

Clark-Edgar Rural Water District

Customer Handbook

District Policies and Procedures



PART 1: ABOUT

Welcome to Clark-Edgar Rural Water District!

Clark-Edgar Rural Water District office is located at 475 Illinois Highway 1, Marshall, IL 62441. The mailing address is P.O. Box 297, Marshall, IL 62441. The office can be reached at (217) 463-5888 or 1-800-966-5888. After hours emergency services can be reached at (217) 463-5888. This service is for emergencies only.

Office Hours are 8:00 AM to 4:30 PM, Monday thru Friday, except on holidays.

Clark-Edgar Rural Water District serves rural areas in Clark & Edgar Counties. Clark-Edgar Rural Water District (CERWD) was formed in 1990. CERWD is governed by a Board of Directors which is comprised of seven members that are elected by users within Clark and Edgar Counties and serve a term of four years. Clark-Edgar Rural Water District Board of Directors is committed to serving customers and un-served customers in Clark and Edgar Counties.

The Board meets on the third Monday each month at the District office. The Board meets at 7:30 PM during daylight savings time and at 7:00 PM when daylight savings time ends.

All meetings are open to the public and items to be discussed and voted on at the Board meeting must be received by the Board Secretary no later than second Monday of the month. Individuals are still able to discuss items during public comment at the Board meeting, but items not on the agenda cannot be voted on during the meeting.

For more information, please visit our website at www.clarkedgarwater.com.

PART 1: BILLING AND PAYMENT METHOD

BILLING CYCLES:

Cycle 1 bills are mailed at the end of the month and due on the 10th of the month. Late notices are mailed the next business day after the 10th and are due on the 20th to avoid disconnection.

Cycle 2 bills are mailed around the 13th of the month and due on the 25th of the month. Late notices are mailed the next business day after the 25th and are due on the 5th to avoid disconnection.

The customer has the responsibility for contacting the District if they do not receive the bill. The district does not accept responsibility for the timeliness of the United States Postal Service delivery. Water bills are generated at the District office as postcards. Customers have the option to sign up for paperless billing at www.clarkedgarwater.com and choosing the consumer registration on the homepage. Once registered, customers have the option to view their billing information. Customer cannot pay their bill online through the consumer portal.

Meters are read each month. However, under certain circumstance the District may elect to estimate meter readings. Estimated meter readings will be noted on the front of the bill.

LATE CHARGE:

Accounts will incur a 10% penalty charge if payments are not received by the due date. Cycle 1 due dates are on the 10th of the month. Cycle 2 due dates are on the 25th of the month. Cycles are based on geographical locations and meter reading routes, and cycles cannot be changed.

PAYMENT OPTIONS:

The District accepts payments in the office in the form of cash, check, money order, and debit or credit card. Payments can also be made online by credit or debit card or e-check at www.clarkedarwater.com and clicking on the Illinois E-pay options on the right hand side. Credit or debit cards and e-checks will have a transaction fee applied at checkout.

The District also offers an Auto-Pay ACH option to have the bill automatically paid monthly from the customer's checking or savings account. There is a \$0.25 fee added to the monthly bill for this option. Customers may enroll by completing an Automatic Payment Withdraw form at the District office or print the form online at www.clarkedgarwater.com. To stop the Auto-pay ACH, the Automatic Payment Withdraw Discontinuance form will need to be filled out and returned to the office.

Bills may be paid by mail, online or in the District's office during regular business hours. An after-hours payment drop slot is conveniently located at the District office by the front door. Payments that are made by mail are posted as of the date they are received in the office, not by the post mark date.

Cash, money order or cashier's checks are the only forms of payment accepted for account that have been returned as non-sufficient funds.

PAYMENT ARRANGEMENTS:

Customers that have a past due balance and are due for disconnection for non-payment have the option to make a one-time payment arrangement for the month if they know they will be unable to make a payment prior to the disconnection date. However, customers must uphold the arrangement or the service will be subject to disconnection the first business day following the date of the payment arrangement. Customers will not be able to change the payment arrangement unless there is a significant circumstance preventing them from making the payment by the arrangement date. Forgetting to pay the bill by the arrangement date is not a significant circumstance.

Customers that have made payment arrangements but were disconnected for not keeping payment arrangements will not be able to make any payments arrangements for six (6) months. Once the six (6) months have lapsed, the customer will be able to continue to make a payment arrangement.

Customers will no longer be able to make payment arrangements while the field representative is at their property for disconnection. The only 2 options available while the District representative is at the property is 1.) Pay the past due amount

with a collection fee or 2.) The meter will be disconnected and locked for non-payment. All fees must be paid in full before the meter will be reconnected.

RETURNED PAYMENTS:

Payments returned to the District will be applied back to the customer's account. There will be a \$25.00 returned payment fee applied to the account. The District will notify the customer of the returned payment by sending a letter with instructions on how to correct the return. Customers are allowed ten (10) days from the date of the notice of the returned payment to pay the amount of the returned payment and returned payment fee. If payment for the returned payment is not received in the District office within 10 (ten) days of the notice, the water service will be disconnected and locked, and a disconnection fee will be applied to the account.

DISCONNECTIONS FOR NON-PAYMENT:

Accounts with previous or delinquent account balance will be subject to disconnection for no-payment. Payments that are not received by the past due date will be disconnected the following business day. Arrangements may not be granted on the day of disconnection. Disconnected meters will be locked and a disconnection fee will apply. There is a \$40.00 disconnection fee for the first occurrence. Subsequent disconnection fees within one year of the first disconnection fee will be \$80.00. If a District representative collects the past due bill at the time of disconnection, there will be a \$20.00 collection fee added to the past due balance. Disconnection for non-payment is not considered a request to discontinue service and final the water service account.

Reconnections of service are done during regular business hours only. Service will be reconnected only after the payment of the previous account balance and the disconnection fee is paid in full. Service will be restored on the next regular business day for customers who make payment after the close of business.

Once a non-using meter reaches a past due amount of One Hundred dollars (\$150.00) and a using meter reaches Three Hundred (\$300.00) or three (3) months past due, the meter shall be pulled and a conditional statement of non-service to be

filed in the County Clerk's Office. The District will mail a certified letter to the property owner to allow them to pay the past due amount prior to the meter being pulled.

DEPOSITS AND RENTAL PROPERTY:

All renters, including customers buying on contract, are required to pay a \$100.00 deposit, or current deposit rate, before an account can be switched into the renter's name. The renter(s) acknowledge that the District regulations provide that the renter(s) are responsible for the water bill and all associated costs including disconnect/reconnect fees and that they are obligated to pay the bill in full.

In the event that their account becomes past due, the landowner reserves the right to have the meter shut off until the account is brought current. The District will adhere to their non-payment regulations. The Landowner and/or District, at their discretion, may transfer the account back into the Landowner's name at any time.

It is the renter(s) responsibility to provide the District with their forwarding address when they vacate the property.

Deposits will be refunded to the user at such time the water user notifies the District to discontinue water service and ceases to be a water user of the District. Deposits are applied to the water user's account and held against any balance due on the water user's account. Refunds are calculated and generated based on any remaining credit balance as a result of the application of the deposit. Deposit refunds are issued by check and are made payable to the water user of record based on the water user's Renter's Agreement. Refund checks are issued to the last provided address on the account.

Deposits may not be transferred from one service location account to another if moving within the District.

TERMINATION/DISCONTINUANCE OF SERVICE:

Users who wish to terminate water service must call the District office. Users that are buying and/or selling a property that has water service shall contact the District office with the following information:

*Customer Name

*Service Address

*Date for beginning or final service

*Forwarding Address

A final bill will be generated and sent to the forwarding address. Deposit refunds for renters will be processed once final charges are generated.

Users who wish to have water service discontinued and the meter removed will need to fill out a contract release. Contract releases will be granted or denied at the discretion of the Board of Directors at the next available board meeting. There will be a minimum monthly bill regardless of water usage. The only option to stop the minimum monthly bill is to have the water meter removed. Contract releases are available in the District office or at www.clarkedgarwater.com. There will be a fee to have the water meter reinstalled at a later date. The District does not offer temporary discontinuance of service. A statement of non-service will be filed in the County Clerk's Office to state the meter was removed, water is available and there will be a fee to have a meter reinstalled.

REINSTALLED METERS:

Meters that were pulled in accordance with a contract release, the current property owners will be required to pay a reinstallation amount. The fee will be based on an individual basis on the lesser amount of either 1) two thousand five hundred dollars (\$2,500.00) or the contract amount; or 2) the accumulated monthly rate from the date the meter was removed to the date the meter is reinstalled, reconnection and disconnection fees, the cost of a meter and all associated filing fees.

Meters that were pulled previously for non-payment, the current property owners will be required to pay a reinstallation amount. The fee will be based on an individual basis on the lesser amount of either 1) two thousand five hundred dollars (\$2,500.00) or the current contract amount; or 2) the past due balance, the accumulated monthly rate from the date the meter was removed to the date the meter is reinstalled, reconnection and disconnection fees, cost of a meter fee and all associated filing fees.

PART 3: INITIAL AND MINIMUM CHARGES

USER FEES:

Users will be charged the current rates beginning at the time the District makes the service available to the customer. The minimum non-using rate will be charged to those customers not using water and not connected to the system but have a water meter available. The minimum using rate will be charged to those customers that are connected to the system but not using water.

Rate schedules are available upon request at the District office or at www.clarkedgarwater.com.

Rates are based on a tiered schedule:

0-2,000 gallons

2,100-4,000 gallons

4,100-12,000 gallons

12,100-52,000 gallons

52,100-102,000 gallons

102,100-1,000,000 gallons

All usage in excess of 1,000,000 gallons

Rate schedules for water are fixed by the Board of Directors and subject to change at the beginning of the fiscal year, May 1, by action of the board.

There is a fee of \$23.88/month, or current non-using meter fee, for meters that are set by not connected to the system. Once water goes through the meter, the tiered water rates apply.

CONTRACT AMOUNTS:

There shall be an \$850, or current contract rate, tap on fee for service to each property which an application and water user's agreement has been filed prior to

the established cut-off date or completion of final plans during a construction phase, whichever comes first.

There shall be a \$950, or current contract rate, tap on fee for service to each property applying for water service on a water main that is in the process of being constructed.

The tap on fee for service on areas where water is available is \$2,500, or the current contract rate, for each 5/8" or 3/4" meter. This also applied to newly completed construction projects that were not signed up prior to completion of the project.

Users tap on fee contract are available at the District office or online at www.clarkedgarwater.com under contracts.

DISTRICT'S RESPONSIBILITY AND LIABILITY:

Ownership, Installation and Maintenance: The District shall install, own, and maintain the complete water system, water mains, and water meters. The User is responsible for their service lines past the water meter.

Refusal of Service: The District may at any time refuse additional service(s) to any applicant if in the judgement of the Board of Directors the capacity of the system will not permit such use.

Liability: All water service supplied by the District shall be upon the express condition that the District shall not be liable nor shall any claim be made against it for damages or injury caused by reason of shutting off of water for repair, relocation, or expansion of any part of the system or for concentration of water for such purposes as fire-fighting or restricted use of water.

Use of Water on User's Premises: The District shall reserve the right to obtain water from the user's tap at any time deemed necessary. No charge shall be made by the user for the use of his facilities and no charge shall be made by the District for the water used by the District.

USER RESPONSIBILITY FOR:

Installing and Maintaining Service Lines: The User shall be responsible for installation and maintenance of service lines between the meter and the residence or business. Such service lines must be at least ¾” in diameter and must be installed at a minimum depth of 42”. Service lines must have a minimum working pressure rating of 160 PSI at 73.4F and must be constructed on one of the following types of materials: polyvinyl chloride (PVC), polyethylene (PEX) or polybutylene (PB). The District must be notified at least two days prior to installation of a service line. Service lines must not be covered until they are inspected and approved by a duly authorized District representative or licensed plumber. The user will not connect any service line or any plumbing connected with the service line to any other water source. The service line must meet any requirements of the State of Illinois, Environmental Protection Agency. It is recommended for users to install an expansion tank in their home.

PROVISIONS FOR LOCATION OF METER:

The user shall permit the meter to be located on their property. The water meter must be located at a point where it is readily accessible by the District and shall not be covered or blocked by the user.

EASEMENTS:

The user shall give such easements and rights-of-way as necessary to the District and allow access for the purposes of construction, repair, maintenance, meter reading, relocation or expansion of the water system. The necessity shall be deemed by the Board of Trustees. Owners of real estate that has refused an easement or failed to supply the same, then the District shall record a document containing the legal description of the real estate to notify all present and future owners of the land that the owners of tenants of such land shall be barred as member users of the Clark-Edgar Rural Water District until a certain dollar amount is paid in full to correct the damage to the Clark-Edgar Rural Water District caused by the lack of cooperation of the landowner. One Thousand Dollars (\$1,000) for up to one-eighth of a mile for rerouting, Two Thousand Dollars (\$2,000) for one-eighth of a mile to one-fourth of a mile, and Four Thousand Dollars (\$4,000) of one-fourth of a mile and above. Further they will also pay the full Two Thousand

Five Hundred Dollars (\$2,500), or current contract rate, tap fee and will sign an easement for future use by the District.

DAMAGE TO DISTRICT PROPERTY: No persons shall temper, adjust, damage or in any manner interfere with the components of operations of the water system owned by the District. The shutoff valve shall be opened only by a duly authorized representative of the District. Penalty for tampering, damaging, adjusting or in any manner interfering with the components or operation of the system shall be up to \$5,000, payable to the District. If the penalty is not paid within 30 days after the amount is determined, the District shall discontinue the water service. The amount of penalty shall be determined by the Board of Trustees.

In addition to the penalty, the user responsible shall reimburse the District for the actual cost of repairing any damages arising from the person's act. Users shall report any known evidence of tampering, adjusting, damaging or interference with operation of the system, owned by the District, to the District. Any malicious act or damage to the system that is not appropriately punishable by the foregoing shall be prosecuted through a court of law.

Specified Uses of Water: Water purchased from the District may be used for ordinary domestic, industrial, or farm use upon the premises of the user provided:

1) No user shall resell or permit the resale of water purchased from the District.

2) Each dwelling, apartment, business, and farm located outside and separate from a single living unit is a separate unit. The user must make application for service for each unit, and each unit shall have a separate cutoff valve, meter and service line, and user shall pay the minimum monthly rate and other rates and fees herein established for each unit.

For purposes of this section the following definitions apply:

a) Dwelling: Single family living unit

b) Apartment: Single family living unit that may be an individual unit or a part of a multiple living complex

- c) Business: Business outside and separate from a single family living unit.
- d) Farm: Consists of one single family dwelling and all related farm enterprises served by that meter.

PART 4: EXTENSION OF WATER MAINS

A. Determination of Who Pays Expenses of Extensions. The Board of Trustees shall first determine if an extension of water main is economically feasible based on the estimated cost of the extension and the number of existing potential users that will use water along the extension. If the extension is economically feasible then the District may install and pay the cost of the extension at the discretion of the Board of Trustees. If the District elects not to pay the cost of extending the water main then the person or persons desiring water service shall install the extension at their own expense upon written consent by the Board of Trustees. The District shall not pay for any extensions to an undeveloped area such as a subdivision being developed unless there are sufficient existing residents or businesses to make the extension economically feasible. From time to time, the District will offer assistance to potential users to help defray costs of constructing an extension. To determine if assistance is available, the landowner will have to contact the District office for more information.

B. Requirements if Extension is installed by someone other than the District:

- 1) The District must approve all plans and specifications for any extensions, including contractors constructing water main.
- 2) Before any extensions are installed, the plans and specifications must be reviewed and approved by the State of Illinois, Environmental Protection Agency
- 3) Ownership, rights-of-way, and title must be conveyed to the District for all extensions installed by anyone other than the District. The District will maintain the mains thereafter.
- 4) No extension will be permitted if, in the opinion of the Board of Trustees, the system does not have the necessary capacity to service the proposed extension

5) A customer has the option of paying \$850, or current contract rate at the time, for a water tap, plus the additional cost of boring under the road, if required, or in the alternative, that the customer may purchase all necessary parts for the service connection, as specified by the Water District engineers.

6) That upon dedication to the Clark-Edgar Rural Water District of the privately constructed water main, the party or parties that constructed that water main must produce to the Clark-Edgar Rural Water District, proof of their total cost of construction. Any new customer within the next two (2) years then would be allocated their proportionate share that cost based upon the number of feet from the prior District terminal site to the new customer's meter. This may not pertain to water mains that receive any assistance from the District to construct an extension.

C. Customers Constructing to a Water Main Constructed By a Private Individual and Dedicated to the Water District:

Section 1: That a customer may construct a water main to connect to the Clark-Edgar Rural Water District system pursuant to a Board policy adopted on August 16, 1999, and which became effective August 17, 1999 at 8:00 a.m.

Section 2: That prior to dedication of that water main to the Clark-Edgar Rural Water District, other customers may share in the construction of the water main pursuant to any agreement that those parties might negotiate between or among themselves.

Section 3: That all customers must execute a User Contract

Section 4: That other customers may connect to that water main after it has been dedicated to the Clark-Edgar Rural Water District pursuant to the following rules and regulations of the Board.

a). That if they have previously executed a user's contract their connection fee to the water main will be determined by that user contract. If they have not executed a user contract prior to the date of dedication of the water main to the Clark-Edgar Rural Water District, then their connection fee shall be determined by the Board

policies in existence at that time for a connection fee after a water main has been constructed.

b). That for a period of two years after a private party or parties have constructed a water main that is dedicated to the Clark-Edgar Rural Water District, any new customer that would connect to that privately constructed water main must pay their proportionate share of the cost of construction to the party or parties that paid for the construction of the water main.

c). That if a customer is not willing to pay their proportionate share of the construction of the water main to the private party that paid for the construction of that main, then the new customer must wait two years from the date of dedication and acceptance by the Clark-Edgar Rural Water District of that water main before they can connect to that water main.

d). That upon dedication to the Clark-Edgar Rural Water District of the privately constructed water main, the party or parties that constructed that water main must produce the Clark-Edgar Rural Water District, proof of their total cost of construction. Any new customer within the next two years would be allocated their proportionate share of that cost based upon the number of feet from the prior district terminal site to the new customer's meter.

Section 5: That this policy becomes effective for any water main privately constructed in which construction starts after September 19, 2000, at 8:00 a.m.

This policy was passed at a Board meeting of the Clark-Edgar Rural Water District Board of Directors on September 18, 2000, and becomes effective at 8:00 a.m. on September 19, 2000.

PART 5: CROSS CONNECTIONS:

CROSS CONNECTION CONTROL ORDINANCE NO. 4-95-1

TO PROVIDE AN EFFECTIVE MEANS FOR PROTECTING THE PUBLIC WATER SUPPLY SYSTEM FROM CONTAMINATION DUE TO BACK-FLOW OF CONTAMINANTS THROUGH THE CUSTOMER WATER SERVICE CONNECTION INTO THE PUBLIC WATER SYSTEM.

WHEREAS, Rule 890.1510 of the Illinois Plumbing Code, 77 Ill. Adm. Code 890.1510, requires protection of all potable water systems from contamination due to backflow of contaminants through plumbing connects, fixtures or appurtenances; and

WHEREAS, the Illinois Pollution Control Board Regulations, 35 Ill. Adm. Code 601.101, et seq. requires an active program of cross-connection control which will prevent the contamination of all public water supply systems due to backflow of contaminants or pollutants through the potable water service connection; and

WHEREAS, in order to accomplish these goals it is necessary to introduce restrictions that describe in detail specific procedures and requirements for cross-connection control; now, therefore,

BE IT ORDAINED by the council of the Clark-Edgar Rural Water District in the state of Illinois:

SECTION 1. That all plumbing installed within the Clark-Edgar Rural Water District shall be installed in accordance with the Illinois Plumbing Code, 77 Ill. Adm. Code 890. That, if in accordance with the Illinois Plumbing Code or in the judgement of the Superintendent of Water, an approved backflow prevention device is necessary for the safety of the public water supply system the Superintendent of Water will give notice to the water customer to install such an approved device immediately. The water customer shall, at his own expense, install such an approved device at a location and in a manner in accordance with the Illinois Plumbing Code, Illinois Environment Protection Agency and all applicable local regulations, and shall have inspection and tests made of such approved devices upon installation and as required by the Illinois Plumbing Code, Illinois Environmental Protection Agency and local regulations.

SECTION 2. That no person, firm or corporation shall establish or permit to be established or maintain or permit to be maintained any connection whereby a private, auxiliary or emergency water supply other than the regular public water supply of the Clark-Edgar Rural Water District may enter the supply of distribution system of said municipality, unless such private auxiliary or emergency water supply and the method of connection and use of such supply shall have been

approved by the Superintendent of Water and the Illinois Environmental Protection Agency.

SECTION 3. That it shall be the duty of the Superintendent of Water to cause surveys and investigations to be made of commercial, industrial and other properties serviced by the public water supply to determine whether actual or potential hazards to the public water supply may exist. Such surveys and investigations shall be made a matter of public record and shall be repeated at least every two years, or as often as the Superintendent of Water shall deem necessary. Records of such surveys shall be maintained and available for review for a period of at least 5 years.

SECTION 4. That the approved cross-connection control device inspector shall have the right to Enter at any reasonable time any property served by a connection to the public water supply or distribution system of the Clark-Edgar Rural Water District for the purpose of verifying the presence or absence of cross-connections, and that the Water Superintendent or his authorized agent, shall have the right to enter at any reasonable time any property served by a connection to the public water supply or distribution system of the Clark-Edgar Rural Water District for the purpose of verifying information submitted by the customer regarding the required cross-connection control inspection. On demand the owner, lessees or occupants of any property so served shall furnish to the Superintendent of Water any information which he may request regarding the piping system or systems of water use on such property. The refusal of such information, when demanded, shall within the discretion of the Superintendent of Water, be deemed evidence of the presence of improper connections as provided in this ordinance.

SECTION 5. That the Superintendent of Water of the Clark-Edgar Rural Water District is hereby authorized and directed to discontinue, after reasonable notice to the occupant thereof, the water service to any property wherein any connection in violation of the provisions of this ordinance is known to exist, and to take such other precautionary measures as he may deem necessary to eliminate any danger of contamination of the public water supply distribution mans. Water service to such property shall not be restored until such conditions have been eliminated or corrected in compliance with the provisions of this ordnance, and until a reconnection fee of \$50 (first offense) or \$100 (second offense) is paid to the

Clark-Edgar Rural Water District. Immediate disconnection with verbal notice can be effected when the Superintendent of Water is assured that imminent danger of harmful contamination of the public water supply system exists. Such action shall be followed by written notification of the cause of disconnection. Immediate disconnection without notice to any party can be effected to prevent actual or anticipated contamination or pollution of the public water supply, provided that, in the reasonable opinion of the Superintendent of Water or the Illinois Environmental Protection Agency, such action is required to prevent actual or potential contamination or pollution of the public water supply. Neither the Public Water Supply, the Superintendent of Water, or its agents or assigns shall be liable to any customer for any injury, damages nor lost revenues which may result from termination of said customer's water supply in accordance with the terms of this ordinance, whether or not said termination was with or without notice.

SECTION 6. That the consumer is responsible for back siphoned or back pressured material or contamination through backflow, if contamination of the potable water system occurs through an illegal cross-connection or an improperly installed, maintained or repaired device, or a device which has been bypassed, must bear the cost of clean-up of the potable water supply system.

SECTION 7. This ordinance shall take effect and be in force from and after the first day of December, 1994.

CROSS-CONNECITON CONTROL POLICY:

SECTION 1: Cross-connection Control General Policy:

Purpose: The purpose of these Rules and Regulations is:

A. To protect the public water supply system from contamination or pollution by isolating within the customer's water system contaminants or pollutants which could backflow through the service connection into the public water supply system.

B. To promote the elimination or control of existing cross-connections, actual or potential, between the public or consumer's potable water system and non-potable water systems, plumbing fixtures and sources or systems containing substances of unknown or questionable safety.

C. To provide for the maintenance of a continuing program of cross-connection control which will prevent the contamination of pollution of the public and consumer's potable water systems.

These Rules and Regulations shall apply to all premises served by the public potable water supply system of the Clark-Edgar Rural Water District.

Policy: The owner or official custodian shall be responsible for protection of the public water supply system from contamination due to back-flow or back-siphonage of contaminants through the customer's water service connection. If in the judgement of the Superintendent of Water or his authorized representative, an approved backflow prevention device is necessary for the safety of the public water supply system, the Superintendent of Water shall give notice to the consumer to install such approved backflow prevention of device at each service connection to the premises. The consumer shall immediately install such approved device or devices at his own expense; failure, refusal or inability on the part of the consumer to install such device or devices immediately shall constitute grounds for discontinuing water as required for a period of at least five years. The Superintendent of Water may require the consumer to submit a cross-connection inspection report to the Clark-Edgar Rural Water District to assist in determining whether or not service line protection will be required. All cross-connection inspections shall be conducted by a Cross-Connection Control Device Inspector certified by the Illinois Environmental Protection Agency.

SECTION 2:

A. Definitions: The following definitions shall apply in the interpretation and enforcement of these regulations.

1. "Fixed proper air gap" means the unobstructed vertical distance through the free atmosphere between the water discharge point and the flood level rim of the receptacle.

2. "Agency" means Illinois Environmental Protection Agency.
3. "Approved" means backflow prevention devices or methods approved by the Research Foundation for Cross-Connection Control of the University Of Southern California, Association Of State Sanitary Engineers, American Water Works Association, American National Standards Institute or certified by the National Sanitation Foundation.
4. "Auxiliary water system" means any water source or system on or available to the premises other than the public water supply system and includes the water supplied by the system. These auxiliary waters may include water from another purveyor's public water supply system; or water from a source such as wells, lakes, or streams, or process fluids; or used water. This water may be polluted or contaminated or objectionable or constitute a water source or system over which the water purveyor does not have control.
5. "Backflow" means the flow of water or other liquids, mixtures, or substances into the distribution pipes of a potable water system from any source other than the intended source of the potable water supply.
6. "Backflow prevention device" means any device, method, or type of construction intended to prevent backflow prevention into a potable water system. All devices used for backflow prevention in Illinois must meet the standards of the Illinois Plumbing Code and the Illinois Environmental Protection Agency.
7. "Consumer" or "Customer" means the owner, official custodian or person in control of any premises supplied by or in any manner connected to a public water system.
8. "Consumer's water system" means any water system located on the customer's premises. A building plumbing system is considered to be a customer's water system.
9. "Contamination" means an impairment of the quality of the water by entrance of any substance to a degree which could create a health hazard.
10. "Cross-connection" means any physical connection or arrangement between two otherwise separate piping systems, one of which contains potable water and

the other a substance of unknown or questionable safety or quality, whereby there may be a flow from one system into the other.

Direct cross-connection means a cross-connection formed when a water system is physically joined to a source of unknown or unsafe substance.

Indirect cross-connection means a cross-connection through which an unknown substance can be forced, drawn by vacuum or otherwise introduced into a safe potable water system.

11. "Double check valve assembly" means an assembly composed of single, independently acting check valves approved under ASSE Standard 1015. A double check valve assembly must include tight shutoff valves located at each end of the assembly and suitable connections for testing the water-tightness of each check valve.

12. "Health hazard" means any condition, device or practice in a water system or its operation resulting from a real or potential danger to the health and well-being of consumers. The word "severe" as used to qualify "health hazard" means a hazard to the health of the user that could be expected to result in death or significant reduction in the quality of life.

13. "Inspection" means a plumbing inspection to examine carefully and critically all materials, fixtures, piping and appurtenances, appliances and installations of a plumbing system for compliance with requirements of the Illinois Plumbing Code, 77 Ill. Adm. Code 890.

14. "Non-potable water" means water not safe for drinking, personal, or culinary use as determined by the requirements of 35 Ill. Adm. Code 604.

15. "Plumbing" means the actual installation, repair, maintenance, alteration or extension of a plumbing system by a person. Plumbing includes all piping, fixtures, appurtenances and appliances for a supply of water for all purposes, including without limitation lawn sprinkler systems, from the source of a private water supply on the premises or from the main in the street, alley or at the curb to, within and about any building or buildings where a person or persons live, work or assemble. Plumbing includes all piping, from discharge of pumping units to and including pressure tanks in water supply systems. Plumbing includes all piping,

from discharge of pumping units to and including pressure tanks in water supply systems. Plumbing includes all piping, fixtures, appurtenances, and appliances for a building drain and a sanitary drainage and related ventilation system of any building or buildings where a person or persons live, work or assemble from the point of connection of such building drain to the building sewage disposal system five feet beyond the foundation walls.

16. "Pollution" means the presence of any foreign substance (organic, inorganic, radiological, or biological) in water that tends to degrade its quality so as to constitute a hazard or impair the usefulness of the water.

17. "Potable water" means water which meets the requirements of 35 Ill. Adm. Code 604 for drinking, culinary, and domestic purposes.

18. "Potential Cross-Connections: means a fixture or appurtenance with threaded hose connection, tapered spout, or other connection which would facilitate extension of the water supply line beyond its legal termination point.

19. "Process fluid(s)" means any fluid or solution which may be chemically, biologically or otherwise contaminated or polluted in a form or concentration such as would constitute a health, pollution, or system hazard if introduced into the public or a consumer's potable water system. This includes but is not limited to:

- a. Polluted or contaminated waters;
- b. Process waters;
- c. Used waters originating from the public water supply system which may have deteriorated in sanitary quality;
- d. cooling waters;
- e. Questionable or contaminated natural waters taken from wells, lakes, streams, or irrigation systems;
- f. Chemicals in solution or suspension;
- g. Oils, gases, acids, alkalis and other liquid and gaseous fluids used in industrial or other processes, or for firefighting purposes;

20. "Public water supply" means all mains, pipes, and structures through which water is obtained and distributed to the public, including wells and well structures, intakes and cribs, pumping stations, treatment plants, reservoirs, storage tanks and appurtenances, collectively or severally, actually used or intended for use for the purpose of furnishing water for drinking or general domestic use and which serve at least 15 service connections or which regularly serve at least 25 persons at least 60 days per year. A public water supply is either a "community water supply" or a "non-community water supply".

21. "Reduced pressure principle backflow prevention device" means a device containing a minimum of two independently acting check valves together with an automatically operated pressure differential relief valve located between the two check valves and approved under ASSE Standard 1013. During normal flow and at the cessation of normal flow, the pressure between these two checks shall be less than the supply pressure. In case of leakage of either check valve, the differential relief valve, by discharging to the atmosphere, shall operate to maintain the pressure between the check valves at less than the supply pressure. The unit must include tightly closing shutoff valves located at each end of the device, and each device shall be fitted with properly located test cocks.

22. "Service connection" means the opening, including all fittings and appurtenances, at the water main through which water is supplied to the user.

23. "Survey" means the collection of information pertaining to a customer's piping system regarding the location of all connections to the public water supply system or a consumer's potable water system.

24. "System hazard" means a condition through which an aesthetically objectionable or degrading material not dangerous to health may enter the public water supply system or a consumer's potable water system.

25. "Used water" means any water supplied by a public water supply system to a consumer's water system after it has passed through the service connection and is no longer under the control of the water supply official custodian.

26. "Water purveyor" means the owner or official custodian of a public water system.

Section 3. Water System.

- A. The water system shall be considered as made up of two parts: The public water supply system and the consumer's water system.
- B. The public water supply system shall consist of the source facilities and the distribution system, shall include all those facilities of the potable water system under the control of the Superintendent of Water up to the point where the consumer's water system begins.
- C. The source shall include all components of the facilities utilized in the production, treatment, storage and delivery of water to the public water supply distribution system.
- D. The public water supply distribution system shall include the network of conduits used to deliver water from the source to the consumer's water supply.
- E. The consumer's water system shall include all parts of the facilities beyond the service connection used to convey water from public water distribution system to points to use.

Section 4. Cross-Connection Prohibited:

- A. Connections between potable water systems and other systems or equipment containing water or other systems or equipment containing water or other substances of unknown or questionable quality are prohibited except when and where approved cross-connection control devices or methods are installed, tested and maintained to insure proper operation on a continuing basis.
- B.
 1. No physical connection shall be permitted between the potable portion of a supply and any other water supply not of an equal or better bacteriological and chemical quality as determined by inspection and analysis by the agency.
 2. There shall be no arrangement or connection by which an unsafe substance may enter a supply.

Section 5. Survey and Investigations:

A. The consumer's premises shall be open at all reasonable times to the approved cross-connection control device inspector for the inspection of the presence or absence of cross-connections within the consumer's premises, and testing, repair and maintenance of cross-connection control devices within the consumer's premises.

B. On request by the Superintendent of Water, or his authorized representative, the consumer shall furnish information regarding the piping system or systems or water use within the customer's premises. The consumer's premises shall be open at all reasonable times to the Superintendent of Water for the verification of information submitted by the inspection consumer to the public water supply custodian regarding cross-connection inspection results.

C. It shall be the responsibility of the water consumer to arrange periodic surveys of water use practices on his premises to determine whether there are actual or potential cross-connections to his water system through which contaminants or pollutants could backflow into his or the public potable water system. All cross-connection control or other plumbing inspections must be conducted in accordance with Ill. Rev. Stat. 1987, Ch. 111 par. 1103 (1).

D. It is the responsibility of the water consumer to prevent backflow into the public water system by ensuring that:

1. All cross-connections are removed; or approved cross-connection devices are installed for control of backflow and back-siphonage.

2. Cross-connection control devices shall be installed in accordance with the manufacturer's instructions.

3. Cross-connection control devices shall be inspected at the time of installation and at least annually by a person approved by the Agency as a cross-connection control device inspector (CCCDI). The inspection of mechanical devices shall include physical testing in accordance with the manufacturer's instructions.

4. Testing and Records

1. Each device shall be tested at the time of installation and at least annually or more frequently if recommended by the manufacturer.
2. Records submitted to the community public water supply shall be available for inspection by Agency personnel in accordance with Ill. Red. Stat. 1987, Ch. 111 1/2. par. 1004 (be).
3. Each device shall have a tag attached listing the date of most recent test, name of CCCDI, and type and date of repairs.
4. A maintenance log shall be maintained and include:
 - A. Date of each test;
 - B. Name and approval number of person performing the test;
 - C. Test results;
 - D. Repairs or servicing required;
 - E. Repairs and date completed; and
 - F. Servicing performed and date completed.

Section 6. Where Protection is Required:

- A. An approved backflow device shall be installed on all connections to the public water supply as described in the Plumbing Code, 77 Ill. Adm. Code 890 and the Agency's regulations 35 Ill. Adm. Code 860. In addition, an approved backflow prevention device shall be installed on each service line to a consumer's water system serving premises, where in the judgement of the Superintendent of Water, actual or potential hazards to the public water supply systems exist.
- B. An approved backflow prevention device shall be installed on each service line to a consumer's water system serving premises where the following conditions exist.
 1. Premises having an auxiliary water supply, unless such auxiliary supply is accepted as an additional source by the Superintendent of Water and the source are approved by the Illinois Environmental Protection Agency.

2. Premises on which any substance is handled which can create an actual or potential hazard to the public water supply system. This shall include premises having sources or system containing process fluids or waters originating from the public water supply system which are no longer under the sanitary control of the Superintendent of Water.

3. Premises having internal cross-connections that, in the judgement of the Superintendent of Water and/or the Cross-Connection Control Device Inspector, are not correctable or intricate plumbing arrangements which make it impractical to determine whether or not cross-connections exist.

4. Premises where because of security requirements or other prohibitions or restrictions, it is impossible or impractical to make a complete cross-connection survey.

5. Premises having a repeated history of cross-connections being established or re-established.

C. An approved backflow device shall be installed on all connections to the public water supply as described in the Plumbing Code, 77 Ill. Adm. Code 890 and the Agency's regulations 35 Ill. Adm. Code 653. In addition, an approved backflow prevention device shall be installed on each service line to a consumer's water system serving, but not necessarily limited to, the following types of facilities unless the Superintendent of Water determines that no actual or potential hazard to the public water supply system exists:

1. Hospitals, mortuaries, clinics, nursing homes.

2. Laboratories.

3. Piers, docks, waterfront facilities.

4. Sewage treatment plants, sewage pumping stations or storm water pumping stations.

5. Food or beverage processing plants.

6. Chemical plants.

7. Metal plating industries.

8. Petroleum processing or storage plants.
9. Radioactive material processing plants or nuclear reactors.
10. Car Washes.
11. Pesticide, herbicide or extermination plants and trucks.
12. Farm service and fertilizer plants and trucks.

Section 7. Type of Protection Required.

A. The type of protection required under Sections 6.1, 6.2 and 6.3 of these regulations shall depend of the degree of hazard which exists as follows:

1. An approved fixed proper air gap separation shall be installed where the public water supply system may be contaminated with substances that could cause a severe health hazard.
2. An approved fixed proper air gap separation or an approved reduced pressure principle backflow prevention assembly shall be installed where the public water system may be contaminated with a substance that could cause a system or health hazard.
3. An approved fixed proper air gap separation or an approved reduced pressure principle backflow prevention assembly or a double check valve assembly shall be installed where the public water supply system may be polluted with substances that could cause a pollution hazard not dangerous to health.

B. The type of protection required under Section 6.4 and 6.5 of these regulations shall be an approved fixed proper air gap separation or an approved reduced pressure principle backflow prevention device.

C. Where a public water supply or an auxiliary water supply is used for a fire protection system, reduced pressure principle backflow preventers shall be installed on fire safety systems connected to the public water supply when:

1. The fire safety system contains antifreeze, fire retardant or other chemicals;
2. Water is pumped into the system from another source; or

3. After flows by gravity from a non-potable source; or water can be pumped into the fire safety system from any other source;

4. There is a connection whereby another source can be introduced into the fire safety system.

D. All other fire safety systems connected to the potable water supply shall be protected by a double check valve assembly on metered service lines and a double detector check valve assembly on unmetered service lines.

Section 8. Backflow Prevention Devices:

A. All backflow prevention devices or methods required by these rules and regulations shall be approved by the Research Foundation for Cross-Connection Control of the University of Southern California, American Water Works Association, American Society of Sanitary Engineering, or American National Standards Institute or certified by the National Sanitation Foundation to be in compliance with applicable industry specification.

B. Installation of approved devices shall be made in accordance with manufacturer's instructions. Maintenance as recommended by the manufacturer of the device shall be performed. Manufacturer's maintenance manual shall be available on-site.

Section 9. Inspection and Maintenance:

A. It shall be the duty of the consumer at any premises on which backflow prevention devices required by these regulations are installed to have inspections, tests, maintenance and repair made in accordance with the following schedule or more often where inspections indicate a need or are specified in manufacturer's instructions.

1. Fixed proper air gap separations shall be inspected to document that a proper vertical distance is maintained between the discharge point of the service line and flood level rim of the receptacle at the time of installation and at least annually thereafter. Corrections to improper or passed air gaps shall be made within 24 hours.

2. Double check valve assemblies shall be inspected and tested at time of installation and at least annually thereafter, and required service performed within five (5) days.

3. Reduced pressure principle backflow prevention assemblies shall be tested at the time of installation and at least annually or more frequently if recommended by the manufacturer, and required service performed within five (5) days.

B. Testing shall be performed by a person who has been approved by the Agency as competent to service the device. Proof of approval shall be in writing.

C. Each device shall have a tag attached listing the date of most recent test or visual inspection, name of tester, and type of date of repairs.

D. A maintenance log shall be maintained and include:

1. Date of each test or visual inspection;

2. Name and approval number of persona

performing the test or visual inspection;

3. Test results;

4. Repairs or servicing required;

5. Repairs and date completed; and

6. Servicing performed and date completed.

E. Whenever backflow prevention devices required by these regulations are found to be defective, they shall be repaired or replaced at the expense of the consumer without delay as required by Section 9A.

F. Backflow prevention devices shall not be bypassed, made inoperative, removed or otherwise made ineffective without specific authorization by the Superintendent of Water.

Section 10. Booster Pumps.

A. Where a booster pump has been installed on the service line to or within any premises, such pump shall be equipped with a low pressure cutoff device designed

to shut-off the booster pump when the pressure in the service line on the suction side of the pump drops to 20 psi or less.

B. It shall be the duty of the water consumer to maintain the low pressure cut-off device in proper working order and to certify to the Superintendent of Water, at least once a year that the device is operable.

Section 11. Violations

A. The Superintendent of Water shall deny or discontinue, after reasonable notice to the occupants thereof, the water service to any premises wherein any backflow prevention device required by these regulations is not installed, tested, maintained and repaired in a manner acceptable to the Superintendent of Water, or if an unprotected cross-connection exists on the premises, or if a low pressure cut-off required by these regulations is not installed and maintained in working order.

B. Water Service to such premises shall not be restored until the consumer has corrected or eliminated such conditions or defects in conformance with these regulations to the satisfaction of the Superintendent of Water, and the required reconnection fee is paid.

C. Water service to such premises shall not be restored until the consumer has corrected or eliminated such conditions or defects on conformance with these Regulations to the satisfaction of the Superintendent of Water.

D. Neither the Clark-Edgar Rural Water District, the Superintendent of Water, or agents or assigns shall be liable to any customers of the Clark-Edgar Rural Water District for any injury, damages or lost revenues which may result from termination of said customer's water supply in accordance with the terms of this ordinance, whether or not said termination of the water supply was with or without notice.

E. The consumer responsible for back-siphoned material or contamination through back-flow, if contamination of the potable water supply system occurs through an illegal cross-connection or an improperly installed, maintained or repaired device, or a device which has been bypassed, must bear the cost of clean-up of the potable water supply system.

F. Any person found to be violating any provisions of this Ordinance shall be served with written notice stating the notice of the violation and providing reasonable time limit for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violation.

G. Any person violating any of the provisions of this Ordinance in addition to the fine provided shall become liable to the District for any expense, loss or damage occasioned by the District by reason of such violation, whether the same was caused before or after notice.

Section 12. Effective Date

This Ordinance shall be in full force and effect from and after upon its passage and publication, in accordance with section 1-2-4 of the Illinois Municipal Code.

PASSED AND APPROVED THIS 17TH DAY OF APRIL, 1995.