

**BEFORE THE PUBLIC UTILITY COMMISSION  
OF OREGON**

UW 134

In the Matter of

SOUTH COAST WATER DISTRICT, INC.

Request for a General Rate Revision.

ORDER

DISPOSITION: STIPULATION ADOPTED

**I. INTRODUCTION**

South Coast Water District, Inc., (South Coast or Company) is a small privately-owned water utility located near Florence, Oregon, that provides domestic residential water service to approximately 70 customers.

On July 20, 2009, South Coast filed tariff sheets with the Public Utility Commission of Oregon (Commission) in Advice No. 09-17, seeking to increase its revenues by 56.4 percent. At its public meeting on August 25, 2009, the Commission ordered the tariff sheets suspended pending investigation of their propriety and reasonableness.

On August 24, 2009, the Commission held a Public Comment Open House and Prehearing Conference in Florence, Oregon. Appearances were made by representatives of South Coast, its ratepayers, and the Commission Staff (Staff).

On October 12, 2009, Staff and South Coast (Stipulating Parties) submitted a stipulation settling all issues. In supporting testimony, Staff explained and defended the parties' Stipulation.

**II. STIPULATION**

The Stipulating Parties recommend the Commission adopt a 12.1 percent increase over test year revenues, resulting in a total revenue requirement of \$40,323. The Stipulating Parties also agree that South Coast should be allowed the opportunity to earn a 3.1 percent rate of return on a rate base of \$168,578. The parties' stipulated revenue

requirement is included in their Stipulation as Attachment A<sup>1</sup>. The Stipulation is attached to this Order as Appendix A and incorporated herein by reference.

The Stipulating Parties support a residential base rate of \$36 and a commodity rate of \$0.24 per 100 gallons. Under these stipulated rates, an average customer will pay \$48 per month, an increase of \$4.68 (or 10.8 percent) more than the current monthly flat rate of \$43.32. Staff explains that it generally aims for a 60/40 split between the base rate and usage rate, but in this case such a split would result in rate shock to high volume customers. The Stipulating Parties support assigning 75 percent of the revenue requirement to the base rate and 25 percent to the commodity rate, forming the basis for reasonable rates. Staff states that it will attempt to work with the Company in subsequent rate applications to bring the base rate and commodity rate closer to the 60/40 target.

Staff notes that, although the Commission has approved affiliated interest agreements for South Coast in Docket UW 73, affiliate arrangements have changed. Accordingly, Staff recommends that South Coast be required to file revised affiliated interest contracts within 60 days from the date of the Commission's order approving new rates in this docket.

Staff concludes that the resulting rates are fair and reasonable, and recommends the Commission adopt the Stipulation.

### **III. DISCUSSION**

The Commission has reviewed the Parties' Stipulation, together with the supporting testimony and exhibits filed by Staff. We conclude that the revenue requirement and rate design proposals set forth in the Stipulation are fair, just, and reasonable and should be adopted.

### **IV. ORDER**

IT IS ORDERED that:

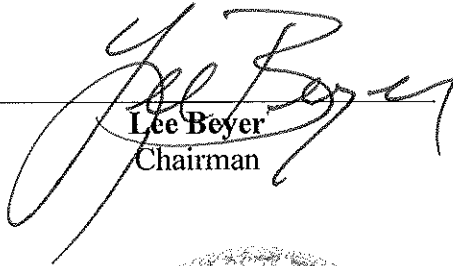
1. The Stipulation attached to this Order as Appendix A is adopted.
2. South Coast Water District, Inc., shall charge rates in accordance with the schedules set forth in Appendix A of this Order.
3. South Coast Water District, Inc., must file revised affiliated interest contracts within 60 days from the date of this Order.

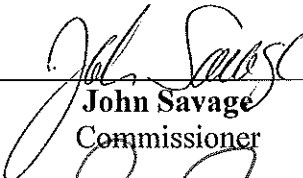
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<sup>1</sup> Stipulation at 5.

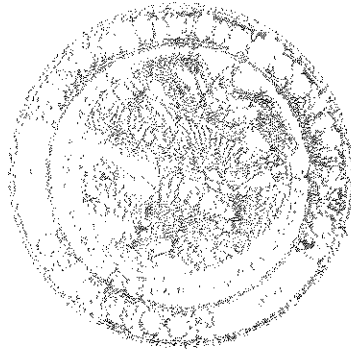
4. Advice No. 09-17, filed by South Coast Water District, Inc, on July 20, 2009, is permanently suspended.
5. The revised tariff schedules set forth in the Stipulation shall become effective December 1, 2009.

Made, entered, and effective NOV 02 2009.

  
\_\_\_\_\_  
**Lee Beyer**  
Chairman

  
\_\_\_\_\_  
**John Savage**  
Commissioner

  
\_\_\_\_\_  
**Ray Baum**  
Commissioner



A party may request rehearing or reconsideration of this order pursuant to ORS 756.561. A request for rehearing or reconsideration must be filed with the Commission within 60 days of the date of service of this order. The request must comply with the requirements in OAR 860-014-0095. A copy of any such request must also be served on each party to the proceeding as provided by OAR 860-013-0070(2). A party may appeal this order by filing a petition for review with the Court of Appeals in compliance with ORS 183.480-183.484.

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BEFORE THE PUBLIC UTILITY COMMISSION  
OF OREGON  
UW 134

In the Matter of )  
SOUTH COAST WATER DISTRICT INC ) STIPULATION  
Proposed Tariffs for Water Service. )

10 South Coast Water District, Inc. (Company), appearing by and through its  
11 owner and president, Randall A. Reitz, and the Public Utility Commission of Oregon  
12 (Commission) Staff (Staff) appearing by and through its attorney, Jason W. Jones,  
13 Assistant Attorney General, enter into this Stipulation and resolution of all issues  
14 between them.

15 1.

16 The Parties support entering into evidence, without requiring any Party to  
17 lay a foundation for its admission, Staff’s written testimony and exhibits marked as  
18 Staff/100, Sloan/1 - 10 and Staff/101, Sloan/1 - 7, as well as Attachments A and B  
19 to this stipulation.

20 2.

21 The Parties support and recommend the Commission adopt a 12.1 percent  
22 increase over adjusted test year revenues.<sup>1</sup> The recommended increase results in  
23 a total revenue requirement of \$40,323. The stipulated Revenue Requirement is  
24 included as Attachment A.

<sup>1</sup> In the application, South Coast stated test year revenues as \$35,415; however, Staff’s analysis using the Company’s 2008 billings resulted in an adjusted total of \$35,956.

1 3.

2 The Parties support total revenue deductions of \$35,094. Additionally, the  
3 Parties support that the Company should have a reasonable opportunity to earn a  
4 3.1 percent return on a rate base of \$168,578 resulting in a net income of \$5,229.

5 4.

6 The Parties support a residential base rate of \$36.00 and a commodity rate of  
7 \$0.24 per 100 gallons for all water used. These rates are set forth in the tariff sheet  
8 designated PUC Oregon No. 2, Original Sheet No. 3. The Company's tariffs and  
9 rules are contained in Attachment B.

10 5.

11 The Parties also support the Miscellaneous Services Charges according to  
12 Schedule No. 2 as set forth in the tariff sheet designated as PUC Oregon No. 2,  
13 Original Sheet No. 4.

14 6.

15 The Parties support having the tariffs become effective for service on and after  
16 December 1, 2009.

17 7.

18 The Company agrees to file affiliated interest contracts concerning Oregon  
19 Water Services, Inc., and Oregon Water Services - Florence within 60 days of the  
20 Commission order in UW 134. Staff's affiliated interest review and recommendations  
21 are not bound by any related costs included in this general rate case.

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8.

By entering into this Stipulation, no Party shall be deemed to have approved, accepted, or consented to the facts, principles, methods, or theories employed by any other Party in arriving at the agreed revenue requirement, rate spread, and design.

9.

The Parties recommend that the Commission adopt this stipulation in its entirety. The Parties have negotiated this stipulation as an integrated document. Accordingly, if the Commission rejects all or any material portion of this stipulation, each Party reserves the right, upon written notice to the Commission and all Parties to this proceeding within 15 days of the date of the Commission's order, to withdraw from the stipulation and request an opportunity for the presentation of additional evidence and argument.

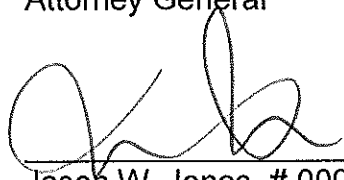
10.

The Parties understand that this stipulation is not binding on the Commission in ruling on this application and does not foreclose the Commission from addressing other issues.

DATED this 9<sup>th</sup> day of October 2009.

Respectfully submitted,

JOHN KROGER  
Attorney General



Jason W. Jones, # 00059  
Assistant Attorney General  
Of Attorneys for PUC Staff

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8.

By entering into this Stipulation, ~~no Party shall be~~ deemed to have approved, accepted, or consented to the facts, principles, methods, or theories employed by any other Party in arriving at the agreed revenue requirement, rate spread, and design.

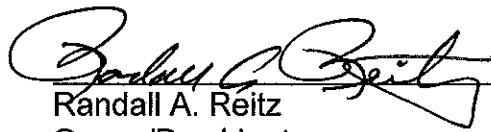
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10.

The Parties understand that this stipulation is not binding on the Commission in ruling on this application and does not foreclose the Commission from addressing other issues.

DATED this 5<sup>th</sup> day of October 2009.

  
Randall A. Reitz  
Owner/President  
South Coast Water District, Inc.

UW 134 STIPULATION

ATTACHMENT A  
Page 1 of 1

SOUTH COAST WATER DISTRICT  
UW 134  
Test Year: 2008

Company Case  
56.4%

Staff  
12.1%

Acct. No.	REVENUES	A Balance Per Application Test Year: 2008	B Proposed Company Adjustments	C Adjusted Results (A+B=C)	D Proposed Staff Adjustments	E Adjusted Results (A+D=E)	F Staff Proposed Rev Changes	G Proposed Results (E+F=G)
1	461.1 Residential Water Sales	35,415	19,983	55,398	541	35,956	4,366	40,322
2	461.2 Commercial Water Sales			0	0	0	0	0
3	466 Irrigation - Non GC			0	0	0	0	0
4	462 Irrigation - GC			0	0	0	0	0
5	471 Misc. Revenues	1,040	(1,040)	0	(1,040)	0	0	0
6	Special Contracts			0	0	0	0	0
7	TOTAL REVENUE	36,455	18,943	55,398	(499)	35,956	4,367	40,323
8								
9	OPERATING EXPENSES							
10	601 Salaries and Wages - Employees			0	0	0		0
11	603 Salaries and Wages - Officers			0	0	0		0
12	604 Employee Pension & Benefits			0	0	0		0
13	610 Purchased Water			0	0	0		0
14	611 Telephone/Communications	1,876	60	1,936	(261)	1,615		1,615
15	615 Purchased Power	3,983	120	4,103	200	4,183		4,183
16	618 Chemical / Treatment Expense	950		950	500	1,480		1,480
17	619 Office Supplies	54	46	100	131	185		185
18	619.1 Postage	660	56	716	40	700		700
19	620 O&M Materials/Supplies		1,300	1,300	870	870		870
20	621 Repairs to Water Plant			0	0	0		0
21	631 Contract Svcs - Engineering			0	169	169		169
22	632 Contract Svcs - Accounting	1,300	225	1,525	(83)	1,218		1,218
23	633 Contract Svcs - Legal	138	13	151	7	145		145
24	634 Contract Svcs - Management Fees			0	0	0		0
25	635 Contract Svcs - Testing			0	1,657	1,657		1,657
26	636 Contract Svcs - Labor	7,200	0	7,200	4,800	12,000		12,000
27	637 Contract Svcs - Billing/Collection			0	0	0		0
28	638 Contract Svcs - Meter Reading			0	0	0		0
29	639 Contract Svcs - Other			0	0	0		0
30	641 Rental of Building/Real Property	4,800	0	4,800	(4,800)	0		0
31	642 Rental of Equipment			0	0	0		0
32	643 Small Tools			0	0	0		0
33	648 Computer/Electronic Expenses	0	1,500	1,500	0	0		0
34	650 Transportation			0	0	0		0
35	656 Vehicle Insurance			0	0	0		0
36	657 General Liability Insurance	180	0	180	888	1,068		1,068
37	658 Workers' Comp Insurance			0	0	0		0
38	659 Insurance - Other			0	0	0		0
39	660 Public Relations/Advertising			0	0	0		0
40	666 Amortz. of Rate Case			0	0	0		0
41	667 Gross Revenue Fee (PUC)	89	50	139	(40)	49	11	60
42	668 Water Resource Conservation			0	0	0		0
43	670 Bad Debt Expense	540	540	1,080	75	615		615
44	671 Cross Connection Control Program			0	0	0		0
45	672 System Capacity Dev Program			0	0	0		0
46	SDWRLF		1,766	1,766	0	0		0
47	673 Training and Certification			0	0	0		0
48	674 Consumer Confidence Report	225	25	250	(25)	200		200
49	675 General Expense	440	120	560	60	500		500
50	TOTAL OPERATING EXPENSE	22,435	5,821	28,256	4,218	26,653	11	26,664
51								
52	OTHER REVENUE DEDUCTIONS							
53	403 Depreciation Expense	3,924	3,501	7,425	3,229	7,153		7,153
54	407 Amortization Expense			0	0	0		0
55	408.11 Property Tax			0	250	250		250
56	408.12 Payroll Tax			0	0	0		0
57	408.13 Other		225	225	0	0		0
58	409.11 Oregon Income Tax	10	1,037	1,047	31	41	287	329
59	409.10 Federal Income Tax		2,202	2,202	88	88	610	698
60	TOTAL REVENUE DEDUCTIONS	26,369	12,786	39,155	7,816	34,185	909	35,094
61	NET OPERATING INCOME	10,086	6,157	16,243	(8,315)	1,771	3,458	5,229
62								
63	101 Utility Plant in Service	164,986		164,986	(7,744)	177,242		177,242
64	Less:							
65	108.1 Depreciation Reserve	33,735		33,735	(6,466)	27,269		27,269
66	Plus Construction Work in Progress				58,884	58,884		58,884
67	271 Less 25% Loan Forgiveness			0	42,500	42,500		42,500
68	272 Amortization of CIAC			0	0	0		0
69	281 Accumulated Deferred Income Tax			0	0	0		0
70	Net Utility Plant	151,251	0	151,251	15,106	166,357	0	166,357
71	Plus: (working capital)							
72	151 Materials and Supplies Inventory		0	0	0	0		0
73	Working Cash (Total Op Exp /12)	1,870	485	2,355	351	2,221	0	2,221
74	TOTAL RATE BASE	153,121	485	153,606	15,457	168,578	0	168,578
75	Rate of Return	6.59%		10.57%		1.05%		3.10%

	Company	Staff
number of customers	70	70
op'exp/cust/year	\$481	\$381
Cash Flow	\$23,688	\$12,382
Free Cash Flow		\$7,442
		Loan Payment = \$4,940
		(Cash Flow minus Loan Payment)



PUC Oregon No. 2  
SOUTH COAST WATER DISTRICT, INC.

ATTACHMENT B  
Original Sheet No. 1

**Containing Rules and Regulations  
Governing Water Utility Service**

**NAMING RATES FOR**

**South Coast Water District, Inc.**

30086 Federal Lane  
Eugene OR 97402

541-342-1718

541-342-1746 (fax)

Serving water in the vicinity of

Florence, Oregon

Issue Date		Effective for Service on and after	December 1, 2009
Issued By	SOUTH COAST WATER DISTRICT, INC.		
Signature			
Name & Title	Randall A. Reitz, President		

ADVICE NO. \_\_\_\_\_  
(PUC USE ONLY)

PUC Oregon No. 2  
SOUTH COAST WATER DISTRICT, INC.

ATTACHMENT B  
Original Sheet No. 2

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Name & Title	Randall A. Reitz, President		

ADVICE NO. \_\_\_\_\_  
(PUC USE ONLY)

PUC Oregon No. 2  
SOUTH COAST WATER DISTRICT, INC.

ATTACHMENT B  
Original Sheet No. 3

**SCHEDULE NO. 1**  
RESIDENTIAL METERED RATES

Available: To customers of the Utility at Florence, Oregon, and vicinity.

Applicable: To residential premises.

**Base Rate**

Service Meter Size	Monthly Base Rate	Usage Allowance	Unit of Measure
5/8 or 3/4 inch	\$36.00	None	<input type="checkbox"/> cubic feet
			<input checked="" type="checkbox"/> gallons
1 inch	NA	None	<input type="checkbox"/> cubic feet
			<input checked="" type="checkbox"/> gallons

**Commodity Usage Rate**

Commodity Rate		Number of Units	Unit of Measure	Base Usage Allowance		Unit of Measure
\$0.24	Per	100	<input type="checkbox"/> cubic feet	Above	0	<input type="checkbox"/> cubic feet
			<input checked="" type="checkbox"/> gallons			<input checked="" type="checkbox"/> gallons

Special Provisions:

1. These rates are based on continuous service. Discontinuation of service may not be employed to avoid monthly charges for service. See Rule No. 26, Voluntary Discontinuance.
2. Water used during the construction of buildings, etc., shall be metered. Charges shall be made at the rates specified in this schedule. When setting of a meter is impracticable, the amount of water used shall be estimated, and the charges shall be made at specified rates for the amounts so estimated.
3. Consistent with previous agreements between the Company and several of its customers, those customers who have provided the Company easements over their property in exchange for an agreement to not be billed for their water will be honored. The provided easement is considered consideration for the water bill that would otherwise be due.

Issue Date		Effective for Service on and after	December 1, 2009
Issued By	SOUTH COAST WATER DISTRICT, INC.		
Signature			
Name & Title	Randall A. Reitz, President		

ADVICE NO. \_\_\_\_\_  
(PUC USE ONLY)

PUC Oregon No. 2  
 SOUTH COAST WATER DISTRICT, INC.

ATTACHMENT B  
 Original Sheet No. 4

**SCHEDULE NO. 2**  
MISCELLANEOUS SERVICE CHARGES

This schedule lists the miscellaneous charges included in the utility's Rules and Regulations; refer to the appropriate rules for an explanation of charges and conditions under which they apply.

<u>Connection Charge for New Service</u> (Rule No. 9)	
Standard ¾-inch service	At cost
Nonstandard ¾ inch service	At cost
Larger than ¾-inch	At cost
Irrigation hookup (if provided on separate system)	At cost
<u>Meter Test</u> (Rule No. 21)	
First test within 12-month period	N/C
Second test within 12-month period	\$20.00
<u>Pressure Test</u> (Rule No. 40)	
First test within 12-month period	N/C
Second test within 12-month period	\$20.00
<u>Late-Payment Charge</u> (Rule No. 22)	
Charged on amounts more than 30 days past due	Pursuant to OAR 860-036-0130 (as of 1/1/09 – 1.5%)
<u>Deposit for Service</u> (Rule No. 5)	
Pursuant to OAR 860-036-0040(2)	Pursuant to OAR 860-036-0050 (as of 1/1/09 – 1.5%)
<u>Returned-Check Charge</u> (Rule No. 23)	
	\$20.00 each occurrence
<u>Trouble-Call Charge</u> (Rule No. 36)	
During normal office hours	\$30.00 per hour
After normal office hours on special request	\$35.00 per hour
<u>Disconnection/Reconnect Charge</u> (Rule No. 28 & 29)	
During normal office hours	\$20.00
After normal office hours on special request	\$40.00
<u>Unauthorized Restoration of Service</u> (Rule No. 30)	
	Reconnection charge plus costs
<u>Damage/Tampering Charge</u> (Rule No. 34)	
	At cost
<u>Disconnect-Visit Charge</u> (Rule No. 29)	
	\$20.00

Issue Date		Effective for Service on and after	December 1, 2009
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Signature			
Name & Title	Randall A. Reitz, President		

ADVICE NO. \_\_\_\_\_  
 (PUC USE ONLY)

PUC Oregon No. 2  
SOUTH COAST WATER DISTRICT, INC.

ATTACHMENT B  
Original Sheet No. 5

**RULES AND REGULATIONS**

Rule 1: Jurisdiction of the Commission

The Rules and Regulations herein shall be subject to the rules and regulations of the Public Utility Commission of Oregon.

Rule 2: Definitions

- A. "Utility" shall mean **South Coast Water District, Inc.**
- B. "Applicant" shall mean any person, business, or organization that applies for service or reapplies for service at a new existing location after service has been discontinued, except as noted in the definition of "Customer."
- C. "Commission" shall mean the Public Utility Commission of Oregon.
- D. "Customer" shall mean any person, business, or organization who has applied for, been accepted to receive, or is currently receiving service. A customer who voluntarily discontinues service at the same or different premises within 20 (twenty) days after discontinuance retains customer status.
- E. "Residential customer premises" shall mean any dwelling and its land including, but not limited to, a house, apartment, condominium, townhouse, cottage, cabin, mobile home, or trailer house.
- F. "Commercial customer premises" shall mean any premises at which a customer carries on any major activity of gaining a livelihood or performing a public service. Such activity may be of a business, industrial, professional, or public nature.
- G. "Main" shall mean the pipe laid in the street, alley, or other right-of-way for the distribution of water to customers. It shall not include service lines.
- H. "Service connection" shall mean the pipe, stops, fittings, meter, and meter box laid from the main to the property line of the premises served.
- I. "Customer line" shall mean the pipe, stops, and fittings leading from the property line to the premises served.
- J. "Point of Delivery" is the property line or the outlet swivel/union of the meter defining where the service connection stops and the customer line starts.

Issue Date		Effective for Service on and after	December 1, 2009
Issued By	SOUTH COAST WATER DISTRICT, INC.		
Signature			
Name & Title	Randall A. Reitz, President		

ADVICE NO. \_\_\_\_\_  
(PUC USE ONLY)

PUC Oregon No. 2  
SOUTH COAST WATER DISTRICT, INC.

ATTACHMENT B  
Original Sheet No. 6

### APPLICATION FOR SERVICE

Rule 3: Customer/Applicant Information (OAR 860-036-0015)

The utility shall provide or be able to provide customers or applicants with the following information:

- A. Instructions on how to read meters, either in writing or by explanation;
- B. Application and contract forms;
- C. Utility rules and regulations;
- D. Commission rules and regulations;
- E. Approved tariffs;
- F. Rights and Responsibilities Summary for Oregon Utility Consumers;
- G. Notices in foreign languages, if applicable;
- H. The utility's business address, telephone number, and emergency telephone number; and
- I. Notices approved by the Commission.

Rule 4: Application for Service (OAR 860-036-0035)

Application for water service must be made for each individual service. The application shall identify the applicant, the premises to be served, the billing address if different, the type of use to which the water is to be put, and an agreement to conform to the Rules and Regulations of the utility as a condition for receiving such service. The applicant shall, at this time, pay any scheduled fees or deposits. An application is a request for water utility service and shall not be accepted until the applicant establishes credit as set forth in OAR 860-036-0040.

An application for water service must be made where:

- A. An applicant who has not previously been served by the water utility requests service;
- B. Service has been involuntarily discontinued in accordance with the utility and Commission rules, and service is sought;
- C. Service has been voluntarily discontinued and a request to restore service has not been made within 20 days; or
- D. There is a change in the identity of a customer, the type of use to which the water is put, or the number of premises served.

Issue Date		Effective for Service on and after	December 1, 2009
Issued By	SOUTH COAST WATER DISTRICT, INC.		
Signature			
Name & Title	Randall A. Reitz, President		

ADVICE NO. \_\_\_\_\_  
(PUC USE ONLY)

PUC Oregon No. 2  
SOUTH COAST WATER DISTRICT, INC.

ATTACHMENT B  
Original Sheet No. 7

Rule 5: Deposit for Service (OAR 860-036-0040)

In accordance with the Commission's rules for credit establishment and deposit waiver, an applicant or a customer may be required to make a deposit to secure payment of bills for service. The deposit shall not exceed one-sixth (1/6) the amount of reasonable estimated billings for one year's use of service at the premises during the prior year or upon the type and size of the customer's equipment that will use the service. (OAR 860-036-0040)

The utility shall pay interest on deposits at the rate established by the Commission. After the customer has paid bills for service for 12 consecutive months without having had service discontinued for nonpayment, or more than two occasions in which a shut-off notice was issued, and the customer is not then delinquent in the payment of bills, the utility shall promptly and automatically refund the deposit plus accrued interest by:

- 1) issuing the customer a refund check
- 2) crediting the customer's account; however, a customer is entitled to a refund upon request pursuant to OAR 860-036-0055.

Rule 6: Customer Service Line

The customer shall own and maintain the customer service line and promptly repair all breaks and leaks. The utility shall not be responsible for any damage or poor service due to inadequacy of the customer line or any portion of the customer's plumbing. All leaks in the customer line, faucets, and all other parts of the plumbing owned or controlled by the customer shall be promptly repaired so as not to waste water.

Rule 7: Separate Control of Service

All premises supplied with water will be served through service lines so placed as to enable the utility to control the supply to each individual premise using a valve placed within and near the line of the street, the utility right-of-way, or at the meter.

Rule 8: Service Connections (OAR 860-036-0060)

The utility shall furnish and install at its own expense all necessary trenching, pipe, valves, and fittings between its main line and the customer's service line. Such installation shall be designated as the service connection. The utility shall own, operate, maintain, and replace the service connection when necessary and promptly repair all breaks and leaks. The customer shall not be responsible for any damage or poor service due to inadequacy of the service lines or any portion of the utility's plumbing.

Issue Date		Effective for Service on and after	December 1, 2009
Issued By	SOUTH COAST WATER DISTRICT, INC.		
Signature			
Name & Title	Randall A. Reitz, President		

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SOUTH COAST WATER DISTRICT, INC.

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**Rule 9: Service Connection Charge**

An applicant requesting permanent water service to premises not previously supplied with permanent water service by the utility shall be required to pay the service connection charge listed in the utility's Miscellaneous Service Charges Schedule.

**Rule 10: Main Line Extension Policy (OAR 860-036-0065)**

The utility shall specify the size, character, and location of pipes and appurtenances in any main line extension. Main line extensions shall normally be along streets, roads, highways, or other satisfactory rights-of-way. All construction work shall conform to all applicable rules, regulations, codes, and industry standards. Each main line extension shall normally extend along applicant's property line to the point the applicant's service line would be at a 90-degree angle to the street or main line.

**Rule 11: Main Line Advances and Refunds Policy**

Each new customer requesting a main line extension shall advance the utility the cost-base amount necessary to extend the main line to provide service.

**For a period of 7 years** after construction of the requested main line extension, the utility shall also collect from any additional applicants whose service connections or service lines shall connect to said main line extension an amount per foot equal to the new applicant's proportionate share of the main line extension cost for that portion used. The utility will then refund the share differential amount to those customers who previously shared the cost of said main line extension. Refunds shall not exceed the amount originally advanced.

No part of the distribution system installed prior to the request for a main line extension shall be used to calculate any customer advance or refund.

**Rule 12: Types of Use**

Water service may be supplied for residential, commercial, irrigation, temporary construction, special contracts, fire prevention, and other uses. The utility shall file separate rate schedules for each type of use and basis of supply.

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Rule 13: Multiple Residences

An apartment building, mobile home park, motel, trailer camp, duplex, townhouse, or any other property consisting of more than one residential unit, if served through one service line, shall be considered to be equivalent to the number of dwelling units when determining the customer count.

Rule 14: Utility Access to Private Property (OAR 860-036-0120(3)(b) and 860-036-0205(3))

Customers shall provide access during reasonable hours to utility-owned service lines that extend onto the premises of the customer for the purposes of reading meters, maintenance, inspections, or removal of utility property at the time service is to be discontinued. Where the customer does not cooperate in providing reasonable access to the meter or to the premises, as required by law or to determine if a health or safety hazard exists, it is grounds for disconnection.

Rule 15: Restriction on Entering a Customer Residence (OAR 860-036-0085)

No water utility employee shall enter the residence of its customers without proper authorization except in an emergency when life or property is endangered.

**REFUSAL OF SERVICE**

Rule 16: Refusal of Service Due to Customer Accounts (OAR 860-036-0080(1-3))

The utility may refuse to serve an applicant until receipt of full payment of overdue amounts, or other obligations related to a prior account of the applicant with the utility, when the following circumstances exist:

- A. An overdue amount remains outstanding by a customer at the service address;
- B. The applicant resided at the service address indicated in (A) during the time the overdue charges were incurred; and
- C. The person indicated in (A) will reside at the location to be served under the new application. (OAR 860-036-0080)

Service shall not be refused for matters not related to water service. Residential service shall not be refused due to obligations connected with nonresidential service.

If service is refused under this rule, the utility shall inform the applicant or customer of the reasons for the refusal and of the Commission's dispute resolution process.

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Rule 17: Refusal of Service Due to Utility Facilities (OAR 860-036-0080(7))

The utility shall not accept an application for service or materially change service to a customer if the utility does not have adequate facilities or water resources to render the service applied for, or if the desired service is of a character that is likely to unfavorably affect reasonable service to other customers.

For refusal of service under this rule, the utility shall provide a written letter of refusal to the applicant informing applicant that the details upon which the utility's decision was based may be requested. A copy of such notice will be sent to the Commission. The details will include, but not be limited to:

- A. Current capacity and load measured in gallons or cubic feet per minute;
- B. Current capacity and load measured in pounds per square inch;
- C. Cost to the utility for additional capacity in order to provide the additional service; and
- D. Information regarding the appeal process of the utility's refusal to provide service is available through the Commission's dispute resolution process pursuant to OAR 860-036-0025.

Rule 18: Refusal of Service Due to Customer Facilities (OAR 860-036-0080(4-6))

The utility shall refuse service to an applicant or customer whose facilities do not comply with applicable plumbing codes or, if in the best judgment of the utility, are of such a character that safe and satisfactory service cannot be given.

If service is refused under this rule, the utility will provide written notification to the customer within 10 working days stating the reason(s) for refusal and providing information regarding the Commission's complaint process. A copy of the notification will also be sent to the Commission.

**METERS**

Rule 19: Utility Meters (OAR 860-036-0105)

The utility shall own, maintain, and operate all meters. Meters placed in service shall be adequate in size and design for the type of service, set at convenient locations, accessible to the utility, subject to the utility's control, and placed in a meter box or vault between the street curb and property line. Each meter box or vault shall be provided with a suitable cover.

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Where additional meters are furnished by the utility or relocated for the convenience of the customer, a reasonable charge may be made in accordance with a schedule approved by the Commission.

The water utility shall have the right to set meters or other devices for the detection and prevention of fraud or waste without notice to the customer.

Each customer shall provide the utility with regular access to the meter on the customer's property. Failure to permit access at reasonable times and after reasonable notice by the utility requesting access is grounds for disconnection. (OAR 860-036-0120) Should damage result to the meter from molesting, tampering, or willful neglect on the part of the customer, the utility shall repair or replace the meter and may bill the customer for the reasonable cost. (OAR 860-036-0105(6))

Rule 20: Meter Testing (OAR 860-036-0110)

The meter shall be tested prior to or within 30 (thirty) days of installation to determine it is accurate to register not more than 2 percent error. No meter shall be allowed to remain in service if it registers an error in excess of 2 percent under normal operating conditions. The utility shall maintain a record of all meter tests and results. Meter test result records shall include:

- A. Information necessary to identify the meter;
- B. Reason for making the test;
- C. Date of test;
- D. Method of testing;
- E. Meter readings;
- F. Test results; and
- G. Any other information required to permit convenient checking of methods employed.

Rule 21: Customer-Requested Meter Test (OAR 860-036-0115)

A customer may request that the utility test the service meter; such test shall be made within 20 working days of the receipt of such request at no cost to the customer. The customer has the right to be present during said test, which is to be scheduled at a mutually agreeable time. A written report shall be provided to the customer stating:

- A. Customer's name;
- B. Date of the customer's request;
- C. Address at which the meter has been installed;
- D. Meter identification number;
- E. Date of actual test; and
- F. Test results.

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If a customer requests a meter test more often than once in any 12-month period, the deposit listed on the Miscellaneous Service Charges Schedule may be required to recover the cost of the test. If the meter is found to register more than 2 percent fast under conditions of normal operation, the utility shall refund the deposit to the customer.

**BILLING**

Rule 22: Billing Information/Late-Payment Charge (OAR 860-036-0120, OAR 860-036-0125 and OAR 860-036-0130)

Bills are due and payable when rendered by deposit in the mail or other reasonable means of delivery. As near as practical, **meters shall be read at monthly intervals** on the corresponding day of each meter reading or billing period. The bill shall be rendered immediately thereafter. (OAR 860-036-0120(3) requires water utilities to bill at monthly intervals. A utility may request upon application special authority by the Commission to bill at intervals other than monthly.) The utility shall make reasonable efforts to prepare opening and closing bills from actual meter readings. When there is good reason for doing so, estimated bills may be submitted. Any estimated billings shall be clearly designated as such.

The late-payment charge determined by the Commission and listed on the Miscellaneous Service Charges Schedule shall be applied to all overdue balances at the time of preparing the subsequent months' bill or balances owing that are 30 days old.

**All bills become delinquent if not paid within 30 days** of the date of transmittal of the bill. (OAR 860-036-0125 requires a minimum of 15 days.) If permitted to become delinquent, water service may be terminated after proper notice as provided in Rule 29, Disconnection/Reconnection Visit Charge.

All water service bills shall show:

- A. Beginning and ending meter readings for the billing period;
- B. Beginning and ending dates of the period of service to which the bill applies;
- C. For all metered bills, beginning and ending meter readings for the period for which the bill is rendered;
- D. Number of units of service supplied stated in gallons or cubic feet;
- E. Schedule number under which the bill was computed;
- F. Delinquent date of the bill;
- G. Total amount due; and
- H. Any other information necessary for the computation of the bill.

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Rule 23: Returned-Check Charge

The returned-check charge listed on the Miscellaneous Service Charges Schedule shall be billed for each occasion a customer submits a check for payment that is not honored, for any reason, by a bank or other financial institution.

Rule 24: Prorating of Bills

Initial and final bills will be prorated according to the number of days service was rendered and on the basis of a 31-day month. For metered services, the meter will be read upon opening and closing a customer's account. Consumption will be charged at scheduled rates. Any minimum monthly charge will be prorated.

Rule 25: Adjustment of Bills (860-036-0135)

When an underbilling or overbilling occurs, the utility shall provide written notice to the customer detailing the circumstances, period of time, and the amount of the adjustment. If it can be shown that the error was due to an identifiable cause, the date of which can be fixed, the overcharge or undercharge shall be computed back to such date. If no date can be fixed, the utility shall refund the overcharge or rebill the undercharge for no more than six months' usage. In no event shall an overbilling or underbilling be for more than three years' usage. No billing adjustment shall be required if a meter registers less than 2 percent error under conditions of normal operation.

When a customer is required to repay an underbilling, the customer shall be entitled to enter into a time-payment agreement without regard to whether the customer already participates in such an agreement. If the customer and the utility cannot agree upon payment terms, the Commission shall establish terms and conditions to govern the repayment obligation. The utility shall provide written notice advising the customer of the opportunity to enter into a time-payment agreement and of the Commission's complaint process.

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**DISCONNECTION OF WATER SERVICE**

Rule 26: Voluntary Discontinuance (OAR 860-036-0210)

Except for emergencies, customers who (for any reason) wish to have service discontinued shall provide the utility with at least five days' advance notice of the requested date of discontinuance of service. Until the utility receives such notice, the customer shall be held responsible for all service rendered. Should the customer wish to recommence service within 12 months at the same premises, the customer will be required to pay the customary minimum monthly charge as if service had been continuous. The reconnection charge listed on the Miscellaneous Service Charges Schedule will be applicable at the time of reconnection.

Rule 27: Emergency Disconnection (OAR 860-036-0215)

The utility may terminate service in emergencies when life or property is endangered without following the procedures set forth in OAR 860-036-0245. Immediately thereafter, the utility will notify the customer and the Commission. When the emergency termination was through no fault of the customer, there shall be no charge made for restoration of service.

Rule 28: Disconnection of Water Service Charge for Cause (OAR 860-036-0205 and 0245)

When a customer fails to comply with the utility's rules and regulations, or permits a bill or charge for regulated services to become delinquent (except for nonpayment of a time-payment agreement\*), the utility shall give at least five days' written notice before water may be shut off. The notice shall state:

- A. The reason(s) for the proposed disconnection;
- B. The earliest date for disconnection;
- C. The amount to be paid to avoid disconnection;
- D. An explanation of the time-payment provision of OAR 860-036-0125;
- E. Information regarding the Commission's dispute resolution process; and
- F. The Commission's Consumer Services toll-free number, 1-800-522-2404.

Prior to disconnection on the day that the water utility expects to disconnect service, the utility must make a good-faith effort to physically contact the customer to be disconnected or an adult at the customer's premise to be disconnected to advise the customer or adult of the proposed disconnection. If contact is not made, the utility shall leave a notice in a conspicuous place at the customer's premise informing the customer that service has been or is about to be disconnected. The utility shall document its efforts to provide notice and make that documentation available to the customer upon request.

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Service shall not be shut off for nonemergencies on a Friday or the day of a state- or utility-recognized holiday or the day prior to such holiday. (OAR 860-036-0220)

The utility shall not disconnect residential service due to the failure to pay or meet obligations associated with nonresidential service. (OAR 860-036-0225)

A water utility may not disconnect residential service for nonpayment if a customer enters into a written time-payment plan. The utility will offer such customers a choice of payment agreements between a levelized-payment plan and an equal-pay arrearage plan or some other mutually agreeable alternate payment arrangement agreed to in writing. (OAR 860-036-0125)

\*When a customer fails to comply with the terms of a written time-payment agreement between the customer, and/or the utility permits a time-payment agreement charge to become delinquent, the utility shall give at least 15 days' written notice before the water may be shut off.

Rule 29: Reconnection Charge and Disconnection Visit Charge (OAR 860-036-0080 and OAR 860-036-0245(7))

Service shall not be restored until the utility's rules and regulations are complied with and/or payment is made in the amount overdue and any additional disconnection, reconnection, or disconnection visit charges incurred as listed on the Miscellaneous Service Charges Schedule are paid.

Rule 30: Unauthorized Restoration of Service

After the water has been disconnected or shut off at the curb stop or at the meter, if any person not authorized by the utility should turn it on, the water service line may be disconnected without notice. Service shall not be reconnected until all arrearages, all cost-of-service disconnection and reconnection, and the reconnection charge listed on the Miscellaneous Service Charges Schedule are paid in full.

Rule 31: Unauthorized Use

No person shall be allowed to make connection to the utility mains, or to make any alteration to service connections, or to turn a curb stop off or on to any premises, without written permission of the utility. Meter tampering, diverting service, or any other unauthorized use of service will automatically cause a disconnection of the water service and meter removal. All fees, costs of disconnection and reconnection, past-due billings, and service charges listed on the Miscellaneous Service Charges Schedule must be paid in full before any service is restored. An advance deposit for restoration of service may be required.

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Rule 32: Interruption of Service (OAR 860-036-0075)

The utility shall have the right to shut off the water supply temporarily for repairs and other necessary purposes. The utility shall use all reasonable and practicable measures to notify affected customers in advance of such discontinuance of service except in the case of emergency repairs. The utility shall not be liable for any inconvenience suffered by the customer or damage to the customer's property arising from such discontinuance of service.

The utility shall keep a record of all service interruptions affecting its whole system or a major section thereof, including the time and date of interruption, duration, and cause or purpose of interruption.

Rule 33: Water Supply/Usage Restrictions (OAR 860-036-0325)

The utility shall exercise due diligence to furnish a continuous and adequate supply of water to its customers. If water restrictions are necessary to equitably apportion its available water supply among its customers with due regard to public health and safety, the utility shall provide written notification to its customers and the Commission including:

- A. Reason for the restriction;
- B. Nature and extent of the restriction;
- C. Effective date of the restriction; and
- D. Probable date of termination of such restriction.

Rule 34: Damages/Tampering

Should damage result to any of the utility's property from molesting or willful neglect by the customer to a meter or meter box located in the customer's building, the utility will repair or replace such equipment and will bill the customer for the costs incurred.

**SERVICE QUALITY**

Rule 35: System Maintenance (OAR 860-036-0305)

The utility shall have and maintain its entire plant, distribution system, and hydrants in such condition that it will furnish safe, adequate, and reasonable continuous service. The utility shall inspect its facilities in such manner and with such frequency as may be necessary to ensure a reasonably complete knowledge of its condition and adequacy at all times.

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The utility shall keep such records of all routine maintenance as considered necessary for the proper maintenance of its system, including regular flushing schedules, exercising of valves, and valve inspections.

Rule 36: Trouble Call

The trouble-call charge listed on the Miscellaneous Service Charges Schedule may be billed whenever a customer requests that the utility visit the customer's premises to remedy a service problem and the problem is due to the customer's facilities.

Rule 37: Water Purity (OAR 860-036-0310)

The utility shall deliver water for domestic purposes free from bodily injurious physical elements and disease-producing bacteria and shall cause such tests to be made and precautions taken as will ensure the constant purity of its supply.

The utility shall keep a record of all water quality testings, results, monitoring, and reports.

The utility shall deliver domestic water that is reasonably free from elements that cause physical damage to customer property such as pipes, valves, appliances, and personal property. A water supply that causes such damage will be remedied until the conditions are such as to not reasonably justify the necessary investment.

Rule 38: Water Pressure (OAR 860-036-0315)

Each water utility shall maintain pressure at a minimum of 20 pounds per square inch (psi) for health reasons to each customer at all times and not exceed a maximum of 125 psi. The 20 psi and 125 psi standards are not presumed to be adequate service and do not restrict the authority of the Commission to require improvements where water pressure or flow is inadequate.

In general, 40 psi of water pressure in the water mains is usually adequate for the purposes of this rule. Adequate pressure may vary depending on each individual water system and its customers' circumstances. In the case of a dispute, the Commission will determine the appropriate water pressure for the water utility.

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Rule 39: Pressure Surveys (OAR 860-036-0320)

The utility shall have a permanently placed pressure gauge located on a main that is representative of the system's pressure. A portable gauge in good working condition shall be available for checking pressure conditions in any part of the distribution area.

Rule 40: Customer-Requested Pressure Test (OAR 860-036-0320)

Upon customer request, the utility will perform a water pressure test within 20 working days of the request at no cost to the customer. If the customer requests more than one pressure test within any 12-month period, a deposit to recover the reasonable cost of the additional test may be required of the customer. The deposit shall be returned if the pressure test indicates less than 20 psi or more than 125 psi. The customer or designated representative has the right to be present at the pressure test, and said test shall be conducted at a mutually agreeable time.

For metered service, the pressure will be tested at a point adjacent to the meter on the customer's service line. For nonmetered service, the pressure will be tested at the customer's service line or hose bibb or other reasonable point likely to best reflect the actual service pressure.

Rule 41: Maps/Records (OAR 860-036-0335)

The utility shall keep on file current maps and records of the entire plant showing size, location, character, and date of installation of major plant items, including shut-off valves.

Rule 42: Utility Line Location (One Call Program) (OAR 860-036-0345)

The utility and its customers will comply with the requirements of OAR 952-001-0010 through and including OAR 952-001-0090 (One Call Program) regarding identification and notification of underground facilities.

Rule 43: Cross Connection/Backflow Prevention Program

*Insert the utility's cross connection/backflow prevention program as required by law.*

*Cross Connection is on file with DHS Drinking Water Program.*

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