



Prineville City Council Meeting March 25, 2008

Issue Summary

Topic: Water Ordinance Review

Department: Administration

Staff: Robb Corbett

Overview

Existing policies that govern the Water Department are:

Ordinance 910	Rules and Regulations (January 27, 1987)
Ordinance 925	Backflow Prevention (August 9, 1988)
Ordinance 933	Amending 925 (March 28, 1989)
Ordinance 1027	Amending 910 (November 28, 1995)
Ordinance 1043	Controlling Irrigation (June 16, 1997)
Ordinance 1092	Requiring Backflow Devices (March 27, 2001)

These ordinances have been included in your packet.

Staff is currently holding ongoing meetings to review and discuss the operational elements of these documents to address inconsistencies, clarity and to make recommendations to council regarding best practices. We expect to have a final recommendation on these smaller items at our next council meeting in the form of one policy ordinance that would replace these existing policies.

Recommendations

Staff would suggest at this time that the council review and discuss the larger issues such as irrigation limitations (Ordinance 1043) and temporary shut off's (Ordinance 910 Section 13). We are not making any recommended policy changes at this time.

ORDINANCE NO. 1092

AN ORDINANCE REQUIRING INSTALLATION OF BACKFLOW DEVICES WHEN CONVERTING FROM DOMESTIC ON SITE WATER SUPPLY TO CITY WATER SUPPLY

WHEREAS: The City of Prineville is seeing an increase in the conversion from private onsite domestic water systems to City supplied water services;

AND WHEREAS: The City of Prineville currently requires the installation of a backflow device where irrigation systems maybe connected to City served domestic water services;

AND WHEREAS: At the time of conversion to City supplied water services, private onsite domestic water systems may remain in service for the purpose of providing irrigation water, leaving a potential for cross connection with City water supplies

AND WHEREAS: In accordance with U.S.Public Health Service requirements, cross over systems are prohibited;

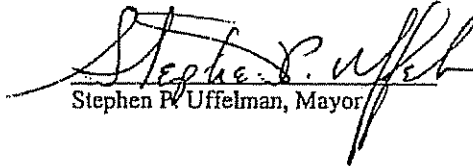
AND WHEREAS: The City of Prineville is responsible for insuring its water supply and systems remain safe from contamination;

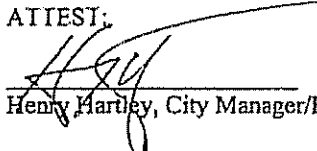
AND WHEREAS: The only method available to insure cross connection and potential contamination of City water supply systems will not occur from private onsite domestic water supply systems is to require a backflow device be installed at the City water meter at the time of connection;

NOW THEREFORE THE PEOPLE OF THE CITY OF PRINEVILLE ORDAINS AS FOLLOWS:

- 1) That City of Prineville Water Department hereby requires in cases where real property was previously supplied water by a private on-site domestic water system, a backflow device shall be installed at the property-side of the City water meter prior to the property being connected to the City water system.
- 2) The property owner or customer shall be responsible for providing, installing and maintaining the backflow device. The owner shall be responsible for annual testing of required backflow device on a schedule set by the City. Such testing shall be done by a person certified to do so by the State of Oregon. Test results shall be furnished annually to the City within one week of the testing
- 3) Penalty. Any property owner violating this ordinance shall be fined in an amount not to exceed \$500.

DATED THIS 27th DAY OF March 2001.


Stephen P. Uffelman, Mayor

ATTEST:

Henry Hartley, City Manager/Recorder

ORDINANCE NO. 1043

AN ORDINANCE CONTROLLING THE USE OF WATER FOR IRRIGATION AND
REPEALING ORDINANCE 1012 AND ORDINANCE NO. 1016.

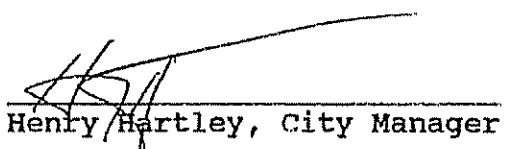
THE PEOPLE OF THE CITY OF PRINEVILLE ORDAIN AS FOLLOWS:

1. Between April 15 and October 15 of each year, users of City of Prineville water for irrigation shall comply with the following restrictions:
 - A. Irrigation shall be permitted before 10 a.m. and after 4 p.m. but shall be prohibited in the hours between.
 - B. Irrigation shall be defined as watering trees, lawns, soil, bushes, flowers, plants or other vegetation by any means, including but not limited to sprinklers, hand held hoses or ditches.
2. The City Manager may restrict all use of city water for irrigation purposes upon any emergency situation or for essential purposes.
3. Violators shall be fined not more than \$100 for each violation.
4. The provisions of this ordinance are severable. The invalidity of any section, clause, sentence or provision of this ordinance shall not affect the validity of any part of this ordinance which can be given effect without such invalid part or parts.
5. Ordinance No. 1012 and Ordinance No. 1016 are hereby repealed in their entirety.

Passed by the City Council this 10th day of June, 1997.

Approved by the Mayor this 10th day of June, 1997.


Paul Capell, Mayor


Henry Hartley, City Manager

ORDINANCE NO. 933

AN ORDINANCE AMENDING ORDINANCE NO. 925, AN ORDINANCE PROVIDING GUIDELINES FOR THE INSTALLATION, TESTING AND INSPECTION OF BACKFLOW PREVENTION DEVICES, ADDING ORDAINING CLAUSE AND DECLARING AN EMERGENCY.

THE PEOPLE OF THE CITY OF PRINEVILLE ORDAIN AS FOLLOWS:


Section 1. The following language is added to Ordinance No. 925, following the ordinance heading: "THE PEOPLE OF THE CITY OF PRINEVILLE ORDAIN AS FOLLOWS."


Section 2. All other portions of Ordinance No. 925 shall remain in full force and effect.

Section 3. Inasmuch as it is necessary for the health, safety and welfare of the citizens of the City of Prineville, an emergency is hereby declared to exist and this ordinance shall go into effect immediately upon its passage by the Council and approval by the Mayor.

Passed by the Council this 28th day of March, 1989.

Approved by the Mayor this 28th day of March, 1989.


Stephen P. Uffelman, Mayor


Henry Hartley, City Administrator/
Recorder

ORDINANCE NO. 1027

AN ORDINANCE AMENDING ORDINANCE NO. 910

THE PEOPLE OF THE CITY OF PRINEVILLE ORDAIN AS FOLLOWS:

Ordinance No. 910 is hereby amended as follows:

1. The following language is hereby added to and made a part of Section 11 5) of Ordinance 910:

Section 11. Billings and Payment.

5) Owner of record and payment of bills.

c) Payments for combined water/sewer bills shall be credited to the oldest bill. Said payments shall be applied first to amounts owing on the sewer account and then to amounts owing on the water account.

2. The following sub-sections of Section 11 shall be amended to read as follows:

Section 11. Billings and Payment.

6) Delinquent accounts.

c) Service turn-off. On the turn-off date, the meter reader or other agent of the City shall deliver a written notice to the customer stating that the water service is being turned off until all amounts owing for city water and sewer have been paid. The meter reader or other agent shall immediately thereafter turn off the service. A delivery of this notice, by the meter reader or agent, to the premises shall be considered a delivery of the notice to the customer.

Section 11. Billings and Payment.

6) Delinquent accounts.

d) Restoration of service and service charge. In all instances where water service has been turned off because of delinquent accounts, full payment of all amounts owing for City water and sewer services must be paid prior to restoration of the service. In addition, there shall be a \$15.00 service charge made for restoration of service during normal working hours and a \$50.00 service charge for restoration of service after normal working hours. This charge, also, must be paid in full prior to restoration of service.

ORDINANCE NO. 925

CITY OF PRINEVILLE WATER DEPARTMENT STANDARD
GUIDELINES FOR THE INSTALLATION, TESTING AND
INSPECTION OF BACKFLOW PREVENTION DEVICES.

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SECTION I

GENERAL RULES

I-A. GENERAL STATEMENT

1. These standards set forth minimum requirements for safe practice in the delivery of water for domestic use. They are to be interpreted as meeting only the minimum requirements of design, construction, maintenance and operation of the water utility system.
2. For the purpose of these minimum requirements, the use of the word "shall" indicates a mandatory requirement and the use of the word "should" indicates a recommendation for good waterworks practice.

I-B. WATER SYSTEM

1. The water system shall be considered as made up of two parts: The utility system and the customer system.
2. The utility system shall consist of the source of facilities and the distribution system, and shall include all those facilities of the water system under the complete control of the utility, up to the point where the customer system begins, generally at the water meter, or in a case of unmetered fire services, at the utility control valve or detector check.
3. The customer system shall include those parts of the facilities which convey domestic water to points of use beyond the termination of the utility system. The term "customer system" is that of any user whether or not a charge is made.

I-C. CONNECTION WITH CUSTOMER SYSTEM

1. As used in this section, unless the context requires otherwise, the following definitions shall apply:
 - a. "Air gap separation" means a physical break between a supply pipe and a receiving vessel. The air gap shall be at least two times the diameter of the supply pipe, measured vertically above the top rim of the vessel, but in no case less than one inch.
 - b. "Atmospheric vacuum breaker" means a device which allows air to enter the water piping when the pressure within the piping is reduced to a gauge pressure of 0 or below. Atmospheric breakers are designed to prevent back-siphonage only and shall not be installed for the prevention of backflow nor where such breaker will be under continuous operating pressure. Atmospheric vacuum breakers shall be limited to on-premise use or for irrigation systems and shall not be considered as

limited to on-premise use and shall be installed a minimum of 12 inches above the highest outlet and/or overflow level on the nonpotable system. Pressure vacuum breakers may be used for protection from the introduction to toxic substances into the domestic water supply system providing that the regularly established annual inspection is performed except that pressure vacuum breakers are designed to prevent back-siphonage only and shall be installed for the prevention of backflow.

- i. "Reduced pressure principle backflow prevention device" means a device incorporating two or more check valves, an automatically operating differential relief valve located between the checks, two shut-off valves and equipped with necessary appurtenances for testing, including test cocks. The device shall operate to maintain the pressure in the zone between the two check valves at a value less than the pressure on the supply system side of the device. At cessation of normal flow, the pressure between check valves shall be less than the supply pressure. In case of leakage of either check valve, the differential relief valve shall operate to maintain this reduced pressure by discharging to the atmosphere. When the inlet pressure is two pounds per square inch or less, the relief valve shall open to the atmosphere thereby providing an air gap in the device. To be approved, these devices must be readily accessible for maintenance and testing, installed in a location where no part of the valve will be submerged, and protected from freezing.
2. The customer's system shall be open for inspection at all reasonable times to authorized representatives of the utility to determine whether cross connections or other structural or sanitary hazards, including violations of these regulations, exist. When such a condition becomes known, the utility shall deny or immediately discontinue the service at the premises by a physical break in the service until the condition has been corrected, provided that opportunity to be heard upon request shall be allowed thereafter as soon as practicable.
3. Backflow prevention devices shall be installed whenever the following conditions exist:
 - a. In the case of premises having an auxiliary water supply which is connected to the customer system.
 - b. In the case of premises on which any substances are handled under any pressure in such a fashion so to permit entry into the utility system.

adequate protection when toxic substances may be introduced into the domestic water system. Atmospheric vacuum breakers shall be installed downstream of the last shut-off valve at a minimum of 12 inches above the highest outlet and/or overflow level on the nonpotable system and shall be readily accessible for maintenance.

- c. "Auxiliary water supply" means any water supply that is or may be cross connected to the public water supply system.
- d. "Backflow" means the flow of water or other fluids or substance or a combination or mixture thereof into the public water supply system from any source or sources other than the intended source of water supply.
- e. "Check valve" means a check valve that seats readily and completely. It must be carefully machined to have free moving parts and assure water tightness. The base of the closure element and valve seat must be molded synthetic rubber, composition or other noncorrodible material which will seat tightly under all prevailing conditions of field use. Pins and bushings shall be of bronze or other noncorrodible, nonsticking material, machined for easy dependable operation. The closure element shall be internally loaded to promote rapid and positive closure in all sizes where this feature is obtainable.
- f. "Cross connection" means any actual or potential connection, link or channel between the water supply system carrying domestic water in a pipe or piping system used or intended to be used for some other purpose, or between such supply system and a plumbing fixture, appliance, receptacle, vessel, or other device or a source other than the intended source of water supply, whereby it may be possible for contaminated water or water of questionable or unsafe quality, or fluid substance other than potable water, to enter any part of the domestic water supply system.
- g. "Double check valve assembly" means an assembly of at least two independently acting approved check valves including tightly closing shut-off valves on each side of the check valve assembly and suitable leak-dector drains with test cock for testing the water tightness of each valve. Test cocks are to contain removable brass plugs.
- h. "Pressure vacuum breaker" means a device consisting of one check valve and an internally loaded vacuum relief valve, inlet and discharge shut-off valves and properly installed test cocks. Pressure vacuum breakers shall be

- c. In the case of premises having: (1) Internal cross connections that are not correctable, or (2) Intricate plumbing arrangements which make it impracticable to ascertain whether or not cross connections exist, or (3) Premises where inspection is restricted or (4) Those premises where the potential hazard is extreme including sewage treatment plants and pumping stations chemical manufacturing plants, hospitals, clinics, mortuaries and metal plating establishments.
4. The type of protective device required under Subsection 3 a., b. & c. shall depend on the degree of the hazard which exists as follows:
 - a. In the case of any premises where there is an auxiliary water supply which is not safe bacteriological quality and which is connected to the customer system, the potable water system shall be protected by an approved air gap separation or an approved reduced pressure principle backflow preventing device, a double check valve assembly may be used if the auxiliary water supply is of proven safe bacteriological quality.
 - b. In the case of any premise where there is any material dangerous to health which is handled in such a fashion as to permit entry into the potable water system, the potable water system shall be protected by an approved air gap separation or an approved reduced pressure principle backflow prevention device if the premise is to be entirely isolated, or, if on-premise protection is desirable to protect the health of those persons on the premises, a pressure vacuum breaker subject to regular annual inspection may be used.
 - c. In the case of any premise where a substance that would be objectionable but not hazardous to health, may be introduced into the potable water system shall be protected by an approved double check valve assembly or by an approved pressure vacuum breaker.
 - d. Irrigation systems may be protected by approved atmospheric or pressure vacuum breakers or double check valve assemblies, except that if fertilizers or other toxic substances are introduced through the irrigation system, an air gap or reduced pressure principle backflow prevention device shall be used.
5. Any protective device required herein shall be a model approved by the City of Prineville Water Department.
6. It shall be the duty of the owner of the property served to keep backflow protective devices in good working condition at all times. It shall also be the duty of the owner of the property at any premise where backflow protective devices

are installed to have thorough inspections and leakage tests made at least once a year or more often in those instances where successive inspections indicate failure. These inspections and tests shall, at the expense of the owner of the property, be performed by the representatives of the City of Prineville Water Department or by a person approved by the State of Oregon as a competent device tester. It is the responsibility of the City's representatives to see that these tests are made. Approved device testers shall notify the Water Works Superintendent in advance when the test is to be undertaken so that City Representatives may witness the test. Backflow prevention devices shall be repaired, overhauled or replaced at the expense of the owner of the property whenever they are found to be defective. Records of such tests, repairs and overhauls will be maintained by the City Water Department and it is the responsibility of any backflow prevention device tester performing tests and maintenance on backflow prevention devices to submit records of such tests, repairs and overhauls to the Water Works Superintendent.

7. All presently installed backflow prevention devices which do not meet the requirements of these rules but were approved devices for the purposes described herein at the time of installation and which have been properly maintained shall, except for the inspection of requirements under Subsection I-C. 6, be excluded from the requirements of these rules so long as they satisfactorily protect the water system. Whenever such existing device is moved from the present location or requires more than minimum maintenance which constitutes a hazard to health, the device shall be replaced by a backflow prevention device meeting the requirements of these rules.

I-D. Interconnection With Other Water Supplies Prohibited

1. The City of Prineville shall not permit any physical connection between any other water supply and the City's water distribution system unless a reduced pressure principle backflow device as described in I-C. 1. i. above is installed and maintained. The City Water Department will immediately discontinue water service to any premises or customer where such a condition occurs until such time as the cross connection is eliminated or the required backflow prevention device is installed. Customers using the City of Prineville water supply and any other water supply on the same premises shall install and maintain a separate plumbing system for the City's water supply which shall be separated by an air gap of not less than one foot from any other supply, unless such reduced pressure principle backflow device is installed and maintained at the meter for the premises.

I-E. Plumbing Code

1. As a condition of water service, customers shall install, maintain and operate their piping and plumbing systems in accordance with the Oregon State Plumbing Laws and Administrative Rules and, if applicable, in accordance with the ordinances of the City of Prineville.

I-F. Protection Against Circulating Flow

1. The City of Prineville may refuse to service any premise with more than one service connection except that multiple service connections may be used for service to a premise under one ownership or management wherein each service connection serves separate buildings or groups of buildings and there is no physical connection between separate plumbing systems which would permit circulating flow at the time of application for service and there is reasonable assurance that no future interconnection will be established.

In large industrial and commercial piping systems requiring multiple service connections for adequacy of supply and for fire protection, the City of Prineville may permit such multiple connections with interconnection on the customer's premises provided that there shall be approved single check valves installed immediately downstream from each meter to prevent circulating flow when such multiple service connections are connected to the same water main. When such multiple service connections are connected to different City mains and/or pressure levels, there shall be an approved double check valve assembly at the downstream side of each meter which shall be installed and operated in the same manner as approved double check valve assemblies used for cross connection control.

ORDINANCE NO 910

AN ORDINANCE PRESCRIBING THE RULES AND REGULATIONS FOR THE CONDUCT AND OPERATION OF THE WATER SYSTEM OF THE CITY OF PRINEVILLE; REGULATING AND GOVERNING THE USE OF WATER FROM SAID SYSTEM; PROVIDING PENALTIES FOR NONPAYMENT OF WATER SERVICE AND FOR VIOLATION OF THIS ORDINANCE; PROVIDING RATES TO BE CHARGED FOR WATER SERVICE; REPEALING ORDINANCE NO 884

THE CITY OF PRINEVILLE ORDAINS AS FOLLOWS:

SECTION 1 Rules & Regulations

(1) Short Title This ordinance shall be known as "Rates, Rules and Regulations for the Operation of the Water Department of the City of Prineville, Crook County, Oregon", and may be so cited and pleaded

(2) Scope The Water Department and all customers receiving services from the Water Department, whether inside of outside the City limits, are bound by these rules and regulations of the Water Department

SECTION 2 Definitions of General Terms

(1) City Whenever the word "City" is used, it shall mean the legally constituted municipal government of the City of Prineville, Crook County, Oregon

(2) Water Department Whenever the words "Water Department" are used, they shall mean the Water Department of the City of Prineville, Oregon

(3) City Council Whenever the words "City Council" are used, they shall mean the legally elected group of members composing the City Council, including the Mayor of the City of Prineville, Oregon

(4) Superintendent Whenever the word "Superintendent" is used, it shall mean the person appointed to superintend the affairs of the Water Department

(5) Applicant Whenever the word "applicant" is used, it shall mean the person or persons, firm or corporation making application for water service from the Water Department under the terms of these regulations

(6) Customer or User Whenever the words "customer" or "user" are used, it shall mean an applicant who has been accepted under the terms of these regulations and who receives water service from the Water Department

SECTION 3. Service Area

The area served by the Water Department shall be all that area included within the corporate limits of the City of Prineville and such other contiguous and neighboring territory as the City Council, shall from time to time deem necessary to serve

SECTION 4 Description of Service

(1) Supply The Water Department will exercise reasonable diligence and care to deliver a continuous and sufficient supply of water to the customer at a reasonable pressure and to avoid so far as reasonably possible any shortage or interruption in delivery

The Water Department shall not be liable for damage resulting from the interruption in service or from the lack of service. Temporary suspension of service by the Water Department for improvements and repairs will be necessary occasionally. Whenever possible, and when time permits, all customers affected will be notified prior to shutdowns.

(2) Quality The Water Department will exercise reasonable diligence to supply safe and potable water at all times

(3) Ownership of System All water mains, valves, fittings, hydrants and other appurtenances, except "customer service lines", as defined in Section 7, subsection (1) herein, shall be the property of the Water Department

(4) Classes of Service The classes of service shall be Residential, Commercial, Standby Fire and Contract as further qualified by the number after the class as follows:

- 1 Inside City Limits
- 2 Outside City Limits

(a) Residential Service Residential services shall consist of all services for domestic purposes, single family dwellings, homes and municipal purposes

(b) Commercial Service Commercial services shall consist of those services where water is used for commercial services, such as businesses and multi-family dwellings

(c) Standby Fire Standby Fire service shall consist of those service where water is available of used for fire protection only

(d) Contract Service Contract services shall consist of those services for industrial or independent water district purposes under contracts authorized by the City Council.

(5) Special Contracts When the applicant's requirements for water are unusual or large, such as an independent water district, or necessitate considerable special or reserve equipment or capacity, the Water Department, by authorization of the City Council, reserves the right to make special contract, the provisions of which are different from and have exceptions to the regularly published water rates, rules, and regulations. This special contract shall be in writing, signed by the applicant and approved by the City Council and City Attorney and signed by the Mayor and City Recorder of the City of Prineville.

(6) Resale of Water Resale of water shall be permitted only under special contract, in writing, between the City Council and the persons, parties or corporation selling the water.

(7) Service Preference In case of shortage of supply, the Water Department reserves the right to give preference in the matter of furnishing service to customers and interests of the Water Department from the standing of public convenience or necessity. Water service to users outside the City limits shall at all times be subject to the prior and superior rights of the customers within the City limits.

SECTION 5 Application for Service

(1) Application Form Each applicant for water service shall sign an application form provided by the Water Department giving the date of the application, location of premises to be served, the date applicant desires service to begin, purpose for which service is to be used, the address for mailing of the billings, the class and the size of the meter service and such other information as the Water Department may reasonably require. In signing the application, the customer agrees to abide by the rules and regulations of the Water Department. The application is merely a written request for service and does not bind the Water Department to serve.

(2) Deposits and Establishment of Credit At the time application for credit is made, the applicant shall establish his credit with Water Department.

(a) Establishment of Credit The credit of the applicant shall be deemed established

1 If the applicant makes a cash deposit with the Water Department to secure the payment of bills for service. The deposit shall be a sum equal to the estimated bill for two months service but not less than \$20.00.

2 Should the applicant have a history of delinquency in payment of his water bill, as determined by the City, and be requesting a new account (e.g., service turned on after it has been turned off, service at a new address), the minimum deposit shall be \$50.

(b) Deposits At the time the deposit is given to the Water Department, the applicant will be given a receipt for the same. The deposit is not to be considered as a payment on account. In the event the service is discontinued, the deposit will be applied to the closing bill and any amount in excess of the closing bill will be refunded. Following twelve (12) consecutive non-delinquent payments for water service, a customer may request and receive a refund of his deposit.

(c) Forfeiture of Deposit If an account becomes delinquent and the service is turned off, the deposit shall be applied to the unpaid balance due. This deposit must be replaced prior to restoration of service for this customer at the same premise or at a different premise. Replacement of this deposit is in addition to any other charges for restoration of service found elsewhere in this ordinance.

(3) Application of Amendments Customers desiring a material change in the size, character or extent of equipment or operation which would result in material change in the amount of water used shall give the Water Department written notice of such change prior to the change and the application for service shall be amended.

Customers desiring a change in the size, location or number of services shall fill out an amended application.

SECTION 6 Main Extensions

(1) Within the City Limits Water main extensions to areas within the City limits not presently served with water shall be installed under procedures to be established by the City Council. Subdividers for newly partitioned properties will assume all costs of main extensions with the approval of the City Council.

(2) Outside the City Limits Water mains outside the City limits shall be extended only at the expense of the customers served. The main extensions shall become the property of the Water Department at the time installed. The City Council shall determine the size of the main extensions and all extensions shall be of a suitable material approved by the City Council. Extensions outside the City limits shall be installed by the Water Department or by contractors approved by the Water Department. The installation procedures and materials used shall be in accordance with the City and State of Oregon standards.

(3) Location of Extensions The Water Department will make water main extensions only on rights-of-way, easements or publicly owned property. Easements or permits secured for main extensions shall be obtained in the name of the City of Prineville along with all rights and title to the main at the time the service is provided to the customers paying for the extension.

SECTION 7. Service

(1) Definition The "service connection" shall be that part of the water distribution system which connects the meter to the main and shall normally consist of a corporation stop, service pipe, curb stop and box, meter, meter yoke and meter box. The "customer service line" shall be that part of the piping on the customer's property that connects the service to the customer's distribution system.

(2) Ownership, Installation and Maintenance The Water Department shall own, install and maintain all services and installation and maintenance shall be performed only by authorized employees of the Water Department. The customer shall own, install and maintain the customer service line.

(3) Service Connection Charge At the time the applicant files for service where no service previously existed, or if he is filing for a change in size or location, he shall submit with his application the service connection charge.

This charge is to cover the actual cost to the Water Department to install the service from the main to the meter and includes the meter and meter housing. The service connection charge shall be as determined by the Water Department in the current published water rate schedule.

(4) Size of Service The Water Department will furnish and install a service of such size and at such locations as the applicant requests, provided such requests are reasonable and that the size requested is one that is listed by the Water Department. The minimum size of service shall be three-fourths (3/4) inch. The Water Department may refuse to install a service line which is undersized or oversized as determined by a study and report of the Water Superintendent to the City Council.

(5) Change in Service Size Permanent changes in the size of the service line requested by the customer shall be paid by the customer on the basis of actual cost to the Water Department for making the change.

(6) Length of Service Where the main is in a public right-of-way, the meter will be placed at the right-of-way line nearest the property to be served for the standard connection fee, provided the length of service line does not exceed the width of the right-of-way.

Where the main is on an easement or publicly owned property other than designated rights-of-way, the service shall be installed to the boundary of the easement or public property by the Water Department provided the length of service does not exceed thirty (30) feet.

If, in either case cited above, the length of service line to the meter location exceeds the maximum stated, the applicant shall pay the extra cost of the line on the basis of actual cost to the Water

Department for labor, materials and equipment plus 15 per cent

(7) Joint Service Connections The Water Department may, at its option, serve two or more premises with one connection. On new service connections, the inside diameter of such joint lines shall be sufficient to provide a carrying capacity of not less than the combined capacity of individual service lines of the same size as the meters installed

Service extensions from an existing service to other occupancies or ownerships than that for which the existing service was intended shall not be permitted nor shall separate residencies be permitted to receive service through one meter except under special considerations approved by the City Council

(8) Number of Service Connections on a Premise The owner of a single parcel of property may apply for and receive as many services as he or his tenants may require, provided his application or applications meet the requirements of the policies, rules and regulations

(9) Standby Fire Protection Service Connections

(a) Purpose Standby fire protection service connections of two inch size and larger will be installed only if adequate provisions are made to prevent the use of water from such services for purposes other than fire extinguishing. Sealed fire sprinkler systems with water-operated alarms shall be considered as having such provisions. The Water Department may require that a suitable detector check meter be installed in the standby fire protection service connections, to which hose lines or hydrants are connected. All piping on the customer's premises shall be installed in accordance with the plumbing code of the State of Oregon.

(b) Charges for Service Charges for standby fire protection service will be stated in the published water rate schedule. No charge will be made for water used in the standby fire protection services to extinguish accidental fires or for routine testing of the fire protection system. The customers shall pay the full cost of the standby fire protection service connection, any required detector check meters, and any required special water meter installed for the service to the standby connection.

(c) Violations of Regulations If water is used from a standby pipe connection service in violation of these regulations, an estimate of the amount used will be computed by the Water Department. The customer shall pay for the water used at the regular rates, including the minimum charge based on the size of the service connection and subsequent bills rendered on the basis of regular water rates.

(10) Fire Service Connections other than Standby A service having fire protection facilities on the premises and water for other purposes flowing through the same service connection shall be considered as an ordinary service and metered as such. All water used through that service, regardless of its use, will be charged at the regular rate.

(11) Temporary Service Connections For water service of a temporary nature, applicants shall be required to pay in advance the estimated cost of installation and removal of metering equipment and materials, plus a reasonable depreciation charge for the use of equipment and material used by the Water Department. The applicant shall also pay his water bill in advance and based upon an estimate of the quantity to be used, or he shall otherwise establish satisfactory credit.

(a) Time Limit Temporary service connections shall be disconnected and terminated within six months after installation unless an extension of time is granted in writing by the Water Department.

(b) Charge for Water Served Charges for water furnished through a temporary service connection shall be at the established rates set forth in the current water rate schedule.

(c) Installation Charges and Deposits The applicant for temporary service will be required:

1 To pay Water Department, in advance, the estimated cost of installing and removing all facilities necessary to furnish each service.

2 To deposit an amount sufficient to cover bills for water during the entire period such temporary service may be used or to otherwise establish credit by the Water Department.

3 To deposit with the City an amount equal to the value of any equipment loaned by the Water Department to such applicant under the terms of Section 7, Subsection 11 (d) hereinafter.

(d) Responsibility for Meters and Installation The customer shall use all possible care to prevent damage to the meter or to any other loaned facilities of the Water Department. If the meter or other facilities are damaged, the cost of making repairs shall be deducted from the deposit refund. If the loaned materials are returned in satisfactory condition and all bills paid, the full amount of the equipment deposit will be returned to the temporary customer at the termination of the service.

(12) Customer's Plumbing

(a) Plumbing Code The customer's plumbing, which shall include the customer's service line and all plumbing, piping, fixtures and other appurtenances carrying or intended to carry water, sewer or drainage shall comply with the plumbing code of the State of Oregon

(b) Control Valves Customers shall install a suitable control valve in the customer service line as close to the meter as possible, the operation of which will control the entire water supply to the premises served. In the event a customer's service is discontinued for any reason, a control valve must be installed, if none exists, as provided by this section

It shall be a violation of these rules and regulations for the customer to operate, cause or permit unauthorized operation of the meter stop or any appurtenances on the service connection

SECTION 8 Meters

(1) Ownership The Water Department will own and maintain all water meters. The Water Department will not pay rent or any other charge for a meter or other water facility, including housing and connections on a customer's premises

(2) Installation Installation of water meters shall be performed only by authorized employees of the Water Department. All meters shall be sealed by the Water Department at the time of installation, and no seal shall be altered or broken except by one of its authorized employees

(3) The Size and Type of Meter Applicant shall request and receive any size meter regularly stocked or furnished by the Water Department, provided the request is reasonable and further provided that the meter is not greatly oversized or undersized, as determined by the Water Superintendent. The Water Department reserves the right to determine the type of meter to be installed

(4) Location of Meters Meters shall normally be placed at the curb or property lines; the meter will be installed wherever the applicant desires within reason, but the location must be approved by the Water Department. The meters will not be located in driveways or other locations where damage to the meter or its related parts may occur

(5) Joint Use of Meters The joining of several customers to take advantage of the single minimum charges and large quantity rates shall be prohibited, except under special contract, in writing, with the City Council

(6) Changes in Size or Location If, for any reason, a change in the size of meter and service is required, the installation will be accomplished on the basis of a new connection, and the customer's application shall be so amended. Meters or services moved for the convenience of the customer will be relocated only at the customer's expense.

SECTION 9 Water Rates

The water rates to be charged for each class of service, including minimum charges, charges for water used over the minimum and service connection charges shall be as listed on the attached rate schedules. These water rates may be revised at any time with invalidating the remainder of these rules and regulations.

SECTION 10 Notices

(1) Notices to Customers Notices from the Water Department to the customer will normally be given in writing and either mailed to or delivered to him at his last known address. Where conditions warrant and in emergencies, the Water Department may notify either by telephone or by messenger.

(2) Notices From Customers Notices from customer to the Water Department may be given by the customer or his authorized representative orally or in writing at the office of the Water Department in the City Hall or to an agent of the Water Department duly authorized to receive notices or complaints.

SECTION 11 Billing and Payment

(1) Meter Readings Meters will be read and customers billed on the basis of the meter readings to the nearest one hundred (100) cubic feet.

The Water Department will keep an accurate account on its books of all readings of meters and such accounts so kept shall be offered at all times, places and courts as prima facie evidence of the use of water service by the customer.

(2) Rendering of Bills

(a) Billing Period All meters shall be read and bills rendered therefor monthly.

(b) Bills for Other Than Normal Billing Period Opening or closing bills, or bills that for any other reason cover a period containing 10 percent more days or 10 percent less days than in the normal billing period shall be prorated.

(c) Bills for More Than One Meter All meters supplying a customer's premises shall be billed separately.

(3) Disputed Bills When a customer disputes the correctness of a bill, he shall deposit the amount of the disputed bill at the time the complaint is lodged, to preclude discontinuance of service pending final settlement of the bill or bills. Subsequent bills shall be paid or placed on deposit in a similar manner. Failure of the customer to make such a deposit shall warrant discontinuance of service as provided under subsection (6) of this section.

(4) Failure to Read Meters In the event that it shall be impossible or impractical to read a meter on the regular reading date, the water consumption shall be prorated on the basis of thirty (30) days per month and the total water consumption for the billing purposes for that month shall be estimated.

(5) Owner of Record and Payment of Bills

(a) The property owner of record as shown by the records of the Crook County Assessor shall be responsible for the payment of all water charges and fees prescribed in this ordinance. All water billings shall be mailed to the premises where water service is furnished unless the property owner submits a written request that the bill be sent to another address.

(b) Each bill rendered shall be due thirty (30) days after the billing date. If the bill is not paid by that date, the account shall be considered delinquent.

(6) Delinquent Accounts

(a) Delinquent Notice A reminder of account delinquency will be sent to each delinquent account on or about fifteen days after the account becomes delinquent.

If the property is rented, and a request has been made in writing by the property owner, the City will send a copy of said delinquent notice to the property owner at the address listed in the written request.

(b) Turn-off Notice On or about thirty (30) days after an account becomes delinquent, a turn-off notice will be sent to the customer. Said notice shall state a date on which water will be turned off if delinquent account is not paid in full prior thereto.

If the property is rented, the property owner may request notice as listed in (6)(a), above, of this Section.

(c) Service Turn-off On the turn-off date, the meter reader or other agent of the City shall deliver a written notice to the customer stating that the water service is being turned off until all delinquent amounts have been paid. The meter reader or other agent shall immediately

thereafter turn off the service. A delivery of this notice, by the meter reader or agent, to the premises shall be considered a delivery of the notice to the customer.

(d) Restoration of Service and Service Charge. In all instances where water service has been turned off because of delinquent accounts, full payment of the delinquent amount must be made prior to restoration of service. In addition, there shall be a \$15.00 service charge made for restoration of service during normal working hours and a \$50.00 service charge for restoration of services after normal working hours. This charge, also, must be paid in full prior to restoration of service.

(7) Collection of Bills, Delinquent and Penalty Fees

(a) The City of Prineville may enforce the collection of rates and charges for the use of the water and water facilities by any means that may be provided by the laws of the state of Oregon or permitted by the charter and ordinances of the City of Prineville. All water service charges shall be a lien against the premises served from and after the date of delinquency and entry in the City lien docket. The lien docket shall be made accessible for inspection by any one interested in ascertaining the amount of charges against the property. When a bill for the water service remains unpaid sixty (60) days after it is delinquent, the lien created thereby may be foreclosed in the manner provided for by ORS 223.610, or in any other manner provided by law or City ordinance.

(b) Delinquent Fees. Should an account become more than thirty (30) days delinquent, there shall be added a delinquent fee of one and one-half (1 1/2) percent per month.

(c) Penalty Fees. In the event that it becomes necessary to certify the liens hereby established because of the non-payment thereof, there shall be added to such charges a penalty in the amount of twelve (12) percent thereof.

(8) Refusal of Service

(a) The City may refuse water service to any property upon which a lien has been attached until the amount owing on the lien has been paid to the City along with the service charge for the restoration of services.

(b) The City may also refuse service to a customer with an outstanding delinquent balance until said account balance is paid in full.

SECTION 12 Meter Error

(1) Meter Accuracy All meters will be tested prior to installation. No meter will be placed in service or allowed to remain in service which is known to have an error in registration in excess of 2 (two) percent under conditions of normal operation.

(2) Meter Test

(a) Standard Test Meter Tests will be conducted in accordance with standards of practice established by the American Water Works Association.

(b) On Customer Request A customer may, upon giving seven days notice, request the Water Department to test the meter servicing his premises. The Water Department will require the customer to deposit a testing fee. This fee shall be \$25.00 for meters 3/4 inch or smaller. For meters larger than 3/4 inch, the fee shall be that amount estimated by the Water Superintendent as the cost of testing the meter. The deposit will be returned to the customer if the test reveals that meter to overregister more than 2 per cent under the standard test conditions. The deposit shall be retained by the Water Department if the meter tests within the 2 per cent limitation. Customers may, at their option, witness any meter tests which they request.

(c) On Water Department Request If, upon comparison of past water usage, it appears that a meter is not registering properly, the Water Department may, at its option, test the meter and adjust the charges accordingly. No charge for meter testing will be made to the customer for the meter test under these conditions.

(3) Adjustment of Bills for Meter Error Should a meter be found to be out of the allowable tolerances for error, or found to be non-registering, the bill will be computed upon an estimate of consumption based either upon the customer's prior use during the same season of the year or upon a reasonable comparison with the use of other customer's receiving the same class of service during the same season and under similar circumstances and conditions.

SECTION 13 Discontinuance of Service

(1) On Customer Request Each customer about to vacate any premises supplied with water service by the Water Department shall give the Water Department written notice of his intentions at least two days prior thereto, specifying the date service is to be discontinued; otherwise, he will be responsible for all water supplied to such premises until the Water Department shall receive notice of such removal.

At the time specified by the customer that he expects to vacate the premises where service is supplied or that he desires to be discontinued, the meter will be read and a bill rendered which is payable immediately. In no case will the bill be less than the monthly minimum specified in the schedule applying to the class or classes of service furnished.

(2) Nonpayment of Bills. A customer's water service may be discontinued if the water bills are not paid in accordance with the procedures listed in Section 11, subsection (6) of these rules and regulations.

(3) Nonpayment of Sewer Service Charges. If said sewer service charges are not paid when due by any such person, firm or corporation whose premises are served or who are subject to the charges herein provided, water service provided to that customer by the City Water Department may be discontinued because of the default in the payment of the sewer service charges. As an additional alternative method, if such rates and charges are not paid when due by any such person, firm or corporation, the amounts so unpaid may be certified by the City Recorder to the County Assessor of Crook County, Oregon, and shall be by him assessed against the premises served as provided by law and shall be collected and paid over to the City in the same manner as other taxes are assessed, collected and paid over, with interest. Interest on unpaid bills shall run from the due date thereof at the rate of 12 percent per annum. Such unpaid charges may also be recovered in action at law in the name of the City, with interest as aforesaid.

(4) Improper Customer Facilities

(a) Unsafe Facilities. The Water Department may refuse to furnish water and may discontinue service to any premises without prior notice where plumbing facilities, appliances or equipment using water are dangerous, unsafe or not in conformity with the plumbing code of the State of Oregon.

(b) Cross Connections. A cross connection is defined as any physical connection between the Water Department's system and another source. The Oregon State Board of Health and the U.S. Public Health Service prohibit cross connections. The Water Department will not permit any cross connection and will discontinue service to any persons or premises where a cross connection exists. Service will not be restored until the cross connection is eliminated. Customers using water from one or more sources in addition to receiving water from the Water Department on the same premises shall maintain separate systems for each, and the Water Department's water supply facilities shall be separated from any and all other systems by an air gap of not less than one foot, or if in the ground, by not less than five feet.

(5) Water Waste Where water is wastefully or negligently used on a customer's premises, seriously affecting the general service, the Water Department may discontinue service if such conditions are not corrected after due notice by the Water Department

(6) Service Detrimental to Others The Water Department may refuse to furnish water and may discontinue service to any premises where excessive demands by one customer will result in inadequate service to others

(7) Fraud or Abuse The Water Department will refuse or discontinue service to any premises where it is deemed necessary to protect the Water Department from fraud or abuse Discontinuance of service from one or both of these causes will be made immediately upon receipt of knowledge by the Water Department that the condition or conditions exist

(8) Unauthorized Turn-on Where water service has been discontinued for any reason and the water is turned on by the customer or other unauthorized person, the water may then be shut off at the main or the meter removed The charges for shutting off the water at the main or removing the meter shall be computed at actual cost to the Water Department plus 15 percent overhead, but not less than \$50 00 These charges shall be billed to the offending customer and water shall not be furnished to the premises or customer until such charges are paid and the Water Department has reasonable assurance that the violation will not reoccur

(9) Noncompliance With Regulations The Water Department may, upon five days' notice, discontinue service to a customer's premises for failure to comply with any of the provisions of these regulations

SECTION 14 Restoration of Service Restoration of service after discontinuance for nonpayment of bills shall be made after payment of current and past due charges plus \$15 00/50 00 for restoration charge and posting a deposit as hereinbefore provided

Restoration of service after discontinuance of service for unsafe facilities, water waste, fraud, abuse or for noncompliance with any of the policies, rules or regulations will only be made after the irregularity has been corrected and the Water Department has been assured that the irregularity will not reoccur The restoration charge shall be \$50 00 plus any other charges due or past due that the Water Department may have incurred to correct the irregularity

SECTION 15 Unusual Demands When an abnormally large quantity of water is desired for filling a swimming pool, log pond or for other purposes, arrangements must be made with the City prior to taking such water Permission to take water in unusual quantities will be given only if the Water Department facilities and other consumers are not inconvenienced

SECTION 16 Access to Property All duly appointed employees of the Water Department, under the direction of the Water Superintendent, shall have free access at all reasonable hours of the day to any and all parts of structures and premises in which water is or may be delivered for the purposes of inspecting connections, the conditions of conduits and fixtures, and the manner and extent in which the water is being used. The Water Department does not, however, assume the duty of inspecting the customer's line, plumbing and equipment and shall not be responsible therefor.

SECTION 17 Responsibility for Equipment

(1) Responsibility for Customer Equipment The Water Department shall not be liable for any loss or damage of any nature whatsoever caused by any defect in the customer's line, plumbing or equipment, nor shall the Water Department be liable for loss or damage due to interruption of service or temporary changes in pressure. The customer shall be responsible for valves on his premises being turned off when the water service is turned on.

(2) Responsibility for Water Department Equipment Water Department equipment on the customer's premises remains the property of the Water Department and may be repaired, replaced or removed by the Water Department employees at any time without the consent of the customer. No payment will be made to the property owner for the right to install, maintain, replace or remove Water Department equipment on his premises. The property owner must keep vicious dogs or other animals secured or confined to avoid interference with the Water Department operation and maintenance.

(3) Damage to Water Department Equipment The customer shall be liable for any damage to equipment owned by the Water Department which is caused by an act of the customer, his tenants, agents, employees, contractors, licensees or permittees. Damage to equipment shall include but not be limited to breaking of seals and locks, tampering with meters, injury to meters, including but not limited to damages by hot water or steam, and damaged meter boxes, curb stops, meter stops and other appurtenances.

SECTION 18 Fire Hydrants

(1) Operation No person other than those designated and authorized by the Water Department shall open any fire hydrant belonging to the Water Department, attempt to draw water from it or in any manner damage or tamper with it. Any violation of this regulation will be prosecuted according to law. No tool other than a special hydrant wrenches shall be used to operate a hydrant valve. In cases where a temporary service has been granted and received water through a fire hydrant, an auxiliary valve will be provided to control the flow of water.

(2) Moving a Fire Hydrant When a fire hydrant has been installed in the locations specified by the proper authority, the Water Department has fulfilled its obligation. If a property owner or other party desires to change the size, type or location of the hydrant, he shall bear all costs of such changes. Any changes in the location of a fire hydrant must be approved by the Water Department and the Fire Department.

SECTION 19 Penalties Any person violating any of the provisions of these rules and regulations, shall, upon conviction thereof, be punished by a fine not exceeding \$1000.00 or by imprisonment in the City Jail for a period not exceeding six (6) months or by both such fine and imprisonment.

SECTION 20 Suspension of Rules No employee of the Water Department is authorized to suspend or alter any of the policies, rules and regulations cited herein without specific approval or direction of the City Council, except in cases of emergency involving loss of life or property or which would place the water system operation in jeopardy.

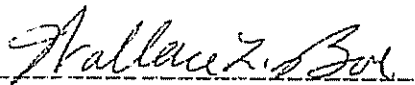
SECTION 21 Easement Each applicant and user gives and grants the City of Prineville an easement and right-of-way on and across his property for the installation of water mains and the necessary valves and equipment in connection therewith.

SECTION 22 Prior Ordinances Ordinance No. 884 is hereby repealed in its entirety and the provisions of any other prior ordinance of the City of Prineville that may be in conflict with any of the rules, regulations or provisions herein contained are hereby repealed and superceded.

SECTION 23 Constitutionality, Savings Clause If any clause, sentence, paragraph, section or portion of this ordinance for any reason shall be adjudged invalid by a court of competent jurisdiction, such judgement shall not affect, impair or invalidate the remainder of this ordinance but shall be confined in its operation to the clause, sentence, paragraph, section or portion of this ordinance directly involved in the controversy in which the judgement is rendered.

Passed by the City Council this 27th day of January 1987

Approved by the Mayor this 27th day of January 1987


Wallace L. Boe, Mayor


Henry Hartley, City Administrator/Recorder

CITY OF PRINEVILLE
WATER RATES
RESIDENTIAL SERVICE

AVAILABLE:

Within the city of Prineville, Oregon, and environs.

APPLICABLE:

To all single-family residences and to individual apartments or flats where service is furnished through a separate meter for each such individual apartment.

MONTHLY RATE:

Basic Charge:

<u>Basic Charge</u>	<u>Size of Meter</u>
\$ 5.25	3/4" of less
7.10	1"
10.55*	1 1/4"
15.95	1 1/2"
28.20	2"

Commodity Charge:

\$1.40 per 100 cu. ft. for the first 600 cu. ft.
\$.69 per 100 cu. ft. for all additional cu. ft.

* No New Service

SPECIAL CONDITIONS:

Service under this schedule shall be limited to Customers specified in the paragraph captioned "Applicable" above. All other customers, including buildings constructed or altered to accommodate two or more families or households, shall be considered as "commercial" customers.

RULES AND REGULATIONS:

Service under this schedule is subject to the General Rules and Regulations contained in the ordinance of which this schedule is a part.

CITY OF PRINEVILLE

WATER RATES

COMMERCIAL AND INDUSTRIAL SERVICE

AVAILABLE:

Within the city of Prineville, Oregon, and environs.

APPLICABLE:

To all commercial customers, including industrial and mercantile establishments, stores, offices, public buildings not otherwise classified, public and private hospitals, schools, churches, mercantile and industrial establishments combined with residences, and apartment houses except those in which service to each apartment is metered separately.

MONTHLY RATE:

\$2.31 per 100 cu. ft. for the first 1,200 cu. ft. per inch of meter size
.74 per 100 cu. ft. for the next 1,200 cu. ft. per inch of meter size
.57 per 100 cu. ft. for all additional cu. ft.

Note: The size of the blocks specified above are for a 1 inch meter and will be increased or decreased for each 1/4 inch of meter size but in no event will said blocks be reduced below those for a 3/4 inch meter.

MINIMUM CHARGE:

<u>Minimum Charge</u>	<u>Size of Meter</u>
\$ 10.50	3/4" or less
14.00	1"
20.80*	1 1/4"
31.40	1 1/2"
55.45	2"
101.80	3"
175.70	4"
332.95	6"

* No New Service

SPECIAL CONDITIONS:

Water used during the construction of buildings shall be metered whenever practicable, and charges shall be made at the rates specified in this schedule. When the setting of a meter is impracticable, the amount of water used shall be estimated and charges shall be made at the rates specified in this schedule for the amount so estimated.

When a meter is changed for one of a smaller size at the request of the customer, all costs incident to such change (other than the cost of the meter itself) shall be charged to the customer.

RULES AND REGULATIONS:

Service under this schedule is subject to the General Rules and Regulations contained in the ordinance of which this schedule is a part.

CITY OF PRINEVILLE

WATER RATES

CONNECTION OF SERVICE

- (a) The point of delivery shall be, at a mutually acceptable location, from Company main adjacent to the property line, or curb line, of the premises upon which the water service is to be utilized by the customer.
- (b) Company shall not be required to install or maintain more than one service extension from its distribution mains to supply the same class of service to any one customer. Each customer shall furnish, own, install and maintain, at his own expense, all piping, plumbing, equipment, and faucets located beyond the point of delivery.
- (c) Where service is to be newly established at a point of delivery, requiring that Company install a service pipe, the customer shall, at the time of application for service, pay Company a connection charge. Said connection charge shall be:

*Amended
by Ord
917*

\$ 250	for service pipes of	3/4 inch nominal diameter
282	"	1
970	"	1 1/2
1,100	"	2
1,850	"	3
1,900	"	4
2,700	"	6

- (d) All plumbing and equipment located beyond the point of delivery, including outside hydrants and faucets, shall be connected to the service extension, at the expense of the customer and in such a manner that all water used by the customer shall pass through the meter.
- (e) When temporary service is desired, the customer may be required to advance to Company a sum equal to the estimated cost of labor and material, including reasonable overhead charges, necessary to install and remove such service connection. At the termination of the service period that portion of the advance which remains after deduction of the actual cost of labor and material necessary to connect and disconnect such service (less the salvage value of material removed), will be refunded to the customer, providing that no regular charge for water service remains unpaid.