DPW
DONEY PARK WATER
"A Member-Owned Cooperative"

New Water Service

<u>Please note:</u> Service must be scheduled with a minimum of 24 hours prior to needing water. We are closed Saturday, Sunday & Monday. If you need water for the weekend, you must submit your application and payment by Thursday in order to have it connected on Friday. Water service is typically connected within the first four hours of the scheduled date. In the event of emergencies or unforeseen circumstances, activation may occur later in the day.

- If you are establishing new water service and you are <u>UNABLE</u> to be present when the water is turned on, please note that the following may occur.
    - If our technician notices the meter IS TURNING RAPIDLY *(Possible faucets left on, etc.)* THEY WILL DO THE FOLLOWING:
        - The meter will remain locked off and you will be contacted. Please note if this is the case and we have to return you may be assessed a service charge to return.

          (or)
        - We will leave the meter on and turn off the customer valve if it is accessible.

PLEASE NOTE:
<u>MINIMUM MONTHLY WATER CHARGE IS NOT PRORATED</u>

The minimum monthly water charge of $21.95 is applied to your account **the day your water service begins.** Whether your service starts in the middle of the month or the last day of the month, your account is charged the minimum fee, **these charges are not pro-rated.**

There is a 24 hour turn around on all work orders. Please make sure you give us advance notice when you would like the service turned on and note **our office is closed Sat, Sun & Mon.**

IMPORTANT NOTE

Your request for a water meter will not be processed until the following requirements have been met:

- **We must have a copy of the *current building* and *septic permits* for the property for which you are purchasing a meter.**

- **The address must be posted where it can be seen from the street. This enables all utility companies involved in the Blue Stake process to locate the property without delay.**

- **The property line which fronts the water mainline and/or where the meter will be placed must be identifiable and the edge of the easement marked to the satisfaction of Doney Park Water or the parcel must be surveyed. This is required to ensure that the meter is placed on the property (at the edge of the easement) so as to comply with Arizona Corporation Commission rules and regulations and also to prevent access problems (fences, etc.).**

Note:
You are advised to **not** dig the service line from the meter to the building until Doney Park Water has indicated where the meter will be located. Normally, a meter is placed in a location that will accommodate group meters. This reduces the time required to read the meters thus reducing labor costs. If you need to know where this area will be, please contact our office to schedule a site meeting.

The following is information about the new meter that will be set on your property.

Please keep this information for your records. For your convenience, we will install a shut-off valve for you on your side of the meter. The valve will be enclosed in a 4"-diameter black plastic tube and can be easily accessed by removing the slip-on cap. Please note that there are caps on both the top and bottom ends of the tube. The caps help prevent debris from entering the tube, thus keeping the tube clear so you can use your valve when you need to. Both the shut-off valve and the plastic tube belong to you, and it is your responsibility to maintain them and keep them in good working order.

You will need a T-handle wrench to operate your shut-off valve. If you do not have one, you can purchase one at a local hardware store. Or, if you prefer, Doney Park Water has them available for purchase for $20.00 (our actual cost). Be sure all people in your home know where your shut-off valve is located and how to use it. If you ever need to turn off your water supply for any reason, you may do so by using your shut-off valve. By turning the water off yourself, instead of calling us to do it for you, you will save money because you will not have to pay service charges.

The water meter vault is easily identifiable by the round blue lid marked "WATER." The water meter vault and everything inside it belongs to Doney Park Water. Members are allowed to open the vault only to read the meter. If you would like to read the water meter, be sure you have the correct tool. Never use a crescent wrench, channel locks or pliers to open the lid. You should use a 5-sided wrench to open the lid. These can be purchased from Hughes Supply (Ford brand, model #2) or you can borrow one from us. Also, when replacing the lid on the vault, be very careful to reinstall the black plastic inner lid correctly so as not to damage the wire that connects the lid to the meter. There is a small punched-out space for the wire on the side of the inner lid. Please note that you will be held responsible for any damage that may occur to the water meter or vault if you choose to open it.

The new meter vault is freeze-resistant. It also has a built-in residential check valve. If you live in an area with high water pressure (80 psi or higher), the vault also includes a pressure-regulating valve (PRV). The default water pressure is 60 psi. Because the PRV will be inside the new vault, which belongs to Doney Park Water, we are responsible for maintaining and adjusting it. If you desire a different level of water pressure, please make a request in writing. We will set it where you desire, as long as you do not request that it be set below 20 psi or above 75 psi. We will adjust your pressure free of charge the first time. Subsequent trips will be subject to service charges.

Revised 12/31/02

Dear New Member:

Welcome to Doney Park! Doney Park Water Company is a member-owned water cooperative. When you sign up for water service with us, you become part owner of this Company. You are joining approximately 3,300 other members who receive water service through the cooperative.

The cooperative is governed by a member-elected Board of Directors. Elections are held annually. Monthly board meetings are open to all members. A schedule of meeting dates is posted online at www.doneyparkwater.com as well as on the bulletin board in the office lobby. If you would like more information, or are interested in running for the Board, please ask a staff member.

Attached is an application for New Water Service – New Meter. Please complete it as completely and accurately as possible. Our staff members will be happy to assist you with any questions your may have.

Following is a break–down of our fees:

Total to set up water service – New Meter = **$2125.77***

$5.35	One-time non-refundable membership fee+ tax We provide water to members of the cooperative only. You must be a member to receive service from Doney Park Water.
$37.42	One-time non-refundable Establishment charge + tax This is basically a "trip charge" to read and turn on/leave on the meter.
$83.00	Security deposit: 100% refundable with interest after 12 consecutive months of on-time payments.
$2,000.00	Development Fee - Assessed for each dwelling unit on a parcel. This fee is used for capital items for the backbone of the water system.

***If you are already a member, the total to set up new service is **$2120.42**

We have several information sheets available for you on topics such as required shut-off valves, easement information and backflow prevention. Please ask a staff member if you would like a copy.

Again, welcome to Doney Park! We are glad to have you as a new member!

Sincerely,
Doney Park Water
"A Member-Owned Cooperative"

Board of Directors

Development Fee	$ 2,000.00
Membership	$ 5.35
Establishment Charge	$ 37.42
Security Deposit	$ 83.00
TOTAL	$ 2,125.77

DONEY PARK WATER
(Hereinafter Company)
5290 E. Northgate Loop
Flagstaff, Arizona 86004
(928) 526-1080

DPW
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APPLICATION FOR MEMBERSHIP/ WATER SERVICE – NEW METER

PLEASE INTIAL ONE OF THE FOLLOWING:

___Other/Commercial – Restaurant, Business, etc. (C)
___Multi Family –Guest Quarters, In Law Quarters. (C)
___Single Family Residential – No Guest Quarters, No In Law Quarters. (R)

The undersigned ("Applicant") hereby applies for membership in Company and agrees to purchase water service in accordance with, and be bound by, this Application and Company's Articles of Incorporation, Bylaws, Rules, Regulations and Tariffs which, as amended from time to time, are incorporated herein, and represents and warrants the following to be true:

____ (OWNER WHO INTENDS TO LIVE ON THE PROPERTY) Applicant is the current owner of the real property described below for which water service is to be provided by Company.

____ (OWNER WHO INTENDS TO RENT OUT HIS PROPERTY) Applicant authorizes Company to accept application(s) for water service by the actual occupants, (e.g., tenants, lessees, licensees, etc.) of said property and to bill them directly for water service. Provided, however, Company shall mail to the Applicant, at the mailing address set forth below, a copy of the first water bill rendered to the occupant and a copy of any termination notice sent to the occupant regarding water service to said property. Applicant specifically acknowledges joint and several liability for all water bills duly incurred at said location, even though incurred at the request of the occupant, and further agrees that water service terminated for non-payment will not be reestablished at said property until the outstanding balance, including any applicable penalties, late fees, etc., has been paid in full.

PLEASE PRINT

Name:_____ Spouse:_____

Soc. Security #:_____-_____-_____/Spouse:_____-_____-_____ Phone: Home_____Work_____

Service Address:_____ Service Date_____
(Street) (City) (State) (Zip)

Parcel #_____ Building Permit #_____ # of Occupants_____

Mailing Address:_____
(Street) (City) (State) (Zip)

Previous Address;_____
(Street) (City) (State) (Zip)

Relative_____
(not living with you) (Name) (Street) (City) (State) (Zip)
(Phone)

Your Employer:_____
(Name) (Street) (City) (State) (Zip) (Phone)

Water Use: Domestic_____ Stock_____ Irrigation_____ Other_____ SIZE OF PARCEL_____ACRES
(Notary Required for 5 or more Acres)
(see page 5 & 6)

_____/ _____ _____/ _____
Signature/Applicant Date Signature/Applicant Date

Initial as receiving copies of our Bylaws and Policy Manual_____

* *

(For Office Use Only)

Account Number:_____ Amount Received:_____ Check#:_____

Board Approval Date:_____

Photo ID Verified by:_____ _____
Company Representative Date

WO ____ Valves____

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(928) 526-1080

AGREEMENT FOR WATER SERVICE (METER)

Upon presentation of a Coconino County Building Permit, and Coconino County Septic Permit, Company agrees to sell and deliver to the undersigned (Customer), and Customer agrees to purchase and receive from Company (***INITIAL ONE OF THE FOLLOWING***):

____Other/Commercial(Restaurant, Business, etc) (C)
____Multi Family(Guest Quarters, In Law Quarters) (C)
____Single Family Residential(No Guest Quarters, No In Law Quarters) (R)

water service through a _____ inch meter and service connection to the following service location:
(DPW will fill in meter size)

_____
(Service Address)

Customer and Company agree as follows:

1. Customer shall comply with the Application for Membership and for Water Service and the Tariffs of Company as approved by the Arizona Corporation Commission (ACC), and such Application and Tariffs are incorporated herein by this reference.

2. Bills and charges for water service will be computed in accordance with Company's authorized Tariffs on file with the ACC, as amended from time to time, and Customer agrees to pay all such bills and charges when due and payable.

3. Customer assumes responsibility for inspecting, installing, and maintaining any piping or other water facilities on Customer's side of the meter and complying with all applicable governmental and industry standards; making certain all water-using facilities are turned off before water service is started or terminated; safeguarding all Company property installed in or on the premises; ensuring all Company property (including meter) in or on the premises is unobstructed and accessible to Company; ensuring that meters are set on the property line closest to the main line tap, accessible by vehicle by way of a recorded ingress/egress easement and **not fenced in or otherwise obstructed from access** by way of the easement; exercising reasonable care to prevent loss or damage to Company property; paying for loss of or damage to Company property caused by Customer; and properly installing, maintaining, repairing, and annually testing any mandated backflow prevention assembly (BPA) and providing Company certification thereof. Customer is responsible for installing the service line from the meter to the dwelling.

_____
Initial here

4. Company will endeavor to maintain a minimum water pressure of 20 pounds per square inch gauge at the point of delivery, but does not guarantee continuous uninterrupted service or service at a specific water pressure or gallons per minute flow rate. Company does not warrant nor guarantee the availability of water for fire fighting purposes.

5. Company shall not be liable for damages occasioned by interruptions or failure to commence service or unsatisfactory service, or any claim arising out of this Agreement caused by the negligence of third persons or forces beyond the control of Company or incident to interruptions necessary for repairs or changes in Company's production, storage, transmission or distribution facilities.

6. Company is not responsible for any damage, and Customer shall pay for the cost of lost water, due to leaks or line breaks on Customer's side of the point of delivery.

7. Water furnished by Company shall be used only on Customer's premises and only for domestic purposes. Customer will not sell or furnish water to any other person or permit any other person to use same.

8. If a critical water condition is determined by Company or a public agency, Customer shall use water only for those purposes specified by Company.

9. Customer shall grant Company, in a form acceptable to Company and at no cost to Company, adequate easements and rights of way of at least twenty (20) feet in width to ensure proper water service to the premises. Duly authorized agents of Company shall have access, at all reasonable hours, to the premises for the purpose of operating, maintaining, repairing and replacing the Company's utility facilities, for reading or testing meters, for hazard evaluation surveys, to determine the presence of unprotected cross-connections, and to inspect and inventory BPAs. Customer shall maintain the easements and rights of way granted to Company so that they are unobstructed and accessible to Company.

10. All water facilities installed on Company's side of the meter including meter, vault and its contents shall become and remain the sole and exclusive property of the Company upon acceptance by Company and Customer shall have no right, title, or ownership interest thereto whatsoever.

11. Company may refuse service or disconnect service, in the manner approved by the ACC, if Customer fails to make payment for service when due or to otherwise comply with this Agreement or any duly adopted Company or ACC rule or regulation governing water service.

12. Customer shall enter into a separate main extension agreement if required by Company pursuant to the applicable rules and regulations of the ACC.

13. Customer has no right to transfer any meter installed hereunder to another parcel or permit water service to be provided to a separate parcel or dwelling through any meter and/or service connection installed hereunder.

14. The meter regulating sales to the Property shall be located at the Property line of Customer. Customer must mark their property line adjacent to the proposed meter location. The proposed location of the water meter shall be clearly marked with a stake and the property address must be posted. Customer warrants and represents that the location agreed upon for the placement of the meter and service connection is located at the Property line of, or on, the Property to be served. Where the meter and/or service line location is changed either: (a) at the request of Customer; or (b) due to alterations on, or to, Customer's Property, including, but not limited to, fencing of property that would fence in the meter causing meter to no longer be accessible by vehicle from an ingress/egress easement, voluntary changes in boundary location (as in the case of lot splits), Customer shall provide and have installed at Customer's sole expense, all materials necessary for relocating the meter and/or service line and Company may charge Customer all costs, including, but not limited to, materials, labor and overhead, incurred in such relocation. Customer shall not change a meter and/or service location without consent of Company and shall notify Company of an intended change at least forty-five (45) days prior to effectuating the change.

15. Customer shall execute a Notice and Agreement of Conditional Water Service (ATTACHED).

16. Amounts paid by Customer as a Customer Deposit, if any, shall be refunded in accordance with ACC rules and Company's Tariffs. Other amounts paid by Customer, such as a Membership Fee, a Development Fee, or an Establishment Charge, if any, are non-refundable.

17. This agreement shall be null and void and of no force and effect whatsoever if for reasons beyond the control of Company, (e.g., moratorium on new service connections) water service is no longer available.

18. **FAILURE TO COMPLY WITH THE TERMS OF THIS AGREEMENT, INCLUDING THE APPLICATION, RULES, REGULATIONS AND TARIFFS INCORPORATED BY REFERENCE MAY RESULT IN THE TERMINATION OF WATER SERVICE.**

19. This Agreement shall be binding and effective on the date set forth below when fully executed by Company and Customer and shall be binding on the heirs, successors and assigns of the parties, provided Customer shall not assign or convey this Agreement in whole or in part. Time is of the essence in the performance of all obligations created hereunder.

20. This Agreement shall continue in force until cancelled by at least three (3) days notice by either party to the other, unless a different period of notice or minimum obligation is specifically provided in the service termination policy or the particular schedule or contact under which Customer receives service.

21. This Agreement sets forth the full and entire agreement of the parties and may be altered, amended or supplemented only in writing.

Dated this _____ day of _____, 20 _____.

Customer(s):

By: _____

By: _____

Doney Park Water
(Company):

By: _____

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BACKFLOW HAZARD INSPECTION CHECKLIST

Does this property currently have a backflow device? YES / NO

NOTE: These devices are required to be tested annually and results submitted to DPW as soon as the test is completed.

PVB Backflow Device

RP Backflow Device

This checklist is used as part of Doney Park Water's Cross-Connection Control Program. Its purpose is to help identify potential backflow hazards that could affect the safety of your drinking water and the public water supply.

All Doney Park Water members have signed an Agreement for Water Service and by doing so have agreed to comply with DPW Tariff's. **Tariff 12a, requirement 6, states "Customers shall annually provide Company an inspection checklist and affidavit relating to the customers plumbing and potential backflow hazards."** Tariffs can be found on our website at www.Doneyparkwater.com.

Name(s) on Account: _____

Service Address: _____

Account#: _____

(For Office Use Only)

Please check each item below that applies to the above referenced service address:

____ Alternative septic system with a dosing pump.	____ Swimming pool or Spa
____ Auxiliary water supply (storage tank, cistern, well, pond, gray water, or rain collection, etc.)	____ Water treatment unit (water softener, R/O unit, etc.)
____ Fire sprinkler system	____ Water using or water-cooled equipment (radiant heat, boiler, etc.)
____ Horses / Livestock	____ RV's or Campers using water supplied by a hose.
____ Irrigation / Sprinkler / Drip system	____ Other (describe below)
____ Solar water heater	____ **None of the above**

Comments/Other Information: _____

Date: _____ Signature: _____

By signing this, I agree that I have accurately completed this checklist to the best of my knowledge