

OPERATIONAL RULES AND REGULATIONS AND POLICIES  
OF  
THE BOARD OF COMMISSIONERS OF THE LONG PRAIRIE WATER DISTRICT  
(revised July 12, 1999)

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TECHNICAL SERVICES  
DRINKING WATER

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SECTION ONE

The governing body of the LONG PRAIRIE WATER DISTRICT shall consist of a Board of five commissioners, each of whom shall be an elector of the district. Each of the Commissioners is to be elected for a term of four years, three of the commissioner's terms to expire alternately with the terms of the other two commissioners. The Chairman of the Board, the Secretary, and the Treasurer of the Board shall be chosen from and by the Board of Commissioners and shall hold their office until the first regular meeting in July, or until their successors are elected and qualified. The Board of Commissioners shall fill any vacancy on the Board as provided in ORS 198.320.

SECTION TWO

The Board of Commissioners shall hold meetings at such time and place within the district as it may determine. The Board shall hold at least one regular meeting in each month on a day fixed by it and may hold special meetings under such rules as it may make. Any board member may call a special meeting. A majority shall constitute a quorum to do business and, in the absence of the Chairman, any other member may preside at a meeting.

SECTION THREE

The Board of Commissioners may employ engineers, superintendents, mechanics, clerks or other persons as it may find necessary or convenient in carrying on any work of the district at a rate of remuneration as it may consider just. All maintenance of the water system shall be the duty of the Board of Commissioners acting by and through its employees and agents.

SECTION FOUR

All members of the Board of Commissioners shall serve without pay or compensation except for reimbursement of "out of pocket" money and said reimbursement shall be subject to approval by the Board. However, if board members perform substantial service to the district, such as meter reading, water testing, hydrant flushing, shutting off water supply of delinquent accounts of users, or any other maintenance work, payment may be made to such Board member for such services but subject to Board approval.

## SECTION FIVE

The rate schedule, marked "Exhibit A" which is attached and forming part hereof, which "Exhibit A" being incorporated herein by reference thereto, is adopted as the current water rate service schedule. In compliance with ORS 264.312, any increase of water usage rates or hook-up fees is subject to a public hearing and notice of the public hearing relating to such rate changes may be given to the district users of water by inclusion of a notice of the public hearing in either the water bills or in a special mailing sent to the users during the period of 30 days prior to the date of the hearing in conformance with ORS 264.312 (1) and (2).

## SECTION SIX

A hook-up fee established presently at \$2,500.00 for new hook-ups "within the district" and \$3,500.00 for new hook-ups "outside of the district" must be paid to the Long Prairie Water District prior to water service being supplied. The district shall provide a water line only to the property line of the user. All installations beyond the property line and upon the property of the user shall be paid by the user. Any change in the charge for a hook-up may be modified as the Board may determine after giving notice as required by ORS 264.312 (2).

## SECTION SEVEN

The Long Prairie Water District will furnish, install, own, operate, maintain, and replace all connections to the user's outlet for the payment of the hook-up fee as set forth in Section Six above. The service outlet on a user's premises shall be so located as to make the meter easily accessible from the District's lines and convenient for the installation, operation, protection and maintenance of the district's meters and equipment. The district shall not be required to install or maintain more than one connection direct from its distribution lines to the service outlet of any one user. Each user shall install and maintain, at the user's own expense, all piping, plumbing, equipment and faucets to the point of connection to the district's service. All plumbing and equipment of a user, including outside hydrants and faucets, shall be connected at the expense of the user in such manner that all water used by the user shall pass through the meter. At the sole discretion of the district, a backflow device may be installed if deemed necessary by the district.

## SECTION EIGHT

Applications for the use of water must be made on forms, signed by the owner, lessee or agent, such forms to be furnished by the district and the applicant must state fully and truly all of the purpose for which water may be required and must agree to conform to the rules and regulations of the Long Prairie Water District concerning use of water as a condition to such use. The application is merely a written request for service and does not in itself bind the Long Prairie Water District to provide service.



## SECTION NINE

Every user who is about to vacate any premises supplied with service by the district or who for any reason wishes to have such service discontinued shall give two days' notice in writing in advance of specified date of discontinuance of service. Until the district shall have such notice, the customer shall be held responsible for all services rendered at such location.

## SECTION TEN

The Long Prairie Water District may decline to serve any user until the user has fully complied with all the rules and regulations prescribed by these rules or any regulations of the district relating to the use and distribution of water. The district may decline to serve or to increase the service to any user if in the opinion of the district, adequate facilities are not available to render the service applied for or if the desired service is of a character likely to unfavorably affect service to other users. The district may refuse a character that satisfactory service cannot be given. The district may refuse to reconnect a service under the name of any other member of a family when the head of the household is unchanged and when service had previously been disconnected for non-payment of water bills. The district shall refuse to give service to any user whose piping system is connected directly or indirectly with a well or any other source of supply other than the transmission mains of the district and if such cross-connection is detected on the premises after service has been installed by the district, the district shall discontinue service immediately and without notice to the user. Service may be discontinued for non-payment of bills or for violation of the rules or regulations after three days' written notice that bills are delinquent or that the violation of the rules must cease, provided however, that where fraudulent use of service is detected or where a dangerous condition is found to exist on the user's premises, service may be discontinued without advance notice.

## SECTION ELEVEN

The district will supervise all meters necessary to enable the district to render bills for water service furnished. All meters and other equipment furnished by the district will be maintained by the district and will remain its property. The user shall give the district, or its authorized agents, permission to enter the users premises at all reasonable times for the purpose of installing, inspecting, repairing, and removing any or all of its apparatus and equipment used in connection with the supply and metering of water. Meters will be read at the time of service is first established and at periodic intervals approximately 30 days apart.

## **SECTION TWELVE**

If shortage of water shall exist, the district shall have authority at any time, to restrict the use of water. Whenever it becomes necessary for the district to issue an order restricting or prohibiting use of water for any class of service or customer, the order so issued shall affect all users served by the district both inside and outside the district and in cases where water is purchased by the district from the Tillamook Water District, the district is required to enforce any restrictions for the use of water issued by the Tillamook Water District, during the life of the restriction or prohibition order.

## **SECTION THIRTEEN**

Bills, showing separately the consumption in gallons and all other charges for service furnished, will be rendered monthly. If a billing has not been paid within 30 days of the date the bills are posted for mailing, a reminder shall be mailed calling the user's attention to the delinquency and the fact that the user is subject to a disconnection of water service. If after 60 days from the date the bills are posted for mailing the bill remains unpaid, a final notice shall be mailed. The final notice shall state that unless payment or satisfactory arrangements for payment is not made within 10 days, water service will be disconnected without further notice. If, in the event the payment or satisfactory arrangements for payment have not been made within the 10 days period, a collector shall be dispatched to collect the amount due or to disconnect the service. If the service is discontinued for non-payment, a reconnection charge of \$25.00 shall be made. If service reconnection is desired after hours or on Saturday, Sunday, or holidays, after being disconnected for non-payment, the reconnect charge shall be \$50.00.

## **SECTION FOURTEEN**

Each dwelling shall pay for one connection charge and the user thereof, shall not pipe water to a second or other user on or off said premises; the Board of Commissioners shall be the sole judge as to whether or not a user is conveying water to a second user or other user or users contrary to this rule and regulation of the district. Each mobile home and travel trailer occupied as a home or residence and all utility trailers occupied as such, shall be considered single users and each shall be connected directly to the water system of the district and considered one user as defined herein. The word "user" as defined and used in these rules and regulations shall mean and shall include the owner and/or the occupier of the premises served by the Long Prairie Water District. No reduction of amounts billed will be made by reason of loss of water due to the waste caused by leakage of equipment of the user unless authorized by the district upon written application therefor having been made by the user.



**SECTION FIFTEEN**

The money of the district shall be deposited in one or more banks, to be designated by the Board of Commissioners. The money shall be withdrawn or paid out only when previously ordered by vote of the board and upon checks signed by the Treasurer or such other persons as may be authorized by resolution of the board. Receipts or vouchers, showing clearly the nature and items covered by each check drawn, shall be kept on file.

**SECTION SIXTEEN**

All the proceedings of the Board of Commissioners shall be entered at large in a record book. All books, maps, plans, documents, correspondence, vouchers, reports, and other papers and records pertaining to the business of the district shall be carefully preserved and shall be open to inspection as public records.


REVISED AND ADOPTED   JULY 12  , 1999 by resolution of the Long Prairie Water District Board of Commissioners acting at a regular meeting of the Board of Commissioners.

DATED this   12TH   day of   JULY  , 1999.

LONG PRAIRIE WATER DISTRICT

  
\_\_\_\_\_  
Chairman

ATTEST:

  
\_\_\_\_\_  
Secretary