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XENIA RURAL WATER DISTRICT POLICY
Additional Service

All past due balances must be paid in full before any new or additional service will be made available from the District.

Dan Lovett, Chairman XRWD

Harold Jensen, Secretary XRWD

XENIA RURAL WATER DISTRICT POLICY
Audience Participation at Board Meetings

I. Any visitor who desires to be heard by the Xenia Rural Water District Board of Directors may do so by either of the following methods:

a) Request to be added to the meeting agenda at least 48 hours prior to either a regular or special meeting. Board action may or may not be taken.

b) Utilize a ten-minute “Open Forum” meeting segment at which time the Board Members will listen but will not discuss or take action on the matter presented. Action may or may not be considered at a future Board Meeting.

II. The Board may, at its discretion, ask visitors their opinion.

III. Visitors in violation of this policy may be asked to leave the meeting.

Dan Lovett, Chairman XRWD

Harold Jensen, Secretary XRWD

XENIA RURAL WATER DISTRICT POLICY
Cancellation

I. Cancellation

Any refusal by a member, for any reason, to allow installation of water distribution lines, service lines, meter pits, and all appurtenances on the property described in the Water User's Agreement, during the time of construction of the Xenia Rural Water District's distribution system, shall be considered a forfeiture of membership, connection fee and Water User's Agreement.

II. Attachment of property lien/property tax lien

The Board of Directors has the right to place a property lien or property tax lien on a participating member's property due to outstanding balances. The decision to file a lien will be determined on an individual basis by Xenia Management.

Dan Lovett, Chairman XRWD

Harold Jensen, Secretary XRWD

XENIA RURAL WATER DISTRICT POLICY
Cross-Connection Control

Above all, it is in the public interest to protect the quality of water to the consumers of Xenia Rural Water District, hereinafter referred to as (the District), and,

Subsequently, this public water supply system is operated by the District in compliance with the policies and regulations of the state of Iowa, and,

As a consequence, restrictions are necessary to prevent contamination of the water provided to the consumers from cross-connections with public water supply system; and,

Given these points, be it ordained by the Governing Body of Xenia Rural Water District that the following policy be adopted:

THE GOVERNING BODY OF THE XENIA RURAL WATER DISTRICT HEREBY ESTABLISHED THE FOLLOWING:

Section I. Definitions

The following definitions shall apply in the interpretation and enforcement of this policy:

1. *Air Gap separation* means the unobstructed distance through the free atmosphere between the lowest opening from any pipe or faucet supplying water to a tank, plumbing fixture, or other device and the overflow level rim of the receptacle and shall be at least double the diameter of the supply pipe measured vertically above the flood level rim of the vessel but in no case less than one inch.
2. *Approved tester* means a person qualified to make inspections; to test and repair backflow prevention/cross-connection control devices; and who is approved by the District.
3. *Authorized representative* means any person designated by the District to administer this cross-connection control policy.
4. *Auxiliary water supply* means any water source or system, other than the District, that may be available in the building or premises. This may not include other permitted public water supply systems.
5. *Backflow* means the flow other than the intended direction of flow of any foreign liquids, gases, used water, or substances into the distribution system of a public water supply.
6. *Backflow prevention device* means any device, method, or type of construction intended to prevent backflow into the public water supply system.
7. *Consumer* means any individual, firm, partnership, corporation or agency, or their authorized agent receiving water from the District.

8. *Contamination* means an introduction of any sewage, process fluids, chemicals, wastes, or any other substance that would be objectionable. Contamination may be a threat to life or health or may cause an aesthetic deterioration, color, taste or odor.

9. *Cross-connection* means any physical connection or arrangement between two (2) otherwise separate piping systems; one of which contains potable water of the public water supply system, and the second, water of unknown or questionable safety, or stream, gases, chemicals, or substances whereby there may be backflow from the second system to the public water supply system. No physical cross-connection shall be permitted between a public water supply system and an auxiliary water supply system.

10. *Degree of hazard* means an evaluation of the potential risk to public health and the adverse effect of the hazard upon anyone using the water.

11. *Health hazard* means any condition, device, or practice in the public water supply system which may or could create a danger to the health and well-being of anyone using the water or allow contamination of the water.

12. *Public water system* means the water supply source, distribution system, and appurtenances to the service meter operated as a public utility which supplies potable water to the consumers' water system.

13. *Public water supply system* means the public water system and the consumer's water systems.

14. *Consumer's water system* means all service pipe, all distribution piping, and all appurtenances beyond the service meter of the public water system.

15. *Service connection* means the terminal end of the service line from the public water system. If a meter is installed at the end of the service, then the service connection means the downstream end of the meter.

A. Purpose. The Purpose of this policy is:

1. To protect the public water supply system from contamination,
2. To promote the elimination, containment, isolation, or control of cross-connection between the public water supply system and non-potable water systems, plumbing fixtures, and industrial process systems or other systems which introduce or may introduce contaminants into the public water system or the consumer's water system, and
3. To provide for the maintenance of a continuing program of cross-connection control which will prevent the contamination of the public water supply system.

B. Application. This policy shall apply to all consumers' water systems. The District may also require cross-connection control devices at the service connections of other permitted public water supply systems served by the District.

C. Intent. This policy will be reasonably interpreted by the District. It is the intent of the District to recognize the varying of degrees of hazard and to apply the principle that the degree of protection shall correspond with the degree of hazard.

If, in the judgment of the District or its authorized representative, cross-connection protection is required through either piping modification or installation of an approved backflow prevention device, due notice shall be given to the consumer. The consumers shall immediately comply by providing the required protection at their own expense. Failure, refusal, or inability on the part of the consumer to provide such protection shall constitute grounds for the discontinuation of water service to the premises until such protection has been provided.

Section III. Cross-Connections Prohibited

- A. No water service connection shall be installed or maintained on any premises where actual or potential cross-connections to the public water supply system may exist unless such actual or potential cross-connections are abated or controlled to the satisfaction of the District or its authorized representative.
- B. No connection shall be installed or maintained whereby an auxiliary water supply may enter a public water supply system.

Section IV. Survey and Investigations

- A. The consumer's premises shall be open at all reasonable times to the District or its authorized representative, for the conduction of surveys and investigations of water use practices within the consumer's premises to determine whether there are actual or potential cross-connections in the consumer's water system.
- B. On request by the District or its authorized representative, the consumer shall furnish requested information on water use practices within their premises and in the consumer's water system.
- C. On request by the District or its authorized representative, the consumer shall conduct periodic surveys of water use practices on the premises of the consumer's water system to determine whether there are actual or potential cross-connections. The consumer shall provide the survey results to the District or its authorized representative.

Section V. Where Protection is Required

- A. An approved backflow prevention device shall be installed on each service line to a consumer's water system serving premises where, in the judgment of the District or its authorized representative, actual or potential cross-connections exist. The type and degree of protection required shall correspond with the degree of hazard and/or type of contamination that may enter the public water supply system.

- B. An approved air gap separation or reduced pressure principle backflow prevention device shall be installed at the service connection or within any premises where, in the judgment of the District or its authorized representative, the nature and extent of activities on the premises, or the materials used in connection with the activities, or materials stored on the premises, would present a health hazard or contamination of the public water supply system from a cross-connection. This includes, but is not limited, to the following situations:
1. Premises having an auxiliary water supply, unless the quality of the auxiliary supply is acceptable to the District or its authorized representative.
 2. Premises having internal plumbing arrangements which make it impractical to ascertain whether or not cross-connections exist.
 3. Premises where entry is restricted so that inspection for cross-connections cannot be made with sufficient frequency or at sufficiently short notice to assure the cross-connections do not exist.
 4. Premises having a repeated history of cross-connections being established or re-established.
 5. Premises, which due to the nature of the enterprise wherein, are subject to recurring modification or expansion.
 6. Premises on which any substance is handled under pressure so as to permit entry into the public water supply system, or where a cross-connection could reasonably be expected to occur. This shall include the handling of process waters and cooling waters.
 7. Premises where toxic or hazardous materials are handled.
- C. The following types of facilities fall into one or more of the categories or premises where an approved air gap separation or reduced pressure principle backflow prevention device may be required by the District or its authorized representative to protect the public water supply and must be installed at these facilities unless all hazardous or potentially hazardous conditions have been eliminated or corrected by other methods to the satisfaction of the District or its authorized representative:
1. Agricultural chemical facilities
 2. Auxiliary water systems, wells
 3. Boilers
 4. Build water loading facilities
 5. Car washing facilities
 6. Chemical manufacturing, processing, compounding or treatment plants
 7. Chill water systems
 8. Cooling towers
 9. Feedlots
 10. Fire protection systems
 11. Hazardous waste storage and disposal sites
 12. Hospitals, mortuaries, clinics or others as discovered by sanitary surveys
 13. Irrigation and sprinkler systems
 14. Laundries and dry cleaning
 15. Meat processing facilities
 16. Metal manufacturing, cleaning, processing and fabricating plants
 17. Oil and gas production, refining, storage or transmission properties

18. Planting plants
19. Power plants
20. Research and analytical laboratories
21. Sewage and storm drainage facilities pumping stations and treatment plants
22. Veterinary clinics

Section VI. Backflow Prevention Devices

A. Any backflow prevention device required by this ordinance shall be of a model or construction approved by the District or its authorized representative.

1. Air gap separation to be approved shall be at least twice the diameter of the supply pipe, measured vertically above the top rim of any vessel, but in no case less than one inch.
2. Double check valve assemblies or reduced pressure principle backflow prevention devices shall appear on the current list of approved backflow prevention devices established by the District's engineer, unless the device was installed at the time this policy was passed and complies with required inspection and maintenance.

Section VII. Installation

A. Backflow prevention devices required by this policy shall be installed at a location and in a manner approved by the District or its authorized agent. All devices shall be installed at the expense of the consumer, unless the District or its authorized representative agrees otherwise.

B. Backflow prevention devices installed at the service connection shall be located on the consumer's side of the water meter, as close to the meter as is reasonable practical, and prior to any other connection.

C. Backflow prevention devices shall be conveniently accessible for maintenance and testing, protected from freezing and where no part of the device will be submerged or subject to flooding by any fluid. All devices shall be installed according to the manufacturer's recommendations.

Section VIII. Inspection and Maintenance

A. The consumer is required by this policy to inspect, test, and overhaul backflow prevention devices in accordance with the following schedule or more often as determined by the District or its authorized representative.

1. Air gap separations shall be inspected at the time of installation.

A. Commercial and high risk facilities will be inspected on a yearly basis.

2. Double check valve assemblies, other than the District's shall be inspected and tested for tightness at the time of installation and at least every twelve months thereafter. They shall be dismantled inspected internally, cleaned, and repaired whenever needed and at least every thirty months.

3. Reduced pressure principle backflow prevention devices shall be inspected and tested for tightness at the time of installation and at least every twelve months thereafter. They shall be dismantled, inspected internally, cleaned, and repaired whenever needed; at least every five years.

B. Inspections, tests, and overhauls of backflow prevention devices shall be made at the expense of the consumer and shall be performed by an approved tester.

C. Whenever backflow prevention devices required by this policy are found to be defective, they shall be repaired or placed without delay at the expense of the consumer.

D. The consumer must maintain a complete record of each backflow prevention device from purchase to retirement. This shall include a comprehensive listing that includes a record of all tests, inspections, and repairs. All records of inspections, tests, repairs, and overhauls shall be provided within 30 days to the District or its authorized representative.

E. All backflow prevention devices shall have a tag showing the date of the last inspection, test, overhaul or other maintenance.

F. Backflow prevention devices shall not be bypassed, made inoperative, removed, or otherwise made ineffective without specific authorization by the District or its authorized representative.

Section IX. Violation and Penalties

A. The District or its authorized representative shall deny or discontinue the water service to any premises or any consumer wherein any backflow prevention device required by this policy is not installed, tested and maintained in a manner acceptable to the District or its authorized representative, or if it is found that the backflow prevention device has been removed, bypassed, modified, or if an unprotected cross-connection exists.

B. Water service to such premises shall not be restored until the consumer is in compliance with this cross-connection ordinance to the satisfaction of the District or its authorized representative.

Devices

The following devices are recognized for cross-connection control and backflow prevention by the District and are published as part of this policy.

Air Gap

Gap must be two pipe diameters (no less than one inch). Must be inspected at time of installation. Annually for commercial and high risk facilities. This method is satisfactory for any material. An air gap is the control method of choice.

Reduced Pressure Principle Backflow Preventer

Contains two specifically designed, soft-seated, independently acting check valves with a reduced pressure zone (with relief valve) between the two checks. Shut-off valves before and after the device. Satisfactory for most toxic materials. Significant pressure loss, of 10 psi or more, must be tested and inspected annually. Repaired as necessary.

Double Check Valve Assembly

Contains two soft-seated independently acting check valves in series with shut-off valves before and after each device. It is adequate for non-toxic applications only with minor pressure loss. This must be inspected and tested annually, and repaired as necessary.

Pressure Vacuum Breaker

Must be installed a minimum of 12 inches above highest point of usage. There can be no back pressure; only back siphonage. This can operate under constant pressure. The shut-off valve can be located beyond the vacuum breaker and must be inspected and tested annually, and repaired as necessary.

Atmospheric Vacuum Breaker

Must be installed minimum of 6 inches above highest point of usage. No back pressure, only back siphonage. Not for use under constant pressure. Shut-off valve must be located ahead of vacuum breaker. This must be inspected annually and repaired as necessary.

Dan Lovett, Chairman XRWD

Harold Jensen, Secretary XRWD

XENIA RURAL WATER DISTRICT
Damage to District Property

I. Damage to District Property

When damage to District property occurs and is determined to be a deliberate or negligent act, the person(s) responsible will be subject to reimbursing the District for the related cost of the damaged property.

II. Attachment of Property Lien

The Board of Directors has the right to place a property lien or property tax lien on a participating member's property due to outstanding balances. The decision to file a lien will be determined on an individual basis by the General Manager and CEO.

Dan Lovett, Chairperson XRWD

Harold Jensen, Secretary XRWD

XENIA RURAL WATER DISTRICT
Delinquent Payment Policy

I. Delinquent Payments

1) All payments made after the stated delinquent date printed on your bill will be subject to a late fee of fifteen percent (15%) of the total charge net of taxes. Past due balances are subject to a monthly 1.5% finance charge.

2) If a payment is made within ten (10) days of the due date, one late fee can be written-off within a twelve month period. The member must request the write-off via phone or written correspondence to the District.

3) All payments not received twenty-one (21) days after the stated due date printed on your bill will result in disconnection of service to the user. Disconnections will occur before 12 noon. Restoration of service will be made on the same day as payment is received, whenever possible. Payments received after 2:00 p.m. may delay restoration of service until the next business day. Payment must include a \$50.00 trip charge in addition to the past due balance. If a member has previously been disconnected, the trip charge will increase by \$25.00 each time a disconnection occurs. The maximum trip charge will be \$100.00. For example; an account that is being disconnected for the second time would be required to pay a trip charge of \$75.00.

II. Attachment of property lien/property tax lien

In accordance with Iowa Law, the District has the right to place a property lien or property tax lien on a participating member's property due to outstanding balances.

III. Suit for personal judgment

The District has the right to seek a judgment against any person(s) with an outstanding debt due to the District. The decision to seek a personal judgment will be determined on an individual basis. Any person against whom the District seeks a judgment pursuant to this policy shall pay the District's collection costs, including, without limitation, all attorneys' fees incurred by the District.

Dan Lovett, Chairperson XRWD

Harold Jensen, Secretary XRWD

XENIA RURAL WATER DISTRICT POLICY
Fire Protection

This Fire Protection Policy is adopted pursuant of the requirements of §357A22 of the Code of Iowa (2001).

Although Xenia Rural Water District has a rural water system that provides potable water to participating members, its supply system is not designed for fire protection.

However, Xenia wants to help enhance the fire protection within its water district, and therefore, Xenia will develop and annually review a map of the soft hose fill stations available for fire protection purposes. The hydrants will have a minimum barrel diameter of 4".

Some "end of line" flush hydrants will not be considered soft fill stations, but may be used by fire departments in the same manner as soft hose fill stations.

Xenia will hold annual meetings for all fire departments and interested parties within the District to discuss the locations of the fill stations and the District's operational and communication procedures in order to coordinate efforts to enhance rural fire protection. Xenia will also distribute updated maps showing the location of the fill stations at the annual meetings.

Any interested fire department will be responsible for the purchase of any equipment needed to utilize the District's soft hose fill stations.

In areas of the District's water system where fire protection is available, a member may request to have a fire line installed to their internal fire protection systems.

Annual charges for all metered and unmetered fire line connections shall be as follows:

<u>Size of Connection</u>	<u>Annual Fee</u>
1"	\$10.00
2"	\$25.00
3"	\$50.00
4"	\$100.00
6"	\$200.00
8"	\$350.00

An additional charge shall be made for filling gravity or pressure storage tanks based on the total storage capacity of such tanks at the prevailing rate charged for water at that location.

The annual stand-by charge for fire service to a private property shall be paid by the owner of the property which is served. If such property is owned by a public agency or it is part of a public thoroughfare, the responsible agency or

government desiring to establish and maintain the service must agree in writing to make the payments and show evidence of the ability to make proper levy to obtain funds for such purpose.

Please be advised that Xenia Rural Water District is under no obligation to furnish any fire protection service and by providing the aforementioned fire line connections, it does not assume any responsibility for the failure to furnish a sufficient supply of water to prevent or fight a fire. Furthermore, Xenia Rural Water District disclaims any warranty, either express or implied, regarding its ability to supply a sufficient supply of water to prevent or fight fires.

Dan Lovett, Chairperson XRWD

Harold Jensen, Secretary XRWD

XENIA RURAL WATER DISTRICT POLICY
Inactivation/Reactivation of Meters

I. Rural Member Inactivation/Reactivation of Meters

A) Inactivation of a meter

Any rural member that has failed to pay six (6) consecutive months of minimum payments will have their water service inactivated.

B) Reactivation of Service will be determined in the following manner:

1) Reactivation of meters with 10 years plus of active service.

To reinstate service to an existing meter that has been inactivated after ten (10) years of active service, the participating member must pay the current connection fee plus a \$200.00 reactivation fee.

2) Reactivation of meters with 0 – 10 years of active service.

To reinstate service to an existing meter that has been active for a period of zero (0) to ten (10) years, the participating member must pay all back minimums plus late charges before water service becomes available.

C) Reactivation of service of existing meter to new owner

To reactivate a meter that was inactivated by a previous member, the new member must pay the current connection fee.

II. Franchise Member Inactivation/Reactivation of Meters

A) Inactivation of a meter

Any franchise member who has failed to pay six (6) consecutive months of monthly minimum payments will have their water service inactivated.

B) Reactivation of service will be determined in the following manner:

1) To reactivate a meter, the franchise member will be required to pay all back minimums plus late charges up to a maximum of the current reactivation fee.

2) To reactivate a meter that was inactivated by a previous franchise member, the new franchise member will be required to pay any associated cost with the reactivation of the meter.

IV. Reactivation fees will be reviewed regularly by the Board of Directors and changed when deemed necessary.

Dan Lovett, Chairperson XRWD

Harold Jensen, Secretary XRWD

XENIA RURAL WATER DISTRICT POLICY
Insufficient Funds

I. Rural/Franchise Member Insufficient Funds

Upon receipt of an insufficient funds check, a \$20.00 processing fee will be debited to the consumer's account. The check will be deposited a second time. If the check does not clear the second time, an additional \$20.00 will be debited to the consumer's account. The consumer will then be notified in writing and given seven (7) days to pay the past due amount and processing fees provided the account is not thirty (30) days delinquent. If an insufficient funds check causes the consumer's account to be delinquent for thirty (30) days or more, the water service will be subject to disconnection.

If Xenia Rural Water District receives two (2) insufficient funds checks in six (6) months, or three (3) in a period of twelve (12) months, (the year beginning with the first insufficient funds check received), it will be necessary for all future payments to be paid by cash or a cashier's check for a period of twelve (12) months. At the end of the twelve (12) month period, if all payments were made on time, the consumer may return to making payments by personal check.

II. Rural/Franchise ACH Payment

Any item returned on those accounts set up on ACH Payments (Direct Debit) will be charged a \$20.00 processing fee and will be subject to termination of the ACH Agreement.

III. Attachment of property lien/property tax lien

The Board of Directors has the right to place a property lien or property tax lien on a participating member's property due to outstanding balances. The decision to file a lien will be determined on an individual basis by the Board of Directors or Executive Director.

IV. Suit for personal judgment

The Board of Directors has the right to seek a personal judgment against any person(s) with an outstanding debt due to the District. Seeking a personal judgment will be determined on an individual basis.

Dan Lovett, Chairperson XRWD

Harold Jensen, Secretary XRWD

XENIA RURAL WATER DISTRICT POLICY
Lien

I. Attachment of property lien/property tax lien

The Board of Directors has the right to place a property lien or property tax lien on a participating member's property due to outstanding balances. The decision to file a lien will be determined on an individual basis by the Board of Directors or Executive Director.

II. Suit for personal judgment

The Board of Directors has the right to seek a personal judgment against any person(s) with an outstanding debt due to the District. Seeking a personal judgment will be determined on an individual basis.

Dan Lovett, Chairperson XRWD

Harold Jensen, Secretary XRWD

XENIA RURAL WATER DISTRICT POLICY
Limited Easement

Each participating member shall grant/convey to the District a permanent easement across any property owned or controlled by the participating member whenever such permanent easement is necessary for the District's distribution system and its appurtenances.

The District will pay to each person granting a Permanent Limited Easement for the purpose of water main construction a one-time payment equal to the average county cash rent per acre of property on which the water distribution main and appurtenances are placed. Payment for a 50' easement for 12" and larger pipe will be six times the current payment.

If crops are destroyed, the District will pay crop damage to the operator/tenant minus any previous payments made to the operator/tenant. Crop damage will be calculated by the operator/tenant using the following formula: acres affected times the current USDA average yield for that county times the Farm Service Agency's (FSA) Loan Deficiency Payment (LDP) OR Posted County Price (PCP) based on the last 12-month history, whichever is greater.

An operator/tenant may choose to have his insurer certify yields on this property for the last three years as a proof of production. The producer must provide Xenia Rural Water District with a copy of those certified yields from their agent.

If an owner refuses to grant an easement at the time of construction and requests water service at a later date, the owner must reimburse the District a charge in an amount that reflects all cost incurred by the District per foot of water distribution line that was placed in the rights-of-way and may owe additional costs incurred by the District as a result of the refused easement before water service is made available.

Any refusal by a member, for any reason, to allow installation of water distribution mains, service lines, meter pits and all appurtenances on the property described on the Water User's Agreement during the time of initial construction of the District's distribution system, shall be considered a forfeiture of membership and the Water User's Agreement.

If a previous owner refused easement, the new owner is not responsible for the additional costs that were incurred by the District in order to run the water distribution line around the property.

Dan Lovett Chairperson XRWD

Harold Jensen, Secretary XRWD

XENIA RURAL WATER DISTRICT POLICY
Membership Fees and Minimum Charges

I. Rural Membership Fees and Minimum Charges

The Board of Directors has set the Rural Connection Membership Fee and Monthly Minimums as follows:

<u>Meter Size</u>	<u>Max GPM</u>	<u>Monthly Minimum</u>	<u>Membership Fee</u>
5/8"	25	minimum	connection membership fee
3/4"	35	2x minimum	2x connection membership fee
1"	70	3x minimum	3x connection membership fee
1 1/2"	120	5x minimum	5x connection membership fee
2"	170	8x minimum	8x connection membership fee

Rural Membership Fees and Monthly Minimums will be reviewed regularly and changed when deemed necessary by the Board of Directors. Monthly minimums for rural members include 2,000 gallons of water. Any unused gallons are not transferable to subsequent months. In addition to the Membership Fee, new customer installations will be subject to a materials and installation charge as detailed on page 22 of the policy book.

II. Franchise Member Minimum Charges

The Board of Directors has set the Franchise Member Monthly Minimums as follows:

<u>Meter Size</u>	<u>Max GPM</u>	<u>Monthly Minimum</u>
5/8"	25	minimum
3/4"	35	2x minimum
1"	70	3x minimum
1 1/2"	120	5x minimum
2"	170	8x minimum

Franchise Member's Minimum Charge will be reviewed regularly and changed when deemed necessary by the Board of Directors. Monthly minimum charges for franchise members is calculated at 75% of the rural member minimum.

Dan Lovett, Chairman XRWD

Harold Jensen, Secretary XRWD

XENIA RURAL WATER DISTRICT POLICY
Meter and Readout Placement

I. Meter Placement

Normally:

If the main distribution line is on your side of the road, it will be placed 50-60 feet from the centerline of the road and your meter pit will be placed five feet inside the main distribution line.

If the main distribution line is on the opposite side of the road, your meter will be placed on your property 50-60 feet from the center of the road.

Individual Condition:

1. If you own the property from the road to the house and have signed up for a single meter, the meter pit will be placed 50-60 feet from the center of the road no matter what the distance is to the building site.
2. If you have an ingress/egress easement to gain access to your property, the line will be brought down the lane and the pit or pits will be placed on your property.
3. In a sub-division, the line will be placed in the mutual ingress/egress rights-of-way and the meter pits will be placed on individual properties of the sub-division no more than 15 feet inside the property line.

Dan Lovett, Chairperson XRWD

Harold Jensen, Secretary XRWD

XENIA RURAL WATER DISTRICT POLICY
Meter Malfunction

If the consumer suspects a malfunction of the meter, Xenia Rural Water District will test the meter for accuracy. If the meter is found to be in proper working order, a service fee of \$50.00 will be assessed to the consumer's account.

Dan Lovett, Chairperson XRWD

Harold Jensen, Secretary XRWD

Xenia Rural Water District Policy

New Customer Request for Service/Materials & Installation Cost & Payments

I. Request for Service

Request for water service shall be filed with the District upon a form supplied by the District (Water User's Agreement). The Water User's Agreement shall state the name of the applicant and the property to be served. Any request for water service filed after the water becomes available in an area shall pay the current connection fee plus the cost of materials and installation. Long side installations will be determined on an individual basis depending upon the length and type of road bore. Installation cost for both short and long sides will be determined and fixed from time to time by the Board of Directors of the District.

II. Line Extensions

Any potential participating member and any participating member will be required to pay the current connection fee plus all material and installation costs involved in the Line Extension as the "Original Customer" and will be eligible for reimbursement of some of the costs. Xenia shall have ownership of all Line Extensions up to and including the meter pit. Reimbursement will occur if subsequent customers (one or more) connect to and utilize the capacity of this Line Extension within the next five (5) years from completion of construction of the Line Extension. The "Completion Date" shall be the date the Line Extension passed all tests necessary to be placed into service.

The CEO/General Manager will determine the cost of the Line Extension ("Construction Cost") based on the costs billed to the Original Customer if the District completed the construction, or based on accurate and complete receipts from the Original Customer if installation was completed by a private contractor. The "Capacity" of the Line Extension will be determined by the District's engineer.

The District may permit, but is not obligated to permit, other customers ("New Customer") to connect to the Line Extension. The District will not unreasonably deny permission to connect and will exercise sound engineering judgment in determining whether to grant or deny permission. If a New Customer is permitted to connect to the Line Extension, the New Customer will be required to pay a proportional share of the Construction Cost plus 15% of the proportional share as an administration fee. The proportional share of the Construction Cost will be based on the ratio of peak water demand for the New Customer to the Capacity of the Line Extension. For example, if the peak water demand for the New Customer is 10 gallons per minute (gpm) and the Capacity is 100 gpm, the proportional share would be 10% (10gpm/100gpm) of the Construction Cost. The total cost to the New Customer would then be 10% of the Construction Cost plus 15% of the proportional share as administrative fee. If the Construction Cost was \$4000, the proportional share would be 10% or \$400 and the administrative fee would be 15% of the proportional share or \$60. The total cost to the New Customer would be \$460 with \$400 being reimbursed to the Original Customer and \$60 being retained by the District.

Under no circumstance shall the Original Customer be entitled to any sum of money greater than the original cost of the Line Extension, less the Original Customer's share of the Capacity.

At the end of said five (5) year period, the Original Customer shall not be entitled to receive any further monies under this Policy, or otherwise, regardless of the number of additional New Customers which may connect to the Line Extension thereafter, and regardless of any change in the Original Customer's share in capacity, or peak water demand, or any change in the New Customer's share of the Capacity.

III. Payment of Materials & Installation

All new customers shall pay one-half of the current connection fee and materials and installation at the time of signing up for rural water. The remainder of the materials and installation will be due when water is available from the District. If the balance is not paid within 30 days notice, a 1.5% service charge will be assessed to the account each month until the balance is paid in full.

IV. Attachment of property lien/property tax lien

The Board of Directors has the right to place a property lien or property tax lien on a participating member's property due to outstanding balances. The decision to file a lien will be determined on an individual basis by the Board or Executive Director.

Adopted this 15th day of November, 2018 by vote of the Board.

Amy Kahler, Chairperson, Xenia Rural Water District

XENIA RURAL WATER DISTRICT POLICY
Occupant's Agreement

I. Occupant's Agreement

A. Rural Member

When a rural member owns a rental property, the rural member must notify the District of any tenant changes. The District requires the tenant(s) to sign an "Occupant's Agreement" and to pay a deposit in the amount of \$150.00, unless the property owner has signed a waiver. If the District does not have an "Occupant's Agreement" signed and the deposit paid in full, the rural member will be held responsible for any unpaid balances. When a rental property is vacant, the rural member is responsible for making the monthly minimum and any additional water usage charge. Upon termination of the "Occupant's Agreement" and once all monies owed the District have been paid in full, any remaining deposit shall be returned to the tenant.

B. Franchise Member

When a franchise member owns a rental property, the franchise member must notify the District of any tenant changes. The District requires the tenant(s) to sign an "Occupant's Agreement" and to pay a deposit in the amount of \$150.00 (\$200 if sewer charges are included at the property), unless the property owner has signed a waiver. If the District does not have an "Occupant's Agreement" signed and the deposit paid in full, the franchise member will be held responsible for any unpaid balances. When a rental property is vacant, the franchise member is responsible for making the monthly minimum and any additional water usage charges. Upon termination of the "Occupant's Agreement" and once all monies owned the District have been paid in full, any remaining deposit shall be returned to the tenant.

II. Deposit amounts are set by the Board of Directors and may from time to time be changed at the sole discretion of the Board.

III. Attachment of Property Lien/Property Tax Lien

The Board of Directors has the right to place a property lien or property tax lien on a participating member's property due to outstanding balances. The decision to file a lien will be determined on an individual basis by the General Manager and CEO.

IV. Suit for Personal Judgment

The Board of Directors has the right to seek a personal judgment against any person(s) with an outstanding debt due to the District. Seeking a personal judgment will be determined on an individual basis.

Dan Lovett, Chairman XRWD

Harold Jensen, Secretary XRWD

XENIA RURAL WATER DISTRICT POLICY
Rural / Franchise Main and Service Line Maintenance and Repair

I. District Responsibilities and Member/Customer Responsibilities

The District is responsible for repairing and maintaining the water distribution mains supplying water to its members and customers. In addition, it is responsible for in-home meters as well as all water service lines leading up to and including the curb stop and/or meter pit and related appurtenances.

All water service lines extending from the curb stop and/or meter pit to the served facilities is the responsibility of the member/customer to install, repair and maintain to ensure reliable water is provided to the served facilities. In addition, member/customer must provide all in-home meters and meters beneath mobile homes a routine and reliable environmental support to ensure their proper functioning and that unexpected damages do not occur.

The water provided by the District must have a positive disconnect from any existing well(s) to prevent a cross-connection. In this regard, the District shall have the right of access to maintain and inspect for a cross-connection as well as in-home meters, curb stop/meter pits, and all related appurtenances.

II. Service Line Leaks Underground

If a water leak is suspected on a member/customers' property, the District will work with the member/customer to identify and locate the suspected service line leak. The member/customer is responsible for obtaining the necessary contracted services to repair the service line beyond the curb stop/meter pit. The District will repair all main and service line leaks leading up to the curb stop/meter pit.

Member/customers who refuse to repair their water lines or refuse to allow the District access to their property to assist in the repairs of their service lines will be given written notice of its attempt to resolve the water line leak. Subsequently if the repair is not completed and property access is still denied to the District, the member/customer's service may be cut-off pending mutual agreement regarding the necessary inspection and repairs.

If member/customer owned service line leak is adversely affecting other member/customer's service levels, immediate repair is necessary and service may be cutoff as required and without notice. If the member/customer does not make immediate repairs, the District will make the repairs and bill the member for the actual cost of repairs if continued water service is desired.

If a member/customer has a leak confirmed by the District in the service line for which the member/customer is responsible, the member/customer will be charged at the regular billed rate for the first 10,000 gallons metered. The billed rate for water loss exceeding 10,000 metered gallons will be the direct cost of water production and distribution, plus a 25% markup. This billing arrangement will continue only so long as the member/customer actively is addressing a service line repair for which they are responsible. An authorized District employee must conduct a final inspection

and determination regarding the source and cause of the leak. A meter reading will be recorded upon this inspection and billed usage will commence going forward at the normal billed rate.

III. Leaks Inside Served Facilities

When extenuating circumstances exist regarding unexpected water leaks inside a served structure for which the member/customer is responsible, and the member/customer provides written documented evidence to the District that member/customer obtained insurance did not cover losses attributable to the circumstances; the Board of Directors has the authority to adjust billed water use amounts attributable to the leak. Such water loss leaks must exceed 100,000 metered gallons.

Extenuating circumstances do not include failures in, or accidental use of, plumbed devices such as toilets, inside/outside faucets or hydrants and other plumbing fixtures intended for regulated water use, but rather unintended and unexpected failures related to water plumbing inside a structure. An authorized District employee must enter the served structure to make final inspection and determination regarding the source and cause of the leak.

IV. Attachment of Property Liens

The Board of Directors has the right to place a property lien or property tax lien on a participating member/customer property due to non-payment on billed water and wastewater services. The member/customer will be provided a 30-day written notification of the District's intent to file a lien to enable collection of past due billed amounts. If the member/customer does not respond within 30 days and make payment to get current on their past due account, the District will cut-off service and file liens to collect on past due amounts.

Dan Lovett, Board Chairperson XRWD

Harold Jensen, Secretary XRWD

XENIA RURAL WATER DISTRICT POLICY
Soldier's Relief Policy

I. The District may waive the minimum monthly charge and only charge for the actual water usage for participating members called to active duty.

II. All requests shall be in writing. Proof of call to service is required.

III. The District reserves the right to review all requests.

Dan Lovett, Chairperson XRWD

Harold Jensen, Secretary XRWD

XENIA RURAL WATER DISTRICT POLICY
Subdivision Development

In the event a landowner desires to develop at least five (5) lots in the District for residential housing on the property, the developer must request service from the District. To obtain a development agreement with the District the Developer must adhere to the following:

1. Developer shall have received final plat approval of the Property from the applicable government authority prior to determination of final cost estimate by Xenia for the expansion of the System to the Property to meet Developer's development needs.
2. Prior to beginning construction of the Project, payment of the amount set forth which is based upon Xenia's estimate of the total costs of the Project. The Developer may also decide to have a contractor install the infrastructure at their sole expense along with all inspection fees charged by the District.
3. In addition to the costs set forth in paragraph 2, the Developer shall be fully liable and responsible for payment of any water main relocations or repairs to the System appurtenances caused by Developer's action after Xenia has placed its water distribution lines on the property.
4. Developer warrants and represents to Xenia that Developer has good and marketable title to the Property.

Dan Lovett, Chairperson XRWD

Harold Jensen, Secretary XRWD

XENIA RURAL WATER DISTRICT POLICY
Tile Repair

All property owners who suspect damaged tile as a result of water distribution line construction should report the suspected damage to Xenia Rural Water District.

No exploratory digging or tile repair will be performed by Xenia without a Tile Repair Agreement signed by the property owner. The property owner may hire a reputable contractor of his/her choice for drainage tile repair or exploratory digging. Xenia Rural Water District must have its own inspector on site when any digging or repairs are being done.

In the event it is determined that the drainage tile was damaged by the District or is not properly functioning as a result of installation of water pipeline by the District, such repairs to the damaged tile shall be made at the expense of the District.

In the event it is determined that the drainage tile was not functioning properly for a reason not attributable to the actions of the District, the property owner shall be solely responsible for the costs of excavation and repair of the drainage tile.

Dan Lovett, Chairperson XRWD

Harold Jensen, Secretary XRWD

XENIA RURAL WATER DISTRICT POLICY
Transfer of Membership

I. Rural Member Transfer of Membership

In the event that a rural member's property is sold, the rural membership will be transferred to the new rural member according to the procedure set forth here. The seller must provide written notification of all pertinent information regarding the transfer of their property to the District no less than 20 days prior to such conveyance. The buyer must notify the District of their possession date prior to conveyance. The District will continue to submit bills to the seller of the property until notification is received of the transfer of ownership.

Reactivation of such meters shall be pursuant to the Inactivation/Reactivation Policy.

New property owners have the right to decline service at the time of the property transfer.

II. Franchise Member Transfer of Membership

In the event that a franchise member's property is sold, the franchise membership will be transferred to the new franchise member according to the procedure set forth here. The seller must provide written notification of all pertinent information regarding the transfer of their property to the District no less than 20 days prior to such conveyance. The buyer must notify the District of their possession date prior to conveyance.

Reactivation of such meters shall be pursuant to the Inactivation/Reactivation Policy.

Dan Lovett, Chairperson XRWD

Harold Jensen, Secretary XRWD

XENIA RURAL WATER DISTRICT POLICY
Unauthorized Use of Water/Water Meter Tampering Policy

- 1) First event of unauthorized use/water meter tampering shall result in a \$200.00 charge.
- 2) Second event of unauthorized use/water meter tampering by the same party shall result in a \$400.00 charge.
- 3) Third and any subsequent event of unauthorized use/water meter tampering by the same party shall result in a \$600.00 charge
- 4) If the unauthorized water use is taken from a fire or flushing hydrant, the first event shall result in a \$500.00 charge. The second event by the same party shall result in a \$1,000.00 charge. The third and any subsequent event by the same party shall result in a \$1,500.00 charge. Any costs (labor, material, etc.) expended by Xenia to repair any damages or correct any issues (i.e. loss of pressure that requires notice to boil, flushing, lab testing, etc.) caused by the unauthorized water use from a fire or flushing hydrant will be added to the charges listed above.

Dan Lovett, Chairperson Xenia Rural Water District

Harold Jensen, Secretary Xenia Rural Water District

XENIA RURAL WATER DISTRICT POLICY
Voluntary Termination of Service

I. Rural Member Voluntary Termination of Service

In the event that any participating member at any time after connecting to the final delivery point or after water becomes available from the District, elects to terminate his Water User's Agreement, such termination shall become effective only after the participating member shall pay the District a termination fee. This termination fee is pursuant to the following schedule based on the number of years of paid monthly service that have expired since the date the participating member's water service became available and calculated through the date termination is effective, which occurs upon payment of this fee:

<u>Number of Year Expired</u>		<u>Fee</u>
<u>More Than but Less Than or Equal To</u>		
0	1	\$6,500.00
1	2	5,800.00
2	3	5,200.00
3	4	4,550.00
4	5	3,900.00
5	6	3,250.00
6	7	2,600.00
7	8	1,950.00
8	9	1,300.00
9	10	650.00
Over 10 years		250.00

Termination of Service may result in the removal of the District's appurtenances from the property.

a. Franchise Member Voluntary Termination of Service

Termination of service may result in the removal of the District's appurtenances from the property. The cost of removal will be \$250.00.

b. Attachment of property lien/property tax lien

The Board of Directors has the right to place a property lien or property tax lien on a participating member's property due to outstanding balances. The decision to file a lien will be determined on an individual basis by the Board of Directors or Executive Director.

Dan Lovett, Chairperson XRWD

Harold Jensen, Secretary XRWD