RED RIVER AUTHORITY WATER SERVICE CONTRACT CHECKLIST

DATE: ACCOUNT NUMBER:

√	PROCEDURES TO FOLLOW FOR NEW CONTRACTS
	IS THE APPLICANT THE PROPERTY OWNER
	CALLED OFFICE TO CHECK FOR BAD DEBT AND FOR THE APPLICABLE FEES
	MET CUSTOMER THE _____ DAY AFTER INITIAL CONTACT
	PROVIDED CUSTOMER WITH CURRENT SYSTEM VIOLATION LETTER (If Applicable)
	EXAMINED METER LOCATION WITH CUSTOMER
	LOCATED CUSTOMER VALVE
	CUSTOMER VALVE IN GOOD CONDITION
	EXPLAINED THAT A CUSTOMER VALVE SHOULD BE INSTALLED (If Applicable)
	SHOWED THE CUSTOMER THE AUTHORITY'S VALVE AND THAT IT SHOULDN'T BE USED
	THE AUTHORITY'S VALVE IS IN GOOD CONDITION
	EXPLAINED HOW THE METER FUNCTIONS
	EXPLAINED HOW TO REQUEST LINE LOCATES AND THE IMPORTANCE
	EXPLAINED THE IMPORTANCE OF COMPLETELY FILLING OUT THE BANK DRAFT AUTHORIZATION
	EXPLAINED THE SYSTEM'S RATES
	EXPLAINED CROSS CONNECTIONS AND IMPORTANCE OF INSURING THAT THEY DO NOT EXIST
	EXPLAINED HOW TO PLUMB A STOCK TUB (If Applicable)
	EXPLANATION OF FEES
	ENSURE CHECK IS FOR THE CORRECT AMOUNT
	ENSURE CHECK IS VALID AND SIGNED
	VIEWED DRIVERS LICENSE
	ACQUIRED GEOGRAPHICAL INFORMATION
	ISSUED CUSTOMER A BUSINESS CARD
	EXPLAINED BILLING PROCEDURES AND PAYMENT REQUIREMENTS
	COMPLETED ENTIRE CONTRACT AND ACQUIRED SIGNATURES
	NOTES:
	DISTRICT MANAGER SIGNATURE CUSTOMER SIGNATURE

Sample Only

RED RIVER AUTHORITY OF TEXAS
UTILITY DIVISION

COMMERCIAL METER APPLICATION

District Number: _____ Account Number: _____

Geographical Location: _____ Lot/Block Number: _____

System: _____ System: _____

Name: _____
(Last) (First) (Middle) (Driver's License Number)

Billing Address: _____

_____
(City) (State) (Zip)

Home Phone Number: ( ) _____ Work Phone Number: ( ) _____

Email Address: _____

1 Do you own or rent the property? Own ☐ Rent ☐

2 If renting, what is the owner's name? _____

3 If commercial, type of business? _____

4 Name of business? _____

5 Will this connection be permanent? Yes ☐ No ☐

6 If temporary, approximately how long? _____

7 If sewerage is available, is sewer requested? Yes ☐ No ☐

8 Customer service inspection conducted? Yes ☐ No ☐

9 Back flow prevention device required? Yes ☐ No ☐

The tap, inspection fee and customer valve will be $833.00 (or the amount shown on the cost estimate in case of a long tap, extension, and/or sewerage service), and will **not** be refundable **unless** a meter cannot be set at the above-described location. In the event that service is being provided at an existing location, the total service connection costs will be calculated on a case by case basis dependent upon the status of the existing account.

I understand that this commercial connection may be restricted or severed without notice if the demand jeopardizes any domestic customers from being served by this water and remain in said condition until such time as full service can be restored to all customers.

_____ _____
(Date) (Customer Signature)

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RED RIVER AUTHORITY OF TEXAS

COMMERCIAL WATER SERVICE
RESTRICTED DEMAND

This Agreement made this the _____ day of _____, 20____, between the Red River Authority of Texas, an agency of the State of Texas, hereinafter called **AUTHORITY** and _____, hereinafter called **CONSUMER**.

WITNESSETH

I. The **AUTHORITY** agrees to sell and deliver water from the Water Supply System, and the **CONSUMER** agrees to purchase and receive such water, to be used for Restricted Commercial purposes, in accordance with the rules, regulations, rates, and prices fixed and adopted by the Board of Directors of the **AUTHORITY**.

II. All water delivered to the **CONSUMER** shall be metered by a master meter furnished, installed, and maintained by the **AUTHORITY**. The meter and/or the connection are for the sole purpose as described in the attached statement marked Exhibit A and shall not be considered as a permit to transfer water from one property to another, nor share, resell, or sub-meter water to any other persons, dwelling, business, or property without prior approval of the **AUTHORITY**.

III. The **AUTHORITY** shall have the right to locate a water service meter on the property of the **CONSUMER**, at a point to be chosen by the **AUTHORITY**, and shall have access to the property and equipment located upon said property at all reasonable times for any purpose connected with or in the furtherance of its business operations, and at termination of service shall have the right to remove any or all of its property from the **CONSUMER**'s premises.

IV. The **CONSUMER** shall install, at his or her own expense, a service line from the point of intended use to include an approved cut off valve and an approved back flow prevention device, if required within one (1) foot of said meter and shall be responsible for all maintenance of the entire service line and metered water. The **CONSUMER** also agrees to provide copies of all certifications and inspection reports of back flow devices as required.

V. The **CONSUMER** shall agree:

A. To observe and comply with all the **AUTHORITY**'s rules, plumbing codes, and regulations now in effect or hereafter adopted.

B. To promptly pay the **AUTHORITY**, at its main office in Wichita Falls, Texas, for water received under this contract, the monthly **MINIMUM** whether water is used or not, on or before the 15th of each month.

C. That the ***AUTHORITY*** *may disconnect and cut off the water supply without notice upon breach of this agreement*, including the failure of the **CONSUMER** to pay monthly statements rendered for water furnished.

D. The **AUTHORITY** may restrict, reduce, or sever the flow of water being delivered to the **CONSUMER** providing the demand exceeds any of the restrictions listed on the attached Exhibit B, or at any such time the domestic consumers being served by the Water System are placed in jeopardy and remain in said condition until such time as full service can be restored to all customers.

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VI. The **CONSUMER** shall hold the **AUTHORITY** harmless from any and all claims or demands for damage to real or personal property occurring from the point the **CONSUMER** connects to the **AUTHORITY**'s meter to the final destination or intended use.

VII. The **CONSUMER** shall agree to comply with all state and federal regulations regarding the transportation, delivery, consumption, and storage of water from a Public Water Supply.

VIII. The **CONSUMER** shall agree to allow the **AUTHORITY**'s representatives to enter the property to be served for the purpose of performing a Customer Service Inspection of the **CONSUMER**'s facilities for compliance with all applicable rules and regulations prior to making the initial connection, and at such reasonable times thereafter whenever the **AUTHORITY** would have reason to believe a violation may exist. The **CONSUMER** shall uncover and otherwise make available for inspection all lines and other facilities requested by the **AUTHORITY**'s representatives. Failure of the **CONSUMER** to comply with such a request or to correct any violation found as a result of an inspection shall be grounds for immediate severance of the connection. A severance shall remain in effect until any and all discrepancies have been corrected, and a reconnect fee of fifty dollars ($50.00), along with all other fees associated with reinstatement of service, plus all incurred expenses, shall be paid to the **AUTHORITY**. Unacceptable plumbing practices requiring immediate severance include:

A. Direct connections between the water system at any potential sources of contamination.
B. Cross-connections between the water system and a private water system.
C. Connections allowing water to be returned to the water system.
D. Use of pipes or fittings containing more than 8.0% lead.
E. The use of solder or flux containing more than 0.2% lead.

IX. The **CONSUMER** shall be provided by the **AUTHORITY** under this contract a Maximum Discharge Rate at the meter of thirty-five gallons per minute (35 GPM) intermittent duty and not to exceed 20,000 gallons in any one 24-hour period. Should the demand be greater than 20,000 gallons in any one 24-hour period and the Water System is capable of such demand, the **CONSUMER** may provide on-site ground storage for peaking in an amount equal to fifty percent (50%) of the greatest demand during any 24-hour time period. Minimum Discharge Rate at the meter shall be five gallons per minute (5 GPM) continuous duty at 20 psi residual pressure. Should the Water System fail to provide at least the Minimum Discharge Rate, this contract shall be terminated at the option of either or both parties and a disconnect order issued within 24-hours after notification of the **CONSUMER**. **This contract is non transferable.**

X. If sewerage facilities are available, service may be provided under the following conditions:

A. **Gravity Sewer Tap**: where applicable the **AUTHORITY** will provide service and maintenance from the main lines to the customer's property line.
B. **Pressure Sewer Tap**: where applicable the **AUTHORITY** will provide service from the main to the sump tank to be located adjacent to the customer's septic tank to include maintenance of the pump. The **CONSUMER** is responsible for furnishing and maintaining electrical service for the pump and keeping the solids in the septic tank from entering the sump tank.

XI. Some cities have contracted with the **AUTHORITY** to collect Solid Waste Collection Fees on their behalf. If your water system is within the service area of one of these cities, the Solid Waste Collection Fee will be listed on page 3 of this Contract. Failure to pay the fee will result in disconnection of water service.

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XI. The water rate for this Commercial Contract is as follows:

Connection Fee:	$ 760.00	
Active Meter Transfer Fee:	200.00	
Sewer Short Connection Fee (Gravity):	500.00	
Sewer Long Connection Fee (Gravity):	500.00	Cost Plus
Sewer Connection Fee (Pressure):	2,000.00	
Service Inspection Fee:	35.00	
Minimum:	85.00	
Demand Block 1:	6.75	/K gallons for next 30,000 gallons
Demand Block 2:	9.00	/K gallons for over 30,000 gallons
Sewer Rate (if applicable):		
Solid Waste Fee (if applicable):		
Customer Valve:	38.00	

Sample Only

RED RIVER AUTHORITY OF TEXAS	CONSUMER
District Manager	Agent For
Regional Manager	Purchaser
System	Account Number
Meter Serial Number	Beginning Reading

RED RIVER AUTHORITY OF TEXAS
COMMERCIAL WATER SERVICE

EXHIBIT A

Intended Use:

The **CONSUMER** proposes to use an estimated _____ gallon per day (GPD) on an average for the purpose of _____

_____

_____

Anticipated Peak Demand:

Multiply the average known or estimated daily consumption that would pass through this metering point by a factor of 2.5 to determine the Peak Demand.

Average Consumption _____ GPD × 2.5 = _____ GPD Peak

EXHIBIT B

Restrictions:

1. Limited to any other terms and conditions as set forth by the Texas Commission on Environmental Quality.

2. Reduced flow shall be as much as necessary to maintain normal service to all domestic customers on the system supplying this commercial service.

3. Private multiple service on the part of the **CONSUMER** shall not exceed _____ separate single-family dwellings of a domestic classification.

4. Section IX of this contract shall be applicable with regard to discharge rate of flow at the meter.

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