
Rule #1. General Water Rules and Regulations

- A. These Rules and Regulations have been adopted to govern the water services furnished by the District in a uniform manner for the benefit of the District and its water users and are subject to change as herein provided without notice to any water users or any other person. These Rules and Regulations are set in place to provide consistent and orderly use of the District's water systems and apply to all persons, firms, businesses, corporations, partnerships, and governmental entities, etc. using or intending to use water services provided or to be provided by the District.
- B. All persons, firms, corporations, partnerships, etc. desiring to obtain water service from the District shall request to obtain such service. All applicants shall meet and follow all requirements set forth in these Rules and Regulations. Failure to do so may result in disconnection of service or other penalties as defined herein.
- C. All connections to District's water system shall be requested in advance, connection fees paid in full, be properly installed and water services properly metered prior to the turn on of service.
- D. The water service made available under these rules are for the sole use of the person, persons, and customer at his/her premise(s) and he/she shall not resell in any manner any water service without the specific written consent and permission of the District.
- E. Water service is for the sole use service described above and prohibits any extension of pipes, hoses, etc. to transfer water service from one property to any other property, person, persons, or customer and prohibits any person, persons, customer from sharing, reselling, submetering to another person, persons, or customer. No more than one premise shall be served by a service connection unless express written permission is given by the District on an individual basis. A farm containing a residence and outbuildings for use in farming operations shall be considered as one residence and that customer may use water service from a single connection/meter for all such buildings. Farms containing more than one residence require that each residence be connected and metered separately.
- F. The District has the right to inspect meters, pumps, backflow prevention devices and all other water fixtures, lines and appliances for the use of water whenever deemed necessary by the District for the purpose of regulating such use, keeping accurate account, preventing waste, leakage or other violations of these Rules and Regulations. For such purpose it shall be the duty of the water customer to allow the District access to their premises at reasonable times and intervals; should any person, persons, or customer refuse to allow such access, upon order of the District, water service may be discontinued and withheld from any customer so refusing.
- G. The District reserves the right, at any time, without notice, to discontinue water service in their distribution lines for the purpose of making extensions, repairs or for any other purpose they deem to be in the best interest of the District's systems and customers. The District reserves the right to discontinue water to any customer, at any time, so long as the service pipe through which such user may be supplied, or any meter, or any pump, or any part of any such pipe of system may be out of order or in disrepair for the proper supply of water service through same. When reasonably possible the District will attempt to notify in advance of service interruptions when water service will be limited, restricted or temporarily shut off.
- H. All persons and customers are hereby advised and cautioned that risk of damage due to the discontinuance or disruption of water service is hereby assumed by the customer. All persons and

customers are advised to take measures to prevent water tanks from draining, boilers from collapsing, follow standard backflow prevention practices, prevent sewer back-ups and any and all other damages that could be incurred in the event water and/or sewer service was discontinued or interrupted for any reason. The District is not liable for damages caused by defective piping or appliances on the customer's premises or for any defect in customer's water piping. It is expressly understood and agreed by and between the District and the customer/user that no claim shall be made against the District by reason of breaks, leaks, bursting of, repairs to, or maintenance of any water or sewer facilities owned by the District or for any failure to supply service for any reason.

- I. No water pipe of any kind, including water service lines shall be installed within any right of way or easement of the District or be connected to the District's water system unless approval is given by the District and connection fees are paid. All water service shall be billed as set forth in these Rules and Regulations.

- J. Line extensions and connections to the District water system shall be at the sole cost of the customer or user and all extensions and connections shall be subject to the District's approved inspection. The District reserves the option to provide incentives and participate in line extensions, if the line extension is deemed to be beneficial to the District. (Ref: PWSD #6 of Clay Co Water Main Extension Procedures Package.)

- K. The District's water system shall be self-sustaining. The user/service charges for water services shall generate adequate annual revenues to pay costs of annual operations and maintenance of the water system including replacement costs associated with debt retirement related to financing of the water and/or any capital costs related with said system which the District may designate be paid from revenue collected by the user/service charges. The District shall bill customers for any and all miscellaneous charges set forth by State, Local and Federal Law, examples of which include, but are not limited to: primacy fees, taxes, laboratory testing fees, etc.

Rule #2. Definitions

Definitions shall be as follows:

Applicant - Any person, persons, firm, corporation, partnership, etc. desiring or applying for water service.

Agents - Any person, persons, firms, corporations or partnerships engaged in work, and serving as representatives of Public Water District #6 of Clay County, Missouri, including but not limited to its employees, engineers, operations, maintenance and management personnel and any and all such designates as the District may have from time to time.

AWWA - American Water Works Association.

Auxiliary water system - Any water source, supply or system, other than the Public Water Supply District #6 system, that may be available in the building, establishment, residence, premises or property.

Board of Directors - Persons duly elected or appointed by the District with general powers pertaining to the management of the business affairs of the District.

Customer - Any individual, firm, partnership, corporation, the Federal or State Government, or any unit, agency, political corporation or subdivision of either the Federal or State Government, or other agency receiving water services, or to whom water services are made available from the District's facilities pursuant to a written water user's agreement.

Commercial Customer - Customers that are non-residential or whose general purpose and use is of a business nature. Includes commercial, business and industrial establishments, with or without dwelling units in the premises or on the property. Condominium and other similar type complexes may be classified as Commercial Customers.

Clerk - The person duly appointed annually by the Board of Directors serving in the capacity as Clerk.

Cross Connections - Any physical link between a potable water supply and any other substance, fluid, or source, which makes contamination of the potable water supply possible due to the reversal of the flow of water in the potable water piping or distribution system were to occur.

Certified Backflow Prevention Tester - A person who has successfully completed training and is recognized by the State of Missouri to be a competent person in the testing, checking and rebuilding of backflow prevention devices.

District - (Water District) - The Public Water Supply District No. 6 of Clay County, Missouri.

Farm - A parcel of ground used for livestock or planting purposes.

Landowner - Any person owning property served by the water system of the District or who has a leasehold interest therein with more than a year to run. The term "Landowner" shall also include tenants, but the District may at its discretion require tenants to enter into any agreement required with the District under these Rules and Regulations, and the tenants shall be bound by these Rules and Regulations in all respects.

Multi-Unit Dwelling – Any one building or structure containing more than a single residential dwelling unit.

Premise(s) - Any building, land or structure used as a dwelling unit or used for any commercial, business or industrial use or purpose.

Point of Delivery: - The point of delivery shall be at the meter, unless otherwise specified in the water user's agreement or in any other agreement where it shall be mentioned.

Service - The term "service" when used in connection with the supplying of water shall mean the availability for use by the water user of water, subject to the provisions of these Rules and Regulations. Service shall be considered as available when the District maintains the water supply at a minimum of 20 p.s.i. static pressure at the point of delivery with the service line, in readiness for the water user's use, regardless of whether the water user makes use of it.

Service Line – Any water line or portion of a water line connected to or to be connected to the discharge side of a water meter.

Trailer Court – Any place having a campground, mobile home park, recreational vehicle park, or similar business that rents, on a regular basis, by the day, week, or month.

User - Any person, persons, firm, corporation or partnership using any District water services.

Water User's Agreement: The written contract between the water user and the District pursuant to which water service is supplied or made available.

Water Service: A water service shall consist of facilities for supplying water to one residence or business establishment located on land within the jurisdiction of the District.

Rule #3. Application, Supply and Taking of Service

- A. Applicant shall be responsible for requesting service from the District and in doing so requests and becomes a customer. Before the District begins rendering water service, the applicant/customer shall supply such necessary information as required by the District including but not limited to customer(s) name(s), driver's license number(s) and social security number(s), address, telephone number and requested date for start of service. Any customer who has taken service from the District without requesting such service from the District shall be considered to have expressed consent to the District's Rules and Regulations and shall be responsible for any and all appropriate water charges/payments as specified in the District's Rules and Regulations beginning on the first day of taking such service. The District reserves the right to make reasonable estimation of service usage if an exact determination cannot be made. 24 hours' notice must be given to District before intent to excavate water main
- B. Applicants and customers for water service shall conform to all Rules and Regulations as approved and as they may be modified, revised or amended from time to time.
- C. Commercial applicants and customers shall, upon request, present in writing a list of water devices which are or are proposed to be attached to the water lines servicing the building and/or property, giving location, types, size of devices and estimated daily water flow. The District will then advise of any improvements that must be constructed or any special conditions of use that must be followed by that commercial applicant or customer. The District reserves the right to advise and require any special backflow prevention.
- D. No substantial increases or additions to water use, water use equipment or appliances may be connected to the District water system by Commercial Customers except upon written notice to the District and with the written consent of the District.
- E. All applicants and customers are required to pay security deposits prior to the initiation of service. Failure to pay security deposits may result in refusal or termination of service.
- F. The District reserves the right to reject any applicant and/or customer request for service that does not comply with any District rule and regulation. Rejection may include, but not be limited to, refusal and disconnection of water service, in which the District may notify any appropriate local authorities if the District deems a public health detriment exists, could exist or will exist.
- G. **Service:**
 - 1. Readiness to Accept: Before providing water, the District will require the applicant to be *ready* to accept service. The Water main must be exposed by approved contractor or licensed plumber and made safe for District Staff to enter trench and perform GPS data collection, and inspection of meter pit, meter set, and service line. .
 - 2. Service for Sole Use of the Water User: The standard water service connection is for the sole use of the water user and does not permit the extension of pipes to transfer water from one property to any other consumer nor will the user share, resell or submeter water to any other consumer. If an emergency or specific situation should make such an arrangement advisable, it shall be done only on specific written permission of the District for the duration of the emergency. No more than one residence shall be served by one water service connection. A farm containing one residence and other buildings for use in the farming operation shall be.

considered as one residence and the water user may use water from one meter for all such buildings; provided that in the event that a farm contains two or more residences, a meter shall be required for each residence.

3. Hardship Agreements: The District may enter into a special agreement whereby a right of entry is granted to the District to read a meter placed on private property for remotely located residences or remotely located water uses, where the location of the meter as provided in these Rules and Regulations would, in the District's opinion, cause undue hardship and expense on the water user. Such special agreements must be written and no water user or applicant for water service shall have any right to force the District to enter into such a special agreement, but such agreements must be entered into solely at the discretion of the District.
4. Continuity of Service: 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 water users whenever possible 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 and shall not be liable for losses which might occur due to interruptions to service for any cause and does not accept responsibility for losses due to failure to the District to notify any water user of any such interruption.
5. Services: The District will install all water meter after a licensed plumber has installed service pipes from main to the meters, meter pit with setter, and has dug up water main and made safe for District staff to enter excavation and perform tap, on property abutting the right-of-way along which the main is installed insofar as its current financial responsibilities, obligations and conditions will permit and, insofar as adequate water pressure is available at the point of delivery requested by the applicant or water user. The service pipe shall not be less the $\frac{3}{4}$ inch in size and the District will install the District's meter. The meter will be set at the point on the water user's premises designated by the District, in consultation with the user. The charge for services to be made by the District shall be that amount specified in these Rules and Regulations, or as otherwise provided by the District, but in no event shall it be less than the cost to the District.
6. Right to Inspect: Representatives of the District shall have the right at all reasonable hours to enter upon the water user's premises to read and test meters, inspect piping and to perform other duties for the maintenance and operation of service or to remove its meters and equipment upon discontinuance of service. New service's must be inspected by District staff before burying of the service line and meter pit.
7. Piping Work to be Inspected: All piping work in connection with pipe and services connected with the District's main shall be submitted to the inspection of the District before such underground work is covered up. Whenever, the District determines that a job of plumbing is obviously defective, although not in direct violation, the District may require that it be corrected before the water will be turned on. The District may prescribe the type of materials and the standard of workmanship to be followed in enforcing this section. (Ref: PWSD #6 of Clay Co. Water Distribution System Specifications.)
8. Check Valves, Flush Valves and Vacuum Breakers: Water users having boilers or hot water systems connected with mains of the District must have a check valve in the supply pipe to the

boilers and hot water heating systems, together with a release valve at some point between the check valve and the heating system. All water users are hereby cautioned against danger of collapse of boilers since it is sometimes necessary to shut off the supply of water without notice and, for this reason, a vacuum valve should be installed in the steam lines to prevent collapse in case the water supply is interrupted. The District, however, will not be responsible for accidents or damages resulting from the imperfect action or failure of said valves.

9. Applicants Having Excessive Requirements: In the event of an applicant whose water requirements are bound to exceed the District's ability to supply it from existing physical assets without adversely affecting service to other water users, the District will not be obligated to render such service, unless the District and applicant execute a Water System Extension Agreement describing the process for the applicant to provide the additional physical assets. If the physical assets to be constructed are more than what is required for the individual applicant, as determined by the District, the District may pay for the additional assets. Any cost sharing shall be described in the Water System Extension Agreement. After the additional assets are constructed and the terms of the Water System Extension Agreement are completed to the satisfaction of the District, service shall be provided.
10. Customer's Duty Regarding Service Lines: The water user's service pipe and all connections and fixtures attached thereto shall be subject to the inspection of the District before the water will be turned on, if the District so elects, and all properties receiving a supply of water and all service pipes, meters and fixtures, including any and all fixtures within any improvements or buildings on said properties, shall at all reasonable hours be subject to inspection by any duly authorized employee or agent of the District. (Ref: PWSD #6 of Clay Co. Water Distribution System Specifications.)

Water user shall, at his own cost and expense, make all changes in the service pipe required or rendered necessary on account of changes in the street grades, relocation of mains or other causes.

No fixture shall be attached to, or any branch made in, the service pipe between the main of the District and the meter.

Any repairs or maintenance necessary to the service pipe downstream of the meter or any pipe or fixture in or upon the water user's premises shall be performed by the water user at his sole expense and risk.

Service pipes must be kept and maintained in good condition and free from all leaks, and for failure to do so the water supply may be discontinued.

The District shall in no event be liable for any damage done or inconvenience caused by reason of any break, leak or defect in, or by water escaping from service pipes, or from fixtures on the premises of the District or water user. The water user shall be billed in the usual manner for the cost of all such water according to the rate schedule of the District as provided for in these Rules and Regulations.

11. No One But District's Employee May Turn Water Off or On: No one but an employee or a person authorized by the District shall turn on water or shut off water to any water user or to any property.
12. Water Users Requiring Uninterrupted Supply: The District will endeavor to give reasonable service, but does not guarantee a sufficient or uniform pressure, or an uninterrupted supply of water, and water users are cautioned to provide sufficient storage of water where an absolutely uninterrupted supply must be assured, such as for steam boilers, hot water heating systems, gas engines, etc.

Fixtures or devices taking a supply of water directly from the service pipes, depending upon the hydraulic pressure of the pipe system of the District for supplying same under working pressure, would do so at the risk of the parties making such attachments, as the District will not be responsible for any accidents or damages to which such fixtures or devices are subject.

13. Automatic Revert to Landlord Voluntary Agreement on Rental Properties: A Landlord is able to have an account revert back to their name once a tenant's service has been discontinued. This is a voluntary agreement signed by the Landlord. If the Landlord chooses to participate in the Revert to Landlord agreement, their deposit will be held on the account obtained from the Landlord and would stay on the account even if there was a renter in the property with a deposit on their account. If the Landlord chooses not to participate then the water would be shut off at that property unless the owner came in every time it was vacated and sign up for service and pay the deposit fee.

Rule #4. Connection Fees and Procedures
Section 1. General, Water

- A. All new connections to the District's water system shall be subject to payment of a connection fee(s) for the right to connect to the District's water system. The connection fee includes the right to connect to the District's water system plus includes the District's installation and material cost to make said water connection.
- B. Connection fees to the District's water system shall be due and payable prior to any connection. Connection fees are subject to change.
- C. No water service line shall be connected to any line owned by the District or any private line that may be connected to the District's system until all connection fees are paid. If any such lines are connected, the District may disconnect any such line and charge the owner, developer, contractor, plumber or any other person, persons or parties, jointly or severally liable, all costs incurred for the disconnection, including but not limited to, attorney fees, court costs, penalties and interest earnings from the date of connection.
- D. All water connections, as well as the materials and workmanship used in those connections shall be subject to inspection and approval of the District prior to the initiation of service. Connections, materials and/or workmanship not meeting inspection approval shall be corrected to meet the inspection approval prior to the initiation of service or those connections are subject to disconnection. Furthermore, the District will not be required to provide water service until connections to District's water system is approved by the District.
- E. Locations of connections to the District's system will generally be given and directed by the District. Any deviation to prescribed location will need prior approval by the District. Connections, service lines, etc. will not be extended along public streets or roadways or through property of others to the point of connection. Connections to the District's system that must be excavated for inspection shall have that excavation performed at the customer's expense.
- F. Multiple-Unit Dwellings: In the event that service is desired by a landowner of a multiple-unit residence, said multiple-unit residence being herein defined as a dwelling unit housing more than one family, and such definition shall include duplexes, triplexes, fourplexes, apartments and all similar structures and residences, then the landowner shall be required to acquire a water meter for each unit, or in the alternative, to enter into a special written agreement with the District whereby all units of such residence are served by one water meter, that the total gallons used during each billing period, as determined by the rate schedule resolution of the District, by such multiple-unit residence shall be divided by the number of units in such residence and the water user shall be charged for each individual unit within the multiple-unit residence on a pro-rata basis, as though such amount of water was used for such billing period by an individual user, and each water user in such unit shall pay the water rates as set forth in the rate schedule resolution of the District for such water user's proportionate share of the water as though such water user were an individual user in a one-family residence; provided further, that the landowner of the property shall be responsible for payment of all such bills of all units contained within any multiple-unit residence, and that the amount of the water meter deposit shall be determined by the District as herein set forth.

The District shall be the sole judge and shall have full authority to determine how many units are contained in a residence and such determination shall be final and binding upon the landowner of any such residence and upon any water user therein.

I. Trailer Courts: In the event a trailer court, also known as a mobile home court, desires service, the landowner shall be required to acquire a water meter for each trailer space, or in the alternative, to enter into a special agreement with the District whereby all units of such trailer court are served by one water meter, but the total gallons used during each billing period by the trailer court shall be divided by the number of units using water during such billing. The water used shall be charged to each individual unit on a pro-rata basis, as though such amount of water was used for such billing period by an individual user, and the landowner of the trailer court shall pay as a bill for such billing period the total of such bills computed as above set forth. The amount of the water meter deposit shall be determined by the District as set forth in these Rules and Regulations. The number of trailers using water during each billing period shall be the number of trailer locations available during such time and the District, its employees, and agents shall determine how many such units are served, and such determination shall be final and binding upon the landowner of the trailer court.

J. Liability of District: The District shall not in any way or under any circumstances be held liable or responsible to any person or persons for any loss or damage from any excess or deficiency in the pressure, volume, or supply of water due to any cause whatsoever. The District will undertake to use reasonable care and diligence in order to prevent and avoid interruptions and fluctuations in the service, but it can not and does not guarantee that such will not occur.

The District shall not be held responsible for any claim made against it by reason of the breaking of any mains or service pipes, or by reason of any interruption of the supply of water caused by the breaking of machinery or stoppage for necessary repairs, and no persons shall be entitled to damages nor have any portion of a payment refunded for any interruption of service.

L. General: Only the District and its employees and agents shall turn the water on or off at any street valve, corporation cock, curb cock or other street connection, or disconnect or remove any meter.

No employee or agent of the District shall have the right or authority to bind it by any promise, agreement or representation contrary to the letter of intent of these Rules and Regulations or the laws of the State of Missouri.

Any complaint against the service or employees of the District should be made at the office of the District in writing.

The service pipes, meters and fixtures on the water user's property shall at all reasonable hours be accessible to the District for observation or inspection.

In the event the total water supply shall be insufficient to meet all of the needs of the water users, or in the event there is a shortage of water, the District may pro-rate the water available among the various users on such basis as is deemed equitable by the District and may also prescribe a schedule of hours covering the use of water for purposes specified and require adherence thereto, or prohibit the use of water for certain specified purposes if at any time the total water supply shall be insufficient to meet all of the needs of all of the water users for domestic, livestock, garden and other purposes and the District must first satisfy all the needs of the water users for domestic purposes before supplying any water for livestock purposes and must satisfy the needs of all the water users for domestic and livestock purposes before supplying water for other purposes.

Rule #4. Connection Fees and Procedures
Section 2. Water Connection Fees and Procedures

- A. Connection/inspection fees for the right to connect to the District's water system is set on the applicable tariffs in Appendix B for all meter sizes.
- B. All connection fees above shall be paid at least five (5) business days prior to the scheduling of a connection or request for inspection of connection.
- C. A minimum of 48 hours is required for the scheduling of a connection or request for inspection of connection. Any persons or firms excavating in City, County or State right-of-ways must have the proper permits from that particular entity prior to any excavations and may be required to produce proof upon demand.
- D. All materials and the alignments of the service lines must meet the District's requirements as those requirements may be amended from time to time. (Ref: PWSD #6 of Clay Co Water Distribution System Specifications.)
- E. Water connection fees include the right to connect, the installation of water meters and any applicable inspections by the District. Meters larger than one inch shall be considered and priced on a case-by-case basis.

Rule #5 Security Deposits (See Appendix B)

A. Security deposits for water service in the District shall be as follows:

Residential, single and multi-family, per each dwelling unit,
Water Service \$ 75.00

Commercial, less than 20,000 square feet under roof, per owned or leased unit, same as Owner or Renter residential listed above.

Commercial, over 20,000 square feet under roof, per owned or leased unit, based on estimated monthly water/sewer usages, generally equivalent to 6 weeks of water/sewer usage however no less than the amounts of Residential, single and multi-family security deposits listed above..

- B. Security deposits shall be paid prior to the initiation and start of service.
- C. Security Deposits shall be held without interest. Deposits shall be credited to the customer's final bill.
- D. Security Deposits, at the request of the customer may be transferred from a customer's previous account to that customer's new account, so long as account is paid current. Security deposits are not transferable from one customer to another.
- E. The owner of any multi-unit building (residential or commercial) containing two or more units, shall be considered the user of water furnished to the building and is liable for payment of security deposit and service bills, unless the owner installs or causes to be installed separate water meters for each and every unit. Only if separate water meters are installed are the tenants allowed to be the customers for water service. In all other cases the owner shall be deemed the customer by the District.
- F. Security deposits may be adjusted higher if the District deems necessary to ensure protection from delinquent water usage charges.

Rule #6. Water Rates and Charges (See Appendix A & B)

- A.** A charge for water service to customers of the District shall be made based on water meter readings and computed at the rates herein set on the applicable tariffs in Appendices A and B, whether single metered or master metered. The District, through its authorized employees and agents, may read water meters monthly, and statements (bills) shall be rendered accordingly. Rate Schedule: (Reference is made to Appendices A and B of these Rules and Regulations.) Rate schedules for water service are fixed by the District. The rate schedule is subject to change by action of the District.
- B.** Failure to submit a bill and/or (delinquent) notice of non-payment or payment not received shall not excuse the customer from their obligation to pay for water service.
- C.** Whenever, for any cause, a water meter fails to operate correctly, or for any reason the District is unable to read the water meter, the District shall make a reasonable estimate of the amount of water supplied by the District during the specified period and the customer shall be liable for payment based on the estimate of water supplied.
- D.** Water meters will be owned and maintained by the District. Meters will be kept in proper operating condition by the District. Water meters or other components of the water meter installation damaged or destroyed through tampering or abuse will be repaired or replaced at the customer's expense. The District, at its discretion, may consider a one-time waiver of fees to repair accidental damages to meters and meter sets. Meters that fail or are replaced due to routine use and wear will be repaired or replaced at the District's expense.
- E.** Meter tests *may* be performed from time to time to determine accuracy and meters may be replaced from time to time to ensure accuracy. Meter tests will be performed as deemed necessary by the District at no charge to the customer. Meter tests requested by the customer, will be at customer expense, If meter registers outside of industry standards, the District will make adjustments to billing as appropriate.
- F.** From time to time, and in amounts determined by the Federal, State and Local Authorities, the District will bill and collect for primacy fees, taxes, user fees, laboratory fees and after doing so, will pass those fees onto those appropriate State or Local Authorities.
- G.** The District reserves the option, at their sole discretion, to grant a customer leak adjustment, provided the customer can prove by providing written documentation and justification that a leak occurred and was promptly repaired at time of discovery.

Any leak on the customer's water service line is the customer's responsibility, should the customer discover a leak or be informed of a leak by District staff.

Eligibility for a leak adjustment will be once every five (5) years from the date of approval from any previous adjustment. leak adjustment eligibility will be every five (5) years per property owner, not tenant, in the circumstance of rental property. The leak adjustment is not to exceed a two (2) month adjustment. (Ref. Board meeting minutes 7/19/17)

Leak adjustments may be granted by the staff on bills of \$250.00 or less. Bills exceeding \$250.00 require specific approval by the Board of Directors.

On approved adjustments, the District shall deduct 50% of water usage not including minimum charge, taxes or other fees on adjusted bill.

- H. Flush or fire hydrant use must be authorized in advance. Flush or fire hydrant users pay the minimum water bill and all water usage. Flush or fire hydrant use is granted in the District's sole discretion. Special conditions such as location, flow rates, permits and times of use may apply and must be followed to avoid penalties. See Rule 11 for additional information, policies and procedures.

- I. Customers whose service is initiated within 10 days of the start of the monthly billing period will not be billed a minimum charge for that first month; any and all usage during the first month will be billed in the next month's billing period. Customers who request disconnection of service for a portion of the regular billing period may receive a prorated bill for that portion of the billing period service is received.

Rule #7. Billing, Payment of Bills and Collections

- A. Water service shall be deemed to be furnished to the occupant.
- B. The District will bill for water services rendered monthly. Bills are generally sent within five days of the meter being read. Bills are due and payable upon receipt.
- C. Bills not paid by the 15th of each month are considered past due and delinquent. Bills not paid by the 15th of each month with over a \$5.00 minimum balance, will be subject to Flat Fee delayed payment charge (shown on Appendix B) which shall be added to the amount due and are subject to immediate disconnection without further notice. The District reserves the option at its sole discretion, to grant a late fee waiver based upon extenuating circumstances provided the customer's account is in good standing.
- D. Customers whose service has been disconnected for nonpayment of bills are required to pay the past due and current amounts of service rendered by the District to the District as well as any and all late fees, disconnection and reconnection charges due prior to the restoration of water services disconnected.
- E. Failure to pay a bill on an account which has a past due balance shall subject the service to disconnection. Services subject to disconnection, unless previously agreed on by the District, are subject to disconnection-reconnection charges to be set by the Board as states in Appendix B.
- F. Returned payments due to insufficient funds, closed accounts or other reasons will be considered seriously past due and delinquent accounts. Customers of such accounts will be given notice to make immediate restitution and pay an amount set by the Board for returned payment charge and in doing so may avoid service disconnection. Customers who do not make restitution and pay the amount set by the Board for returned payment charge are subject to water service disconnection without further notice and are subject to the charges outlined in section E. above. (*Ref: Appendix B*)
- G. In all cases involving returned payments, only cash, money orders, cashier's checks will be acceptable for payment of services rendered for that restitution of payment. Future incidents involving returned payments may require all future payments for services rendered to be cash, money order, or cashier's check.
- H. From time to time, customers may request a payment arrangement. If such a request is made, District personnel may enter into a District approved payment arrangement on a case-by-case situation.
- I. For any water customer's account that is delinquent, the customer is responsible and liable for all costs incurred to collect this debt including collection fees, Attorney fees and costs. The District may direct the attorney for the District to file suit against any customer whose account is considered delinquent for one hundred eighty (180) days or more or is delinquent in amounts exceeding two hundred fifty dollars (\$250).
- J. Customers who will be temporarily vacating their premises may request temporary suspension of water service. All such customer requests must indicate the beginning date of temporary suspension of service. Customers who are granted temporary suspension of water service for one or more full billing periods will not be charged for services during the time service is temporarily suspended. Service will be considered restored and billable for water during the billing period in which water usage resumes.

Bills for restored service will be for the full billing period and will not be prorated for portions of the billing period. A \$25 reactivation fee will apply to those accounts being reinstated.

- K.** Water service shall be deemed to be furnished to the occupant and/or owner of the residence or establishment receiving the service. All reasonable attempts will be made to collect payment for service from the occupant. If the occupant fails to pay for service, the District reserves the right to make all reasonable attempts to determine the ownership of the residence or establishment, and, at the option of the District, and in accordance with State Statues, to hold the owner responsible for service if so deemed by the Board of Directors.

- L.** In the event that meters cannot be read at the close of the period for which billing is made because of inclement weather or the condition of the earth around the meters, which in the opinion of the District makes reading unusually difficult, costly or impossible, then the bills may be estimated by using, at the discretion of the District, either the amount of water used by the water user in the previous billing period, or in the same billing period in the previous year, and the bill for such period shall be based upon such amount of water used. The meter reading and the bill rendered for any period subsequent to a period for which the bill of any water user shall be based upon such estimates shall take into account such estimates and such estimates shall be considered the actual amount of water consumed for the period or periods estimated. Estimates may be made in the case of one or more water users or for all water users of the District at the discretion of the District and it shall not be required that all bills be estimated in the event any one or more water users' bill are estimated as herein set forth.

Rule #8. Disconnect and Discontinuance of Water Service

- A.** Water service will be discontinued to any water user or property on account of temporary vacancy of such property upon request of the water user, without in any way affecting the agreement in force, and upon payment of all charges due as provided in the Rules and Regulations of the District. In the case of a water user who had disconnected from the system for a reason other than the vacancy of the property, (See reasons listed below in Section B.) then such water user or landowner shall pay a reconnection charge for reconnecting said property to the system of the District. (Ref. Appendix B)
- B.** Service rendered under any application, contract or agreement may be discontinued by the District for any of the following reasons:
1. For willful or indifferent waste of water due to any cause.
 2. For failure to protect from injury or damage the meter and connections, or for failure to protect and maintain the service pipe, or fixtures on the property of the water user (or the property occupied by the water user) in a condition satisfactory to the District.
 3. For molesting or tampering by the water user, or others with the knowledge of the water user, with any meter, connections, service, pipe, curb cock, seal, valve or any other appliance of the District's controlling or regulating the water user's water supply.
 4. For failure to provide the District's employees free and reasonable access to the property supplied, or for obstructing the way of ingress to the meter or other appliances controlling or regulating the water user's water supply.
 5. For non-payment of any account for water supplied, for water service, or for meter or service maintenance, or for any other fee or charge accruing under these Rules and Regulations, the rate schedule of the District.
 6. In case of vacancy of the premises.
 7. For violation of any Rules and Regulations of the District.
 8. For any practice or act prohibited by the Missouri Division of Health and/or Department of Natural Resources or US EPA.
 9. For failure to allow any District's employee, officer, agent, or representative the right to inspect the water user's premises for any purpose set forth in these Rules and Regulations.
- C.** The discontinuance of the supply of water to a property for any reason shall not prevent the District from pursuing any lawful remedy by action at law or otherwise for the collection of monies due from the water user or property owner.
- D.** Water will not be turned on to any property unless there is at least one adult person therein at such time to see that all water outlets in the premises are closed to prevent damage by escaping water.
- E.** Only an employee, officer or agent of the District may turn on water to a building or service location and all applicants and water users are expressly forbidden to do so.

Rule #9 Water Conservation Plan

- A. All connections to the District’s water system shall be subject to the District’s Water Conservation Plan as identified below and for which plan is to provide for public health and to regulate use of the District’s water system.

- B. The District or its agents shall give notice to customers of any voluntary requests or mandatory measures the District places into effect by means of radio, television, newspapers and any other news media. In cases of extraordinary measures or disasters the District may utilize all of the above as well as any emergency warning system including local law enforcement agencies.

- C. If a disaster occurs, severe conditions exist and/or voluntary water curtailment or restrictions are requested by the District or if demands on the water system continue to indicate that the threat of a water shortage will occur or continues to occur, the District or its agents may immediately implement any parts of the below conservation plan as the District deems necessary:
 - 1. Mandatory Restriction of Lawn Watering. Even-numbered addresses water on even-numbered days of the month, odd-numbered addresses water on odd-numbered days of the month.

 - 2. Mandatory Ban of Lawn Watering. All lawn watering, watering of gardens, crops, plants, trees and bushes is prohibited except from a handheld container.

 - 3. Mandatory Ban on Washing Paved Areas. All washing of sidewalks, driveways, parking areas, patios and any other paved or concrete surfaced area is prohibited.

 - 4. Mandatory Ban on Filling and Washing. All filling or refilling of any kind or type of swimming pools and/or washing of cars, trucks or other motor vehicles and/or any washing of trailers or boats is prohibited.

 - 5. Mandatory Ban of Water Uses From Hydrants. All water uses from fire hydrants except for fighting fires and/or flushing mains to alleviate specific complaints and/or sampling and/or testing of water is prohibited.

 - 6. Commercial and Industrial Uses. All commercial and industrial customers shall reduce water usage by twenty-five (25) percent of average use like time period.

- D. Any customer or person(s) violating the provisions of this rule shall be subject to disconnection of water service and the District and/or its agents shall have the authority to disconnect or terminate said service in the event of violation of mandatory water use restrictions. Any customer or person(s) violating the provisions of this rule shall be subject to a charge not to exceed five hundred (\$500) dollars per occurrence. Each day shall count as a separate occurrence. The District shall authorize any law enforcement agency to diligently enforce the provisions of this rule in connection with his/her duties imposed by law.

Rule #10. Backflow Prevention

- A.** Each water customer and/or user shall install an approved backflow prevention device on each service line to the water system serving the premises where, in the judgment of the District or the Missouri Department of Natural Resources, actual or potential hazards to the public (District) potable water system exist. The type and degree of protection required shall be commensurate with the degree of hazard. Each water customer required by the District or the Missouri Department of Natural Resources shall follow the rules, regulations and requirements set forth in this backflow prevention rule and all other regulations that may be adopted from time to time by the United States Environmental Protection Agency, the Missouri Department of Natural Resources or by Public Water Supply District No.6 of Clay County, Missouri.
- B.** Cross connections are prohibited and no water service connection shall be installed or maintained to any premises where actual or potential cross connections to the District's potable or customers water system may exist unless such actual or potential cross connection(s) are abated or controlled to the satisfaction of the District and as required by the laws and regulations of the Missouri Department of Natural Resources.
- C.** No water service connection shall be installed or maintained whereby an auxiliary water supply may enter the District's or customer's potable water system(s) unless the connection of such an auxiliary water supply and the method of connection and the use of such a supply shall have been approved by the District and the Missouri Department of Natural Resources.
- D.** No water service connection shall be installed or maintained to any premises in which the plumbing systems, facilities, point of use devices and water fixtures have not been constructed or installed using acceptable plumbing practices considered by the District necessary for the protection of the District water supply and for the protection of the health and safety of the District's customers.
- E.** On request by the District or its authorized representative(s), the customer or user shall furnish information regarding water use practices within his/her premises. The customer's or user's premises shall be open at all reasonable times to the District or its authorized representative(s), for the conduction of surveys and investigations of water use practices within the premises to determine whether there are actual or potential cross connections to the District's water system or the customer's water system through which contaminants or pollutants could backflow into the customer's water system or the District's water system.
- F.** The type of backflow protection required shall depend on the degree of hazard which exists and shall be as follows:

 - 1. An approved air-gap separation shall be installed where the District potable water system may be contaminated with substances that could cause a system or health hazard.
 - 2. An approved air-gap separation or an approved reduced pressure principle backflow prevention device shall be installed where a public potable water system may be contaminated with a substance that could cause a system or health hazard.
 - 3. An approved air-gap separation or an approved reduced pressure principle backflow prevention device or an approved double check valve assembly shall be installed where the public potable water system may be polluted with substances that could cause a pollution hazard not dangerous to health.

- G.** An approved air-gap separation or reduced pressure principle backflow prevention device shall be installed after the metered flow of any service connection or within any premises where, in the judgment of the District or the Missouri Department of Natural Resources, the nature and extent of activities on or in the premises, or the materials used in connection with the activities, or materials stored on or in the premises, would represent an immediate and dangerous hazard to health should a cross connection occur, even though such a cross connection may not exist at the time the backflow prevention device is required to be installed. This includes but is not limited to the following situations:
1. Premises having an auxiliary water supply, unless the quality of the auxiliary water supply is acceptable to the District and the Missouri Department of Natural Resources.
 2. Premises having internal cross connections that are not correctable or intricate plumbing arrangements which make it impractical to ascertain whether cross connections exist.
 3. Premises where entry is restricted so that inspection for cross connection cannot be made with sufficient frequency or at sufficiently short notice to assure that cross connections do not exist.
 4. Premises having a repeated history of cross connections being established or re-established.
 5. Premises, which due to the nature of the enterprise therein, are subject to recurring modification or expansion.
 6. Premises on which any substance is handled under pressure to permit entry into the District's or customers water supply system, or where a cross connection could reasonably be expected to occur. This shall include handling of process waters and cooling waters.
 7. Premises where materials of a toxic or hazardous nature are handled such that if back siphonage or back pressure should occur, a serious health hazard may result.
- H.** The following types of facilities fall into one (1) or more categories of premises where an approved air-gap separation or reduced pressure principle backflow prevention device is required by the District and/or the Missouri Department of Natural Resources to protect the public water supply and must be installed at these facilities unless all hazardous or potentially hazardous conditions have been eliminated or corrected by other methods to the satisfaction of the District and the Missouri Department of Natural Resources:
1. Aircraft and missile plants
 2. Automotive plants
 3. Auxiliary water systems and water loading stations
 4. Beverage bottling plants
 5. Canneries, packing houses, reduction plants, stockyards
 6. Car washing facilities
 7. Chemical manufacturing, processing, compounding or treatment plants
 8. Dairies, animal and veterinary clinics
 9. Film laboratories
 10. Fire protective systems
 11. Hazardous waste and disposal sites
 12. Hospitals, mortuaries, clinics and medical buildings

-
13. Industries using toxic substances
 14. Irrigation and sprinkler systems, residential or commercial, any size
 15. Laundries and dye works
 16. Metal manufacturing, cleaning, processing and fabrication plants
 17. Nursing and convalescent homes
 18. Oil and gas production, storage and transmission facilities or properties
 19. Paper and paper products plants
 20. Plant nurseries, tree farms and fertilizer facilities
 21. Plating plants of any kind
 22. Power plants; printing and publishing facilities
 23. Radioactive material processing plants or nuclear reactors
 24. Research and analytical laboratories
 25. Rubber plants, natural and synthetic
 26. Sewage and storm drainage facilities
 27. Pumping stations and treatment plants
 28. Waterfront facilities and industries
 29. Any customer using any type of booster pressure pump(s) for any purpose or reason.
- I.** The District may, at the District's discretion and in the District's sole opinion, require a backflow prevention device(s) at facilities and premises other than those above that the District deems may have a hazardous or potentially hazardous condition.
- J.** Any backflow prevention device required under this rule shall be of a type, model and construction approved by the District and the Missouri Department of Natural Resources as follows:
1. Air-gap separation shall be at least twice the diameter of the supply pipe or supply line as measured vertically above the top rim of the vessel, but in no case less than three (3) inches.
 2. Double check valve assemblies or reduced pressure principle backflow prevention devices shall be of Watts manufacture series No. 709 or 909 or an approved equivalent.
- K.** Existing backflow prevention devices previously approved by the District at the time of installation and properly maintained shall, except for inspection and maintenance requirements, be excluded from the requirements of this rule so long as the District, in the District's sole opinion, is assured that said backflow prevention devices will satisfactorily protect the water system. Whenever the existing device is moved from its present location or requires more than minimum maintenance or when the District finds that the maintenance or lack of maintenance constitutes a hazard to health, the device shall be replaced by a backflow prevention device meeting the requirements of this rule and shall be subject to all requirements under this rule.
- L.** Backflow prevention devices required under this rule shall be installed at a location and in a manner approved by the District and shall be installed and maintained at the expense of the water customer or user.
- M.** Periodic inspection and testing schedules are hereby established by the District for all backflow prevention devices at the following intervals:
1. Air-gap separations shall be inspected at the time of service connection or installation and every twelve (12) months thereafter.
-

-
2. Double check valve assemblies shall be inspected and tested for tightness at the time of installation and at least every twelve (12) months thereafter. They shall be dismantled, inspected internally, cleaned and repaired whenever needed and at least every thirty (30) months.
 3. Reduced pressure principle backflow prevention devices shall be inspected and tested for tightness at the time of installation and at least every twelve (12) months thereafter. They shall be dismantled, inspected internally, cleaned and repaired whenever needed and at least every five (5) years.
- N.** All costs associated with inspections, cleaning, testing, repairing, overhaul or replacement of backflow prevention devices shall be the responsibility of the water customer or user. All inspections, cleaning, testing, repairing and overhaul of backflow prevention devices shall be performed by a State of Missouri certified backflow prevention service tester. It shall be the responsibility of the customer/user to provide the District with written inspection or repair documentation upon receipt.
- O.** Backflow prevention devices found to be defective shall be repaired or replaced at the expense of the water customer or user without undue delay and in any event no later than thirty (30) days from the discovery of the defect. Backflow prevention devices shall not be bypassed, made inoperative, removed or otherwise made ineffective without specific written authorization from the District. Bypass piping around a backflow prevention assembly is allowed only if the bypass is equipped with an identical or better backflow prevention assembly.
- P.** The District shall maintain a complete record of each backflow prevention device. Records will include comprehensive listing of installation, testing, inspections, cleanings, repairs and overhauls and will generally be a complete history of each backflow prevention device from installation to retirement. It shall be the customer's and/or user's responsibility to provide the District with complete records of installations, testing, inspections, cleanings, repairs and overhauls upon receipt or upon request, whichever occurs first.
- Q.** The District shall deny or discontinue, after reasonable notice to the customer/user thereof, the water service to any premises or facilities wherein any backflow prevention device required by this rule is not installed, tested or maintained in a manner acceptable to the District or if it is found that a backflow prevention device has been removed or by-passed or if an unprotected cross connection exists on the premises. Water service to such facilities or premises shall not be restored until the customer/user has corrected or eliminated such conditions or defects in conformance with this rule to the satisfaction of the District.

Rule #11. Fire Hydrants, Regulations for Use.

- A. Hydrants and flushing assemblies shall only be operated by District personnel, Fire Protection Districts, persons carrying written authorization or permit to operate hydrants and flushing assemblies, or those persons or companies granted temporary permit to operate hydrants and flushing assemblies in accordance with the regulations of the District. The operation of any hydrant or flushing assembly by any unauthorized person(s) or company would result in contacting the proper authorities with potential charges and penalties defined in Rule #18 and those persons shall be subject to prosecution by the District.
- B. Persons or Companies authorized to use and operate hydrants will be required to rent a District approved Hydrant Meter, with required backflow device, provide a security deposit for the equipment, and shall pay for all water used, including the monthly minimum amount. The authorized hydrant user shall provide all equipment necessary for hydrant, excluding hydrant meter and approved backflow device, to be provided by the District. Any other equipment deemed necessary by the District for the safe and proper operation of the hydrant and/or flushing assembly, will be the responsibility of user/renter. The responsibility of safely maintaining and returning hydrant meters and equipment falls solely on the user/renter of hydrant meter and equipment. In the case that hydrant meter or equipment is damaged or misplaced, the repairs or replacement of hydrant meter and equipment will have the deposit applied to the repair or replacement of the hydrant meter and equipment. If damages or replacement are more than the amount collected for the deposit, the additional amount for repairs or replacement will be charged to the user/renter of the hydrant meter and/or equipment, plus 10%. (Ref. Appendix C)
- C. The District reserves the right to deny any person, persons, company, companies or any other entity any request for hydrant or flushing assembly use for any reason the District believes necessary to protect the property and/or best interests of the District.
- D. The District reserves the right to develop and implement detailed regulations for hydrant use, permits, fees and charges, and procedures for hydrant operation and amend hydrant use procedures whenever the District deems necessary. The District reserves the right to waive or reduce hydrant deposits and water use charges for improvements or for construction projects and extensions to the District's system directly awarded and paid for by the District.
- E. All District hydrant users shall follow the permit and use procedures and pay the applicable fees as adopted by the Board of Directors and as may be amended from time to time.
- F. Bulk Water Sales: The Board has the exclusive power to authorize tank sales or sales in bulk of water from such supply heads as it may designate at *the current water rates*. The District may prohibit the sale of water in bulk to any user or non-user when water service is available from the District. The bulk water customer will also be required to pay a deposit for and use the District's hydrant meter so the water consumed can be measured accurately. The hydrant meter deposit identified in appendix C must be paid in advanced and the customer will be billed for the bulk water upon completion.
- G. Private fire hydrants may be installed by a written agreement with the District, provided that the District shall take into account all possible costs to the District and charge an equitable price therefore, all cost factors considered. Public fire hydrants may be installed by special agreement with the state, a municipality, political subdivision or political corporation.

Rule #12. Sprinkler System Uses

- A.** Fire protection, irrigation systems and similar types of sprinkler systems shall be subject to all backflow requirements set forth by the District and the State of Missouri. Those systems not complying with the requirements shall be subject to disconnection, with no liability incurred to the District, or by any other entity, company or person serving as the District's agent. All liability is assumed by the customer, user or owner of the residence or establishment receiving the service.
- B.** All water mains laid on private property for the sole purpose of providing fire protection through fire hydrants or sprinkler systems are subject to the installation of a detector check valve with bypass water meter, sized as approved by the District. The detector check valve design and installation shall be approved by the District. All costs for the furnishing and installation of the fire protection service shall be borne by the customer, user or owner and not the District. The detector check valve and meter will be checked periodically by the District and water use through the meter shall be added to other water usage for billing to the customer, user or owner.
- C.** The customer and/or water user shall promptly report to the District any situation or fires that occur that resulted in water use through the fire protection line and the District or other authorized persons will reset the detector check valve. In the event a periodic check shows that the valve was opened and no situation or fire was reported, the customer, user or owner shall be subject to a charge as identified within the Rule addressing the charges for tampering and penalties for violation. Furthermore, the District reserves the right to require that all water lines be fully metered with all costs of metering to be borne by the customer, user or owner.
- D.** All fire protection systems are also subject to the approval of the Fire Protection District having authority in the area the premises are located and the customer or user shall follow all requirements set forth by the Fire Protection District as they pertain to fire protection regulations.

Rule #13. Private Systems

- A. All owners of land or customers receiving District service(s) for buildings or premises connected to the District water system and who derive their water in whole or in part from sources independent of the District shall register with the District, the location, building or premises, all wells or other private sources of water supply used or consumed thereon, and furnish such information as may be reasonably requested, including location, size, depth, capacity or wells or other sources of water drawn.

- B. No cross connection between any private water supply system and the District water system shall be permitted.

Rule #14. Water Line Extensions

- A.** The specifics and details of this rule pertaining to water line extensions are generally described in the latest edition of the “Water Distribution System Specifications” a copy of which can be obtained upon request from the District. All existing and current practices, written and unwritten, now in effect, remain in effect and may be amended from time to time. All water line construction and water line extensions shall be designed in accordance *with the Missouri Department of Natural Resources*, industry standards set forth by AWWA and the District’s Engineer. Prior to any construction of any water line extension, all applicable planning, engineering, reviews and permits must be approved in writing by the District and all other applicable governmental agencies. Also, any applicable inspection fees must be paid. (Ref: PWSD #6 of Clay Co. Water Main Extension Procedures Package.)

Rule #15. Governmental Agreements & Emergency Interconnections

- A.** The District may make specific water and/or sewer service contracts and agreements with the United States of America and its agencies, the State of Missouri and its agencies, school districts, municipal and political corporations differing from the stipulations set out in the rules, regulations and rate schedules set forth herein.

- B.** The District may make and enter into specific reciprocal agreements for emergency interconnections between the District water system and other public, governmental or other water systems regulated by the Public Service Commission for the purposes of providing an emergency supply of potable water from the District or to the District as the need arises. Such specific agreements shall set out the respective duties, rights and obligations as respects the construction, operation, maintenance and use of the reciprocal emergency interconnections.

Rule #16. Request for Records Policy

PUBLIC WATER SUPPLY DISTRICT NO. 6 OF CLAY COUNTY, MISSOURI, DOES HEREBY SET FORTH THE FOLLOWING POLICY IN KEEPING WITH THE MISSOURI REVISED STATE STATUTE SECTION 610.028, REGARDING REQUESTS FOR COPIES OF OPEN RECORDS; PUBLIC GOVERNMENTAL BODIES PROVIDING A REASONABLE WRITTEN POLICY.

WHEREAS, Section 610.023. RSMo., provides that a public governmental body is to appoint a custodian to maintain the body's records and the identity and location of the custodian is to be made available upon request; and

WHEREAS, Section 610.026. RSMo., sets forth that a public government body shall provide access to and, upon request, furnish copies of public records; and

WHEREAS, Section 610.028.2. RSMo., provides that a public governmental body shall provide a reasonable written policy in compliance with sections 610.010 to 610.030, RSMo, commonly referred to as the Missouri Sunshine Law, regarding the release of information on any meeting, record or vote.

NOW, THEREFORE, BE IT RESOLVED:

1. That Public Water Supply District No. 6 of Clay County, Missouri, Board Members do appoint a Custodian of Records, the most recent appointment's name as recorded in meeting minutes until such time as termination or new appointment.
2. The appointed custodian shall respond to all requests for access to or copies of a public record within the time period provided by Missouri State Statute except in those circumstances authorized by statute.
3. The fees to be charged for access to or furnishing copies of records shall be as hereinafter provided; ten (.10) cents per page for copy sizes up to 9 x 14 inches or smaller, plus an hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the public governmental body. Duplicating time and research time are billed at actual costs.
4. The following procedures will be followed for records request at Public Water Supply District No. 6 of Clay County, Missouri.
 - a. Public Water Supply District No. 6 of Clay County, Missouri will provide a form to be filled out containing all pertinent information for the formal records request.
 - b. After a request form has been filled out and submitted to the office, the staff, based on the information provided, will determine the number of copies and amount of time it will take to find the requested records.

-
- c. Office personnel will then contact the person who requested the documents based on the contact information given in their request. They will be informed of the number of pages and the amount of time it will take to collect and copy those pages.. They will be informed of the total fee and the District will collect those fee's before copies will be made.
 - d. Once the fees are paid, the copies will be printed and the person that requested the records will be contacted to pick them up at the office.
- 5. This is the public policy of Public Water Supply District No. 6 of Clay County, Missouri that meeting and records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law.
 - 6. That Public Water Supply District No. 6 of Clay County, Missouri shall comply with Sections 610.010 to 610.030, RSMo., the Missouri Sunshine Law as now existing or hereafter amended.

Rule #17. Water Tower and Standpipe Attachment Policy

- A.** The District #6 Board of Directors will consider approval of, on a case-by-case basis, the attachment of high-speed wireless internet equipment on its facilities to provide high speed wireless internet to underserved areas within the service area of District #6 and affected adjacent areas.

Any Internet service provider granted the contractual right to exist on the aboveground appurtenances shall not interfere with (1) the communications with and between KCMO Water and District #6 operations, or (2) any other contracted internet service provider' signal or operation.

Rule #18. Penalties for Violation

- A.** Any user, person, firm, customer, corporation, partnership, etc. found to be in violation of any provision of these Rules and Regulations or who fails to comply with any of the requirements stated herein or who deliberately tampers with, operates or otherwise uses a District owned water line, water meter, water setter, water valve, water storage tank, water supply or water pumping facility shall be subject to an administrative charge not to exceed five hundred dollars (\$500) per occurrence and/or imprisonment as the Federal, State and/or County law provides in addition to any costs incurred by the District for repairs necessary due to any tampering or failure to follow Rules and Regulations of the District. Each day of violation and each tampering incident shall count as a separate occurrence.
- B.** The District shall have the option and authority, in lieu of, or in addition to the above penalties, to discontinue water service to the buildings and/or premises in violation of the requirements, Rules and Regulations herein. The District absolves itself of any claims of liability for damages incurred as a result of discontinuance of service. Any such liability or damages resulting from the discontinuance of water service is the responsibility of the customer, user, owner, etc.
- C.** Water service shall not be restored until the violations have been corrected and eliminated to the satisfaction of the District and once service has been disconnected, all charges, fines, court costs and permit fees must be paid prior to the restoration of service.
- D.** Nothing contained herein shall prevent the District from taking other lawful actions as necessary to protect the health and safety of the public and/or to prevent damage to the District's water systems and facilities, including obtaining court orders in law or equity. Should the District go to court in law or equity against any one or more customers, users, owner/owners, then such customer, user, or owner/owners shall pay for all costs thereof, including attorney's fees.

Rule #19. Severability and Effective Date

- A. This resolution provides that the Rules and Regulations covered herein supersede previous Rules and Regulations pertaining to the items herein addressed. Should any provision or portion of this resolution, Rules and Regulations be found to be unlawful or invalid by any court of competent jurisdiction, the remaining portions and provisions of this resolution, Rules and Regulations shall continue to be in full force and effect.

- B. That this resolution be in full force and effect upon the adoption by the Board of Directors for Public Water Supply District No. 6 of Clay County, Missouri and the effective dated noted herein.

Harold Winnie - President

SEAL

ATTEST:

Judy Pickering - Clerk

On motion duly made, seconded and carried, this resolution is hereby adopted by the Board of Directors of Public Water Supply District No.6 of Clay County, Missouri on this ____ day of _____, 20____.

Approved _____ Date Approved: ____ Date Effective: _____

Appendix A – Waters Rates

PUBLIC WATER SUPPLY DISTRICT NO. 6
OF CLAY COUNTY
Kearney, Missouri

EFFECTIVE DECEMBER 20, 2023
UNTIL FUTHER ADJUSTMENT BY THE BOARD OF DIRECTORS

Minimum Monthly Charge \$27.00

1000	27.00	3600	47.15	6200	67.30	8800	87.45
1100	27.78	3700	47.93	6300	68.08	8900	88.23
1200	28.55	3800	48.70	6400	68.85	9000	89.00
1300	29.33	3900	49.48	6500	69.63	9100	89.78
1400	30.10	4000	50.25	6600	70.40	9200	90.55
1500	30.88	4100	51.03	6700	71.18	9300	91.33
1600	31.65	4200	51.80	6800	71.95	9400	92.10
1700	32.43	4300	52.58	6900	72.73	9500	92.88
1800	33.20	4400	53.35	7000	73.50	9600	93.65
1900	33.98	4500	54.13	7100	74.28	9700	94.43
2000	34.75	4600	54.90	7200	75.05	9800	95.20
2100	35.53	4700	55.67	7300	75.83	9900	95.98
2200	36.30	4800	56.45	7400	76.60	10000	96.75
2300	37.08	4900	57.22	7500	77.38	10100	97.64
2400	37.85	5000	58.00	7600	78.15	10200	98.53
2500	38.63	5100	58.77	7700	78.93	10300	99.42
2600	39.40	5200	59.55	7800	79.70	10400	100.31
2700	40.18	5300	60.32	7900	80.48	10500	101.20
2800	40.95	5400	61.10	8000	81.25	10600	102.09
2900	41.73	5500	61.87	8100	82.03	10700	102.98
3000	42.50	5600	62.65	8200	82.80	10800	103.87
3100	43.28	5700	63.42	8300	83.58	10900	104.76
3200	44.05	5800	64.20	8400	84.35	11000	105.65
3300	44.83	5900	64.97	8500	85.13	11100	106.54
3400	45.60	6000	65.75	8600	85.90	11200	107.43
3500	46.38	6100	66.52	8700	86.68	11300	108.32

PUBLIC WATER SUPPLY DISTRICT #6 OF CLAY COUNTY, MISSOURI
Rules and Regulations

11400	109.21	13400	127.01	15400	144.81	17400	162.61
11500	110.10	13500	127.90	15500	145.70	17500	163.50
11600	110.99	13600	128.79	15600	146.59	17600	164.39
11700	111.88	13700	129.68	15700	147.48	17700	165.28
11800	112.77	13800	130.57	15800	148.37	17800	166.17
11900	113.66	13900	131.46	15900	149.26	17900	167.06
12000	114.55	14000	132.35	16000	150.15	18000	167.95
12100	115.44	14100	133.24	16100	151.04	18100	168.84
12200	116.33	14200	134.13	16200	151.93	18200	169.73
12300	117.22	14300	135.02	16300	152.82	18300	170.62
12400	118.11	14400	135.91	16400	153.71	18400	171.51
12500	119.00	14500	136.80	16500	154.60	18500	172.40
12600	120.89	14600	137.69	16600	155.49	18600	173.29
12700	120.78	14700	138.58	16700	156.38	18700	174.18
12800	121.67	14800	139.47	16800	157.27	18800	175.07
12900	122.56	14900	140.36	16900	158.16	18900	175.96
13000	123.45	15000	141.25	17000	159.05	19000	176.85
13100	124.34	15100	142.14	17100	159.94	19100	177.74
13200	125.23	15200	143.03	17200	160.83	19200	178.63
13300	126.12	15300	143.92	17300	161.72	19300	179.52

Approved _____ Date Approved: _____ Date Effective: _____

PUBLIC WATER SUPPLY DISTRICT NO. 6 OF CLAY COUNTY
PO BOX 227
1061 COUCHMAN DRIVE
KEARNEY, MO 64060-0227 – (816) 628-3220
Effective Until Future Adjustments by the Board of Directors
(Appendix B)

WATER RATES

MINIMUM WATER RATE	FIRST 1,000 gallons or less	\$ 27.00
1001-10,000 GALLONS	per 1,000 gallons	\$ 7.75
OVER 10,000 GALLONS	per 1,000 gallons	\$ 8.90
LATE PENALTY CHARGE		\$ 25.00

Rate Increase – Effective 12/20/2023 beginning with Water Bill Due 03/15/2024

SERVICE CALLS

REACTIVATION FEE	\$25.00
DISCONNECT/RECONNECT CHARGE	\$50.00
METER DEPOSIT	\$75.00

NEW METER SET COSTS

METER SETTING 3/4"	\$ 3000.00
METER SETTING 1"	\$ 4000.00

1 1/2" METER OR ABOVE - BID

3/4" and 1" METER SET COSTS INCLUDE THE \$75.00 DEPOSIT

RETURNED PAYMENT FEE	\$25.00
REDEPOSIT FEE	\$ 5.00

(Appendix C)

Fire Hydrants

Application for Hydrant Meter

Deposit: \$250.00

Date:

Company Name: _____

Contact Name: _____

Federal ID Number: _____

Missouri Tax Exempt Number: _____

(If applicable, please submit copy of Tax Exempt Certificate along with application)

Phone: (_____) _____

Secondary Contact Phone: (_____) _____

Fax: (_____) _____

***You must supply a certified RP backflow or an air gap on the receiving tank with a minimum of 12 inches from the opening of the tank and the discharge of the field pipe. Contractor is responsible for securing the device. Contractor is also responsible for loss or damage.**

Billing Address: Street: _____

City: _____

State: _____ Zip: _____

E-Mail: _____

Approved _____ Date Approved: _____ Date Effective: _____

Revision History:

Revision	Date	Rule/Page/Item	Description of Changes
1.1	04/21/21	#7/15/C	Establish a minimum balance to penalize of \$5.00
1.2	10/20/21	#7/15/J	Establish a \$25 Reactivation Fee
1.3	12/15/21	Appendix A/33	Rate Increase
1.3	12/15/21	Appendix A/34	Rate Increase
1.3	12/15/21	Appendix B/35	Rate Increase
1.4	02/16/22	#3/5/A & G #3/6/5, 6 & 7 #3/7/10 #4/9/D & E #4/11/A & C Appendix B/35/ Meter sets	Meter Set Policy Update
1.5	12/21/22	Appendix A/33-34 Appendix B/35	Rate Increase
1.6	12/21/23	Appendix A/33-34 Appendix B/35	Rate Increase

Approved _____ Date Approved: _____ Date Effective: _____