

RURAL WATER DISTRICT NO. 3
WASHINGTON COUNTY, OKLAHOMA

RULES AND REGULATIONS

Adopted on the 10th day of March, 2025

These Rules are issued in compliance with the provisions of the Rural Water Districts Act of Oklahoma (82 Okl. St. Ann. 1324.1 et seq.), and the By-laws of the District and are designed to govern the supplying and taking of water service in a uniform manner for the benefit of the District and its members. They are subject to change from time to time. If a provision of these Rules conflicts with a provision of the rate schedule, the provision of the rate schedule will prevail. If any portion of these Rules shall be declared invalid by competent authority, such voidance shall not affect the validity of the remaining portions.

1. DEFINITIONS:

The following expressions, when used herein, will have the meaning stated below.

- 1.1 Applicant: Any individual, firm, partnership, corporation, or other agency owning land located within the District and applying for water service.
- 1.2 Benefit Unit: A right entitling the holder to one water service connection.
- 1.3 Board: The board of Directors of Rural Water District #3, Washington Co., Oklahoma.
- 1.4 Consumer: Any individual, firm, partnership, corporation, or other agency receiving water from the District's facilities and owning or occupying land located within the District in favor of which one or more benefit unit(s) have been subscribed and paid for. This term shall be considered, for the purposes of these Rules and Regulations, to be synonymous with member, participating member, benefit unit owner, customer, or any like term.
- 1.5 Point of Delivery: The point of delivery shall be at the meter, unless otherwise specified in the Application for Water Service & Water User's Agreement.
- 1.6 Service of Delivery: The term service, when used in connection with the supplying of water, shall mean the availability for use by the consumers of water adequate to meet the consumer's requirements. Service shall be considered as available when the District maintains the water supply at normal pressure at the point of delivery, in readiness for the consumer, regardless of whether the consumer makes use of it.

- 1.7 Application for Water Service & Water User's Agreement: The agreement or contract between the consumer and the District, pursuant to which water service is supplied and accepted.
- 1.8 Water Service: A water service shall consist of facilities for supplying water to a residence or business establishment located on the land within the District.

2. GENERAL RULES

- 2.1 Rates and Charges: The supplying and taking of water will be in conformance with these rules and the applicable rate schedule attached hereto, and filed with the Secretary of the District. Provided however, that such rate schedule is subject to change by the action of the Board, provided further, that if at any time the Board determines that the total amount derived from the collection of water charges is insufficient for the payment of operating costs, emergency repairs, or debt service, the Board shall increase the minimum water rate for the first month thereafter in an amount of sufficient to pay such operating costs, emergency repairs, or debt service.
- 2.2 Membership: Applicants for service shall make application to the District. The applicant will purchase a benefit unit for each water service desired, fire sprinkler system desired, and sign the standard Application for Water Service & Water Users' Agreement for an indefinite period. Each application must be approved by the Board.
- 2.3 Service Readiness: Before installing a service extension and providing water available for use, the Board may require the applicant to pipe the applicant's home and be ready to accept service.
- 2.4 Transfer Responsibility: It shall be the consumer's responsibility to anticipate changes of occupancy, and to have the benefit unit transferred to the new consumer as prescribed in the By-laws. Until the benefit unit is formally transferred, the original holder shall be responsible for payment for service. All charges levied against a benefit unit must be paid before the benefit unit can be transferred or service resumed where there has been a suspension.
- 2.5 Fiscal Year: The fiscal year for the District shall be from January 1 through December 31 of every year.
- 2.6 Sole Use: A standard water service connection is for the sole use of the applicant or the consumer and does not permit the extension of pipes to transfer water from one property to another; nor to share, resell, or sub-meter water to any other consumer. If an emergency or specific situation should make such an agreement advisable, it shall be done only on specific written permission of the Board and for the duration of the emergency.
- 2.7 Inspection Rights: Representatives of the District shall have the right at all reasonable hours to enter upon consumer's premises to read and test meter, inspect piping, and to

perform other duties for the proper maintenance and operation of service; or to remove its meters and equipment upon discontinuance of service by/to consumers.

- 2.8 Service Interruptions: The District will make all reasonable efforts to supply continuous, uninterrupted service. However, it shall have the right to interrupt service for the purpose of making repairs, connections, extensions, or for other necessary work. Efforts will be made to notify consumers who may be affected by such interruptions, but the District will not accept responsibility for losses which might occur due to such necessary interruptions. The District does not accept responsibility for losses which might occur due to interruptions in service caused by storms, strikes, floods, or other causes beyond its control.
- 2.9 Property Ownership Change: The District will allow a Benefit Owner ninety (90) days in which to sell, transfer, or relocate their water service when the owner no longer holds title to the original property on which the service is located.
- 2.10 Sewer System/Pressure Statements: An applicant shall be required to sign the attached statements concerning the existence of an approved sewer system and the recommended installation of a pressure regulator when applicable. Waiver to take the place of sewage disposal inspection and acceptance required by DEQ. Applicant has 30 days to comply with DEQ regulations and furnish RWD #3 Wash. Co. a written inspection and approval by DEQ of this sewage disposal system.
- 2.11 Miscellaneous Contracts: The District, through its Board, may make specific water service contracts with the Federal Government, the State of Oklahoma, or agencies thereof, school districts, and municipal corporations differing from stipulations set out in the rate schedule and Rules.
- 2.12 Water System Connections: There shall be no physical connection between any private water system and the water system of the District. Representatives of the District shall have the right, at all reasonable hours, to enter upon consumer's premises for the purpose of inspection and enforcement of this provision. Violation of this provision shall constitute cause for disconnection of a consumer's service.
- 2.13 Excessive Water Requirements: In the event an applicant whose water requirements are found to exceed the District's ability to supply it from existing facilities without adversely affecting service to other consumers to an unreasonable extent, the District will not be obligated to render such service, unless and until suitable self - liquidating financing is arranged to cover necessary investment in additional facilities.
- 2.14 Capital Improvements: The expenditures of District capital improvement monies without pay back to the District shall pertain to any temporary, permanent, or emergency construction, either new, enlargement or change in design which improves water quality, water supply or provides a new water source and shall be contingent upon the following criteria; any improvement cannot serve a new area outside District boundaries; any improvement must have prior approval by the Board, including location, size and scope.

- 2.15 Violation: A violation of the Laws of the State of Oklahoma or any Agency thereof concerning the operation of the District’s water system or a violation of the District By-Laws or District Rules and Regulations by the applicant or any person acting on behalf of the applicant will result in a forfeiture of applicants Benefit Unit in the sole discretion of the District Board of Directors and upon forfeiture, the patron will no longer be entitled to water service from the District.
- 2.16 Training: The duly elected board member hereby pledges to attend a minimum of six (6) hours of workshop training within twelve (12) months following election to said board for the purpose of receiving instruction in the areas of district financing, law, and the ethics and duties and responsibilities of district board members pursuant to Title 82 of the Oklahoma Statutes Section 1324.16.
- 2.17 Compensation for expenses: Board Members shall be reimbursed expenses pursuant to the policy adopted and applicable to employees, as set forth in the District’s Employee Handbook and Policy Manual.

3. RATES AND CHARGES:

- 3.1 Benefit Unit Cost: The base purchase price of a Benefit Unit will be \$2,250.00, effective May 1, 2026. After a benefit unit has been purchased the customer has up to 90 days for installation. At the time of installation (90 days or date meter is installed, whichever comes first) the monthly billing will begin. If there was previous ownership of a benefit unit, which forfeited, a new benefit unit cannot be reclaimed unless the past indebtedness is paid in full. In some areas there may be an additional connection charge required due to capital expenditures that were necessary to improve the system to make benefit units available, i.e., line extensions and /or upgrades, this charge must be paid in full at the time of purchase.
- 3.2 Extra Expenses: Any expense involved in setting a meter, which are over and above the cost of the benefit unit, will be charged to the customer.
- 3.3 Rates for customers served with water produced by the District’s water treatment facilities shall be charged at the following rates:
 - 3.3.1. Rate Structure, Per Thousand Gallon Water Rates, Monthly Minimums: Residential customers with a 5/8” meter shall pay a monthly minimum in the amount of \$18.00. Residential customers with a 1” meter shall pay a monthly minimum in the amount of \$21.00. Only residential customers will be allowed to install a 5/8” meter.

Water rates, effective August 1, 2024 shall be as follows:

- \$ 6.00 per 1,000 gallons for 0 through 400,000
- \$ 6.05 per 1,000 gallons for 401,000 through 600,000
- \$ 11.30 per 1,000 gallons for all over 601,000

3.3.2 Commercial Rates:

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| 1" Meter | \$21.00 | Base Rate | Plus per thousand usage billed at Rate Structure |
| 2" Compound Meter | \$28.00 | Base Rate | Plus per thousand usage billed at Rate Structure |
| 4" Compound Meter | \$31.00 | Base Rate | Plus per thousand usage billed at Rate Structure |
| 6" Compound Meter | \$36.00 | Base Rate | Plus per thousand usage billed at Rate Structure |

3.3.3. Fire Sprinkler Line W/Meter:

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| 4" | \$42.38 | Base Rate | Plus per thousand usage billed at Rate Structure |
| 6" | \$54.84 | Base Rate | Plus per thousand usage billed at Rate Structure |
| 8" | \$67.39 | Base Rate | Plus per thousand usage billed at Rate Structure |

3.3.4. Water rates for customers served by other water sources: The rates for customers served from other sources (meaning those customers served water not treated at the District's water treatment plant) shall be the cost of water, and other charges, fees and expenses charged by the water source, plus 30.0%. Each customer shall also pay a monthly minimum equal to the category for customers served with District treated water as set forth above.

3.4 Payments: Consumers shall remit the necessary payment the last business day of every month, effective 11-13-06. Service bills not paid by the first (1st) of the following month billed, shall be subject to a ten percent (10%) late charge. Meters will be read every month, and service may be discontinued after thirty (30) days delinquency and over thirty dollars (\$30.00). Service charge for delinquency fee will be fifty dollars (\$50.00), plus full payment of the delinquent amount. Any water loss, due to leaks which occur on the customer's side of the meter, will be the benefit unit owner's responsibility and can be adjusted with a onetime leak adjustment per account. There will be a twenty-five-dollar

(\$25.00) service charge or actual cost, whichever is more, on any returned check, effective March 11, 2013, Resolution No. 2013-03.

- 3.5 Base Rate: The base rate is sometimes herein referred to as the monthly minimum. The base rate charge does not allow for water usage.
- 3.6 Service Fees: Effective March 11, 2013, per Resolution No. 2013-03. The following standard fees shall be charged for District administrative services:

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| Copying | For up to 8 ½ x 14, \$0.25 per page, and \$1.00 per page for certified copies. |
| Researching open records request | \$25.00 per hour where applicable, see Title 51 O.S. Section 24A.5 |
| Reading meters | \$25.00 |
| Certified letter | \$6.00 or actual costs, whichever is more |
| Returned check | \$25.00 or actual costs, whichever is more |
| Returned auto draft | \$25.00 or actual costs, whichever is more |
| Delinquency | \$50.00 |
| Pull/replace meter | \$2,250.00 |
| Transfer fee | \$25.00 |
| Meter swing fee | Cost of equipment and labor plus 10% |
| Hydrant meter | Deposit of the cost of the meter, along with payment of the monthly base rate plus water at the applicable per thousand charges |
| Waterline Inspection | \$0.35 per foot for inspecting waterlines in subdivisions, for line extensions, or for any other purpose necessitating the District inspect a waterline |

- 3.7 Mobile Home Parks, Tiny Homes, Apartments, and Recreational Vehicles: Rates charged for mobile home parks will include a monthly base rate per space, effective August 9, 1999, plus the applicable rate for water usage.

- 3.8 Public Sales: Water sales to the public will be made at a cost to include the base rate plus the highest rate per 1,000 gallons plus any expenses incurred by the District.

- 3.9 Cemetery Use: Cemetery organizations or associations within the District boundaries can purchase a benefit unit; the rate charges will be the base rate per month plus water usage at current rates.

4. FIRE PROTECTION POLICY:

- 4.1 District: District as an accommodation to the community, will allow flushing hydrants to be installed on lines as provided for herein, which may be used for purposes of fire protection. However, the District makes no representations or warranties concerning the adequacy of the hydrant or volume of water delivered. All customers and members of the

public are to advise their insurance carriers as to proper inspection of any facility which the customer, the public or their insurance carrier is relying upon for fire protection purposes to determine whether the hydrant and required pressure meets insurance standards and specifications.

- 4.2 Installations: Hydrant installations shall be allowed only on lines which will furnish or deliver a minimum of 150 gallons per minute all of which shall be determined by the District Engineer. All four-inch lines shall be restricted to a post hydrant or a two-way flushing hydrant unless otherwise approved by district engineer.
- 4.25 Post, Flushing and/or fire hydrants may be installed at each intersection by employees of the district while installing new or upgrading existing distribution water lines; based on the information in section 4.2 and to be determined by the District Engineer.
- 4.3 Application: Each application for water service will contain the following caveat; “Rural Water District No. 3, Washington County, makes no representations nor warranties concerning the adequacy of any fire hydrant, or volume of water delivered at a fire hydrant. All patrons are advised to advise their insurance carrier as to proper inspection of any facility which the patron or their insurance carrier is relying upon for fire protection purposes, to determine whether the hydrant meets insurance company required standards and specifications.”
- 4.4 Testing: Fire Protection Districts shall be charged for all water used for testing any fire protection device at the highest current rate per 1000 gallons plus the required minimum plus any expense the District may incur because of such testing, unless alternative agreement is established with the Board of Directors.
- 4.5 Systems: No suction or other extraction systems shall be connected to any hydrant. Or the liability will be borne by the person or organization committing the act.
- 4.6 Authorization: No District hydrants or valves or equipment shall be used without prior notice and authorization from the District, EXCEPT, when required by an emergency. This provision shall apply to all flow or operational testing of fire protection equipment.
- 4.7 Tampering: Any person or organization tampering with or violating district hydrants without consent can be prosecuted to the fullest extent of the law.

5. MULTIPLE USERS:

- 5.1 Requirements: The Board may specifically authorize the owner of a benefit unit to connect an additional residence or business to the benefit unit owner’s single line from the meter, contingent upon the following requirements;
 - A. An additional base rate will be charged each month.

- B. Approval of the sewer system for the additional unit by the appropriate county health department must be furnished before connection to the service is made.
- C. Any additional connection made without approval and meeting all contingencies may result in the benefit unit being cancelled and service discontinued.

6. METERS:

- 6.1 Ownership/Responsibility: Meters will be furnished, installed, owned, inspected, tested, and kept in proper operating condition by the District without cost to the consumer. A complete record of tests and histories of meters will be kept. Meter tests will be made according to methods of the American Waterworks Association by the District, as often as deemed necessary by its Board.
- 6.2 Location: Meters shall be set on private property in front of the premises to be served, or at the closet point on the consumer's premises as designated by the District. All meters shall be set outside and never connected into a vertical pipe. Meters set outside shall be placed in a meter box. Meters cannot be set on property which has been determined by the District Engineer to be in an area which has reached its delivery capacity or is "red-flagged."
- 6.3 Errors/Testing: Service meters with errors that do not exceed two percent (2%) fast or slow shall be considered as being within the allowable limits of accuracy for billing purposes. The percentage of error will be considered as that at ten percent (10%) load, unless a consumer's rate of usage is known to be practically constant, in which case the error at such constant use will be used. Meter test requested by consumers will be performed without cost to the consumer if the meter is found to be more than two percent (2%) fast. Otherwise, the consumer for whom the requested test was made will be charged for the cost of making the test.
- 6.4 Corrective Readings: Representatives of the District shall read all meters at least once annually.
- 6.5 Damage: The consumer shall be responsible for any damage to the meter installed for the consumer's service due to any cause other than normal wear and tear.
- 6.6 Misappropriation: The Board may, in their discretion: forfeit the benefit unit of any member of the District who misappropriates water and may refuse water service to such member; assess a penalty up to the sum equal to the cost of a new membership; determine the amount of estimated water usage and require reimbursement of that amount together with all costs incurred by the District including disconnect fees, legal fees, accounting fees, etc.; and, the Board shall be entitled and directed to take any and all steps necessary and proper in the premises to protect the interest of the District and the patrons therein,

including, but not limited to, the procedures above-described and including, but not limited to, the filing of criminal charges for prosecution of any violator.

7. SERVICE LINES:

7.1 Ownership/Responsibility: The District will install and pay for all water service pipes (except for private fire protection) from its mains to the meters on property abutting the travel way along which the main is installed. The service pipe shall not be less than ¾ inch CTS in size. The District will also install and pay for the cock, meter, and meter setting.

8. EXTENSIONS AND DEVELOPMENTS:

8.1 Extension Requirements: All extensions to District main lines must be installed according to District specifications and with prior Board approval, with all associated expenses borne by the applicant requesting said extension.

8.2 Development Requirements: Any development within the boundaries of the District must be installed according to District specifications and with prior Board approval, with all associated expenses borne by the developer.

8.3 Extension/Development Restrictions: No water line extension will be approved if said extension would create or add to existing low-pressure problems during normal or peak demand periods. The judgment of a District’s Engineer shall be a determining factor on this issue.

Unanimously adopted at meeting of Board of Directors, conducted the 10th day of March, 2025.

RURAL WATER DISTRICT #3
WASHINGTON COUNTY

By _____
Chairperson