**GENERAL**

1. RULES – PART OF CONTRACT: The following rules and regulations are adopted by the Commissioners of the Sherrill-Kenwood Water District, and every person who shall be supplied, or whose property shall be supplied with water by the Sherrill-Kenwood Water District automatically subscribes to said rules, and the same shall constitute a part of the contract between such person and the Sherrill-Kenwood Water District.

2. PERMITS: No person, except a regular employee or representative of the Water District shall make any attachment to, or connection with, the pipes of the Water District, nor make any additions to or alteration of any pipes supplying water to consumers from said water works, nor lay any service pipe connected therewith, or remove or tamper with any meter, check valve, reducing valve, or any other piece of equipment required and controlled by the Water District.

3. AGENTS OR OWNER: The plumber designated and employed by the owner of the premises will be considered the agent of such owner while employed in the commission of the work of introducing the water into said premises, and in no sense as the agent of the Water District nor will the Water District be responsible for the acts of such plumber.

4. SERVICE CONNECTIONS: A written application for all new service connections must be made by the property owner or by his authorized agent to the office of the Sherrill-Kenwood Water District. When proper application shall have been approved by the Water District, a permit will be issued to the owner to make connection to the curb stop.

5. MAINTENANCE OF SERVICE CONNECTIONS: The owner of property into which water is introduced by a service connection will be required to maintain in proper order, at his own expense, the said service pipe from the curb stop to his meter, and in case such service is not so kept in repair, the Water District may shut off the supply of water until satisfactory repairs have been completed.

6. VALVE KEYS: No person, unless specifically authorized by the Water District shall have or hold a key or instrument for operating any valve, curb stop or hydrant within the Water District and no person having such authorization shall part with the possession of such key or instrument except with the written permission of the Water District.

7. REPORT OF COMPLETED WORK: All persons holding a permit to do work in connection with the system of the Sherrill-Kenwood Water District shall be responsible for notifying the Superintendent of the Water District in writing within forty-eight (48) hours after completing such work.

8. INSPECTION OF PREMISES: Authorized employees of the Water District, upon showing proper identification, shall have the right to enter upon any premises being supplied by the Water District or upon any premises when application has been made for a permit to connect plumbing with the water system of the Sherrill-Kenwood Water District, for the purpose of inspecting the meter, plumbing and fixtures of the water service, and all work in connection with such service.

9. SEPARATE SERVICES: A separate tap, curb box, and service pipe shall be required for each lot supplied with water. The curb box shall not be placed in an area that is subject to vehicle traffic. The Water District will determine the proper size of these units used for any water main under any application and permit.

10. DISCONTINUANCE OF USE OF WATER: Any customer wishing temporarily to discontinue the use of water supplied by the Water District, shall be subject to the established minimum bi-monthly charge or a prorated share of the minimum charge based on the number of days during the period when water is used. Where the actual metered water consumption during such period, as computed at established rates, exceeds the pro rata minimum amount, said metered amount shall be charged for. In addition a charge of $10.00 shall be made for turning off the water and a like charge for restoring service.

11. DELINQUENT ACCOUNTS: Whenever a service connection has been turned off for non-payment of water bills or other charges, or for the violation of any rule or regulation of the Water District, it shall not be turned on again until all charges or penalties shall have been paid, or the defects of the service have been adjusted. No person shall be permitted to turn the water on again except those authorized by the Commissioners of the Sherrill-Kenwood Water District.

12. LIMITS TO THE AMOUNT OF WATER FURNISHED: The Sherrill-Kenwood Water District reserves the right to limit the amount of water furnished to any customer should circumstances seem to warrant such action, although no limit may be stated in the application or permit for use, or the water District may entirely shut off the water supply use for any manufacturing purpose or for furnishing power, or for lawn sprinkling, at any time, by giving reasonable notice to the customer of such action. When construction or repair work makes it necessary, the right is reserved to shut off the water from any premises without notice for as long a period as may be necessary. The Water District will, however, give prior notice whenever possible.

13. PRESSURE: The Water District shall not be liable for any damages or loss of any sort which may arise from, or be caused by any change in the water pressure due any cause whatever.

 Water service will not be provided to properties that will have less than 20 pounds per square inch (psi) working pressure as stipulated in Section 5-1.27 of the New York State Sanitary Code. In order to determine if adequate pressure is available at a proposed service connection, the property owner shall meet with the Superintendent of the Sherrill-Kenwood Water District.

14. INTERRUPTIONS OF WATER SUPPLY: It is understood and agreed that the Water District shall not be liable for any damages which may result to any person or premises from the shutting off of the water from any main or service for any purpose whatsoever, even in cases where no notice is given.

15. SUPPLY TO NEIGHBORING PREMISES: No water customer will be allowed to supply water in any manner, or through any fixture or devise whatever to the occupants of neighboring premises of any description, except by written permission from the Sherrill-Kenwood Water District. Upon the refusal of any person to comply with this rule, the water shall be shut off from the premises.

16. SUBDIVISIONS: Plans for the construction of water systems in subdivisions shall be approved by the New York State Department of Health and the Sherrill-Kenwood Water District.

17. OPERATION OF VALVES: No person except an authorized employee or agent of the Water District shall open, close, or in any way operate any valve or gate in any water main or street pipe.

18. VALVE BOXES: No person shall disturb or displace a valve box so that the valve stem cannot be reached by the key nor shall he cover a valve box in any way so as to make it inaccessible. Any valve boxes located at improper grade should be reported to the office or to the Superintendent of the Water District.

19. UNAUTHORIZED WATER USE: Any person who shall use water from the mains of the Sherrill-Kenwood Water District without written permission, or who shall use such water for purposes not specified in such permission or without authority from the Sherrill-Kenwood Water District shall be prosecuted to the full extent of the law and shall pay for the water used according to the best estimate by the Commissioners of the Water District.

20. VIOLATION OF RULES: For the infraction of any of its rules or regulations, the Water District may shut off the water from any premises where the violation occurs after proper notice has been served on the customer. Said notice shall be sent by registered mail to the customer’s address as it appears on the records of the Water District and shall allow a period of fourteen (14) days from receipt of letter for correction before the water is shut off.

21. AMENDMENTS TO RULES AND REGULATIONS: The Commissioners of the Water District reserve the right to amend, modify and change these rules and regulations from time to time at their sole discretion and without giving prior notice to the customers of the Water District.

**MATERIALS OF CONSTRUCTION**

22. PIPE MATERIALS: All new cast iron water mains shall be ductile iron and shall conform to AWWA Standards C150 and C151. Minimum thickness class for the individual installation shall be as recommended in AWWA Standard C150. All ductile iron pipe shall receive an outside bituminous coating per AWWA Standard C151 and shall be lined with cement per AWWA Specification C104 unless otherwise required by the Sherrill-Kenwood Water District. All pipe joints shall be constructed such that they will conduct an electrical current.

23. SERVICE CONNECTIONS: All service taps shall be made with a ¾-inch brass or bronze corporation with an integral shut-off. All services shall be a minimum of ¾-inch Type K copper tubing that meets ASTM Designation B-88 for underground use. All service connections shall be complete with a curb stop and box. All curb stops shall be constructed of bronze or brass and shall be as manufactured by Mueller Company or approved equal. Service connections shall consist of one continuous length of tubing extending from the water main to the curb stop and another continuous length extending from the curb stop to the inside foundation wall. The copper service going through cellar wall must be in a sleeve. No joints will be permitted in these lengths. All underground copper joints shall be flared type and conform to AWWA C800. Curb stops shall be located approximately on the front property line but shall not be located within a sidewalk, driveway or paved area.

24. VALVES AND HYDRANTS: All gate valves used within the Sherrill-Kenwood Water District shall be manufactured by Mueller Company or Kennedy Valve and Manufacturing Company. The models used shall be open left and shall be acceptable to the Water District. All buried gate valves shall be complete with valve boxes and covers. Valve boxes shall extend to finished grade. Valve box covers shall indicate the direction of operation of the valve and shall have the word “WATER” embossed on top.

 All fire hydrants used in the Sherrill-Kenwood Water District shall be Kennedy Guardian K81A, manufactured according to AWWA Specification C-502. Hydrants shall have two (2) 2½” hose connections. Hydrants shall have one (1) 4½” pumper connection. All connections to have national standard thread. All hydrants shall open left. Direction shall be indicated by an arrow and appropriate wording on the top of the hydrant. Operating nuts shall be pentagon in shape and measure 1-9/16 inches point to point. Hydrants shall be harnessed to a 6-inch hydrant branch tee. Hydrants shall be provided with positive automatic type drains.

25. PIPE FITTINGS: All fittings shall be constructed of ductile iron and be rated for a minimum working pressure of 250 psi. All fittings shall have mechanical joint ends.

26. METERS. All domestic water meters will be furnished by the Sherrill-Kenwood Water District. Domestic meters shall be the Trident Frost-Proof type as manufactured by Neptune Meter Company. All new domestic meters shall be equipped with a Neptune remote reading system such that the meter can be read without entering the premises. The meter valve shall be a flared gate valve.

 All industrial and large commercial meters shall be provided by the property owner. The meter shall be a model acceptable to the Sherrill-Kenwood Water District. The meter pit design shall be approved by the Water District prior to construction. The District shall approve the completed works.

**CONSTRUCTION PROCEDURES**

27. EXCAVATION AND BACKFILL: Before any excavation begins, the location of sewer (sanitary and storm), gas, phone and other service lines shall be identified and marked to avoid unnecessary damages to these services. It is the responsibility of the contractor to have a representative of the Water District perform (or approve) mapping and locating said service lines and mains. It is the responsibility of the contractor to assume all costs associated with any interruption in these public services.

 Trenches for installation of water mains and service connections shall be of sufficient depth that the cover over the top of the pipe is a minimum of 4½ feet. Pipe shall be bedded as recommended by the manufacturer of the pipe; however, in no case shall the backfill material between the bottom of trench and twelve (12) inches over the top of pipe contain any stones larger than two (2) inches. Backfill material shall be free from all frozen material, humus, peat, roots, vegetation, ashes, trash and debris. All trenches shall be inspected by the Superintendent of the Sherrill-Kenwood Water District or an appointed representative after the pipe has been installed and before the trench is backfilled. Adequate time for inspection of a water service must be given to the Water District. Working hours are 7:00 A.M. to 3:30 P.M. Monday through Friday. No water services will be inspected on weekends.

28. VALVE SPACING: The location of all proposed valves in the distribution system shall be approved by the Sherrill-Kenwood Water District.

29. FIRE HYDRANT LATERALS: Fire hydrant connections to the water main shall have a minimum diameter of six (6) inches. Each newly installed fire hydrant shall be complete with a gate valve of the same size as the hydrant lateral.

30. HYDRANT SPACING: Fire hydrant spacing shall be in accordance with the New York State Insurance Services Office (ISO), but shall not exceed five hundred (500) feet.

31. CONCRETE THRUST BLOCKS: All fittings and fire hydrants shall be anchored with concrete thrust blocks. Thrust blocks shall be of a design stipulated by the Sherrill-Kenwood Water District. Concrete for anchors shall be poured against undisturbed soil to effectively support the fitting.

32. INJURY TO PIPES OF FIXTURES: Any contractor or party doing construction or repair work on such fixtures as sewers, drains, conduits, or engaged in track laying, grading, paving, etc., who may cause injury to any part of the water system, such as mains, services, valves, valve boxes, hydrants, etc., will be held liable for all such injuries and for loss of water that may be wasted due to his acts. The materials and labor necessary for repairs shall be supplied by the contractor(s) responsible for the damage.

33. CREEK CROSSINGS: All water mains or service connections that cross creeks, rivers, or other bodies of water shall be designed by a Professional Engineer licensed in the State of New York. Prior to construction, the design shall be submitted to the Sherrill-Kenwood Water District and the New York State Dept. of Health for their review and approval.

34. SEPARATION OF WATER MAINS AND SEWERS: Water mains shall be placed with at least a ten (10) foot horizontal separation from existing or proposed sewers. When water mains and sewers cross, there shall be at least eighteen (18) inches of clear separation (edge to edge). At crossings, one (1) full length of water pipe shall be centered on the sewer such that joints on both ends will be as far from the sewer as possible. The water service shall be separated from the sanitary sewer lateral by 5 feet. Any deviation from the above-cited separations must be approved by the New York State Department of Health and the Sherrill-Kenwood Water District.

35. SPRINKLER SYSTEM: The feed line going to a building does not have to be metered. The feed line shall be checked by the Water Superintendent for any illegal taps before backfilling both outside and inside the structure.

**TESTING**

36. PRESSURE AND LEAKAGE TESTS: All new water mains shall be tested for pressure and leakage in accordance with AWWA Standard C600 (latest revision).

37. PIPE STERILIZATION: All pipe and fittings connected to and forming part of the existing water supply system shall be sterilized in full accordance with ANSI/AWWA Standard C600 (latest revision) and as mandated in Section 5-1.25 of the New York State Sanitary Code.

38. SERVICE LINE TESTING: All taps and service connections installed by a contractor shall be tested hydrostatically for leakage for at least one (1) hour at the normal working pressure for the area. Arrangements shall be made to have a representative of the Water District present during testing. Only on the representative’s approval can the trench be backfilled.

**METERING**

39. METER INSTALLATIONS: All meters shall be installed so that all water which enters the service from the main passes through the meter. A flared gate valve is to be provided within the foundation wall and ahead of the meter. The meter is to be placed in an accessible spot and conveniently located so that it may be readily read or removed. No meter may be allowed to remain in a location deemed unsuitable by the Superintendent or designated representative of the Water District.

40. ACCESS TO METER: The owner and tenant shall provide ready and convenient access to the meter so that it may be easily read and examined by the authorized and properly identified employees of the Water District.

**CROSS CONNECTIONS**

41. CROSS CONNECTIONS: It shall be unlawful for anyone to introduce or maintain a service that could potentially introduce contaminants of any kind to the Sherrill-Kenwood Water District. Whenever a cross connection to another water supply exists or whenever a condition exists which could potentially contaminate the water system, the Sherrill-Kenwood Water District may require that the alternate supply be separated from the system or that an approved backflow preventer device be installed to decrease the potential for contamination. The backflow preventer shall be a model approved by the New York State Department of Health and the Sherrill-Kenwood Water District. The determination of whether a potential for contamination exists shall be the sole responsibility of the Water District, and the District shall have the authority to inspect any and all services to determine if such a condition exists. The Sherrill-Kenwood Water District shall have the authority to terminate service to any user that could potentially contaminate the District’s system through the service. Service will be restored once satisfactory measures have been taken to prevent contamination.

 Any corrective measure, disconnection or change on private property shall be at the sole expense of the person in control of such property. Any changes required in the District system outside the property or between the meter and the supply line or distribution system and any charges for disconnection shall be added to the charges for water against the premises necessitating such expenditure.

 All physical connections which may constitute potential cross connections are prohibited unless constructed, maintained and operated in accordance with the provisions of the New York State Sanitary Code, Chapter I, Part 5, Section 5-1.31.

**CHARGES**

42. CHARGE FOR SERVICE CONNECTIONS: A charge shall be made by the Water District for all new service connections in an amount determined from time to time by the Commissioners of the Water District. This amount will be sufficient to cover the cost of the meter, corporation stop, curb stop, curb box, service pipe (from main to curb stop) and labor required to tap the main and provide the connection.

43. SCHEDULE OF WATER RATES: Water rates may be obtained from the Water District upon request. The Water District reserves the right to revise these rates at any time.

44. ESTIMATED USAGE: In the case of a meter failure, the customer will be charged for the water consumed during the period based on the previous year’s record of usage, or by such other means as shall seem fair and equitable to the Commissioners of the Water District.

45. TERMS: All residential water bills shall be rendered bi-monthly (commercial and industrial monthly). Water bills of whatever nature are payable without penalty within the due date of the bill. A ten percent (10%) penalty will be charged on all bills remaining unpaid after the due date of the bill. Any bill remaining unpaid one month from date of bill will result in the discontinuance of service and a $10.00 charge will be made to cover the cost of discontinuing the service.

46. BILLING FOR INCOMPLETE PERIODS: When a meter is first installed for a new customer or a change in customer occurs during a billing period, such customer shall be subject to a prorated share of the established minimum charge based on the number of days during the period when water was used. Where the actual metered water consumption during such period as computed at established rates exceeds the pro rata minimum amount, said metered amount shall be charged for.

47. CONSUMER DEPOSITS FOR COMMERCIAL AND/OR INDUSTRIAL USERS

1. The Sherrill-Kenwood Water District, upon a finding of good cause, may require any commercial and/or industrial user to deposit a reasonable sum of money, according to the estimated quantity of supply water to said user for two (2) calendar months. The purpose of said deposit shall be to secure payment for water actually supplied to said user.
2. The Sherrill-Kenwood Water District shall allow to every such depositor interest at a rate as set by the New York Public Service Commission pursuant to Public Service Law Section 117 and 16 NYCRR Section 510.3 or any successor law or regulation. The Sherrill-Kenwood Water District shall credit such interest to each depositor whose deposit has been held for one (1) year or more by paying such interest in cash, or deducting it from the amount of a bill rendered for water service thereof, pursuant to Public Service Law Section 117 and 16 NYCRR Section 510.3 or any successor law or regulation.
3. The Sherrill-Kenwood Water District shall render to each depositor, when and as his deposit is applied to an unpaid bill or bills, a statement containing the information required by 16 NYCRR Section 510.4 or any successor regulation.
4. If the depositor was not delinquent in the payment of any bill in a one (1) year period, the Sherrill-Kenwood Water District shall refund the deposit to the depositor, without prejudice. The Sherrill-Kenwood Water District may require a future deposit in the event of a future delinquency from said user. Notwithstanding the above, when the Sherrill-Kenwood Water District has good cause to believe that the financial condition of a user is such that the user will likely default in the future, the Sherrill-Kenwood Water District may retain the deposit until the depositor has not been delinquent of a two (2) year period.
5. The Sherrill-Kenwood Water District shall render to each depositor, when and as his deposit is refunded, a statement containing the information required by 16 NYCRR Section 510.5 or any successor regulation.
6. The Sherrill-Kenwood Water District shall issue to every depositor a Certificate of Deposit conforming with the mandates of 16 NYCRR Section 510.6 or any successor regulation.
7. If a depositor makes application for the return of his deposit, but is unable to produce the original Certificate of Deposit, the depositor shall be entitled to a hearing before the Sherrill-Kenwood Water District to demonstrate that he is in fact entitled to the return of a deposit.
8. The Sherrill-Kenwood Water District shall distribute a Circular containing terms of deposit, conforming with the mandates of 16 NYCRR Section 510.8 or any successor regulation.
9. The Sherrill-Kenwood Water District shall keep records and an index of user deposits, conforming with the mandates of 16 NYCRR Sections 510.1 and 510.2 or any successor regulations.

**RULES**

**AND**

**REGULATIONS**

**Sherrill-Kenwood Water District**