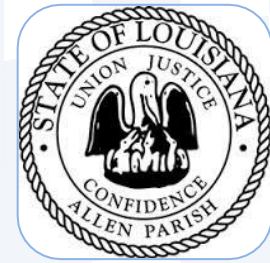




WEST ALLEN PARISH WATER DISTRICT

Reeves, Louisiana 70658



West Allen Parish Water District Customer Policy Manual

Est. 1976

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider, employer, and lender.



Welcome to West Allen Parish Water District located at 18196 Hwy. 190 in Reeves, Louisiana. We are happy to be able to serve you in the water industry. We strive to provide the best drinking water to our customers.

Our office staff has put together a booklet containing copies of our policies, some of which you will be asked to sign at this time, and others for information and possible future use. Throughout our nearly 30 years of operation, we have found by doing this, it helps us to be able to better serve you.

Please feel free to phone our office at any time to inform us of any problems that you may have with the water system. Thank you for allowing us to serve you.

BOARD OF DIRECTORS
WEST ALLEN PARISH WATER DISTRICT

The current General Manager of West Allen Parish Water District is Amy Perkins Holland. Ms. Holland has resided in this community her whole life and began working for West Allen Water in 2008 as the office assistant. In 2012, she was promoted to Office Manager until January 2016 when she became General Manager. Please feel free to contact her with any issue or problem you may have. Her direct number is 337-499-6668.

ALL POLICIES, RATES & FEES ARE SUBJECT TO CHANGE AT ANY TIME IN ACCORDANCE WITH POLICIES AND RULES ADOPTED BY THE BOARD OF DIRECTORS

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
USDA is an equal opportunity provider, employer, and lender.



Table of Contents

4	Water User's Agreement for New Installation
5	New Meter Installation Deposit Agreement/ Residential
6	New Meter Installation Deposit Agreement/Village of Reeves Customer with Sewer Account
7	Water User's Agreement for Existing Location
8	Meter Installation Time Frame Policy
9	Existing Location Deposit Agreement
10	Commercial Deposit Agreement
11	Commercial Deposit Agreement/Village of Reeves Customer with Sewer Account
12	Existing Location Deposit Agreement/ Village of Reeves Customer with Sewer Account
13	Co-signer's Agreement
14	Water District Fees/Rates
15	High Bill Payment Arrangement Policy
16	Meter Check Request Fee
17	"Meter In Care Of" Policy
18	Multi-housing Policy
19	Service Charge/Transfer of Service Fee
20	Current Water Rate Sheet
21	Meeting/Agenda Policy
22	Home-owner's Cleaning & Rental Policy, Unlock Policy, & Money Collection Policy
23	Ethnicity, Race, & Gender Information Checklist
24	Water Customer Check List
25-37	Cross Connection Policy
38	Notes

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
USDA is an equal opportunity provider, employer, and lender.



WATER USER'S AGREEMENT
NEW INSTALLATION

\$750.00 MEMBERSHIP AND(\$80.00 DEPOSIT/\$160.00 DEPOSIT~ VILLAGE OF REEVES CUSTOMER WITH SEWER)

This agreement, between WEST ALLEN PARISH WATER DISTRICT of the Parish of Allen, organized and existing under and by virtue of the laws of the State of Louisiana, hereinafter called the DISTRICT, and _____, a member of the DISTRICT, hereinafter called the MEMBER.

WITNESS:

WHEREAS, the MEMBER, desires to purchase farmstead and domestic water from the DISTRICT and to enter into a water user's agreement as required by the by-laws of the Association.

NOW THEREFORE, inconsideration of the mutual covenants promises, and agreement herein contained, it is hereby understood and agreed:

The DISTRICT agrees to furnish, subject to the limitations hereinafter provided for, such quantity of water for domestic, livestock, garden, industrial occupancy of the following described property:

provided; however, that the MEMBER may have delivered to him only such water as may be necessary to supply the needs of the persons residing within a single farmstead or dwelling and of the livestock owned by such persons and to irrigate a garden; that the industrial or commercial MEMBER shall be entitled to have delivered to him only such water as may be necessary to supply the needs of the particular installation.

- The MEMBER must disconnect from any other known water service. The MEMBER must assume all responsibility of furnishing a right-of-way.
- The MEMBER shall pay for such water at such rates, time and place as shall be determined by the DISTRICT.
- The DISTRICT shall purchase and install a ¾ by 5/8 meter with a cut-off valve between the meter & the water system, for the purpose/use only by the WATER DISTRICT.
- The DISTRICT shall have final jurisdiction in any question of location of any service line connection to its distribution systems; shall determine the allocation of water to MEMBERS in the event of a water shortage; may shut off the water to a MEMBER who allows a connection or extension to be made to his service line for the purpose of supplying water to another user.

The failure of a MEMBER to pay water charges duly imposed shall result in the automatic imposition of the following penalties:

- Non-payment after the due date will be subject to a penalty of ten (10) percent of the delinquent account.
- Non-payment after lockout date will allow the DISTRICT in addition to all other rights and remedies to purchase the MEMBER'S membership certificate and terminate his membership. And in such event the MEMBER shall not be entitled to receive, nor the DISTRICT obligated to supply any water under this agreement.
- In the event it becomes necessary for the DISTRICT to lock out a meter for non-payment or improper use of the water user's agreement, a fee of \$40.00 late assessment fee will be charged for a reconnection of the service. **(Lockout for non-payment dates are listed on the monthly bill)**

BE IT KNOWN AND REMEMBERED that I, the undersigned property owners, do hereby grant unto WEST ALLEN PARISH WATER DISTRICT OF Allen Parish, LA, hereinafter referred to as "GRANTEE", its successors and assigns, the right to lay, maintain, inspect, operate, repair, alter, remove and relay a pipeline for the transportation of water and such drip valve fittings, meters and other equipment and appurtenances as may be necessary or convenient for such operations, over, through, upon, across and under the property of the undersigned parallel and adjacent to the right-of-way of Louisiana State Highways and Parish roads with all rights of ingress and egress to and from said line of lines, for the purpose and benefits aforesaid.

This servitude is made and accepted for and in consideration of the value of the availability of a water supply to GRANTOR'S property together with other good and valuable consideration of the value of the availability of a water supply to GRANTOR'S property together with other good and valuable consideration.

TO HAVE AND TO HOLD said easements, rights, and rights-of-way unto said GRANTEE, its successors and assigns until said easement be exercised, and so long thereafter as the same shall be useful for the above named purposes.

I hereby understand that this water meter is WATER DISTRICT property and will not be moved from its installed location for any reason; however, the WATER DISTRICT may move the water meter as they consider necessary for the improvement of the WATER DISTRICT'S access and maintenance of the meter.

I hereby understand that any damage to water system property or requests of any programs other than normal water system procedures could lead to further charges for MEMBER.

WITNESSES OUR SIGNATURES in the presence of the undersigned competent witnesses on this the _____ day of _____, A.D., 20____ we have executed this agreement.

WITNESS

MEMBER SIGNATURE

PRINTED NAME

MAILING ADDRESS

CITY STATE ZIP

PHONE #

OFFICIAL STAMP

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
USDA is an equal opportunity provider, employer, and lender.



WEST ALLEN PARISH WATER DISTRICT NEW METER DEPOSIT AGREEMENT/RESIDENTIAL

I hereby understand that I am paying a \$830.00 fee to have a 3/4 X 5/8 water meter installed in my name at the following address:

\$150.00 of this fee is a Membership Fee
\$600.00 is the meter installation fee,
and \$80.00 is the actual Customer Deposit.

I also understand that if a road bore is necessary, an additional charge of \$400.00 will be added. I understand that this fee is based on current contractor rates and is subject to change at any time.

In the event that I move from this residence, and all of my water bills are paid; I will receive a \$80.00 refund. I understand that if I am married, the meter will be in both of our names. If we should divorce, the water will remain on for the spouse who remains in the home, and the deposit will stay with that spouse until they move, unless we have legal notification from an attorney.

Customer Signature

OFFICIAL STAMP

Spouse's Name

Witness

DIRECTIONS TO PROPERTY:

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
USDA is an equal opportunity provider, employer, and lender.



WEST ALLEN PARISH WATER DISTRICT NEW METER DEPOSIT AGREEMENT/VILLAGE OF REEVES CUSTOMER WITH SEWER ACCOUNT

I hereby understand that I am paying a \$910.00 fee to have a 3/4 X 5/8 water meter installed in my name at the following address:

\$150.00 of this fee is a Membership Fee.
\$600.00 is a meter installation fee.
and \$160.00 is the actual Customer Deposit.

I also understand that if a road bore is necessary, an additional charge of \$400.00 will be added. I understand that this fee is based on current contractor rates and is subject to change at any time.

In the event that I move from this residence, and all of my water bills are paid; I will receive a \$160.00 refund. I understand that if I am married, the meter will be in both of our names. If we should divorce, the water will remain on for the spouse who remains in the home, and the deposit will stay with that spouse until they move, unless we have legal notification from an attorney.

Customer Signature

OFFICIAL STAMP

Spouse's Name

Witness

DIRECTIONS TO PROPERTY:

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
USDA is an equal opportunity provider, employer, and lender.



WATER USER'S AGREEMENT

This agreement, between WEST ALLEN PARISH WATER DISTRICT of the Parish of Allen, organized and existing under and by virtue of the laws of the State of Louisiana, hereinafter called the DISTRICT, and _____, a member of the DISTRICT, hereinafter called the MEMBER.

WITNESS:

WHEREAS, the MEMBER, desires to purchase farmstead and domestic water from the DISTRICT and to enter into a water user's agreement as required by the by-laws of the Association.

NOW THEREFORE, inconsideration of the mutual covenants promises, and agreement herein contained, it is hereby understood and agreed:

The DISTRICT agrees to furnish, subject to the limitations hereinafter provided for, such quantity of water for domestic, livestock, garden, industrial occupancy of the following described property:

provided; however, that the MEMBER may have delivered to him only such water as may be necessary to supply the needs of the persons residing within a single farmstead or dwelling and of the livestock owned by such persons and to irrigate a garden; that the industrial or commercial MEMBER shall be entitled to have delivered to him only such water as may be necessary to supply the needs of the particular installation.

- The MEMBER must disconnect from any other known water service. The MEMBER must assume all responsibility of furnishing a right-of-way.
- The MEMBER shall pay for such water at such rates, time and place as shall be determined by the DISTRICT.
- The DISTRICT shall purchase and install a ¾ by 5/8 meter with a cut-off valve between the meter & the water system, for the purpose/use only by the WATER DISTRICT.
- The DISTRICT shall have final jurisdiction in any question of location of any service line connection to its distribution systems; shall determine the allocation of water to MEMBERS in the event of a water shortage; may shut off the water to a MEMBER who allows a connection or extension to be made to his service line for the purpose of supplying water to another user.

The failure of a MEMBER to pay water charges duly imposed shall result in the automatic imposition of the following penalties:

- Non-payment after the due date will be subject to a penalty of ten (10) percent of the delinquent account.
- Non-payment after lockout date will allow the DISTRICT in addition to all other rights and remedies to purchase the MEMBER'S membership certificate and terminate his membership. And in such event the MEMBER shall not be entitled to receive, nor the DISTRICT obligated to supply any water under this agreement.
- In the event it becomes necessary for the DISTRICT to lock out a meter for non-payment or improper use of the water user's agreement, a fee of \$40.00 late assessment fee will be charged for a reconnection of the service. **(Lockout for non-payment dates are listed on the monthly bill)**

BE IT KNOWN AND REMEMBERED that I, the undersigned property owners, do hereby grant unto WEST ALLEN PARISH WATER DISTRICT OF Allen Parish, LA, hereinafter referred to as "GRANTEE", its successors and assigns, the right to lay, maintain, inspect, operate, repair, alter, remove and relay a pipeline for the transportation of water and such drip valve fittings, meters and other equipment and appurtenances as may be necessary or convenient for such operations, over, through, upon, across and under the property of the undersigned parallel and adjacent to the right-of-way of Louisiana State Highways and Parish roads with all rights of ingress and egress to and from said line of lines, for the purpose and benefits aforesaid.

This servitude is made and accepted for and in consideration of the value of the availability of a water supply to GRANTOR'S property together with other good a valuable consideration of the value of the availability of a water supply to GRANTOR'S property together with other good and valuable consideration.

TO HAVE AND TO HOLD said easements, rights, and rights-of-way unto said GRANTEE, its successors and assigns until said easement be exercised, and so long thereafter as the same shall be useful for the above named purposes.

I hereby understand that this water meter is WATER DISTRICT property and will not be moved from its installed location for any reason; however, the WATER DISTRICT may move the water meter as they consider necessary for the improvement of the WATER DISTRICT'S access and maintenance of the meter.

I hereby understand that any damage to water system property or requests of any programs other than normal water system procedures could lead to further charges for MEMBER.

WITNESSES OUR SIGNATURES in the presence of the undersigned competent witnesses on this the _____ day of _____, A.D., 20_____ we have executed this agreement.

WITNESS

MEMBER SIGNATURE

PRINTED NAME

MAILING ADDRESS

CITY STATE ZIP

PHONE #

OFFICIAL STAMP

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider, employer, and lender.



METER INSTALLATION TIME FRAME

West Allen Parish Water District requires that all meter installations purchased from this day forward, August 3, 2010, will have a 2 year installation completion time frame once the fees are paid and the service is available. If the installation is not completed within this time frame, the membership will be relinquished by the customer, along with all fees paid to the District.

Member Signature

Date

Witness

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
USDA is an equal opportunity provider, employer, and lender.



EXISTING METER DEPOSIT AGREEMENT/RESIDENTIAL

I hereby understand that I am paying a **\$105.00** for a Deposit and Service Charge to have the water turned on in my name at the following address:

\$25.00 of this is the service charge, and \$80.00 is the actual deposit.

In the event that I move from this residence, and all of my water bills are paid, I will receive an \$80.00 refund. If I am married, I understand that the meter will be in both of our names; If we should separate or divorce, the water will remain on for the spouse who stays in the home, and the deposit will remain until that spouse moves, unless we have legal notification from an attorney.

Customer's Signature

Spouse's Name

Witness

Mailing Address _____

City _____ State _____ Zip _____

Phone _____

Date _____

Prior Resident/Owner _____

**YOU MUST INCLUDE A COPY OF A VALID DRIVERS LICENSE OR A PICTURE ID AND ALSO PROOF OF OWNERSHIP OR RENTAL AGREEMENT.
DIRECTIONS TO PROPERTY:**

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
USDA is an equal opportunity provider, employer, and lender.



COMMERCIAL DEPOSIT AGREEMENT

I hereby understand that I am paying a \$105.00 fee to have water turned on in my name at the following business location:

\$25.00 of this fee is a Service Charge, and \$80.00 is the actual Deposit.

In the event that I cease business operations at the above address, and all of my water bills are paid, I will receive an \$80.00 deposit refund.

Customer/Business Owner/Representative Signature

OFFICIAL STAMP

Witness

Mailing Address _____

City _____ State _____ Zip _____

Phone _____

Date _____

Prior Resident/Owner _____

YOU MUST INCLUDE A COPY OF A VALID DRIVERS LICENSE OR PICTURE ID. ALSO, PROOF OF OWNERSHIP OF THE PROPERTY OR A RENTAL AGREEMENT WITH THE PROPERTY OWNER MUST BE MADE AVAILABLE.

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
USDA is an equal opportunity provider, employer, and lender.



COMMERCIAL DEPOSIT AGREEMENT/ VILLAGE OF REEVES
CUSTOMER WITH SEWER ACCOUNT

I hereby understand that I am paying a \$185.00 fee to have water turned on in my name at the following business location:

\$25.00 of this fee is a Service Charge, and \$160.00 is the actual Deposit.

In the event that I cease business operations at the above address, and all of my water bills are paid, I will receive an \$80.00 deposit refund.

Customer/Business Owner/Representative Signature

STAMP

Witness

Mailing Address _____

City _____ State _____ Zip _____

Phone _____

Date _____

Prior Resident/Owner _____

YOU MUST INCLUDE A COPY OF A VALID DRIVERS LICENSE OR PICTURE ID. ALSO, PROOF OF OWNERSHIP OF THE PROPERTY OR A RENTAL AGREEMENT WITH THE PROPERTY OWNER MUST BE MADE AVAILABLE.

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
USDA is an equal opportunity provider, employer, and lender.



**EXISTING METER DEPOSIT AGREEMENT/ VILLAGE OF REEVES
CUSTOMER WITH SEWER ACCOUNT**

I hereby understand that I am paying a **\$185.00** for a Deposit and Service Charge to have the water turned on in my name at the following address:

\$25.00 of this is the service charge, and \$160.00 is the actual deposit.

In the event that I move from this residence, and all of my water bills are paid, I will receive a \$160.00 refund. If I am married, I understand that the meter will be in both of our names; If we should separate or divorce, the water will remain on for the spouse who stays in the home, and the deposit will remain until that spouse moves, unless we have legal notification from an attorney.

_____ Customer's Signature

_____ Spouse's Name

_____ Witness

Mailing Address _____

City _____ State _____ Zip _____

Phone _____

Date _____

Prior Resident/Owner _____

YOU MUST INCLUDE A COPY OF A VALID DRIVERS LICENSE OR A PICTURE ID AND ALSO PROOF OF OWNERSHIP OR RENTAL AGREEMENT. DIRECTIONS TO PROPERTY:

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
USDA is an equal opportunity provider, employer, and lender.



COSIGNERS AGREEMENT

I, _____, A member in good standing with West Allen Parish Water District,
(Current Member Name)

do hereby agree to pay any bills incurred by:

(Name of New Member)

At the following address/location:

(Address)

Which he/she does not pay himself/herself. I realize that by agreeing to this, I will be subject to having the water disconnected/locked out at my personal residence if this bill is not paid in accordance with West Allen Parish Water District's payment policies.

Date

Customer Signature

Witness

OFFICIAL STAMP

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
USDA is an equal opportunity provider, employer, and lender.



FEES

- **MEMBERSHIP/INSTALLATION: AS OF MARCH 1, 2015 THE FEE FOR INSTALLATION OF A NEW METER (3/4 X 5/8 METER) IS \$750.00 (\$150.00 is the membership fee, \$600.00 meter installation fee) as of 11-8-16)**
- **ROAD BORE FEE - \$400.00**
- **RESIDENTIAL DEPOSIT - \$80.00**
- **VILLAGE OF REEVES RESIDENTIAL & COMMERCIAL DEPOSIT (WITH SEWER ACCOUNT) - \$160.00 (As of June 1, 2016)**
- **COMMERCIAL DEPOSIT - \$80.00**
- **DEPOSIT REGULATIONS:**
 - (Anyone who has never been on the system must pay the deposit).
 - (A customer who has at least one year of service with a good payment record is exempt from the deposit.)
 - (A customer who has at least one year of service with a good payment record may cosign for someone else to get water without paying a deposit.)
- **SERVICE CHARGE - \$25.00**
 - (Anyone who has an established meter turned on must pay this regardless of deposits.)
- **LATE ASSESSMENT FEE - \$40.00**
 - (As of June 6, 2016 ~ No unlocks will performed after 5:00 p.m. on the day of lockout for nonpayment)
- **NSF CHECK FEE - \$40.00**
- **ORIGINAL (1976-1979) BACK SERVICE FEE - \$50.00**
 - (This applies to anyone who purchased a membership but never used the water.)
- **2014 BACK SERVICE FEE POLICY**
 - If a customer who has purchased a membership at a discounted rate due to the 2014 upgrade project, fails to connect when service is made available, or discontinues water service within 26 months, a Back Service Fee must be paid and will be assessed at a prorated fee as follows:
 - \$650 (meter installation cost)
 - (minus) original \$50 membership fee
 - (minus) total minimums paid during active service months
 - =(equals) Total Back Service Fee
- **ACCIDENTAL DAMAGE TO METERS & EQUIPMENT**
 - (First Offense: Fees waived and warning letter issued. Second Offense: Billed to customer at full replacement cost of material, parts, labor and equipment at current prices/rates.)
- **UNAUTHORIZED USAGE ACCESS PENALTY**
 - (\$125.00 Plus cost of lock, for 1st offense; \$250.00 plus cost of lock for 2nd offense.)
- **MULTI HOUSING**
 - (You may have another residence connected to your meter as long as it is between 2 mobile homes or a mobile home and a house (two houses cannot be connected). You **MUST** contact our office and fill out the required form at the time of connection.
(Maximum of 2 residences)

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
USDA is an equal opportunity provider, employer, and lender.



HIGH WATER BILL PAYMENTS

In order to pay out a high water bill on time over an extended period, the high bill must exceed the previous three (3) month average ten (10) times the normal amount. A payment plan will be permitted, with the understanding that I will make all payments on time and that they will be made in addition to my regular monthly bill. I understand that I will make payments before the 15th of every month. In signing this agreement, I concur that if I fail to make monthly payments as arranged, my water service will be discontinued, a \$40 late assessment fee will be applied, and the total amount of all bills and fees will then become due and payable in order to have my water service restored.

Payment plans are permitted as follows:

- **\$100 - \$199 = 3 MONTH PLAN**
- **\$200-\$299 = 6 MONTH PLAN**
- **\$300 AND OVER = 12 MONTH PLAN**

I, _____ understand that I have incurred a high water bill in the amount of \$_____ at the following address:

I am seeking to make monthly payment arrangements as follows:

\$_____ per month for _____ month

(BEGINNING ON _____).

In signing this form, I understand and agree to the terms of this contract as stated above. I understand that if I fail to make the payments as arranged, my service will be discontinued, fees will be applied, this agreement will become invalid, and that I will pay all amounts due in full before my water service will be restored to me.

Name: _____

Address: _____

Telephone: _____

Witness

Signature

Date

(Official Stamp)

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
USDA is an equal opportunity provider, employer, and lender.



METER CHECK REQUEST FEE

I hereby understand that I am requesting that my water meter be check for accuracy, and that I am paying a \$40.00 Meter Check Request Fee for a calibration check of my meter at the following location:

I also agree, that I will assume the cost of all associated fees generated by this calibration check performed on my meter, and that these fees will be applied to my billing account. I understand that if the meter is accurate, the water district will keep the \$40.00 fee, however, if it is found that the meter is found faulty, and the meter is over-charging or undercharging me, the \$40.00 fee will be refunded to me

CUSTOMER'S SIGNATURE

EMPLOYEE/WITNESS SIGNATURE

Location Number: _____

Phone #: _____

Date: _____

OFFICIAL STAMP

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
USDA is an equal opportunity provider, employer, and lender.



"METER IN CARE OF"

I, _____ (Current Customer),

By agreeing to let:

(New Customer)

have a meter in my name, do hereby agree to pay any bills incurred which he/she does not pay himself/herself. I realize that by agreeing to this, I will be subject to having the water service at my personal residence disconnected/locked if this bill is not paid as agreed.

Date

Co-Signer's Signature

Co-Signer's Location Number/Address

Witness

OFFICIAL STAMP

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
USDA is an equal opportunity provider, employer, and lender.



MULTI-HOUSING WATER USAGE AGREEMENT

I, _____ (Current Customer),

Hereby agree and understand that in allowing:

(New Customer)

To connect to my water meter, I will be fully responsible for all water usage at the following location:

(Address)

And I agree to make full payment for all water expenses incurred. I understand that no more than two (2) dwellings (Two trailer houses; or one house and one trailer house; but NEVER two houses) Can be connected to one meter. **It is the customer's responsibility** to notify the office when a dwelling is disconnected from the meter. I understand that I will be charged for water used until notification is received in the office.

Signature

Date



I, _____, Hereby verify that _____ is

no longer connected to my meter, and at this time, no one else is connected other than myself.

Signature

Date

OFFICIAL STAMP

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
USDA is an equal opportunity provider, employer, and lender.



SERVICE CHARGE/TRANSFER FEE

This is to verify that I am paying a SERVICE CHARGE/TRANSFER FEE of \$25.00 to have the water service turned on at the following location:

(Address)

I understand and agree to the following:

- This service charge fee is non-refundable.
- That I am bound by the same terms and conditions as I previously agreed to on the signed Water User's Agreement in my current customer file.
- That I am an established customer of West Allen Parish Water District.

Customer Signature

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE NUMBER _____

DATE _____

**I UNDERSTAND THAT I NEED TO PROVIDE PROOF OF OWNERSHIP
OR A RENTAL AGREEMENT IN ORDER TO ACTIVATE SERVICE.**

Witness

OFFICIAL STAMP

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
USDA is an equal opportunity provider, employer, and lender.



WATER RATES

As of 01-01-2017

-

RESIDENTIAL RATES:

\$27.00 PER MONTH FOR THE FIRST 2,000 GALLONS

\$6.00 PER THOUSAND FOR ALL OVER 2, 000 GALLONS

COMMERCIAL RATES:

\$45.00 PER MONTH FOR THE FIRST 5,000 GALLONS

\$6.00 PER THOUSAND FOR ALL OVER 5,000 GALLONS

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
USDA is an equal opportunity provider, employer, and lender.



Meeting Attendance/Addition of Name to Agenda

Anyone who wishes to be on the Agenda of a Regular Board meeting must notify the office at least ten (10) days before the meeting.

The governing body of West Allen Parish Water District is the Board of Directors. Five are appointed by The Allen Parish Police Jury and two by the Village of Reeves.

WILLIAM. E REEVES, JR, PRESIDENT

KEVIN WILLIS, VICE-PRESIDENT

JEFFRY JOHNSON, SECRETARY-TREASURER

CLAUDE "JOE" PERKINS, BOARD COMMISSIONER

SULLIVAN FONTENOT, BOARD COMMISSIONER

RANDAL COWART, BOARD COMMISSIONER

CARL RITTER, BOARD COMMISSIONER

Our monthly Board of Directors meetings are held on the first Tuesday of each month at 5:30 p.m. at the office of West Allen Parish Water District located at 18196 Highway 190, Reeves, Louisiana, unless otherwise noted. Meeting agendas are posted on the bulletin board located near the front entrance doors to our office.

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
USDA is an equal opportunity provider, employer, and lender.



Homeowners/Rental Properties Cleaning/Real Estate Inspection~

Owner/Real Estate Agent, must pay a non-refundable service charge of \$25.00, plus a minimum bill of \$27.00 (which includes 2,000 gallons of water usage); \$42.00 if the service is within the city limits of the Village of Reeves. WATER WILL BE TURNED ON FOR 1 WEEK ONLY. Any consumption over the 2,000 gallon minimum will be billed/charged water & sewer fees accordingly.

Homeowner/Agent Signature

Date

Witness

Unlock Policy

As of June 6, 2016 ~ No meter unlocks will be performed after 5:00 p.m.

~Due to the volume of afterhours calls to have meters unlocked on the day of lock out for nonpayment, the Board of Directors voted to put a policy in place to alleviate the costs and excess time required in performing unlocks afterhours. Please take note, that an operator will not be available after 5:00 p.m. on the day of lockout to unlock your meter. Unlocks can be performed during normal working hours of 7 a.m. – 3 p.m. Monday – Thursday and 8:00 a.m. – 12:00 p.m. on Friday.

Money/Bill Collections Policy

Employees of West Allen Parish Water District CANNOT receive money for water payments or Disconnection/Late Assessment fees, in the field. All payments must be made in our office or can be placed in the drop box located on the south end of the Water Office Building.

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
USDA is an equal opportunity provider, employer, and lender.



The information regarding race, ethnicity, and sex designation solicited on this application is requested in order to assure the Federal Government, acting through the Rural Housing Service that the Federal laws prohibiting discrimination against customer applications on the basis of race, color, national origin, religion, sex, familial status, age, and disability are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race, ethnicity, and sex of individual applicants on the basis of visual observation or surname.

Ethnicity:

Hispanic or Latino _____
Not Hispanic or Latino _____

Race:

American Indian/Alaska Native _____
Asian _____
Black or African American _____
Native Hawaiian or Other Pacific Islander _____
White _____
Other _____

Gender:

Male _____
Female _____

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
USDA is an equal opportunity provider, employer, and lender.



WATER CUSTOMER CHECK LIST:

- WATER USERS AGREEMENT, NEW INSTALLATION
- NEW INSTALLATION DEPOSIT AGREEMENT
- WATER USERS AGREEMENT, EXISTING LOCATION
- EXISTING LOCATION DEPOSIT AGREEMENT
- AGENDA POLICY
- COMMERCIAL DEPOSIT AGREEMENT
- COSIGNER'S AGREEMENT
- DISTRICT FEES
- HIGH BILL PAYMENT
- HOMEOWNER'S CLEANING RENTAL PROPERTY POLICY
- METER CHECK REQUEST FEE
- "METER IN CARE OF" POLICY
- MULTI HOUSING POLICY
- SERVICE CHARGE/TRANSFER FEE
- WATER RATE SHEET
- MONEY COLLECTIONS
- ETHNICITY, RACE, GENDER INFORMATION
- WATER CUSTOMER CHECK LIST
- CROSS CONNECTION POLICY

By checking the above, I verify that I have received the said documents, and understand the policies of WEST ALLEN PARISH WATER DISTRICT (I understand that these policies are subject to change as circumstances deem necessary).

SIGNATURE

DATE

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
USDA is an equal opportunity provider, employer, and lender.



WEST ALLEN PARISH WATER DISTRICT
CROSS CONNECTION CONTROL POLICY

Sec. 13-4. Cross-Connection Control Device or Method Required.

Each existing or new structure is required to implement and maintain an adequate cross-connection control device or method for backflow prevention as mandated under state law and state regulations.

Sec. 13-5. Definitions.

The following definitions shall apply only to this Division. For those terms not defined in this Division, the definitions contained in the Louisiana State Plumbing Code 2000 edition (LSPC, 2000 Edition), and as amended, shall apply.

1. **“Administrative authority”** means the *West Allen Parish Water District*, or any agent, employee, officer, department, or board of the *Water District* designated to enforce this ordinance.
2. **“Approved”** means accepted or acceptable under an applicable specification or standard stated or cited in the code, or accepted as suitable for the proposed use under procedures and authority of the administrative authority.
3. **“Approved backflow prevention assembly for containment”** means an air gap meeting ASME Standard A 112.1.2 - 1991 (R 1998) “Air Gaps in Plumbing Systems” or a backflow prevention assembly which is listed by the University of Southern California-Foundation for Cross Connection Control and Hydraulic Research (USCFCCCHR) as having met the requirements of ANSI/AWWA Standard C510-97 or ASSE Standard 1015-1993, “Double Check Valve Backflow-Prevention Assemblies”, or ANSI/AWWA Standard C511-97 or ASSE Standard 1013-1993, “Reduced- Pressure Principle Backflow Assemblies” for containment. The listing shall include the limitations of use based on the degree of hazard. The backflow prevention assembly must also be listed by the ASSE in Table 606 of the LSPC, 2000 Edition or other testing agency approved by the administrative authority. This term shall additionally include those backflow prevention assemblies meeting ANSI/ASSE Standard 1047-1995, “Backflow Preventer, Reduced Pressure Detector Assembly”, or ANSI/ASSE Standard 1048-1995, “Backflow Preventer, Double Check Detector Assembly”. (These detector assembly devices are often times used on fire protection/fire sprinkler systems to detect and monitor unauthorized water usage.)
4. **“Approved backflow prevention assembly for containment in fire protection system”** means a backflow prevention assembly listed in Table 606 of the LSPC, 2000 Edition to be used in a fire protection system which also meets the requirements of Factory Mutual Research Corporation (FM) and Underwriters Laboratory (UL) and the requirement of the standard Codes adopted by the *West Allen Parish Water District*. Devices sized smaller than 2½ inches which have not been listed by Underwriters Laboratory (UL) and tested by Factory Mutual Research Corporation (FM) may be allowed if approved by the State Fire Marshal, and such device is listed in Table 606 of the LSPC, 2000 Edition. Any such device under this definition shall minimally meet the definition of an “approved backflow prevention assembly for containment”. In addition, the particular type of device to be used for a particular application/degree of hazard shall be selected and installed in accord with the requirements of Table D104 of the LSPC, 2000 Edition.
5. **“Approved testing agency”** means an organization primarily established for purposes of testing to approved standards and approved by the administrative authority (*e.g.*, American Society of Mechanical

Engineers (ASME), American Society of Sanitary Engineers (ASSE), American Water Works Association (AWWA), American National Standards Institute (ANSI), Factory Mutual Research Corporation (FM), Underwriters Laboratory (UL), University of Southern California-Foundation for Cross Connection Control and Hydraulic Research (USC-FCCCHR), etc.).

6. **“Auxiliary water supply”** means any water supply on or available to the premises other than the water purveyor's approved public water supply such as, but not limited to, a private well, pond or river.

7. **“Backflow”** means the flow of water or other liquids, mixtures, or substance into the distribution pipes of a potable supply of water from any sources other than its intended source.

8. **“Backflow connection”** means any arrangement whereby backflow can occur.

9. **“Back-pressure backflow”** means backflow due to an increased pressure above the supply pressure. This may be due to pumps, boilers, gravity or other sources of pressure.

10. **“Backflow preventer”** means a device or method to prevent backflow into the potable water system.

11. **“Backflow prevention assembly general tester”** means those individuals holding a testing certificate from a nationally recognized backflow certification organization approved by the State Health Officer. Such individuals are not required to be a licensed plumber and are authorized to perform tests of backflow prevention devices and methods. When such devices or methods are located on private property, a backflow prevention assembly general tester is not authorized to install, repair, or maintain such devices or methods. A general tester may perform installation, maintenance or repairs, if the backflow prevention device is on public property, after having obtained approval from the water purveyor.

12. **“Backflow prevention assembly technician”** means a water supply protection specialist licensed by the State Plumbing Board of Louisiana pursuant to LA. R.S. 37:1361, *et seq.*, and its implementing regulations (LAC 46:LV.101, *et seq.*). All water supply protection specialists are Louisiana licensed plumbers who hold such a special endorsement on their plumbing license. Such individuals are authorized to test, install, repair, and maintain backflow prevention devices and methods.

13. **“Back-siphonage”** means the flowing back of used, contaminated, or polluted water from a plumbing fixture or vessel into a water supply pipe due to a negative pressure in such pipe. (See “backflow”)

14. **“Code”** The word “code” or “this code”, when used alone, shall mean these regulations, subsequent amendments thereto or any emergency rule or regulation which the administrative authority having jurisdiction may lawfully adopt.

15. **“Containment”** means a method of backflow prevention which requires the installation of an air gap or a backflow prevention assembly immediately following the water meter or as close to that location as deemed practical by the administrative authority.

16. **“Contamination”** means an impairment of the quality of the potable water which creates an actual hazard to the public health through poisoning or through the spread of disease by sewage, industrial fluids or waste. Also defined as “high hazard.”

17. **“Cross-connection”** means any connection or arrangement, physical or otherwise, between a potable water supply system and any plumbing fixture or any tank, receptacle, equipment or device, through which it may be possible for non-potable, used, unclean, polluted or contaminated water, or other substances, to enter into any part of such potable water system under any condition.

18. **“Customer”** means the owner, operator, or occupant of a building or property which has a water service from a public water system, or the owner or operator of a private water system which has a water service from a public water system. “Customer” shall not include any residential connection used for dwelling purposes, unless: i.) the residence is also used as a business premises and the home-based business or occupation involves operation of a home-based business or occupation which the water purveyor or Water District’s Approved Inspector deems a potentially significant and high hazard to the Water District’s water supply; ii.) the domestic water service provided is also used for a landscape irrigation system; or, iii.) a separate water service has been installed for landscape irrigation and other non-domestic purposes.

19. **“Degree of hazard”** means the rating of a cross-connection or water service which indicates if it has the potential to cause contamination or pollution.

20. **“Domestic sewage”** means the liquid and water-borne wastes derived from the ordinary living processes, free from industrial wastes, and of such character as to permit satisfactory disposal, without special treatment, into the public sewer or by means of a private sewage disposal system.

21. **“Double check valve backflow prevention assembly”** means a backflow prevention device consisting of two independently acting internally loaded check valves, four properly located test cocks, and two isolation valves.

22. **“Existing work”** means a plumbing system, or any part thereof which has been installed prior to the effective date of this Code.

23. **“Fire protection system”** means any system used for fire protection or suppression with a direct connection to the public water supply, including but not limited to sprinklers, stand-pipes, and siamese connections.

24. **“High hazard”** see contamination.

25. **“High hazard cross connection”** means a cross-connection which may cause an impairment of the quality of the potable water by creating an actual hazard to the public health, through poisoning or through the spread of disease by sewage, industrial fluids, or waste.

26. **“Industrial waste”** means any and all liquid or water-borne waste from industrial or commercial processes, except domestic sewage.

27. **“Isolation”** means a method of backflow prevention in which a backflow prevention assembly is located at the cross-connection rather than at the water service entrance.

28. **“Labeled”** means equipment or materials bearing a label or listing agency.

29. **“Liquid water”** means the discharge from any fixture, appliance or appurtenance in connection with a

plumbing system which does not receive fecal matter.

30. **“Listed”** means equipment or materials included in a list published by a listing agency that maintains periodic inspection or current production of listed equipment or materials and whose listing states either that the equipment or material complies with approved standards or has been tested and found suitable for use in a specified manner.

31. **“Listing agency”** means an agency accepted by the administrative authority which is in the business of listing or labeling and which maintains a periodic inspection program on current production of listed models, and which makes available a published report of such listing in which specific information is included that the product has been tested to approved standards and found safe for use in a specific manner. (e.g., USC-FCCCHR, ASSE, etc.)

32. **“Low hazard”** see pollution.

33. **“Low hazard cross-connection”** means a cross-connection which may cause an impairment of the quality of potable water to a degree which does not create a hazard to the public health, but which does adversely and unreasonably affect the aesthetic qualities of such potable waters for domestic use.

34. **“Main”** means the principal artery of any system of continuous piping to which branches may be connected.

35. **“May”** is a permissive term.

36. **“Pharmaceutical-grade antifreeze”** means a food-grade antifreeze such as an inhibited propylene glyco-based fluid.

37. **“Point of entry”** means the point of connection to the potable water system.

38. **“Point of introduction”** means the point at which any additive is introduced to the water supply system.

39. **“Pollution”** means an impairment of the quality of the potable water to a degree which does not create a hazard to the public health but which does adversely and unreasonably affect the aesthetic qualities of such potable waters for domestic use. Also defined as “low hazard.”

40. **“Potable water”** means water which is satisfactory for drinking, culinary, and domestic purposes and meets the requirements of the *State Health Department and the Water District*.

41. **“Reduced pressure principle backflow prevention assembly”** means a backflow prevention device consisting of two independently acting internally loaded check valves, a differential pressure relief valve, four properly located test cocks, and two isolation valves.

42. **“Sewage”** means any liquid waste containing animal or vegetable matter in suspension or solution and may include liquids containing chemicals in solution.

43. **“Shall”** The word “shall” is a mandatory term.

44. **“Table D 104”** refers to the table marked D 104 in appendix D of the Louisiana State Plumbing Code,

2000 Edition. (Known as the containment device table)

45. **“Table D 105”** refers to the table marked D 105 in appendix D of the Louisiana State Plumbing Code, 2000 Edition. (Known as the fixture isolation table)

46. **“Section D 106”** refers to the Section marked D 106 in appendix D of the Louisiana State Plumbing Code, 2000 Edition.

47. **“Water service”** Depending on the context, “water service” means the physical connection between a public water system and a customer's building, property, or private water system, or the act of providing potable water to a customer.

48. **“Water supply system”** means the water supply system of a building or premises consisting of the building supply pipe, the water distributing pipes and the necessary connecting pipes, fittings, control valves, and all appurtenances carrying or supplying potable water in or adjacent to the building or premises.

49. **“Water Purveyor”** means the *West Allen Parish Water District*.

Sec. 13-6. Administrative Authority.

(a) The Water Purveyor shall have the right to enter, with the consent of the customer, or upon the basis of a suitable warrant issued by a court of appropriate jurisdiction, any property to inspect for cross-connections.

(b) The State of Louisiana will approve training programs for “backflow prevention assembly technicians” and register “backflow prevention assembly technicians” who successfully complete a training program approved by the State Plumbing Board of Louisiana as per LA. R.S. 37:1367(G) and LAC 46:LV.310, all of which applies to licensed plumbers. In addition, the State Health Officer, through the LSPC, 2000 Edition, does accept certain persons as “general testers” per Section D108.1.1 thereof. Such individuals are known and defined herein as “backflow prevention assembly general testers”. The limitations of jurisdiction/authority of “backflow prevention assembly general testers” are described within said definition.

(c) The Administrative Authority shall collect a fee of \$25.00 for each inspection done by the Water Purveyor. The inspection will only be for the water purveyor to make sure that the air gap or backflow prevention device is in place and is the proper cross connection control device or method used in accord with Table D104 and Section D106.

(d) The Administrative Authority and the Water Purveyor shall maintain records of cross connection hazard surveys, and the installation, testing, and repair of all backflow prevention assemblies installed for containment purposes.

(e) Notwithstanding anything herein to the contrary, the Administrative Authority and Water Purveyor are authorized to take additional actions which may not be specifically covered herein that are deemed necessary to protect the *West Allen Parish Water District’s* water supply from potential or actual cross connections in accord with the requirements of the Louisiana State Plumbing Code, 2000 Edition.

Sec. 13-7. Water Services.

A. New water services.

1. Plans shall be submitted to the Water Purveyor for review on all new water services in order to determine the degree of hazard.
2. The water purveyor shall approve the type of backflow prevention assembly or method required for containment based on the requirement of Table D104 and degree of hazard. If a cross-connection is not listed in Table D104, the Water Purveyor shall use Table B1 of the “Manual for the Selection, Installation, Maintenance, and Field Testing of Backflow Prevention Devices” (CAN/CSA Standard B64.10-1994) as a guide to determine the type of device to require. (This document is referred to in Table 606 of the LSPC, 2000 Edition.)
3. The Water Purveyor shall require the installation of the appropriate backflow prevention assembly or method for containment before the initiation of water service.

B. Existing water service.

1. Any changes of, or additions to, existing water services shall be treated as new water services for the purpose of this ordinance.
2. Within six (6) months after adoption of this ordinance, the administrative authority shall publish and make available to each customer a copy of the standards used to determine the degree of hazard.
3. Each customer shall survey the activities and processes which receives water service and shall report to the Water Purveyor if cross-connections exist and the degree of hazard. Upon a finding of hazard, the customer shall cause the appropriate backflow prevention assembly or method to be installed in a timely fashion.
4. For existing water services, the Water Purveyor may inspect the premises to determine the degree of hazard. When high hazard cross-connections are found the Water Purveyor shall:
 - I. Develop a schedule of compliance which the customer shall follow, or
 - II. Terminate the water service until a backflow prevention assembly or method for containment required by the Water Purveyor has been installed.
5. Failure of the Water Purveyor to notify a customer that the customer has a high hazard cross-connection and should install backflow prevention assemblies or methods for containment in no way relieves the customer of the responsibility to comply with all requirements of this section.

Sec. 13-8. Customer Duties.

- (a) The customer shall be responsible for ensuring that no cross-connections exist without approved backflow protection within the customer's premises starting at the point of service from the public potable water system.

(b) The customer shall, at the customer's own expense, cause installation, operation, testing and maintenance of the backflow prevention assemblies required by the administrative authority. The customer shall advise the water purveyor in advance of when a device is to be tested to allow the water purveyor the opportunity to witness the test.

(c) Within fifteen (15) days after testing and/or repairs are completed, the customer shall provide the administrative authority with copies of records of the installation and of all tests and repairs made to the backflow prevention assembly on a form provided by the administrative authority.

(d) In the event of a backflow incident, the customer shall immediately notify the Water Purveyor of the incident and take steps to confine the contamination or pollution. Water service will not be restored until corrective action is taken and approved after inspection by the Water Purveyor.

(e) In accordance with Section D108.3.4 of the LSPC, 2000 Edition, the customer shall maintain records of installations, tests, repairs, overhauls, or replacements of backflow prevention devices or methods for at least 5 years and, upon request, such records shall be made available to the administrative authority.

Sec. 13-9. Requirements.

A. Water Purveyor requirements:

1. For premises existing prior to the start of this program, the Water Purveyor will perform evaluations and inspections of plans and/or premises and inform the customer by letter of any corrective action deemed necessary, the method of achieving the correction, and the time allowed for the correction to be made. Ordinarily, ninety (90) days will be allowed, however, this time period may be shortened depending upon the degree of hazard involved and the history of the device(s) in question.
2. The Water Purveyor will not allow any cross-connection to remain unless it is protected by an approved backflow preventer or an air gap for which a permit has been issued and which will be regularly tested to insure satisfactory operation.
3. The Water Purveyor shall notify the Customer by letter of any failure to comply at the time of the first re-inspection or immediately following the first re-inspection. The Water Purveyor will allow an additional fifteen (15) days for the correction. In the event the Customer fails to comply with the necessary correction by the time of the second re-inspection, the Water Purveyor will notify the Customer by letter that the water service to the Customer's premises will be terminated within five (5) days from the customer's receipt of such letter. In the event that the Customer informs the Water Purveyor of extenuating circumstances as to why the correction has not been made, a time extension may be granted by the Water Purveyor but in no case will exceed an additional thirty (30) days.
4. Notwithstanding anything to the contrary, if the Water Purveyor determines at any time that a serious threat to the public health exists, the water service will be terminated immediately.

5. The Water Purveyor shall have on file a list of Private Contractors who are certified backflow device testers and/or repairers. All charges for these tests, repairs, etc., will be paid by the Customer of the building or property.

6. The Water Purveyor will begin initial premise inspections to determine the nature of existing or potential hazards, following the approval of this program by the city Council and Mayor, during the calendar year (2005). Initial focus will be on high hazard industries and commercial premises.

B. Customer requirements:

1. The Customer shall be responsible for the elimination or protection of all cross-connections on his premises.

2. The Customer, after having been informed by a letter from the Water Purveyor, shall at his expense, install, maintain, and test or have tested, any and all backflow prevention devices or methods on his premises.

3. The Customer shall correct any malfunction of the backflow prevention device or method which is revealed by periodic testing.

4. The Customer shall inform the Water Purveyor of any proposed or modified cross-connection and also any existing cross-connection of which the Customer is aware but has not been found by the Water Purveyor.

5. The Customer shall not install a bypass around any backflow prevention device or method unless there is a backflow prevention device or method of the same type on the bypass. Customers who cannot shut down operation for testing of the device(s) or method(s) must supply additional devices or methods necessary to allow testing to take place.

6. The Customer shall install backflow prevention devices or methods in a manner approved by the Water Purveyor and in conformance with the installation requirements of Section 606 of the LSPC, 2000 Edition. In addition, devices having an atmospheric port or discharge shall be installed such that the port or discharge point is located at least 24 inches above the highest flood level which may have occurred in the previous 10 year period.

7. The Customer shall install only backflow prevention devices or methods approved by the Water Purveyor.

8. Any Customer having a private well, auxiliary water supply or other private water source, must have a permit if the well, auxiliary water supply or source is cross-connected to the Water Purveyor's system. Permission to cross connect may be denied by the Water Purveyor. The customer may be required to install a backflow prevention device or method at the service entrance if a private water source is maintained, even if it is not cross-connected to the Water Purveyor's system.

9. In the event the Customer installs plumbing to provide potable water for domestic purposes which is on the Water Purveyor's side of the backflow prevention device or method, such plumbing must have its own backflow preventer installed.

10. The Customer shall be responsible for the payment of all fees for permits, annual or semi-annual device or method testing, re-testing in the case that the device or method fails to operate correctly, and second re-inspections for noncompliance with the Water Purveyor's requirements.

Sec. 13-10. Required backflow prevention assemblies or methods for containment.

A. Water Service Assemblies:

An air gap or an approved reduced pressure principle backflow prevention assembly is required for water services having one or more potential cross-connections which the administrative authority classifies as high hazard as defined by tables D104 and D105.

B. Fire Protection System Assemblies:

1. All proposed installations of fire suppression systems shall be reviewed by the *West Allen Parish Water District or approved inspector* to determine the appropriate type of backflow prevention devices or methods required.
2. For all proposed fire suppression systems using antifreeze, a reduced pressure principle (#10 on Table D104) backflow prevention device shall be installed at the point of entry. The customer shall provide the Water District with the design and chemical usage of the fire suppression system.
3. All existing fire suppression systems shall meet the requirements of Sec. 13-9 above. An inspection by a fire suppression specialist shall be done to determine whether antifreeze has been utilized in the suppression system. The inspection shall be done at the expense of the customer. If it cannot be certified that antifreeze has been used, then a backflow prevention device shall be installed as prescribed by Table D104 and as approved by the *West Allen Parish Water District or Approved Inspector*. Installation shall be at the expense of the customer. The required backflow prevention devices or methods shall be installed at the time the system is repaired or changed, or within twelve (12) months after adoption of this ordinance, whichever occurs first.
4. In the event cross-connections, such as those found in using auxiliary water supply systems or in providing other water additives such as foaming agents, are necessary for the proper operation of the fire suppression system, then an air gap or a reduced pressure principle backflow prevention device shall be installed in an approved manner.

Sec. 13-11. Registration.

A. Technician Registration:

Any backflow prevention assembly technician licensed by the State of Louisiana must register with the administrative authority before performing work within the *West Allen Parish Water District*. Any licensed

backflow prevention assembly technician shall include his or her state registration number on all correspondence and forms required by or associated with this ordinance.

B. General Tester Registration:

Any backflow prevention assembly general tester shall present a copy of his/her testing certificate from a nationally recognized backflow certification organization and shall register with the administrative authority before performing work within the *West Allen Parish Water District*.

Sec. 13-12. Non-compliance by registered technicians or general testers.

(a) The local registration of a technician or general tester may be revoked or suspended for a period of up to two (2) years for non-compliance with this ordinance.

(b) Any of the following conditions constitute non-compliance:

1. Improper testing or repair of backflow prevention assemblies or methods;
2. Improper reporting of the results of testing or of repairs made to backflow prevention assemblies or methods;
3. Failure to meet registration requirements;
4. Related unethical practices.

Sec. 13-13. Installation of backflow prevention assemblies or methods.

(a) The required backflow prevention assemblies or methods for containment shall be installed in the manner recommended by the manufacturer and in accord with the requirements of Section 606 of the LSPC, 2000 Edition, immediately following the meter or as close to that location as deemed practical by the administrative authority. In any case, it shall be located upstream from any branch piping. Installation at this point does not eliminate the responsibility of the customer to protect the water supply system from contamination or pollution between the backflow prevention assembly or methods and the water main.

(b) Reduced pressure principle backflow prevention assemblies shall be installed so as to be protected from flooding. The port or discharge point shall be installed such that it is located at least 24 inches above the highest flood level which may have occurred in the previous 10 year period.

(c) Reduced pressure principle backflow prevention assemblies or methods shall not be installed in underground vaults or pits, unless a gravity drainage system (designed by a Louisiana registered engineer) for the particular site has been approved by the state health officer. (The intent of the exception to this section is to possibly allow below grade installations on particular sites or lots having sufficiently hilly ground at the proposed location of the device such that when the vault or pit is constructed it may be equipped with positive gravity drainage openings as to prevent any part of the device from being submerged. A recommended design standard for such an installation may be found in Sections 606.4.1 and 606.4.2 of the 1994 Standard Plumbing Code.)

(d) All backflow prevention assemblies or methods shall be protected from freezing. Those devices used for seasonal services may be removed in lieu of being protected from freezing; however, the devices must be reinstalled and tested by a registered backflow prevention assembly technician prior to service being reactivated.

(e) If hot water is used within the water supply system, thermal expansion shall be

provided for when installing a backflow prevention assembly or method for containment in accordance with Section 613.2 of the LSPC, 2000 Edition.

(f) Provisions shall be made to convey the discharge of water from reduced pressure principle backflow prevention assemblies or methods to a suitable drain through an air gap.

(g) No backflow prevention assemblies or methods shall be installed in a place where they would create a safety hazard, such as, but not limited to, over an electrical panel, or above ceiling level.

(h) If interruption of water service during testing and repair of backflow prevention assemblies or methods for containment is unacceptable to the customer, another backflow prevention assembly or method of equivalent or higher protection, sized to handle the temporary water flow needed during the time of testing or repair, shall be installed in parallel piping.

(i) All backflow prevention assemblies or methods shall be installed so that they are accessible for testing.

(j) All shut-off valves shall conform with the current edition of the 2000 Edition Louisiana State Plumbing Code requirements for either ball or resilient seat gate valves. Full port ball valves shall be used on assemblies installed in piping two inches or smaller, and full port resilient wedge-type shut off valves on assemblies installed in piping larger than two inches.

Sec. 13-14. Testing of backflow prevention assemblies or methods.

(a) Testing of backflow prevention assemblies or methods shall be performed by a backflow prevention assembly technician or by a backflow prevention assembly general tester registered with the administrative authority. The costs of tests required in the following paragraphs shall be borne by the customer.

(b) Backflow prevention assemblies or methods shall be tested upon installation; when cleaned, repaired, or overhauled; when relocated; and, shall be tested and inspected at least once annually. Backflow prevention devices shall be tested in accordance with CAN/CSA Standard B64.10-1994 or ASSE Standard 5010-1998.

(c) Backflow prevention assemblies or methods which are in place, but have been out of operation for more than three (3) months, shall be tested before being put back into operation. Backflow prevention assemblies or methods used in seasonal applications shall be tested before being put into operation each season.

(d) Any backflow prevention assembly or method which fails a periodic test shall be repaired or replaced by a backflow prevention assembly technician when such assembly is located on private property. When such a device is located on public property, a backflow prevention assembly general tester may repair or replace the device if authorized by the water purveyor. When water service has been terminated for non-compliance, the backflow prevention assembly or method shall be repaired or replaced prior to the resumption of water service. Backflow prevention assemblies or methods shall be re-tested by a registered backflow prevention assembly technician or by a backflow prevention assembly general tester immediately after repair or replacement.

(e) The *West Allen Parish Water District or Approved Inspector* may require backflow prevention

assemblies or methods to be tested at any time in addition to the annual testing requirement.

(f) The registered backflow prevention assembly technician or backflow prevention assembly general tester shall report the testing of backflow prevention assembly or method to the customer and to the administrative authority within fifteen (15) days of the test.

(g) The administrative authority may require, at its own cost, additional tests of individual backflow prevention assemblies or methods as it shall deem necessary to verify test procedures and results.

Sec. 13-15. Repair of backflow prevention assemblies or methods.

(a) All repairs to backflow prevention assemblies or methods on private property shall be performed by a licensed plumber holding a special “water supply protection specialist” endorsement on his plumbing license, herein defined as “backflow prevention assembly technician”.

(b) After obtaining approval from the water purveyor, a “backflow prevention assembly general tester” may perform repairs to backflow prevention assemblies or methods located on public property.

(c) The registered backflow prevention assembly technician or backflow prevention assembly general tester shall not change the design, material, or operational characteristics of a backflow prevention assembly or method during repair or maintenance, and shall use only original manufacturer replacement parts, if available; if not available, shall use replacement parts approved by the *West Allen Parish Water District*.

(d) The registered backflow prevention assembly technician or backflow prevention assembly general tester shall report the repair, overhaul, or replacement of any backflow prevention assembly or method to the customer and to the *West Allen Parish Water District* on the form provided by the *West Allen Parish Water District or Approved Inspector* within fifteen (15) days of the repair.

Sec. 13-16. Customer non-compliance.

(a) The water service may be discontinued in the case of non-compliance with this ordinance. Non-compliance includes, but is not limited to, the following:

1. Refusal to allow the administrative authority or water purveyor access to the property to inspect for cross-connection;
2. Removal of a backflow prevention assembly or method which has been required by the administrative authority.
3. Bypassing of a backflow prevention assembly or method which has been required by the administrative authority.
4. Providing inadequate backflow prevention when potential or actual cross connections exist.
5. Failure to install a backflow prevention assembly or method which has been required by the administrative authority.
6. Failure to test and/or properly repair a backflow prevention assembly or method as required by the administrative authority.

7. Failure to comply with the requirements of this ordinance.

Sec. 13-17. Penalty for violation.

Apart from any other penalties or sanctions imposed by local or state laws, any person found guilty of violating any provision of this Section shall be guilty of violating the *West Allen Parish Water District Cross Connection Control Policy* thereof, the actions and/or penalties described in this policy shall apply to each violation.

Sec. 13-18 - Sec. 13-25. Reserved.

[CCC_Model_Ordinance.wpd - R01/24/06 @ 10:28am]

This institution is an equal opportunity provider. To file a complaint of Discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD).
USDA is an equal opportunity provider, employer, and lender.



