions, whether private or public, without written approval and consent of the Water District Board and the written approval of the Oregon State Health Division are prohibited. Included in this category are all pipes, lines, apparatuses, pumps, tanks, storage reservoirs, facilities, equipment, appliances, etc., of other systems whether located within or on public or private property, or the premises of a water user.

The District's authorized representative inspector shall have the right without being deemed guilty of trespass or an unlawful act to check the premises of customer for physical connection with other water supplies and general conditions of the waterlines and services facilities, at any reasonable time.

All plumbing within buildings served by the District shall be so installed and all plumbing fixtures so constructed as to prevent pollution of water supply by back siphonage or cross connection at the owner or users expense. Water service shall be disconnected and not restored until such defects and hazards have been eliminated.

Annual inspection of backflow devices by an Oregon State Certified Tester will be required at the owners' expense. Additional information and rules are included in Winston-Dillard Water District cross connection Rules and Regulations

Dated this 20th day of February 1990
Revised March 20, 2007

Ken Harrison (signature on file)

President

Gary Vess (signature on file)

Secretary

Sheryl Smith (signature on file)

Treasurer