

GARRISON RURAL WATER DISTRICT

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GARRISON RURAL WATER DISTRICT

POLICY NO. 1

SUBJECT: Membership

POLICY CONTENT:

1. All members are subject to the Bylaws of the Garrison Rural Water District. Each member shall have only one membership regardless of the number of service connections. Each membership shall represent one vote. When more than one person holds the interest in a property served, the vote shall be exercised by the person in whose name the certificate is registered or by such person as designated.
2. All applicants for membership should contact Garrison Rural Water District at 1598 37th Ave NW, Garrison, ND 58540, (701)337-5682. A ***Rural Water Customer Information*** form must be filled out and submitted to GRWD. All applications must be signed and approved by a Board Member.
3. The Board of Directors approve all memberships. Upon approval the member will pay the membership and connection fee (see Schedule A) prior to receiving a ***Certificate of Membership*** signed by the GRWD BOD.
4. Fees are non-refundable except in the case of non-delivery of water because of lack of engineering feasibility. GRWD may reject any application for service not 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.
5. Memberships may be transferred to a different property owner with the notification and approval of Garrison Rural Water District Board of Directors. 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. Should a group of people in an unserved area apply for service or one or more applications are received in an area presently serviced but fall under the restrictions outlined in 4 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.
7. Developer should follow Developer Guideline Procedures to form a new development.

RESPONSIBILITY: Board of Directors

Approved: 02-11-1993

Reviewed: 10-30-2001

Amended: 04-30-2002

Reviewed: 10-03-2017

Revised: 06-22-2020

Reviewed: 02-25-2025

Revised: 05-27-2025


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, remote reader and the pressure regulator are furnished by the Garrison Rural Water District. The District retains ownership of the meter and all related equipment.
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 or pressure reducing valve, they will be repaired/replaced by the District. If damage is due to negligence or tampering by the consumer, or freezing, a service call and equipment replacement costs will be billed to the consumer (see Schedule A). In the event an existing meter freezes, the member will be required to install a pit for the placement of the meter. The cost of the meter pit is the responsibility of the member. The member should contact the District Office for construction specifications.
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 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.

RESPONSIBILITY: Board of Directors

Approved: 02-11-1993
Reviewed: 10-30-2001
Amended: 04-26-2011
Reviewed: 10-03-17
Revised: 6-22-2020
Reviewed: 02-25-2025
Revised: 05-27-2025


PRESIDENT

GARRISON RURAL WATER DISTRICT

POLICY NO. 3

SUBJECT: Billing, Collections, Delinquencies and Disconnections

OBJECTIVE: 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. **Payments:** Charges for water service will be billed monthly and payment of each month's bill is due postmarked by the last day 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:** The District has installed auto readers on all customer meters. Customers that do not have the auto read system are required to read their meter and report the reading on or before the last day of the month.
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 member in accordance with the estimate.
4. A bill not paid after 60 days shall be considered delinquent. Delinquency in payment of bills is cause for termination of water service. Non-payment within the 25 days from the due date will be subject to a penalty of 10% of the delinquent account.

A delinquent notice shall be sent to the member specifying a time for the delinquent payment to be made and notifying the member 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 the delinquent bill and the call fee are not paid, the member'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 member will be notified of the option to pay all fees and reconnect the service or the service will be abandoned (see Schedule A). If a new member wishes to receive water service at the location, the member will have to pay all fees involved, providing there is capacity on the system, before the account becomes active.
6. **Transient user:** The member of the District is responsible for the water bill. In the event a renter or unauthorized person uses water, the member will pay all water services, bills, late charges and other fees.

7. The member is ultimately responsible for the water bill, even in the event a renter or unauthorized person uses water, the member will pay all water services, bills, late charges and other fees if his/her renter or person using his/her account acquired water services.

RESPONSIBILITY: Board of Directors

Approved: 02-11-1993
Reviewed: 10-30-2001
Amended: 04-25-2011
Reviewed: 10-03-2017
Revised: 06-22-2020
Reviewed: 05-27-2025
Revised: 06-24-2025



PRESIDENT

GARRISON RURAL WATER DISTRICT

POLICY NO. 7

SUBJECT: Directors Compensation & Travel

POLICY CONTENT:

1. All compensation for Board members must be approved by the membership at the annual meeting as stated in the Bylaws.
2. 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.
3. Compensation of attendance to GRWD monthly meetings and mileage will be paid annually to each director.

RESPONSIBILITY: Board of Directors

Approved: 02-11-1993
Reviewed: 10-30-2001
Amended: 11-30-2004
Amended: 04-26-2011
Reviewed: 10-03-2017
Revised: 06-22-2020
Reviewed: 05-27-2025
Revised: 06-24-2025



PRESIDENT

GARRISON RURAL WATER DISTRICT

POLICY NO. 8

SUBJECT: Main Distribution Line Extensions

POLICY CONTENT:

1. **Individual members or contractors** requesting service in an existing project-related service area shall pay the connection fee and a membership fee which includes a portion of the existing system equity 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 individual member or contractor. Monthly base fees and cost of water are established in Schedule A.
2. **New Subdivisions** –See Development Guidelines.
3. **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 District standards, and title to all infrastructure transfers to the District upon completion. All construction costs from the point of service are the responsibility of the member or contractor. Monthly fee, operation and maintenance costs will be based on project and service costs.

RESPONSIBILITY: Board of Directors

Approved: 10/28/2003
Effective: 01/01/2004
Amended: 02/28/2006
Amended: 04/26/2011
Reviewed: 10/03/2017
Revised: 06/22/2020
Reviewed: 06/24/2025
Revised: 08/26/2025



PRESIDENT

GARRISON RURAL WATER DISTRICT

POLICY NO. 9

SUBJECT: Contractors

POLICY CONTENT:

1. Copies of the following documents need to be provided to Garrison Rural Water District on an annual basis:
 - a. Contractor's 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 contractors list.
6. Garrison Rural Water District reserves the right to reject or suspend prior approval of contractors.

RESPONSIBILITY: Board of Directors

Approved: 11/18/2008
Amended: 04/26/2011
Reviewed: 10/03/2017
Revised: 06/22/2020
Reviewed: 06/24/2025
Revised: 08/26/2025



PRESIDENT

GARRISON RURAL WATER DISTRICT

POLICY NO. 11

SUBJECT: Capitalization Policy

OBJECTIVE: To establish an accounting policy for the capitalization of Garrison Rural Water District assets.

POLICY CONTENT:

1. All moveable equipment with a useful life of more than one year and acquisition price of more than \$2,500 will be capitalized on a per unit basis. Invoices substantiating the acquisition cost will be retained for the life of the asset.
2. Asset useful life is determined as follows:

ASSET TYPE	LIFE
Treatment Plants	20 years
Office and Storage Buildings	40 years
Utility System and Reservoirs	20-40 years
Vehicles	3-10 years

RESPONSIBILITY: Board of Directors

APPROVED: 08/24/2021

Reviewed: 08/26/2025

Revised: 09/30/2025


PRESIDENT

GARRISON RURAL WATER DISTRICT

SCHEDULE A

GRWD Fee Schedule

	<u>Fee</u>
GRWD Service Fee per hour	\$ 75.00
Past Due Reconnection Fee	\$ 250.00
Past Service/Reconnect	\$ 1,500.00
Non-Sufficient Funds	\$ 25.00
Mileage Rate	Federal Rate
Membership Fee	\$ 100.00
Connection Fee (minimum)	\$ 3,000.00
Monthly Base Rate 1 Residential	\$ 62.00
Monthly Base Rate 2 Commercial 2"	\$ 75.00
Cost per 1,000 gallons of water	\$ 8.30 (March 1, 2025)
Director Compensation per meeting	\$ 100.00
Developers Fee	\$ 2,000.00 + \$100 per lot
Meter	\$ 250.00
PRV	\$ 250.00

RESPONSIBILITY: Board of Directors

Approved: No Approval Date Found

Revised: 03/01/2025

Reviewed: 09/30/2025



President

SCHEDULE A TO BE REVIEWED ANNUALLY (MARCH/APRIL) AFTER REVIEW OF CITY COSA REPORT IS RECEIVED