

INDEX GENERAL POLICIES

Policy Number	Subject
1	Membership
2	Meters
3	Billing, Collections, Delinquencies and Disconnections
4	Service Calls
5	Rate Schedule
6	Customers / Developers
7	Directors Compensation & Travel
8	Main Distribution Line Extensions
9	Contractors
10	Meter Inspection Policy
	SCHEDULE A

POLICY NO. I MEMBERSHIP

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 fee: See Schedule A
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. When a customer is offered water service the connection and membership fee will be at the current rate. See Schedule A
5. Memberships may be transferred to a different property owner 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 transferred as such.
6. Membership is also affected by the Bylaw, Article XI. All 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 outline in 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.

RESPONSIBILITY: Board of Directors

APPROVED: 2-1 1-93

REVIEWED: 10-30-01

AMENDED: 4-30-02

AMENDED: 4-26-16

REVIEWED: 10-3-17

REVISED 6-22-2020

POLICY NO. 2

METERS

1. Meter for each service: The water meter, the backflow preventor, remote reader and the pressure regulator are furnished by the District. Garrison Rural Water District retains ownership of the meter and all related equipment.
2. Non-registration of meter: When a meter fails to correctly or 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.
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.
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: 2-1 1-93

AMENDED: 10-30-01

AMENDED: 4-26-1 1

REVIEWED: 10-3-17

REVISED 6-22-2020

GARRISON RURAL WATER DISTRICT

POLICY 3: BILLING, COLLECTIONS, DELINQUENCIES AND DISCONNECTIONS

1. 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 25th 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: GRWD is installing 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 25th of each month along with their payment 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. These will be primarily lots that might use water on a temporary basis until they develop property.
4. A bill not paid after 90 days 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.

6. Transient user: The member to the District is responsible for the water bill, in the event a renter or unauthorized person used water, the member will pay all water services, bills, late charges and other fees.

7. The customer is ultimately responsible for the water bill, even in the event a renter or unauthorized person used 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, water bills, late charges or other fees.

RESPONSIBILITY: Board of Directors

APPROVED: 2-1 1-93

AMENDED: 10-30-01

AMENDED: 4-25-1 1

REVIEWED: 10-3-17

REVISED 6-22-2020

POLICY 4
SERVICE CALLS

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 curb stop to the customer dwelling shall be the customer's responsibility.

RESPONSIBILITY: Board of Directors

APPROVED: 2-1 1-93

AMENDED: 10-30-01

AMENDED: 4-26-1 1

REVIEWED: 10-3-17

REVISED 6-22-2020

POLICY NO. 5
Rate Schedule

Rural

Base Charge 1 : \$43.15

Base Charge 2: \$53.15

Base Charge 3. \$55.00

Base Charge 4: **\$60.00**

Water Charge: \$6.00/1,000 gallons

APPROVED: 2-11-93

AMENDED: 10-30-01

AMENDED: 12-18-06

AMENDED: 8-28-07

AMENDED: 4-26-1 1

AMENDED: 5-24-17

REVIEWED: 10-3-17

REVISED 6-22-2020

POLICY 6

CUSTOMER AND DEVELOPERS

ALL CUSTOMERS AND DEVELOPERS NEED TO CONTACT THE GARRISON RURAL WATER DISTRICT TO MAKE ARRANGEMENTS TO HAVE ACCESS TO OUR SYSTEM.

CUSTOMERS AND DEVELOPERS ARE RESPONSIBLE FOR ANY CONSTRUCTIONS COST FROM THE GARRISON RURAL WATER SYSTEM TO THEIR PROPERTY

RESPONSIBILITY: Board of Directors

APPROVED: 2-1 1-93
REVIEWED: 10-30-01
AMENDED: 4-26-11
REVIEWED: 10-3-17
REVISED 6-22-2020

POLICY 7
DIRECTORS COMPENSATION & TRAVEL

1. Compensation of officers may be approved at any regular or special meeting of the Board of Directors (BOD). All compensation for regular meetings must be approved by the membership at the annual meeting
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

REVISED 6-22-2020

POLICY NO. 8
MAIN DISTRIBUTION LINE EXTENSIONS

- A. Individual members or contractors requesting service in an existing project-related service area shall pay the connection fee of and a membership 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 contractors. Monthly base fees and cost of water are established in Schedule A.

- B. New Subdivisions — Customers of new subdivisions will be charged a connection and membership fee 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 point of service are the responsibility of customer or contractor. 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. 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 pay 100% of the total project costs.

- 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 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.

- D. RESPONSIBILITY: Board of Directors

APPROVED: 10-28-03
EFFECTIVE: 01-01-04
AMENDED: 02-28-06
AMENDED: 4-26-11
REVIEWED: 10-3-17
REVISED: 6-22-2020

POLICY 9
CONTRACTORS

1. Copies of the following documents need to be provided to Garrison Rural Water District on a yearly 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 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
REVISED 6-22-2020

POLICY 10

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. 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

REVISED 6-22-2020

SCHEDULE A

GRWD Fee Schedule	Fee
GRWD SERVICE FEE PER HOUR	\$50.00
PAST DUE RECONNECTION FEE	\$150.00
Non-sufficient funds	\$25.00
Mileage rate	Federal Rate
Membership fee	\$100.00
Connection fee (Minimum)	\$5,000.00
Past service	\$1,500.00
Monthly Base Rate 1	\$43.15
Monthly Base Rate 2	\$53.15
Monthly Base Rate 3	\$55.00
Monthly Base Rate 4	\$60.00
Cost/1000 gallons of water	\$6.00

REVISED 6-22-2020