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Chapter 1 Utilities – Culinary Water

(Ord. 2008-01; 7/1/2008)

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4.01.010 Management and Control

The Town shall have exclusive control and management of the Town's culinary water system, and shall have exclusive management and control of the supply and distribution of water to all users within the corporate limits and to those that receive water from the Town that are outside of the corporate limits. The Town shall from time to time make such rules and regulations as are necessary for the complete management, control, expansion, improvement, distribution, and supplying of culinary water to the users.

4.01.020 Definitions

- A. Water Service Line. The line running from the Town's water main to the structure or property to be served.

- B. Water Utility. All water and water rights, waterworks and appurtenances thereto, machinery, equipment and supplies used by the Town to supply consumers with water; provided, that the water service line from the meter or curb stop to the structure or property served shall be regarded the property of the owner of such structure or property owned.

- C. Emergency. An emergency is defined as: if the results of not taking immediate action would cause either harm to person(s) or property damage.

4.01.030 Reservation of Rights by the Town

The use of water under the provisions of this chapter shall not constitute or be deemed to be a relinquishment of any water or water right by the Town and the Town reserves the full right to determine all matters in connection with the control and use of such water.

4.01.040 Agreement to Rules and Regulations Prerequisite to Commencement of Services

No person may be served with water from the water utility unless they agree to all the rules and regulations of the Town pertaining to the use of such water. Use of the water from the water utility shall constitute acceptance of the rules and regulations.

4.01.050 Town Not Liable for Damages

The Town shall not be liable to the users for any damages caused by interruptions of water supply, scarcity of water, water quality, accidents to works or mains, or during time of alterations, additions, or repairs, or for any other avoidable or unavoidable causes.

4.01.060 Damaging Utilities Property or Equipment

No person shall in any way damage any property, equipment or appliance constituting or being a part of the water utility.

4.01.070 Trespass or Interference with Water Utility's Property

No person, other than those authorized by the Town, shall trespass upon the property of the Water Utility or tap any water mains or make connections therewith or in any way interfere with the Water Utility or the property, equipment, pipes, valves or other appliances of the Water Utility or change or alter the position of any valve or appliance regulating the flow of water in any pipeline.

4.01.080 Water Conservation, Waste Prohibited and Restrictions on Use

- A. All water users shall keep their service pipes, connections, and other apparatus in good repair at their own expense and in such condition that they will not waste or permit the waste of water.
- B. No person will use water from their water service on property not connected to the Town Water Utility.
- C. In time of scarcity or when the Town is unable to furnish a sufficient supply of water for all purposes, the Mayor may, place restrictions on the use of water to such an extent as may be necessary for the public good.

4.01.090 Discontinuance of Service-Failure to Comply with Regulations or Pay Charges

- A. If any water user fails to comply with the provisions of this ordinance, the Town may discontinue water service until the water user is in compliance and has paid

any and all costs incurred because of the non-compliance.

- B. In case any water user shall fail to pay all charges as prescribed by this ordinance, the Town shall shut off water to the premises, building, house or lot, and water shall not be turned on again until all charges, including all penalties and interest, have been paid, provided, that the Town shall not shut off the water until the owner and/or occupant shall have been given ten (10) calendar days' notice in writing of the Town's intent to shut off the water. The ten (10) days notice shall be deemed to have been given ten (10) days after the notice has been mailed by first class mail to the mailing address as shown on the records of the Water Utility.
- C. Payment in full, for reinstatement of water service, must be by cash, or certified funds. After receipt of payment by the Town, the water service will be turned back on at as mutually agreeable time.

4.01.100 Water Service Connections

- A. Any person desiring a water service connection shall make a written request to the Town to provide the connection.
- B. The fee charged by the Town to provide the connection shall accompany a request for a water service connection. The amount of the fee for providing a water service connection will be established by separate ordinance and shall include the connection, water service line from the main to the meter and the Town's water meter.
- C. Except in case of an emergency, no person other than those authorized by the Town shall turn the water on or off water to any premises. Water will not be turned on to a residence unless an occupant or authorized agent is present.

4.01.110 Maintenance

The owner of any property connecting to the Water Utility shall be responsible for the maintenance of the water service line from the meter or stop and waste valve to the structure being served and shall keep his line in good condition at his expense so as to prevent waste of water. All Water Utility water meters and stop and waste valves will be maintained by the water utility. The cost of repairs resulting from damage, neglect or abuse by the water user shall be paid for by the user.

4.01.120 Disconnecting Service from Premises

When a water user desires to disconnect his premises from the Water Utility, the user shall not be permitted to take up that portion of the line between the main and the meter and all appliances from the water main, to and including the meter and stop and waste valve, shall remain in the ground and in undisturbed condition. Any damage to the meter, stop and waste valve or other property of the water utility or violation of these requirements will result in fees being assessed to the property owner for the actual cost of replacement or repair of damaged or missing items and a fine not to exceed \$250.00.

4.01.130 Tampering or Interfering

It shall be unlawful for any water user or for any other person to tamper or interfere with any meter or meter seal or to so arrange his water service or piping so that the use of water will not actuate the meter.

4.01.140 Shutting Water off at Street Mains

Water may be shut off from any street main when necessary to make repairs or to make connections or extensions of the mains or to perform any other work necessary to maintain the water utility. Such shut offs may only be performed by employees of the Town.

4.01.150 Water Service Fees

An annual, quarterly or monthly water service fee will be charged for each water connection. The water service fee charged for use outside of the corporate limits may be up to 1 1/2 times the rate charged within the corporate limits. The fee schedule will be established by separate ordinance.

4.01.160 Billing and Payment

- A. An account shall be established for each water connection. All accounts shall be carried in the names and addresses of the property owner, agent, tenant, purchaser or lessee of each such parcel having the water connection.
- B. At least once a year and not more than once a month, a statement of each account, shall be prepared and sent to the name and mailing address appearing on the account. Nothing shall prevent accounts from being divided into groups with different billing dates for the purpose of establishing convenient billing cycles.
- C. Statements shall be due and payable at the office of the Town (Town Hall) immediately upon receipt of the statement, and shall be delinquent if not paid in accordance with the fee schedule found in Appendix 4.10-A. Payments may be made in person or by U.S. mail and may be tendered in the form of cash, cashier's check, money order or personal check. Payment may also be made via the online bill-pay function of the water user's checking account.
- D. Property owners or the owner, agent, tenant, purchaser, or lessee of each property for which the water connection is made shall, each and all, be jointly and severally liable for each payment of charges and fees. Failure to pay any charges when due shall constitute a violation of the provisions of this ordinance. Collection of charges and fees under this ordinance when delinquent may be enforced by civil action brought by the Town for the Town in any court of competent jurisdiction, and this remedy is cumulative and not exclusive and shall be in addition to all penalties provided by the ordinance for any violation of any provisions hereof. No change of ownership or occupation shall affect the application of this section.

4.01.170 Appointment of Special Municipal Officers

The Mayor may appoint special Municipal officers, who are not certified peace officers, acting under the terms of their appointment under W.S. 15-1-103 (a) (1) with authority to issue citations to individuals for the purpose of enforcing this ordinance.

Chapter 4 Water Conservation

(Ord. 2008-02; 6/17/2008)

Sections:

[4.04.010 General](#)

[4.04.020 Educational](#)

[4.04.030 Town Preparedness](#)

[4.04.040 Water Shortage Classifications](#)

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4.04.010 General

The Town of Star Valley Ranch wants to be prepared in case of a water emergency. We do not want to be accused of “crying wolf” but want to be prepared in case of an unforeseen problem. This water Conservation Plan is designed to exercise proper stewardship over our water resources.

Although water conservation can be imposed on the public, it must be voluntarily and willingly accepted as a shared responsibility between the water providers and the water users of the Town to be truly effective. The Town can succeed in meeting its long-term water conservation and supply goals and its commitment to maintaining Star Valley Ranch's status as a desirable place to live only if water users are willing to embrace and practice a conservation life style.

This Water Conservation Plan will remain in effect for the time period required for the Town to develop and implement additional water sources and storage to meet the Town water user's demand, successfully install meters on all services, and establish and bill for water usage based on a metered usage. While the Town believes this will take approximately three years, many of the factors critical to meeting this time period are not under the control of the Town.

4.04.020 Educational Programs

The Town may inform water users of the status of culinary water conditions and the need to conserve by methods of communication that include the following:

Emails

Website Articles

Flyers

Water Customer Mailings

Newsletter Articles

Newspaper Articles

Town Hall Conservation Awareness Meeting / Classes

Town Entrance / Speed Sign Poles – Top Flagged

Yellow – Level I

Orange – Level II

Red – Level III

Possible “Incentive” Program (Conservation Citizen of the Year)

4.04.030 Town Preparedness

The Town will maintain an awareness of water supply and use conditions and prepare for water shortage conditions by implementing or continuing actions that include the following:

- A. Maintain Community Water Advisory Committee. The Community Water Advisory Committee will provide recommendations of water emergency classification to the Mayor. It is chaired by the Councilman assigned the Utilities Department. The Town Council recommends individuals to serve on the committee with input from the SVRA Board of Directors. The Committee is selected by Mayor and confirmed by the Council.
- B. Inspect and test water wells to produce maximum capacity.
- C. Continue "Leak Test" Project and repair of major leaks.

4.04.040 Water Shortage Classifications

The following "Levels" are guidelines, set based upon the advice of the Community Water Advisory Committee, however, the Mayor may increase the declared "Level" based on a perceived pending public health and safety issue.

A. On Going Conservation Recommendations and Actions

Continue Education Programs

No water hookups will be made until a building permit has been issued.

Encourage drought resistant landscaping projects.

Encourage repair of water leaks in homes.

Encourage installation of water saving devices.

B. Level I – Moderate YELLOW - (Storage tanks are not refilling in a 24 hour period, but have a high level mark of at least 50% of capacity during that period). The following limitations, actions and requests are implemented upon the Mayor's declaration that a Level I water shortage classification exists:

On going conservation measures plus:

Initiate alternate evening watering periods for the purpose of home yard and outside irrigation only based on street address:

House numbers ending in EVEN number may water Sunday evening, Tuesday evening, and Thursday evening, watering period limited from 7:00 PM thru 7:00 AM the following morning.

House numbers ending in ODD number may water Monday evening, Wednesday evening and Friday evening, the watering period limited from 7:00 PM thru 7:00 AM the following morning.

No open end hose watering. Must use a restrictive device on the end of the hose.

No more than one hour per sprinkle setting (location or area).

No outside watering on weekends from Saturday 7:00 AM thru Sunday 7:00 PM

No outside watering the evening before a national holiday

No washing of vehicles, driveways, or any outside cleaning with water

No recharging of yard fountains or artificial streams

Request

Golf Course and irrigation of “non-golf common property” watering limited to Sunday thru Friday, 7:00 PM thru 7:00 AM.

Limit indoor water use.

C. Level II – High ORANGE - (Following a minimum of three (3) straight days of “(Moderate) Level I Condition” OR tanks are less than 10% of capacity). The following limitations, actions and requests are implemented upon the Mayor’s declaration that a Level II water shortage classification exists:

Level I measures plus:

No landscape irrigation

Eliminate all irrigation of non-golf common property

Request:

Limit toilet flushing

Collect warm-up water for use on plants

Full load washing machine only

Full load dish washing only

Reduce bath water level and shower time by ½

D. Level III – Extremely High” RED - (Negative supply to demand or a minimum of three (3) days of Level II). The following limitations, actions and requests are implemented upon the Mayor’s declaration that a Level III water shortage classification exists:

Level II measures plus:

No outside watering.

Request:

Drink or wash with “warm-up” / “cool down” water

Limit domestic use

1 bath / week / person

No washing machines

4.04.050 Authority

The Mayor has the authority to declare a water emergency, determine the Water Shortage Classification and implement limitations and actions.

4.04.060 Fines

Any water user that violates any provisions of this chapter, including noncompliance with limitations and restrictions of water use under a level I, II, or III water classification, shall be subject to the following fines and actions by the Town. No citations or warnings shall be issued for violations of items listed herein as “requests”.

First Offense of the water year (April thru March): Written Warning and up to \$100.00 fine.

Second Offense of the water year: \$100.00 fine

Third Offense of the water year: \$750.00 fine per incident

Fourth Offense of the water year: \$750.00 fine and the Town will shut off the water service to the residence.

4.04.070 Enforcement

- A. Special Municipal Officer(s) have the authority to issue citations for violations of this chapter.
- B. The Municipal Court and Town Judge may be utilized to hear cases resulting from enforcement of the requirements of this chapter.

Chapter 10 - Water Service Fees

(Ordinance 2011-13; Effective 4/15/2011)
(Ordinance 2011-11; Effective 12/15/2011)

Sections:

[4.10.010 Basis for Fees](#)

[4.10.020 Billing Statements and Charges](#)

[4.10.030 System Development Fee](#)

[4.10.040 Base Fee](#)

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[4.10.130 Appeals](#)

[Appendix 4.10-A Culinary Water Service Fees-Effective 4/15/2011](#)

4.10.010 Basis for Fees

The Town of Star Valley Ranch (Town) will charge fees in the amounts established in Appendix 4.10-A for culinary water services. The Town may, by ordinance, periodically revise the rates established in Appendix 4.10-A.

4.10.020 Billing Statements and Charges

The Town may issue a monthly billing statement for all properties that have a water service connection. The billing statement will be for water services for a billing period that approximates one calendar month.

The water meter readings used to determine the Water Service Fee will normally be made at approximately the same time each month so that the billing period approximates one-month.

The Town will issue a billing statement to the property owner or designated recipient of record. It is the responsibility of property owners to advise the Town if the billing statement is to be directed elsewhere. The owner of the property is responsible for payment of any water services bill in a timely manner and directing the billing statement elsewhere does not negate that responsibility.

The Town reserves the right to estimate the Water Service Fee, based on previous usage, if for reasons beyond its control water meter readings cannot be obtained or properly used. Payment of this estimated fee does not negate the payment for actual water used.

A statement for a partial billing period, due to change of owner or occupant arriving or leaving during a billing period or for any other reason will include a full billing period base fee and the quantity of water used in the partial billing period provided that the prior owner or occupant gives notice to the Town prior to vacating the property.

All fees and charges are due and payable 10 calendar days following the billing date. The account will be delinquent if not paid within twenty one (21) calendar days of the billing date.

4.10.030 System Development Fee

The fee to be charged by the Town for providing a new culinary water service connection, including the connection to the water main line, meter and stop and waste valve will be based on service size. The System Development Fee must be paid in full before the water service connection will be made.

4.10.040 Base Fee

The Town will charge a base fee, each billing period, based upon service size, to all properties that have a water service connection. This fee is based on the capital investment in the Town's water infrastructure, loan payments for such investments, required payments for reserves or sinking funds as required by grantees and lenders and other costs determined to be associated with the infrastructure of the Town's Water System.

4.10.041 Base Fee Credit

The Town may apply a Credit to the Base Fee for Water Services within the Town corporate limits comprised of a portion of the 5 mil Property Tax and the 5th Penny Sales Tax. This credit is NOT available to Water Service connections outside the Towns corporate limits.

4.10.050 Water Service Fee

The Town will charge a Water Service Fee to all properties that use water during the billing period. The Water Service Fee will be based upon service size and the amount of water used. The water meter readings determine the amount of water used. The meter readings will normally be made at approximately the same time each month so that the billing period approximates a month time frame.

4.10.060 Turn On/Turn Off Fee

(Ord. 2011-11; 12/15/2011)

The Town will charge a fee for the Town's water department employees to either turn the water on or off as defined in Appendix 4.10-A.

It will be a violation for Individuals to turn their own water on or off at the curb stop or in the meter pit or to designate an agent to do so for them. Only authorized agents of the Town shall have access to either the curb stops or meter pits. Violators will be responsible for fines, penalties, attorney fees, and court costs as well as the cost of any repairs to valves, meters or other equipment or parts caused by such violation.

4.10.070 Fees Outside of the Town Corporate Limits (Ord. 2011-11 12/15/2011)

Water users outside of the Town's corporate limits may be charged fees that are up to 1 ½ times the rates established for comparable water users within the corporate limits. The fees charged to water users outside of the Town's corporate limits will be defined in Appendix 4.10-A and may be changed by Ordinance at any time to the maximum allowable.

4.10.080 Special Winter Water Service Fee and Designated Periods

The Town may elect to establish a "Special Winter Water Service Fee" during designated winter months. Appendix 4.10-A will define any "Special "Winter Water Service Fee" and designated periods. Although this provision is implemented for the benefit of properties that may need to run a constant slow stream of water to keep pipes within their properties from freezing or to keep the Town's water mains from freezing it will apply to all water users that use water during the billing period.

4.10.090 Penalties

- A. The account will be delinquent if not paid within twenty one (21) calendar days following billing date.
- B. A penalty for late payment, as established in Appendix 4.10-A, will be assessed on payments that are delinquent and will be assessed on the total amount of any delinquent bill.
- C. A penalty for unauthorized access, as established in Appendix 4.10-A, will be charged if the service is turned on or off at the curb stop or in the meter pit by anyone other than an authorized agent of the Town.
- D. All costs and attorney fees resulting from any infraction or collection action will be added to the amount due as part of the total amount due.
- E. A returned check fee will be charged for checks that are not honored for payment

4.10.110 Interest

Interest rates, as established in Appendix 4.10-A, will be charged on the total amount of any delinquent bill.

4.10.120 Discontinuance of Service for Failure to Comply with Regulations or Pay Charges

- A. If any water user fails to comply with the provisions of this chapter, the Town may discontinue water service until the water user, landowner, or subsequent property owner is in full compliance and has paid any and all costs incurred because of the noncompliance.
- B. Delinquent payments shall attach to the property. The owner of the lot shall be held responsible for any delinquent payments that were made during the time that the property was leased or rented to any other person. If the property is sold, the new lot owner shall be required to bring current all delinquent payments prior to the water being turned on to the property. The Town of Star Valley Ranch may also file a lien against the property for delinquent payments.
- C. In case any water user shall fail to pay all charges as prescribed by this chapter, the Town may shut off water to the premises, building, house or lot, and water shall not be turned on again until all charges, including all penalties and interest, have been paid, provided, that the Town shall not shut off the water until the owner and/or occupant shall have been given ten (10) days' notice in writing of the Town's intent to shut off the water. The ten (10) days notice shall be deemed to have been given ten (10) days after the notice has been mailed by first class mail to the mailing address as shown on the records of the Water Utility.
- D. In case a water service account is delinquent for a period of 24 months or more the Water Utility may at its option write off the delinquent bill as a bad debt and remove the water service from the property. Payment of a System Development Fee at the current rate will be required to reestablish water service to the property.
- E. Payment in full, for reinstatement of water service, may be required to be by cash, or certified funds. After receipt of payment by the Town, the water service will be turned back on or reestablished at a mutually agreeable time.

4.10.130 Appeals

- A. A water user may file a written appeal to the Town if they consider the water billing statement to be incorrect or their water usage was excessive as a result of unusual extenuating circumstances. A written appeal should state the reasons:
 - Why they consider the billing statement to be incorrect (if applicable).
 - What unusual extenuating circumstances existed (if applicable).
 - State what special conditions or circumstances existed.
 - State what corrective action has been taken.
 - State why strict application is unreasonable.
 - What consideration they are requesting from the Town.
- B. Any appeal that is not satisfied by the Water Utility may be forwarded to the Town Council for a final review and decision.

**Appendix 4.10-A
(Ordinance 2011-11; Effective 12/15/2011)**

Culinary Water Service Fees - Effective 4/15/2011

General: The fee schedule in this appendix is established for calendar year 2012 billing periods but will remain in effect until revised by future ordinance. The new water rates will become effective for the January, 2012 billing period. The January, 2012 billing is for the water services that are provided generally in the month of January and for which the water service bills will be sent out in early February.

System Development Fee:

Residential:

<u>Service Size</u>	<u>Within Corporate Limits</u>
¾ inch	\$8,000.00
	<u>Outside Corporate Limits</u>
¾ inch	\$10,000.00

Commercial:

<u>Service Size</u>	
¾ inch	\$10,000.00
1 inch	\$16,000.00
1 ½ inch	\$35,000.00
2 inch	\$57,500.00
2 inch (fire protection only)	\$28,750.00 *

* This reduced fee is applicable when another water line connection provides normal water use to the property and this service is used only for emergencies.

The Town may by resolution, reduce the Commercial System Development Fee, on a case by case basis, as an incentive to attract businesses into the Town.

Base Fee:

Residential Fees:

<u>Service Size</u>	<u>Billing Period Base Fee</u>
¾ inch	\$41.00

Commercial Fees:

<u>Service Size</u>	<u>Billing Period Base Fee</u>
¾ inch	\$41.00
1 inch	\$58.00
1 ½ inch	\$69.00
2 inch	\$80.00
2 inch (fire protection only)	\$40.00*

*This reduced fee is applicable when another water line connection provides for normal water use to the property and this service is only used for emergencies.

Base Fee Credit:

	<u>Billing Period Credit</u>
Users inside Corporate Limits	\$15.00

The credit is applied to the Base Fee for water services within the Town corporate limits. Credit is based on 5 mils of Property Taxes and a portion of the 5th Penny Sales Tax.

Water Service Fee:

	<u>Within Corporate Limits</u>
Per Gallon	\$0.0014
	<u>Outside Corporate Limits</u>
Per Gallon	\$0.00175

Special “Winter Water Service Fee”:

All services using water will be charged each month for the actual water used or 4,000 gallons whichever is less during the December through March billing periods.

Turn On/Turn Off Fees:

The Town will charge a fee of \$45.00 for the Town’s water department employees to either turn the water on or off. Each water service will be provided one turn on and one turn off free of charge each calendar year if the turn on or turn off is scheduled in advance and accomplished between the hours of 8:30 AM and 4:00 PM on normal work days. This free turn on or turn off service will not be provided if the shut off is due to failure to comply with regulations or pay charges due.

The Town will charge a fee of \$30.00 per hour for wait time when persons have scheduled turn on or turn off services and are not present with ¼ hr of the scheduled appointment time.

Fees Outside of the Town Corporate Limits:

Water users outside of the Town’s corporate limits may be charged fees that are 1 ¼ times the rates established for comparable water users within the corporate limits.

A late payment penalty of the greater of \$5.00 or 5% will be assessed, each billing cycle, on payments that are delinquent and will be assessed on the total amount of any delinquent bill.

A \$250.00 penalty for unauthorized access to the curb stop or meter pit will be charged if the service is turned on or off by anyone other than an authorized agent of the Town, except in case of an emergency.

Interest:

Interest will be charged on delinquent payments at the rate of 1½%, compounded, for each full billing period or portion of a billing period that the payment is delinquent.