

# GARRISON RURAL WATER DISTRICT

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# GARRISON RURAL WATER DISTRICT

## POLICY NO. 1

SUBJECT: Membership

POLICY CONTENT:


1. All applications for membership should be directed to the Garrison Rural Water District at P.O. Box 820, Garrison, North Dakota 58540.
2. Membership fees shall be \$430.00. This includes a \$35.00 membership fee and a \$395.00 contribution to capital fee.
3. Fees are non-refundable. Except in the case of non-delivery of water because of lack of engineering feasibility the capital fee will be refunded.
4. Where the member was offered water service and refused to connect or where the \$35.00 fee was paid on non-escrowed accounts, the District will no longer honor the fees. If at some future date the member wishes water service, then a new fee must be paid.
5. Memberships may be transferred to new property owners with the notification and permission of Garrison Rural Water District. All transfers shall be required to have a signed Water Users Agreement on file. Failure to comply could result in loss of service. Water service becomes a permanent improvement to the real property and should be transferred as such.
6. Membership is also affected by the Bylaw, Article XI. New members near Garrison are also affected by a contract with the City of Garrison.
7. The Garrison Rural Water District may reject any application for service not available under the standard rate, or which involves excess service costs, or which may affect the supply of service to other consumers, or for other good, sufficient reasons.
8. Should a group of people in an unserved area apply for service or one or more applications are received in an area presently served, but fall under the restrictions outlined in paragraph 7 above.

Special membership fees, construction charges and monthly rates shall be established for these members by the Board of Directors following recommendations of the district's engineer.

Policy No. 1  
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RESPONSIBILITY: Board of Directors

APPROVED: 2-11-93  
REVIEWED: 10-30-01  
AMENDED: 4-30-02  
AMENDED: 4-26-11  
REVIEWED: 10-3-17



Hjalmer Carlson, President

# GARRISON RURAL WATER DISTRICT

## POLICY NO. 2

SUBJECT: Meters

OBJECTIVE: To set forth use and testing of meters.

POLICY CONTENT:

1. **Meter for each service:** The water meter, the backflow preventor, and the pressure regulator are furnished by the District. A remote reader will be provided where necessary and be accessible to the District. Garrison Rural Water District retains ownership of the meter and all related equipment furnished by the District.
2. **Non-registration of meter:** When a meter fails to correctly register the amount of water consumed during any period, the amount of the bill will be estimated by averaging the amount for the periods immediately preceding and subsequent to such defective registration.
3. **Responsibility:** In the event of a failure of the meter, backflow preventor, or pressure-reducing valve, they will be repaired by the District. If damage is due to negligence or tampering by the consumer, or freezing, a service call and equipment will be billed to the consumer. Garrison Rural Water District maintenance personnel will winterize the meter for seasonal users and there will be a fee for this service (see Schedule A).
4. **Special measurement and inspection:** Garrison Rural Water District shall have the right at its option and at its expense, to make inspections of meters, backflow preventors, and pressure regulators. Garrison Rural Water District shall have the right, at its option and at its expense to place special meters or instruments on the premises of any consumer for the purpose of special tests of all or any part of a consumer's usage.
5. The meter is the property of Garrison Rural Water District and shall not be removed or tampered with. Consumers will be subject to disconnection of service, and possible additional billing if water theft is proven by the District.


RESPONSIBILITY: Board of Directors

APPROVED: 2-11-93

AMENDED: 10-30-01

AMENDED: 4-26-11

REVIEWED: 10-3-17

  
Hjalmer Carlson, President

# GARRISON RURAL WATER DISTRICT

## POLICY NO. 3

SUBJECT: Billing, Collections, Delinquencies and Disconnections

OBJECTIVES: To establish a policy for billing for water service, collection of bills, handling of delinquent bills, and providing for termination of water service in the event of non-payment.

### POLICY CONTENT:

1. **Due date for payments:** Charges for water service will be billed monthly, and payment of each month's bill is due at the post office of Garrison Rural Water District by the 25<sup>th</sup> of the same month in which the bill is received. Failure to receive a bill will not relieve the consumer of the obligation of paying a monthly water bill.

2. **Meter reading:** All consumers are on a self-reading basis.

Consumers on a self-reading basis shall read their water meters on the last day of each month and report their readings on or before the 25<sup>th</sup> of the month with their payments due by that date.

3. **Estimated bills:** If a consumer on a self-reading basis fails to report his/her meter reading in any month, GRWD may estimate the amount of water consumed, and bill the consumer in accordance with the estimate. Such estimated bills shall be paid the same as bills based on meter readings.

If a consumer on a self-reading basis fails to report his/her meter readings for three consecutive months, in the third month a GRWD employee may be dispatched to the service location to obtain an accurate meter reading and compute the amount to be billed for water service based upon such reading.

At the time the meter is read and the bill computed, the amount of the bill, plus a fee (see Schedule A) for the call, shall be immediately due and shall be paid for the GRWD employee who made the reading and computation. Failure to pay the total amount due shall be cause for termination of water service for non-payment.

4. A bill not paid when due shall be considered delinquent. Delinquency in payment of bills is cause for termination of water service.

A delinquent notice may be sent to the patron specifying a time for the delinquent payment to be made and notifying the patron that non-payment is cause for termination of water service, and that service will be terminated on a specified date if the bill is unpaid.

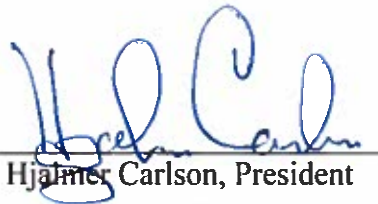
If a delinquent bill is not paid when due or within the time specified in a delinquent notice, a GRWD employee may be dispatched on the date specified in the delinquency notice to collect the delinquent bill. When a collection call is made, the amount due plus a fee (see Schedule A) for the call shall be delivered to the GRWD employee.

If the delinquent bill and the call fee are not paid, the patron's service shall be terminated and shall not be reconnected until the delinquent bill, the call fee and a reconnect fee (see Schedule A) are all fully paid.

5. **Disconnected service:** If a disconnected service has not been reconnected within six months of the disconnection date, the service will be declared idle. The consumer will be notified of the option to pay all fees and reconnect the service or the service will be abandoned. If a new consumer wishes to receive water service at the location, the consumer will have to pay all fees involved, providing there is capacity on the system, before the account becomes active.

RESPONSIBILITY: Board of Directors

APPROVED: 2-11-93  
AMENDED: 10-30-01  
AMENDED: 4-25-11  
REVIEWED: 10-3-17



Hjalmer Carlson, President

# GARRISON RURAL WATER DISTRICT

## POLICY NO. 4

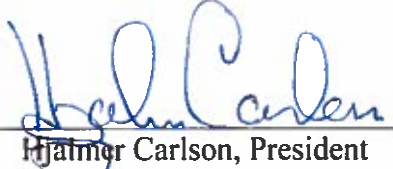
SUBJECT: Service Calls

### POLICY CONTENT:

1. Service calls will be charged to the customer if the problem is not in the Garrison Rural Water District system. Fees per Schedule A will be charged for service calls which are not the responsibility of the District.
2. Damages to the meter equipment caused in inadequate protection shall be the responsibility of the consumer.
3. General maintenance of the line from the curbstops to the customer dwelling shall be the customer's responsibility.
4. Service calls to disconnect or reconnect seasonal or other meters will be charged a minimum fee (see Schedule A) for each trip.

RESPONSIBILITY: Board of Directors

APPROVED: 2-11-93  
AMENDED: 10-30-01  
AMENDED: 4-26-11  
REVIEWED: 10-3-17

  
Hjalmer Carlson, President

**GARRISON RURAL WATER DISTRICT**

**POLICY NO. 5**

SUBJECT: Garrison Rural Water District Water Rate Schedule

POLICY CONTENT:

**Rural & Residential (Monthly)**

Base Charge 1:       \$33.15  
Base Charge 2:       \$43.15  
Base Charge 3:       \$58.15

Water Charge:       \$4.00/1,000 (Effective July 1, 2016)


**Parks, Camps & Campgrounds (Monthly)**

Base Charge: Variable

Water Charge:       \$3.12/1,000 (Effective July 1, 2016)

RESPONSIBILITY: Board of Directors

APPROVED: 2-11-93  
AMENDED: 10-30-01  
AMENDED: 12-18-06  
AMENDED: 8-28-07  
AMENDED: 4-26-11  
AMENDED: 5-24-16  
REVIEWED: 10-3-17

  
Hjalmer Carlson, President



# GARRISON RURAL WATER DISTRICT

## POLICY NO. 6

SUBJECT: Wet-tap

POLICY CONTENT:

1. Any new connection made to the District's water lines, where there is not an existing curb stop, or the previously installed water line and curb stop were not kept serviceable due to a termination of membership, will be termed a wet-tap hook-up.
2. Anyone constructing a "wet-tap" to the Garrison Rural Water District system shall obtain permission from the Garrison Rural Water District prior to beginning construction. Routing, pipe size, gate valves, and other pertinent material and equipment used shall all be approved and installed under the supervision GRWD personnel.
3. All construction will be contracted by Garrison Rural Water District. Payment for the construction shall be the responsibility of the consumer.
4. No one is authorized to make modifications or perform work on any Garrison Rural Water District unless under contract to Garrison Rural Water District.
5. All entities are to contact Garrison Rural Water District when excavating or building over or near water transmission lines.


RESPONSIBILITY: Board of Directors

APPROVED: 2-11-93

REVIEWED: 10-30-01

AMENDED: 4-26-11

REVIEWED: 10-3-17



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Halmer Carlson, President

**GARRISON RURAL WATER DISTRICT**

**POLICY NO. 7**

**SUBJECT:** Transient Consumer Water Service

**OBJECTIVES:** To establish a connection policy for transient consumers.

**POLICY CONTENT:**

1. The member to the District is ultimately responsible for the water bill, even if his/her renter or person using his/her account acquired water services, water bills, late charges or other fees.


**RESPONSIBILITY:** Board of Directors

**APPROVED:** 2-11-93

**REVIEWED:** 10-30-01

**AMENDED:** 4-26-11

**REVIEWED:** 10-3-17

  
Hjalmer Carlson, President

# GARRISON RURAL WATER DISTRICT

## POLICY NO. 8

**SUBJECT:** Directors Compensation and Travel

**OBJECTIVES:** To establish a guide for the compensation of directors attending meetings.

**POLICY CONTENT:**

1. Compensation of officers may be fixed at any regular or special meeting of the Board of Directors (BOD).
2. When a GRWD BOD meeting is held or when a Board member attends a meeting on behalf of GRWD, the director shall receive the sum shown in Schedule A and a per mile compensation equal to the rate shown in Schedule A.
3. When a director attends a meeting on behalf of GRWD, the director shall receive reimbursement for actual out of pocket expenses for but not limited to registration, meals and lodging.

**RESPONSIBILITY:** Board of Directors

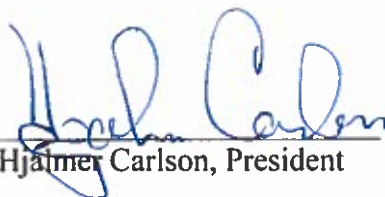
**APPROVED:** 2-11-93

**REVIEWED:** 10-30-01

**AMENDED:** 11-30-04

**AMENDED:** 4-26-11

**REVIEWED:** 10-3-17



Hjalmer Carlson, President

# GARRISON RURAL WATER DISTRICT

## POLICY NO. 9

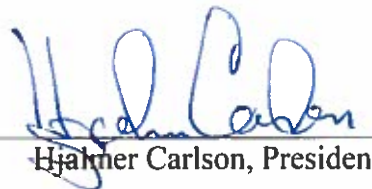
SUBJECT: New Connects or Reconnects

POLICY CONTENT:

1. New members will pay the membership and hookup fee (see Schedule A) in addition to any construction costs to provide service to the new hookup.
2. In addition new accounts, or reconnects will pay the minimum set by the board for debt service and reserve payments from the time the system went into service to the time they connect, or reconnect to the system.
3. This policy applies to any new hookup or reconnect after the initial construction of the system.
4. Reconnects will be performed by a GRWD employee with a minimum fee (see Schedule A).

RESPONSIBILITY: Board of Directors

APPROVED: 2-11-93  
REVIEWED: 10-30-01  
AMENDED: 4-26-11  
REVIEWED: 10-3-17



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Hjalmer Carlson, President

# GARRISON RURAL WATER DISTRICT

## POLICY NO. 10

SUBJECT: Main Distribution Line Extensions

OBJECTIVES: The Garrison Rural Water District is a non-profit corporation that was formed to serve area residents with a safe, affordable water supply. Recognizing that future water needs due to regional development efforts will place demands on the water system, the GRWD Board of Directors hereby establishes this policy as the guideline to determine if additional membership in the Association will be offered. The Board mandates that existing members will not experience a reduction in pressure below the contracted minimum in the Water Service Agreements as the result of system expansion.

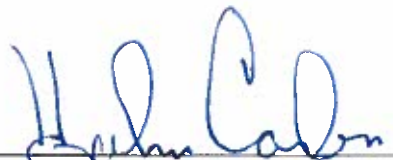
### POLICY CONTENT:

- A. New Individual Members – New individual members requesting service in an existing project-related service area shall pay the membership fee of \$2,600.00 which includes a portion of the existing system equity, membership fee, and hookup fee. Pipeline and appurtenance construction shall be installed to District standards, and title to all infrastructures transferred to the District upon completion. All construction costs are the responsibility of the new individual member. The monthly minimum fee for this member class will be \$25.00 per month. Charges for additional water will be \$3.12 per 1000 gallons of water periodically adjusted for increases in operation and maintenance costs.
- B. New Subdivisions – Customers of new subdivisions will be charged a membership fee of no less than \$2,600.00 commensurate with the total cost necessary for improvements to the system in addition to a portion of the existing system equity, household meter, and curb stop. Pipeline and appurtenance construction to the curb stops shall be the property of the District. All construction costs from the curb stop to the point of service are the responsibility of new member. Service to proposed subdivisions will be at the discretion of the Board of Directors to ensure that the level of service to existing members is maintained. Monthly minimums will reflect additional costs to the District to construct the distribution system as well as any additional operation and maintenance costs for water service and will be no less than \$35.00 per month at \$3.12 per 1,000 gallons of water periodically adjusted for increases in operation and maintenance costs. The developer of a new subdivision area will be considered the prime contract consumer and subject to the same policies as regular members. The developer will either pay 100% of the total project costs upfront as a contribution to aid construction refundable on a pro rata share of the number of hookups or implement a restrictive covenant that requires each plotted land parcel to establish membership with Garrison Rural Water District under the provisions of this policy, which includes commencement of monthly water service.

- C. New Project-Related Members – Potential members added to the system as a result of projects funded through external sources (North Dakota State Water Commission Municipal, Rural, and Industrial Program, USDA Rural Development, etc.) will be charged a membership fee based on program requirements. Pipeline and appurtenance construction shall be installed to Association standards, and title to all infrastructure transfers to the District upon completion. All construction costs from the curb stop to the point of service are the responsibility of the new member. Monthly minimums and operation and maintenance costs will be based on project and service costs. These costs are currently estimated at a \$1,000 membership fee, \$42 to \$45 per month minimums, and \$3.50 to \$4.00 per 1,000 gallons of water periodically adjusted for increases in operation and maintenance costs.

RESPONSIBILITY: Board of Directors

APPROVED: 10-28-03  
EFFECTIVE: 01-01-04  
AMENDED: 02-28-06  
AMENDED: 4-26-11  
REVIEWED: 10-3-17



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Hjalmer Carlson, President

## GARRISON RURAL WATER DISTRICT

### POLICY NO. 11

SUBJECT: Contractors

OBJECTIVE: Provide a list of requirements for all approved contractors.

#### POLICY CONTENT:


1. Copies of the following documents need to be provided to Garrison Rural Water District on a yearly basis:
  - a. Contractors License
  - b. Water/Sewer Installers License
  - c. Proof of Insurance
2. All water extensions need to be approved by the district's engineer before construction can begin and contractor must follow approved specifications.
3. Membership must be established by consumer before construction can begin.
4. Materials should be of good quality and work should be performed at established codes.
5. Any violation of this policy will be cause for removal of the contractor from the approved contractor list.
6. Garrison Rural Water reserves the right to reject or suspend prior approval of contractors.

RESPONSIBILITY: Board of Directors

APPROVED: 11-18-08

AMENDED: 4-26-11

REVIEWED: 10-3-17



Hjalmer Carlson, President

# GARRISON RURAL WATER DISTRICT

## POLICY NO. 12

SUBJECT: Meter Inspection Policy

OBJECTIVE: The Garrison Rural Water District acknowledges that routine maintenance is part of doing business. The objective of this policy is to establish meter inspection guidelines for the District. These inspections will provide an overview of the condition of our metering equipment. In addition, it establishes a schedule for verification of meter readings and will give firsthand knowledge that the meter has not been tampered with.

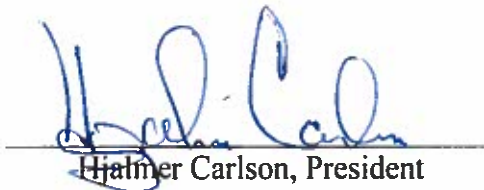
### POLICY CONTENT:

- A. One third of the District's meters will be inspected annually. As part of this inspection all parts will be verified operational, leaks will be fixed and any meter over one million gallons will be changed out. In addition random checks will be performed periodically.
- B. The meter will be read and the reading will be reconciled with the reading on file. Any meter readings that are in need of reconciliation will be billed out the next billing period.
- C. The pressures income and leaving the meter will be verified and recorded.
- D. Damaged meter assemblies that have been obviously tampered with by the member will be fixed at the cost of the member. Damages will be billed on the next billing period.
- E. Tampering with meters is against the law. Flagrant tampering with a District meter will have consequences up to being disconnected from the system and/or prosecution.

RESPONSIBILITY: Board of Directors/General Manager

APPROVED: 3-3-15

REVIEWED: 10-3-17



Halmer Carlson, President



# GARRISON RURAL WATER DISTRICT

## Schedule A

Type of Service	Fee
Meter reading	\$15.00
Collection trip	\$15.00
Reconnect/Disconnect	\$15.00
Non-sufficient funds	\$20.00
Mileage rate	Federal Rate
Per diem	\$25.00
Membership fee	\$35.00
Hookup fee	\$1,065.00
Past service	\$1,500.00