

**MAYER  
DOMESTIC WATER  
IMPROVEMENT DISTRICT**

**RULES AND REGULATIONS**

**Adopted: 9-28-2017**

# **MAYER DOMESTIC WATER IMPROVEMENT DISTRICT**

## **RULES AND REGULATIONS**

### **INDEX**

**Article I      Definitions; Defined Terms**

**Article II      Business Address and Meeting Place**

- Section 1      Principal Office
- Section 2      Meetings

**Article III     Board of Directors and Officers**

- Section 1      Board of Directors
- Section 2      Terms of Office
- Section 3      Qualifications of Directors
- Section 4      Officers of the Board of Directors
- Section 5      Vacancies

**Article IV     Modifications to the Rules and Regulations**

**Article V      Committees**

**Article VI     Duties, Functions and Authorities of the Board of Directors**

- Section 1      General Duties and Functions of the Board of Directors
- Section 2      Purchases of Equipment, Materials and Services; Competitive Bidding
- Section 3      Other Authorities

**Article VII    General Conditions Governing Water Connections and Use**

- Section 1      Authorized and Unauthorized Water Service Connections
- Section 2      Approval or Rejection of an Application for Service
- Section 3      Access to Premises
- Section 4      Construction Specifications
- Section 5      Applications for Service and Construction Specifications for Housing Developments and/or Multi-Family Residences
- Section 6      Complaints
- Section 7      Active and Inactive Use of Authorized Water Service Connections

**Article VIII   Water District's Responsibilities and Liabilities, Water District Customers' Responsibilities**

- Section 1      Water District's Responsibilities and Liabilities

Section 2 Water District Customer's Responsibilities

**Article XI Fees and Charges, Accounting and Reporting**

Section 1 Water Rates  
Section 2 Accounts  
Section 3 Billing and Collecting  
Section 4 Change of Occupancy

**Article X Easements**

**Article XI General Provisions**

**Article XII Miscellaneous Terms and Conditions**

Section 1 Recording of Rules and Regulations  
Section 2 Enforcement of Rules and Regulations  
Section 3 Items Not Covered by Rules and Regulations

**Article XIII Backflow Prevention and Cross-Connection Control Program Policy Statement**

**Appendix A**

**Appendix B**

# MAYER DOMESTIC WATER IMPROVEMENT DISTRICT

## RULES AND REGULATIONS

THESE RULES AND REGULATIONS of the Mayer Domestic Water Improvement District (Also referred to as District or Mayer DWID within these Rules and Regulations) are effective as of the **September 28, 2018** as approved and authorized by the Board of Directors.

### ARTICLE I

#### DEFINITIONS; DEFINED TERMS

**Section 1.** The following defined terms are used in these Rules and Regulations and shall have the meanings assigned to them where referenced:

- A. Active Account.** Any billing account maintained by the Water District for a Water District customer that is currently paid up to date, and who is, by virtue of their payment, entitled to the minimum 1000 gallons of water.
- B. Authorized Water Service Connection.** The Water District's water lines and water delivery system to a Parcel that is constructed in compliance with these Rules and Regulations and for which an application for service has been approved. The Authorized Water Service Connection includes water delivery service and the pipes, valves and other equipment and installations required for such water delivery service.
- C. Board of Directors.** The Board of Directors shall have the meaning assigned to it in Article III, Section 1.
- D. Critical Water Condition.** A Critical Water Condition shall be determined by the District and/or District Manager and shall include, but not be limited to, water supply conditions affected by drought, high fire threat and demand greater than the Water District's water production capability, and shall result in the water use restrictions set forth in Appendix A attached hereto and made a part hereof for all purposes. (Revised 2/27/2020)

- E. Developer.** Any person or entity who proposes to develop property within the Water District for any purpose in a density greater than one dwelling unit per existing Parcel.
- F. Director(s).** A duly qualified and elected member of the Board of Directors.
- G. In-Active Account.** Any billing account maintained by the Water District for a Water District customer which is delinquent for more than 90 days or has not had service for 150 days.
- H. Parcel.** A Parcel shall include real property that is within the stated boundaries of the Water District.
- I. Rate Schedule.** All rates, charges and fees established by the Water District and more particularly described in Article X of these Rules and Regulations.
- J. Special Approved Water Connection Permit.** A Special Approved Water Connection Permit is the same as an Authorized Water Service Connection, except it is issued to a Developer and may include special design plans and construction requirements for water delivery.
- K. The Water District.** The Mayer Domestic Water Improvement District, a domestic improvement district and a political subdivision of Yavapai County.
- L. Unauthorized Water Service Connection.** Any connection to Water District lines for which (1) the Water District has not approved an application for service and (2) for which no record of account exists in the Water District's records.
- M. Unit.** A single apartment, condominium, or suite on a Parcel containing multiple apartments, condominiums, or suites.

## **ARTICLE II**

### **BUSINESS ADDRESS AND MEETING PLACE**

**Section 1. Principal Office.** The principal office for the transaction of business of the Water District is hereby fixed and located at the district offices at 12994 Central Avenue, Mayer, Arizona 86333. The mailing address is PO Box 416, Mayer, Arizona 86333

**Section 2. Meetings.** The usual monthly Board Meetings will be held in the Board room of the district office at 12994 Central Avenue, Mayer Az. 86333. Meetings will be held on the 4<sup>th</sup> Thursday of the month at 6pm unless a notice of change is given by the Board. Notice of meetings and agendas will be posted at the Water District office ~~and the Mayer Post Office~~ at least 24 hours prior to the meeting. **(Revised Meeting Date and Time 10-25-18) (Revised Notice of meetings and agendas posting site 2-25-2021)**

### **ARTICLE III**

#### **BOARD OF DIRECTORS AND OFFICERS**

**Section 1. Board of Directors.** The Board of Directors shall consist of five members.

**Section 2. Terms of Office.** The normal term of office for each member of the Board of Directors ("Director" or "Directors," as the case may be) shall be four years. Each Director shall be elected at the general statewide election on the first Tuesday after the first Monday in November of even-numbered years.

**A.** Term of office for the elected Directors shall begin on January 1, following the November election.

**B.** Directors shall serve without compensation but may be reimbursed for actual expenses incurred.

**Section 3. Qualifications of Directors.** Each Director shall be either a resident of the Water District or a property owner within the District.

**Section 4. Responsibilities of the Board** The Board represents ALL the Owners/Users and is tasked with working in furtherance of the best interests of the District.

- New Board members **must** review the Arizona Open Meeting Laws prior to their first Board meeting.
- All Board members must take an approved Open Meeting Law Training Course on an annual basis, in the first quarter of each year.
- The Board should be attentive to the input of the Owners/Users.
- The Board **must** avoid conflicts of interest, and refrain from self-interest, either individually or as a group.
- The Board should actively be involved in customer relations.

- The Board should be in regular contact with Management and Staff and Direct Management and staff appropriately.

All new Board members should receive an orientation packet They shouldalso be directed to review the MDWID Rules and Regulations Policy, and the Yavapai County Special District Manual, which are all available on the District website (follow the Management Team link) **(Revised 7-22-2021)**

**Section 6. Officers of the Board of Directors.** The officers shall be elected by the Board of Directors and shall consist of a Chairman, a Clerk of the Board and three members at large.

**Section 7. Vacancies.** Vacancies on the Board of Directors caused by any event other than the termination of the normal four-year term, shall be filled by appointment by the Board of Directors. The new Director will complete the remaining term of the vacated position. In the event that such vacancy results in the loss of an officer, the Board of Directors shall elect a new officer to complete the remaining term of the vacated officer position.

## **ARTICLE IV**

### **MODIFICATIONS TO THE RULES AND REGULATIONS**

These Rules and Regulations and all amendments thereto must be adopted by majority vote of the Board of Directors, and any changes or amendments to these Rules and Regulations shall be set forth in the meeting minutes and a resolution of the Board of Directors.

## **ARTICLE V**

### **COMMITTEES**

The Board of Directors may from time to time appoint such committees as the Board of Directors may deem advisable, and such committees shall have such authority and shall perform such duties as may be prescribed by the Board of Directors. Members of such committees shall serve until completion of their duties and dismissal by the Board of Directors. The Board of Directors may dissolve such committees at any time by a majority vote.

## **ARTICLE VI**

### **GENERAL DUTIES, FUNCTIONS AND AUTHORITIES OF THE BOARD OF DIRECTORS**

**Section 1. General Duties and Functions of the Board of Directors.** It shall be the duty of the Board of Directors to control and manage all matters pertaining to the water system of the Water District in conformity with these Rules and Regulations and all applicable Federal, state, county and local laws. The Board of Directors shall have general supervision over the Water District's water system, all real and personal property connected with the Water District's physical infrastructure, including but not limited to pipelines, pumps, valves, storage tanks, wells and all other physical attributes of the water system, buildings and office equipment used by the Water District, motor vehicles used by Water District employees, and such other physical and material items that are used in the daily management and operation of the water system. In addition to the foregoing, the Board of Directors shall have general supervision over all employees and agents of the Water District, and shall have the authority to enter into contracts with suppliers, insurance carriers, general contractors, laborers, legal counsel, and any other third parties who the Board of Directors deems necessary for the continued operation and benefit of the Water District.

**Section 2. Purchases of Equipment, Materials and Services; Competitive Bidding.** The Board of Directors shall have the authority to purchase equipment, materials and services that are necessary for the operation and maintenance of the Water District and its water system. All such purchases of equipment, materials and services made by the Water District, having an estimated cost in excess of **\$50,000.00** per transaction shall be based on competitive bids **per ARS 41-2535**. This requirement shall not apply to contracts for professional services.

**Section 3. Other Authorities.** In addition to the functions and duties listed in Sections 1 and 2 of this Article VII, the Board of Directors shall have the authority to establish or amend the Rate Schedule, to establish construction specifications for Authorized Water Service Connections, and to perform or establish such other duties, functions, rules, regulations or other matters specifically authorized in these Rules and Regulations and in the Arizona Revised Statutes.

## **ARTICLE VII**

### **GENERAL CONDITIONS GOVERNING WATER CONNECTIONS AND USE**

**Section 1. Authorized and Unauthorized Water Service Connections.**

**A.** Upon approval of an application for service and compliance with the construction specifications set forth in this Article, the Water District will provide a water service connection to the Parcel within the Water District (such service, together with the pipes, valves and other equipment and



installations required for water delivery service, hereinafter referred to as an “Authorized Water Service Connection”). A Parcel shall be determined according to the most recent Water District tax role, updated **per the Yavapai County assessor’s office** each calendar year, and shall include any developed or undeveloped subdivided lot or lots within the district boundaries of Mayer DWID. Any property owner desiring to have property annexed into the Water District shall comply with all applicable rules and regulations, and shall pay all fees and costs established by the Water District

**B.** It shall be unlawful for any person or entity to hook-up to the water line or lines of any portion of the District’s water system unless and until the Water District has approved the application for service submitted by said person or entity.

**C.** An Authorized Water Service Connection shall be considered a new water service connection when said service has not been part of the Water District records for previous years and shall be subject to any connection fees or Turn On/Turn Off Fees set forth authorized by these Rules and Regulations.

**D.** An Unauthorized Water Service Connection (herein so called) is any connection to Water District lines for which (1) the Water District has not approved an application for service and/or (2) for which no record of account exists in the Water District’s records. A Parcel owner may dispute an Unauthorized Water Service Connection by providing proof of prior Authorized Water Service Connection or authorized hook-up.

## **Section 2. Approval or Rejection of an Application for Service.**

**A.** A Parcel or Unit owner shall make application for service, in person or by first-class mail, to the Water District at its office, and at that time pay all required fees. All connections to the Water District’s water system shall be made pursuant to any rules, regulations or resolutions pertaining to the payment of connection fees. Further, all connections shall be made in compliance with any specifications adopted by the Water District and the Uniform Plumbing Code and subject to inspection by the Water District, its agents or assigns, at the time of connection.

**B. As per the Resolution 2012-6-14 contained in Appendix B, the District is no longer issuing new meter hookups. At such time as this moratorium is rescinded:** The Water District’s approval of an application for service shall not be unreasonably withheld or delayed and upon approval of an application for service, the Water District and the applicant shall cooperate with one another in constructing an Authorized Water Service Connection. The construction specifications described in Section 4 of this Article VIII must be complied with before water service is turned on and the Water District’s

authorized employees or agents shall have the right to enter the Parcel pursuant to Section 3 of this Article VIII for purposes of verifying compliance with said construction specifications. (Revised 2/27/2020)

**C.** The Water District may reject any application for service if there is a Delinquent Account or any unpaid service fees or assessments associated with the Parcel or associated with the person or entity making the application for service.

**Section 3. Access to Premises.** Duly authorized employees or agents of the Water District shall have access at all reasonable hours to the Parcel for the purpose of installing or removing the Water District's property, inspecting piping, or for any other purpose in connection with the Water District's service and facilities.

**Section 4. Meter Policy**

**A.** All meters and meter settings must be accessible at all times and not covered with rubbish or material of any kind. There must also be a three-foot (3') radius around the meter and meter box free of any objects or obstructions which could prevent a District Employee from accessing the meter or prevent a District Employee or an authorized agent of the District from being able to make repairs to the meter or District water lines to the meter. No one other than a District Employee or authorized agent of the District shall be permitted to repair, adjust, remove or replace any meter or any part thereof. In the event a meter is determined not to be accessible, notice will be given to the customer of record. If the meter is not accessible within ten (10) days of notice, a penalty will be assessed for each thirty (30) day period the violation remains in effect. In general, all meters must be accessible to the District. (Revised 4/22/2021)

**B.** The standard size meter installed will be a 5/8" x 3/4" meter. If a Water District customer requests a deviation from the standard size or current installed meter, a written Request form (available at the District office and on the District Website) must be submitted to the District, by the property owner, documenting the need for the larger size or smaller size meter. All written requests will be reviewed by the Manager and/or an authorized agent of the Water District, and a written response will be provided within 30 days of receipt by the District. All costs related to the application, including, but not limited to, engineering analysis, are to be borne by the applicant. The District reserves the right to approve or deny any submitted request for a meter that deviates from the standard or current size meter. (Revised 12/16/2021)

## **Section 5. Construction Specifications.**

**A.** All mains and distribution lines to be constructed by either the Water District or a Water District Customer shall comply with and conform to the Uniform Plumbing Code in effect at the time of construction. The Maricopa Association of Governments UNIFORM STANDARD DETAILS FOR PUBLIC WORKS CONSTRUCTION will also be used as a guideline for certain construction.

**B.** All Water District Customer's new or replacement Authorized Water Service Connections must be installed according to Arizona Department of Water Quality ("ADEQ") specifications. **All Water District Customers must install a control valve** within six (6) to ten (10) feet of the Water District valve at the time of **replacement, new installation or modification of an Authorized Water Service Connection. An existing Authorized Water Service Connection must be upgraded to include a control valve at such time as a replacement or modification is made to the Authorized Water Service Connection.**

**C.** Water meters shall be installed on all Parcels having Authorized Water Service Connections. Said meters will be installed on the Water District's service line at said Parcels and, when practicable, located within the public right-of-way. All water meters will be installed under supervision of the Water District and shall be owned and maintained by the Water District.

**D.** All underground electrical service in conjunction with water lines shall be installed according to the Yavapai County building codes.

**Section 6. Applications for Service and Construction Specifications for Housing Developments and/or Multi-Family Residences.** In additions to Sections 1, 2, 3, 4, 6 and 7 of this Article VIII, the following terms and conditions shall apply to housing developments and multi-family residences:

**A.** Any person or entity (a "Developer") who proposes to develop a Parcel for any purpose in a density greater than one dwelling unit per existing subdivided lot shall submit preliminary plans of the proposed improvement for review by the Board of Directors. Said plans shall include the location of the property and a schedule of the amount and kind of dwelling units, if any, and the number of water lines and their respective sizes to be constructed in the proposed development. Such proposed development is subject to all applicable State, County and local rules and regulations including but not

limited to applicable zoning regulations. If the Board of Directors determines that the development will utilize water in the excess of the design capacity of the water lines adjacent to the proposed development or that it will require a disproportionate percentage of the remaining capacity of the water line at the point where the development will connect to these lines, the Developer shall pay the Water District the cost of additional water line capacity or, with the Water District's approval, shall construct at Developer's own cost and expense, a new water line that shall connect to the Water District's system at a point where the system has the design capacity to handle the additional demand attributable to the proposed development. Payment for any additional water lines or other equipment required to meet excess capacity shall be made by the Developer at the time when the Water District approves the Developer's application for service and issues a Special Approved Water Connection Permit. To determine whether the Developer must pay for additional line capacity, the Board of Directors may consider the following factors:

1. The amount of water utilized by the proposed development.
2. The capacity of the Water District's water lines at the point of connection.
3. The existence of other property which may potentially connect into the water lines and the potential water demand if that property were developed.
4. The most reasonable and economic method for the Water District to manage water flows with respect to the actual connections and potential connections of the other property in the vicinity of the proposed development.

B. Any Water District Customer or Developer desiring to increase the number of dwelling units or proposing to change the use of a Parcel which was previously granted a Special Approved Water Connection Permit or an Authorized Water Service Connection shall provide the Board of Directors with the following information:

1. The size and location of the parcel of property owned;
2. The number of equivalent dwelling units;
3. The proposed changes;
4. Preliminary and final plans for the development of the Property; and
5. Such other information as may be reasonably requested by the Board of Directors.

In accordance with Subsection 5.A. of this Article VIII, the Board of Directors shall calculate the cost of additional water line capacity and such other costs and expenses associated with the increase in dwelling units or change in use and the District Customer or Developer shall pay the Water District such costs and expenses as a condition of receiving a Special Approved Water Connection Permit and/or a condition for the continued use of an existing Special Approved Water Connection Permit or Authorized Water Service Connection.

**Section 7. Complaints.** Complaints must be filed at the Water District office by setting forth the complaint in an approved form or written statement by the District Customer (or the District Customer's authorized representative or agent). The complaint shall be answered by the Water District or its authorized representatives, including its legal counsel, as soon as possible within a maximum of sixty-five (65) days from the Water District's **receipt** of the complaint. Copies of complaints will be maintained at the Water District office.

**Section 8. Active and Inactive Use of Authorized Water Service Connections.** A Special Approved Water Connection Permit that has been approved, paid for, and constructed as provided in this Article VIII shall be considered an Authorized Water Service Connection. In accordance with Article X of these Rules and Regulations, a billing account shall be created for each Authorized Water Service Connection and it shall be the District Customer's responsibility to pay all fees and expenses billed by the Water District for water service. A water service connection shall remain an Authorized Water Service Connection in the event that water service has been turned off due to repair, the non-use or other situations described in Article X of these Rules and Regulations.

## **ARTICLE VIII**

### **THE WATER DISTRICT'S RESPONSIBILITIES AND LIABILITIES; WATER DISTRICT CUSTOMERS' RESPONSIBILITIES AND LIABILITIES**

**Section 1. Water District Responsibilities and Liabilities.**

**A.** The Water District does not assume the responsibility of inspecting a Water District Customer's piping or apparatus and will not be responsible for any problem or damage due to improper installation or maintenance of piping or apparatus.

**B.** The Water District reserves the right to refuse service unless the Water District Customer's lines or piping are installed in such a manner as to prevent cross connections or backflow as more particularly set forth in the BACKFLOW PREVENTION AND CROSS-CONNECTION CONTROL PROGRAM described in Article XIV of these Rules and Regulations.

**C.** The Water District will attempt to notify the Water District Customer of any anticipated interruption of service if time permits, with the exception being emergency repairs.

**D.** The Water District shall not be responsible for the negligence or intentional acts of third persons or forces beyond the control of the Water District resulting in any interruption of service. The Water District shall not be liable for any failure to perform its obligations where such failure is as a result of Acts of Nature (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (whether war is declared or not), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, blockage, embargo, labor dispute, strike, lockout or interruption or failure of electricity or any other act beyond its control.

## **Section 2. Water District Customers' Responsibilities and Liabilities.**

**A.** Piping on the Water District Customer's Parcel must be so arranged that the connections are conveniently located with respect to the Water District's lines or main and shall comply with (1) the construction specifications set forth in Article VIII of these Rules and Regulations and (2) BACKFLOW PREVENTION AND CROSS-CONNECTION CONTROL PROGRAM described in Article XIV of these Rules and Regulations.

**B.** If the Water District Customer's piping is so arranged that the Water District be called upon to provide extra services, each additional service to the Water District Customer's property will be considered as a separate and individual account.

**C.** The Water District Customer's piping and apparatus shall be installed and maintained by the Water District Customer, at the Water District Customer's sole cost and expense, in a safe and efficient manner and in accordance with these Rules and Regulations and in full compliance with the regulations of the State Department of Health and the Uniform Plumbing Code.

**D.** The Water District Customer shall safeguard the Water District's property placed on the Water District Customer's Parcel or Unit and premises and shall permit access to it by the authorized representatives of the Water District.

**E.** In the event that any loss or damage to the property of the Water District or any accident or injury to persons or property is caused by or results from the negligence or wrongful act of the Water District Customer, its agents, employees, guests, tenants, or other representatives, the cost of necessary repairs or replacements shall be paid by the Water District Customer to the Water District and any liability otherwise resulting shall be assumed by the Water District Customer.

F. Water purchased by the Water District Customer shall be used only on the customer's premises/property/parcel by members of its household, guest, tenants and employees and shall not be resold, given or diverted to **any other** premises/property/parcel. Disregard of this policy shall be sufficient cause for additional fees (3 times the rate), refusal of water service or termination of water service. (Revised 2/27/2020)

G. During a Critical Water Condition, as determined by the District or District Manager or other appropriate governmental authority, the Water District Customer shall use water only for those purposes specified for the water restriction levels set forth in Appendix A which is attached hereto and made a part of these Rules and Regulations. **A Critical Water Condition shall include, but not be limited to, water supply conditions affected by drought, high fire threat and demand greater than the Water District's water production capability.** As per Resolution 2012-6-14/2, the Water District shall have the authority to determine the appropriate water restriction level as set forth in Appendix A. In the event of a Critical Water Condition, the Water District shall provide reasonable notice of said Critical Water Condition by posting signs in conspicuous places such as the Post Office and the District Office. It is the responsibility of all Water District Customers to be aware of local water conditions and to make reasonable inquiries regarding water restrictions. Disregard for this rule by the Water District Customer, its guests, tenants, employees or other authorized parties shall be sufficient cause for the Water District's refusal or discontinuance of service to the Parcel. (Revised 2/27/2020)

H. The Water District may discontinue its service without notice for the following additional reasons:

1. To prevent fraud or abuse.
2. The willful disregard of or refusal to comply with these Rules and Regulations (or such rules as may be adopted by the Board of Directors) by the Water District Customer, its guests, tenants, employees or other authorized parties.
3. Emergency repairs.
4. Insufficient water due to circumstances beyond the Water District's control.
5. Legal processes.
6. Direction of public authorities.
7. Strike, riot, fire, floods, accident or any unavoidable cause.
8. Unauthorized turn-ons.
9. The Water District may suspend the service of, or refuse service to, any Water District Customer, its guests, tenants, employees or other authorized parties, who tamper with the property of the Water District.

- I. Any water leaks should be reported by the Water District Member, its guests, tenants, employees or other authorized agents, to the Water District immediately.

## **ARTICLE IX**

### **FEES AND CHARGES; ACCOUNTING AND REPORTING**

#### **Section 1. Water Rates.**

A. All rates, charges and fees shall be provided in the Rate Schedule (herein so called) established by the Water District. The most current version of the Rate Schedule shall be available at the Water District office for inspection by the Water District Customers. Rates, charges and fees shall include, but not be limited to, the following:

1. **Stand-By Fee** – A Stand-by Fee will be charged on those accounts where the water is turned off for non-payment or at the request of the Water District Customer for reasons other than repair. This fee will apply to all account requests or turn-offs made after July 7, 1998, and will be in addition to all other applicable fees. In the event that the Water District Customer requests turn-on within the 12 calendar months following turn-off, the full water fee will be due, as well as all applicable fees.
2. **Turn-On/Turn-Off Fee** – Turn-On/Turn-off fees apply to requests made in writing by the Water District Customer currently using water, to turn-on or turn-off the District valve for non-emergency reasons. The Turn-On/Turn-Off fees will also be charged when an account is turned-off for non-payment.
3. **Late Fee** – Outstanding balances on all Delinquent Accounts shall be charged interest at the rate prescribed in ARS § 48-910(G). This late fee shall be in addition to all other applicable fees.

B. **Rate Increases.** The Board of Directors shall have the authority to adjust the Rate Schedule. Public notice of a proposed rate increase shall be given as provided in A.R.S. §48-910 and amendments thereto.



**C.** The Board of Directors shall have the authority to establish special water rates for all Yavapai County government entities (i.e. Fire Department) who wish to use the Water District's water.

**D.** The Water District may sell water, if there is an adequate supply in storage, to commercial contractors, the Forest Service, or any other person or entity who desires to buy surplus water from the Water District at such rates or purchase prices determined by the Board of Directors.

**Section 2. Accounts.** For purposes of its accounting and reporting requirements, the Water District shall establish the following types of billing accounts:

1. **Active Account** – Any account the Water District has of record of that is currently paid up to date.
2. **In-Active Account** – Any account that is delinquent for more than 90 days, has not had service for 150 days, or has not been a part of our records.
3. **Delinquent Accounts** – Delinquent amounts with an outstanding balance of \$500.00 or more and meeting the criteria set forth in A.R.S. 48-910 may, at the discretion of the Manager or the Board, be subject to legal action, including but not limited to the recording of a notice of lien against the property. The lien amount may include attorney's fees and costs incurred by the District in preparing and recording the notice of lien.

**Section 3. Billing and Collecting.**

**A.** Bills will be rendered **monthly** and mailed to each Water District Customer's designated billing address. The Water District may, at the Board of Directors' instructions and discretion, vary the dates or lengths of the billing period.

**B.** Payments for water use will be computed in accordance with the Water District's authorized Rate Schedule.

**C.** Charge for service commences when the Authorized Water Service Connection is made, whether water is used or not.

**D.** A Water District property owner/customer wanting a guest, tenant, employee or other authorized party occupying said property to pay the Mayer DWID water utility bill, will need to fill out a Landlord Automatic Transfer Service Agreement form that is to be kept on file at the District office. Any

owner/customer's tenant who is responsible for paying the Mayer DWID water utility bill while in an agreement or rental contract for said property will be required to fill out a New Account Application and pay all applicable fees to transfer the account billing into their name. An owner/customer is liable for any delinquent water bill left by a guest, tenant, employee or other authorized party occupying said property. The property owner/customer will be required to pay the delinquent amount and any fees that apply. New tenants or new owners will not be allowed to start service at the property until any previous balance on the account is paid to the District. The owner will not be required to pay any additional fees or deposits at the time an account is transferred back into their name. The owner/customer will be billed and be responsible for the minimum monthly service fee plus tax at such time the property is not being occupied. (Revised 2/27/2020)

**E.** Bills, including all applicable fees and state sales tax are due by the 10<sup>th</sup> of each month. Bills will be considered delinquent one (**1**) calendar day after due date. After the delinquent date, the Water District may, upon **twenty-eight (28)** calendar days **after the billing date**, shut off service to the Water District Customer whose bill is delinquent. Water will be restored when balance is paid in full plus the turn on fee. (Revised 6/25/2020)

**F.** Failure to receive bills or notices shall not prevent such bills from becoming delinquent nor relieve the Water District Member of its obligation to pay the bill or to comply with the terms and provisions of a notice.

**G.** If the Water District Customer believes a bill to be in error, it shall present its claim in writing to the Water District before the bill becomes delinquent. Payment for a **bill is due by the 10<sup>th</sup> of the month, even if the bill is in dispute.**

**H.** If the Water District Customer believes a meter is not working properly, they have the right to request the meter be tested by a 3rd party entity by submitting a written request to the District office. The meter will be pulled, and another meter put in its place, the old meter **may** not be put back in its place regardless of the test results. The meter will be sent to a 3rd party meter testing facility. When the results are returned to the District, the District will send a copy of the report to the customer. If the meter passes, the customer will be required to pay the District's Board approved testing fee, the fee will be added to their account. If the meter fails in the customers favor, meaning it is under registering water usage, the customer is required to pay the District's Board approved testing fee, the fee will be added to their account. If the meter fails in the Districts favor, meaning it is over registering water usage, the customer will not be required to pay the District's Board approved testing fee and the District will adjust the customers water usage for the current month in question only. (Revised 4/22/2021)

**I.** The Water District may pass along to the Water District Customer any fees or charges assessed to the Water District by any Federal, state or county entity.

## **ARTICLE X**

### **EASEMENTS**

All property owners or Water District Customers requesting to connect improvements on their Parcels to the Water District's water system or any Developer of more than one lot seeking a connection of a subdivision or other non-residential improvement to the water system shall grant to the Water District all easements required by the Water District to provide water service to, across or on the Parcel or property for which the connection is being sought. Any party not granting the required easement shall not be granted a connection by the Water District.

## **ARTICLE XI**

### **GENERAL PROVISIONS**

**Section 1.** Variation from the terms and conditions of these Rules and Regulations shall be permitted only upon the verified application of an affected party to the Board of Directors of the Water District, setting forth the circumstances whereby the public interest requires such variation. The Water District may require an application for such variation to be presented in public hearing.

**Section 2.** If any section, paragraph, subdivision, sentence, clause or phrase of these Rules and Regulations shall for any reason be held illegal or unenforceable, such decision shall not affect the validity of the remaining portions of these Rules and Regulations.

**Section 3.** The statutes of the State of Arizona shall in all respects be considered superior to these Rules and Regulations, with any inconsistency resolved in favor of such statutes and with these Rules and Regulations to be deemed automatically amended to eliminate any inconsistency, which may exist.

## **ARTICLE XII**

### **MISCELLANEOUS TERMS AND CONDITIONS**

**Section 1. Recording of Rules and Regulations.** Rules and Regulations adopted by the Board and any subsequent amendments shall be recorded with the Yavapai County Recorder.

**Section 2. Enforcement of Rules and Regulations.** The District hereby authorizes its Attorney, Agents and Employees to take all steps as are necessary to enforce the Rules and Regulations.

**Section 3. Items Not Covered by Rules and Regulations.** Any incident that arises that is not covered by these Rules and Regulations will be researched and acted upon by the Water District and its Board of Directors within 90 days.

## **ARTICLE XIII**

### **BACKFLOW PREVENTION AND CROSS-CONNECTION CONTROL PROGRAM**

**Section 1. Policy Statement.** The following operating policies were adopted as of the \_\_\_ day of \_\_\_\_\_, 200\_\_\_ pursuant to Arizona Administrative Code (AAC) Title 18, Chapter 4, Article 2, Section 215, hereinafter called R18-4-215.

**Section 2. Purpose.** The purpose of these operating policies is as follows:

**A.** To protect the public potable water supply of the Water District from the possibility of contamination or pollution by preventing the backflow of contaminants and pollutants into the public potable water supply system;

**B.** To promote the elimination or control of existing cross-connections, actual or potential, with a customer's internal potable water system, plumbing fixtures and industrial piping systems; and

**C.** To provide for a continuing program of cross-connection control which will prevent the contamination or pollution of the public potable water supply system.

**Section 3. Responsibility of the Water District.** The Water District shall be responsible for the protection of the public potable water distribution systems from contamination or pollution due to the backflow of contaminants or pollutants through the water service connection. If in the judgement of the Water District, an action on the part of a Water District Customer is required for the safety of the water system, the Water District shall give notice in writing to said Water District Customer to perform said action. Failure, refusal or inability on the part of the Water District Customer to perform such required action in the time frame specified shall constitute grounds for discontinuing water service to the Parcel until such requirements have been satisfactorily met.

**Section 4. Responsibility of the Water District Customer.** It is unlawful for any person, firm or corporation at any time to make or maintain or cause to be made or maintained, temporarily or permanently, for any period of time whatsoever, any cross-connection between plumbing pipes or water fixtures being serviced with water by the Water District and any other source of water supply or to maintain any sanitary fixture or other appurtenances or fixtures which, by reason of their construction may cause or allow backflow of water or other substances into the water supply system and/or the service of water pipes or fixtures of any consumer of the Water District.

**Section 5. Compliance of the Water District Customer as a Condition of Service.** All Water District Customers must be in compliance with the Water District's backflow prevention regulations as a condition of service. Some of the actions that Water District Customers may be required to do, as a condition of service, may include, but are not limited to: the installation of approved backflow assembly(ies); the yearly testing and maintenance of such assembly(ies); the making of plumbing modifications, so as to eliminate actual or potential backflow possibilities; and/or the participation of some or all Water District Customers in a Joint Responsibility Program. Failure, refusal or inability on the part of the Water District Customer to perform such required actions in the time frame specified shall constitute grounds for discontinuing water service to the premises until such requirements have been satisfactorily met.

**Section 6. Program Administrative Rules and Procedures.**

**A.** The Water District will adopt rules and follow procedures so as to be in compliance with ADEQ requirements, and will make such changes in program rules and procedures from time to time so as to stay in compliance with revised ADEQ requirements.

**B.** The Standard Operating Procedures for the administration of the Water District's Backflow Prevention Device Inspections, Inc. Backflow Prevention and Cross-Connection Control Program Report dated August 15, 1994, or as outlined or revised by future additions or deletions to this document.

**Section 7. Program Guideline Sources.** The University of Southern California Foundation for Cross-Connection Control and Hydraulic Research (USC FCCHR) 9<sup>th</sup> Edition Manual, and definitions, recommendations and guidelines contained therein, are adopted by the Water District and its Board of Directors as the source of all policy statement program definitions, recommendations and guidelines except where superseded by direct ADEQ regulation or guideline policy statement. The Water District

may replace this 9<sup>th</sup> Edition Manual used for the above purposes, with later editions of this work, as they are published, provided this is not contrary to ADEQ regulation or guidance policy statement.

## **CERTIFICATION**

We hereby certify that the foregoing Rules and Regulations were adopted by the Board of Directors, of the Mayer Domestic Water Improvement District, at a Regular Meeting on the 28th day of September, 2017

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## APPENDIX A

### Critical Water Conditions and Restriction Levels

#### **Water Restriction Levels**

1. Normal Usage

Normal water usage is permitted; however, reasonable and prudent conservation should be exercised.

2. No Outside Watering from 6:00AM to 6:00PM

A condition exists that requires temporary suspension of outside watering from 6:00 AM to 6:00PM to ensure that all residents and the Fire Department have sufficient water for normal use.

3. No Outside watering

All outside watering must be stopped during a specified time or until further notice. A more extreme condition exists that requires the elimination of outside watering for one or more days.

4. Emergency Conditions

All water delivery must be stopped. A condition exists that requires either all water production to be used for fire control, the water cannot be consumed due to contamination or all water producing capacity is out of order.

#### **"No Outside Watering" Conditions**

State Administrative Code R18-4-502 requires that water pressure of at least 20 pounds per square inch (psi) at ground level be maintained at all points in the system under all conditions.

The most common reasons for eliminating outside watering are the drought conditions that increase outside watering; pumping and distribution equipment failure, or increased threat of fire.

Signs will be posted in obvious places stating the watering status. It is the responsibility of all residents to be aware of the "No Outside Watering" Conditions. For example, if it is dry and a holiday weekend, all residents should check the watering status before turning on the outside water.



### **Consequences for Not Obeying Restrictions**

During water crisis conditions, the Water District staff will periodically patrol the community and respond to complaints of excessive water usage.

If a violation is encountered, the customer will be advised of the water supply conditions and requested that the excessive usage be curtailed.

The District, and or District Manager may, at their/his/her discretion, impose a service charge for water used in excess of the amount deemed appropriate for current water availability in order to encourage compliance. (Revised 2/27/2020)

Non-compliance may result in the water being turned off at the District valve and fees may apply.

Note: The Mayer Domestic Water Improvement District was established to provide water to everyone in the District and there are times when everyone must limit their demand to achieve a level of fair usage. In addition, everyone must remember that we live in a time of drought and should expect to react accordingly.

