

Fulton County
Water Use Rules and Regulations
For
Northeast Water System

2025

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CHAPTER I DEFINITIONS

Unless the context specifically indicates otherwise, the meaning of terms used in these “Rules and Regulations” and by the governing body of the Fulton County Water Supply System shall be as follows:

1.01 AWWA – shall mean the AMERICAN WATER WORKS ASSOCIATION.

1.02 BACKFLOW – shall mean the flow of water or liquids, mixtures, or substances into the distribution pipes of a potable water supply from any source other than the intended source of the potable water supply.

1.03 BACKFLOW PREVENTION DEVICE – shall mean any device, method, or type of construction, approved by the County, Ohio EPA, and AWWA, intended to prevent backflow into a potable water supply.

1.04 BOIL ADVISORY (ALERT) – shall be an official notice to consumers when the public water system pressure drops below 20 psi or when other abnormal conditions warrant such a notice. Consumers are advised to boil the water before consumption as a precautionary measure in the event contamination of the water has occurred as a result of the abnormal condition within the public water system. This advisory is in accordance with the Ohio EPA regulations, requirements, and recommendations.

1.05 CONSUMER – shall mean the person, persons, firm, or corporation having the use or benefits of services rendered by the County.

1.06 CONSUMER EMERGENCY CALL – any call from a consumer or a consumer’s acting agent that is considered an emergency.

1.07 COMMON CUSTOMER FACILITIES – facilities or appurtenances used “commonly” or generally by all customers served (i.e. elevated tanks, pump stations, transmission mains, etc.)

1.08 CONTAMINATION – shall mean an impairment of the quality of the water which could create an actual hazard to the public health.

1.09 CONTRACTORS – shall include building, plumbing, paving, sidewalk, sewer, water, etc., or others who perform work of this or similar type as individuals or partnerships, and doing work for private or governmental agencies.

1.10 COUNTY – shall mean Fulton County, Ohio.

1.11 COUNTY COMMISSIONERS – shall mean the Board of County Commissioners of Fulton County, Ohio.

1.12 CROSS CONNECTION – shall mean any arrangement whereby backflow can occur.

1.13 CUSTOMER – shall also be used to mean “CONSUMER.”

1.14 CUSTOMER SPECIFIC FACILITIES – facilities or appurtenances servicing a “specific” customer or group of customers.

1.15 DEGREE OF HAZARD – is a term derived from an evaluation of the potential risk to health and the adverse effect upon the potable water system.

1.16 DETECTOR CHECK – a valve designed to prevent the reverse flow of water or fire protection system substances. This valve also incorporates a meter which allows the County to detect leaks in the fire system and also provides a detection point for determining unauthorized use. This valve shall meet or exceed the following standards for double check assemblies: AWWA Standard C 506

1.17 DOUBLE CHECK VALVE ASSEMBLY – means an assembly composed of two single, independently acting, check valves including tightly closing shutoff valves located at each end of the assembly and suitable connections for testing.

1.18 EASEMENT – shall mean a grant by the owner of land for a specified use of land for the installation and maintenance of water lines and appurtenances for an indefinite period of time.

1.19 FIRE PROTECTION SERVICE CONNECTION – any connection to the water distribution system used for the purpose of fire fighting or fire prevention.

1.20 HEALTH HAZARD – shall mean any condition, device, or practice in a water system or its operation that creates, or may create, a danger to the health and well being of the general public and the County’s employees. The word “severe” as used to qualify a “health hazard” means a hazard to the health of the consumer that could reasonably be expected to result in significant harm or death.

1.21 INSIDE SPLIT – shall mean any physical connection made to a single service line inside a structure, for the purpose of serving more than one customer.

1.22 INSPECTOR – a duly authorized representative of the County who is responsible for the enforcement of the specifications, standard construction methods, and other related duties.

1.23 MAY - Permissive

1.24 NON-POTABLE WATER – means water not safe for drinking (consumption), personal or culinary use.

1.25 OWNER – shall be defined as the person who holds actual, not merely equitable, title to property. Executors, administrators of estates, and persons who hold property in trust shall be considered owners.

1.26 PERMIT – a document issued by the County giving permission to connect to the water supply system, repair existing connections to the water supply system, or to extend any public portions of the water system.

1.27 PERSON – any individual, firm, company, association, society, corporation, or group.

1.28 POLLUTION – shall mean the presence in water of any foreign substance that tends to degrade its quality so as to constitute a hazard or impair the usefulness or quality of the water.

1.29 PRIVATE SERVICE (or MAIN) – any water system and appurtenances that are privately owned, operated, and maintained but have water conveyed to the system by an adjoining water main.

1.30 PROCESS FLUIDS – shall mean 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 water;
- B. Process water;

- C. Used water originating from the public water system which may have deteriorated in sanitary quality;
- D. Cooling waters;
- E. 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 fighting fires.

1.31 SERVICE LINE – the pipe or conduit by which water is conveyed or drawn from the water main to the premises (structure) to be served. The service line consists of a service connection and a service lateral. NOTE: Some service lines are connected to private water mains and therefore are not maintained by the County.

1.32 SERVICE CONNECTION – shall mean that part of the service line situated between the water main to and including the curb stop/box or to and including any meter pits installed at or within three (3) feet of the property line.

1.33 SERVICE LATERAL – shall mean that part of the service line between the curb stop/box or any meter pits located within three (3) feet of the property line and the premises (structure) to be served.

1.34 SHALL – mandatory.

1.35 SUPPLIER OF WATER – shall mean the owner or operator of the County-owned public water system.

1.36 TAP/WATER TAP – the physical connection (corporation stop) into the water main.

1.37 TRANSMISSION (WATER) MAIN – shall mean the principle piping or conduit owned and maintained by the County through which water is conveyed from the water source to specific entities or areas.

1.38 WATER MAIN (DISTRIBUTION WATER MAIN) – shall mean the principle piping or conduit owned and maintained by the County through which water is conveyed or drawn to private water mains and/or service lines. NOTE: Not all water mains are owned or maintained by the County. Some are privately owned and maintained.

1.39 WATER SERVICE – shall mean the readiness to supply or actual supplying of water for drinking, sanitation, or fire protections to a premise on which a water service connection has been installed.

1.40 WORK DAYS – shall mean days on which work is performed by the County, normally weekdays, excluding holidays.

CHAPTER II GENERAL CONDITION

2.01 AUTHORITY – The Ohio Revised Code, Section 6103 enables the County to adopt rules and regulations governing policies essential to the operation of the public water system under their jurisdiction in Fulton County Water District.

2.02 OPERATION – The public water supply systems of Fulton County, including all appurtenances, are under the operation of the County and its authorized agents and employees. Such operations shall include all treatment facilities, water mains, pump stations, storage facilities and appurtenances of the public water supply systems except for public and private water mains and services not maintained by the County. No person, firm, corporation, public agency, partnership, or association whatsoever shall connect, or cause to be connected, either directly or indirectly, any building, structure, or other applications with the water supply system for the

purpose of purchasing water from the County water supply system without first securing written permission, in the form of a permit, from the County.

2.03 EFFECTIVE DATE – These “Rules and Regulations” shall be effective on the date of adoption of a resolution by the County Commissioners and may be amended from time to time.

2.04 VALIDITY – Should any section or individual provision of the “Rules and Regulations” be decided by the Courts to be unconstitutional or invalid, such a decision shall not effect the validity of the “Rules and Regulations” as a whole or any part thereof, other than that particular portion so held to be unconstitutional or invalid by the Courts.

2.05 ENFORCEMENT – These “Rules and Regulations” shall be enforced by the County, as directed by the Board of County Commissioners, in accordance with the Ohio Revised Code.

2.06 VIOLATION – Any infractions of the “Rules and Regulations” is a violation. Any person, firm, group, or corporation, either owner or agent, who tampers with or attempts to use facilities provided by the County without first obtaining the necessary permits and approvals is in violation of the “Rules and Regulations.” Any person, firm, group, or corporation, either owner or agent, that obtains a permit or approval based on false information made in order to deceive the County shall be held in violation of the “Rules and Regulations.”

2.07 PENALTIES – Any person, firm, group, or corporation, either owner or agent, committing a violation of the “Rules and Regulations” shall be guilty of a misdemeanor, and upon conviction, shall be fined by the County in accordance with the Ohio Revised Code. To insure that remedial action will be taken to rectify the violation, this fine shall be in effect until the violation is corrected. The violator of the “Rules and Regulations” shall be liable and responsible for any and all damages incurred as a result of the violation. Any violation of any Section of the “Rules and Regulations” for which no penalty is specified provided shall be punishable by a fine or termination of service with each day or act of violation considered a separate offense.

2.08 JURISDICTION – These “Rules and Regulations” are applicable to all water system users, public and private, within the Fulton County Water District as established or amended.

2.09 AGREEMENT – All persons, successors, and assigns obtaining a permit from the County shall be bound by the “Rules and Regulations.”

2.10 INTERPRETATION – The provisions of these “Rules and Regulations” shall meet or exceed the minimum requirements adopted for the promotion of health, safety, and welfare of the constituents of the County. These “Rules and Regulations” are not intended to repeal, abrogate, annul, or in any manner interfere with any laws or rules of any governmental agencies having jurisdiction that are more stringent. Where these “Rules and Regulations” impose greater restrictions than those of other governmental laws or rules, then the provisions of these “Rules and Regulations” shall govern. These rules may be expanded or revised by the County to cover situations not explicitly detailed herein.

2.11 PERSONNEL – Inspectors, meter readers, employees, or representatives of the County whose duty constitutes entrance upon private property shall have access to the premises for the proper operation and maintenance of the County facilities and appurtenances. Should access of the premises be denied, the County shall discontinue service and will not restore the same until such time as access is granted. The County shall not accept keys for the purpose of gaining access to read a customer’s meter.

CHAPTER III PUBLIC WATER SUPPLY SYSTEM OPERATIONS

3.01 GUARANTEE OF SUPPLY AND SERVICE

- A. The County does not guarantee any fixed pressure or a continuous supply of water, but will, in an emergency, endeavor to notify affected customers of variances from normal operations when possible.
- B. In case of a serious fire(s) or water shortage or when, for any cause, it is necessary to conserve the water supply by limiting the use thereof, such an order shall be made and shall be obeyed by all users of water affected by such an order and the County shall not be responsible for any damages resulting from any such limited use.
- C. Every reasonable effort will be attempted to restore service as soon as possible should an interruption of service occur. The County shall not be liable for any accidents or damages resulting from interruption of service. Whenever possible and as time permits, customers will be notified prior to shut down.
- D. The County shall have the right to shut off water service for nonpayment of bills, routine maintenance, emergency repairs, water main extensions, tests, water system improvements or whenever necessary. The County disclaims any responsibility for damages or accidents arising from the same. All privately owned valves and service lines are to be maintained in such condition as to allow termination and reinstatement of service at any time. Whenever possible and as time permits, customers will be notified prior to discontinuance of service.
- E. The County disclaims any responsibility for damage by water to any personal or real property caused by leaks, broken pipes, meters, or fixtures whether privately or publicly owned.
- F. Customer's responsibility begins at the service connection at the curb stop. If the meter is located inside the customer's building and a water leak occurs on the line after the curb stop, it is the responsibility of the customer to make necessary repairs. If the meter is located inside the customer's building the County will provide, the customer with forty-eight (48) hours notice to make necessary repairs. After the forty-eight (48) hours notice, if the repair has not been made, the County will turn off the service.

3.02 PERMIT REQUIREMENTS

- A. No unauthorized person(s) shall uncover, make any connection with, or opening into, use, alter, or disturb any public water main, appurtenance, without first obtaining a permit issued by the Sanitary Engineer.
- B. Prior to the issuance of a permit to connect, install, or repair any portion of the public water main and appurtenance, an application for permit shall be completed, signed, and submitted to the Sanitary Engineer along with all applicable permit fees and charges. The application for permit to connect or install shall be signed by the property owner.
- C. Permits shall only be valid for the property or project identified on the permit form. Any special conditions or requirements noted on the permit form or an "exhibit" attached to the permit form shall be adhered to by the property owner and/or his agents. All construction shall be in accordance with these Rules and Regulations.
- D. Permits to connect individual service laterals to newly extended water mains shall not be issued until all testing has been completed and approved by the Sanitary Engineer and final construction inspection of the water main has been made by the Sanitary Engineer inspector.
- E. All cost and expense incident to the installation, connection, or repair of water service lines, appurtenances, or parts thereof shall be borne by the property owner. The property owner shall indemnify the County from any loss or damage that may directly or indirectly be occasioned by the installation or repair of a water service line or appurtenance.
- F. Applications for installation of water mains and appurtenances for new subdivisions, public water main extensions, or any special projects shall be made on a special project application form furnished by the Sanitary Engineer. The application shall be signed by the property owner. A permit shall not be issued until all applicable improvement drawings, easements, approvals, general requirements, and fees and charges have been submitted by the property owner and approved by the County.

3.03 WATER METERS

- A. Once water meters (including backflow prevention devices) are properly installed and approved, the County assumes ownership and standard maintenance responsibilities of the meters in accordance with these “Rules and Regulations” and the standard policies of the County.
1. A determination of the meter and service line size required for service to a property shall be made by the customer and reviewed by the Sanitary Engineer or his representative. The Sanitary Engineer does not assure any liability for improper meter and/or service line sizing, levels, or variations in water pressure or other problems caused by improper sizing of the meter or service line.
 2. All water services shall be metered.
 3. All primary meters (read by the County and billed accordingly) shall be of the radio read type meter and as specified in current Fulton County Water and Sewer District Construction and Material Specifications, unless otherwise approved by the Sanitary Engineer. All costs associated with the water meter and meter appurtenances shall be borne by the property owner.
 4. All water that passes through the customer’s meter shall be billed to the customer whether the water is used, wasted, or lost due to leakage or other means.
 5. Each meter of two (2) inch in diameter or larger shall be a compound or turbine type meter. By-passes around meter settings shall be required for two (2) inch and larger meter installations not used for fire protection. Such by-pass installations shall be in accordance with the current Fulton County Water and Sewer District Construction and Material Specifications. By-passes shall be sealed by the County or its authorized agents.
 6. Meters and appurtenances owned by the County shall only be removed or altered by authorized employees of the County.
 7. If a meter fails to register or is found to be out of order, the customer will be charged at the average consumption rate for comparable periods, as shown by the meter records, when the meter is registering accurately.
 8. The County may test and correct meters at its discretion. The County will guarantee its accuracy within 1 percent plus or minus. The County may test meters upon a written request of a consumer to verify the meter’s accuracy. The written request shall include authorization from the consumer to debit the customer’s account with a meter charge if the test proves the meter to be within the accuracy percentage shown above. Proper refund shall be made if the test shows the customer has been over charged. In order to protect the County against unreasonable demands for this service, a charge of time and material shall be made if the test shows the meter to be registering properly.
 9. If damage occurs to a water meter or it’s appurtenances due to negligence on the part of the consumer (or property owner), the consumer (or property owner) shall be billed for all costs incident to the repair or replacement of the damaged items.
 10. The cost of repairs to meters and appurtenances owned by the County made necessary because of normal wear and deterioration will be assumed by the County.
 11. Inside water meter installations should, where possible, have a drain installed in the area of the water meter to carry off all water that may leak from a meter or meter setting. The County is not responsible for any damage caused by water leaking from an inside meter or meter setting. The property owner is responsible for protecting the inside meter from any damage including freezing.
 12. Meters and appurtenances attached thereto shall not be tampered with. If the County finds that a meter seal has been broken or there is evidence that a meter has been tampered with, the water will be shut-off and not turned on again until a payment, determined by the County, has been made to pay for the resealing of the meter, any water loss that may be detected, and any damage that may have occurred.
- B. All officially read remote registers will be operated and maintained in accordance with the same general provisions that apply to the meters.
1. Existing remote register systems may remain in place until the property’s water service is upgraded to the water system standards at the County’s discretion. No new inside meters with remote registers shall be permitted.

2. In the event of a malfunction of the remote register, a visual reading of the register dial on the meter shall govern.
3. All remote registers shall be sealed by the County. In the event a seal has been broken, the County shall investigate to determine who broke the seal and why. Violations may be issued as they warrant. Visual verification that the meter and the remote shall be conducted prior to resealing the remote register.
4. Occasionally (at least once a year), the County shall verify that the remote register and the meter are on the same reading. If adjustments are needed to make the remote register equal to the meter register, either a debit or credit shall be applied to the following billing cycle, whichever is appropriate to properly “equalize” the account for the associated water meter.

3.04 BACKFLOW PREVENTION/CROSS CONNECTION CONTROL PROGRAM

- A. All new or upgraded water service lines shall be required to have an appropriate backflow preventer, as specified in the current County’s Backflow Prevention and Cross-Connection Control requirements.
- B. The property owner and/or occupant who purchases water from the public water system is liable for any installation of devices or actions taken on the premises that may endanger the quality or integrity of the public water system.
- C. The County reserves the right, at any time, to order a property owner to install an approved backflow preventer on any existing water service line.

3.05 HYDRANTS

- A. No private hydrants receiving water supply from the County water system shall be set without approval and inspection from the Sanitary Engineer. Private hydrants shall meet AWWA standards and are highly recommended to meet the standards for public hydrants. The County shall not assume ownership, operations, or maintenance of any hydrant now or in the future that does not meet the publicly owned hydrant specifications as per the current Fulton County Water & Sewer District Construction and Material Specifications.
- B. Only authorized representatives of the County or Fire Departments may draw water from a hydrant. Contractors may use hydrants for the purpose of buying water utilizing a County’s hydrant meter.
- C. “Soft suction” (soft jacketed) type hoses should be used to connect to a public or private hydrant. This standard is to prevent anyone from suctioning water (via a pump) out of a hydrant at a faster rate than what the hydrant is regulated to flow which jeopardizes the integrity of the public water system.
- D. The authorized operator of the hydrant being used must remain in the immediate vicinity of the hydrant at all times while the hydrant is being used (in the open position). The hydrant wrench used to operate the hydrant must be in the possession of the authorized operator while the hydrant is in use.
- E. Fire departments shall notify the County of any hydrant used for carrying out their official duties. Notification shall be made the same day when possible or as soon as reasonably possible. The fire departments shall also supply the County with an estimate of the amount of water used for the purpose of billing and/or of calculating water loss within the public water system.
- F. If a hydrant, or any part of the water system, is damaged by any person, group, or firm, the County shall prepare an invoice for the necessary repairs, including labor and material costs, and send it to the responsible party who shall have thirty (30) days to remit payment to the County.
- G. A ten (10) feet minimum diameter clearance shall be maintained around public hydrants at all times. No person, firm, or group shall place or cause to be placed any permanent/stationary or temporary/mobile objects within ten (10) feet of a hydrant.

3.06 FIRE PROTECTION SERVICES

- A. Improvement drawings and specifications for fire protection service lines and systems shall be submitted by the property owner to the County for approval prior to the issuance of a permit to connect or install. The improvement drawings shall show projected flow rates for the fire protections line and/or system and the

- estimated size of meter and service line needed to meet the demands of the system. An application for permit shall be completed, signed, and returned to the County along with all applicable fees and charges.
- B. It shall be the responsibility of the property owner to install the fire service line from the public water main to the point of application including all material and labor to install the tap on the water main. All construction shall be under the supervision of the Sanitary Engineer.
 - C. All fire protection systems shall have a suitable backflow preventer installed within the system. The location shall be easily accessible for continuous inspection and maintenance.
 - D. The entire fire protection system shall be equipped with a flow meter subject to the Section 3.03 above.
 - E. Fire protection service lines outside of building foundations shall have a minimum of forty-eight (48) inches of cover over the crown of the pipe, no exceptions. Maximum freeze protection shall be afforded all fire protection service lines due to the lack of regular flow through the pipe(s).
 - F. The property owner shall provide the primary control valve for the fire protection service line at the property line nearest the public water main. All appurtenances shall be in accordance with the current Fulton County Water & Sewer District Construction and Material Specifications.
 - G. Fire pipes, valves, and other accessories which are part of the fire protection system shall be so installed as to be accessible for purposes of inspection by the County at all times. Termination of underground construction of the fire service line will be at the first joint above the floor line.
 - H. All tanks, cisterns, or reservoirs maintained for fire protection purposes shall be metered for billing purposes at the expense of the premises or parties supplied.
 - I. All “anti-freeze” type fire protection systems shall have a “Reduced Pressure Backflow Preventer” in the system at a location acceptable to the County.
 - J. The property owner shall submit to the County for approval, the name of the contractor(s) employed to install the system. Any work to be done on the public portion of the water main (water main, service connection, meter) shall be completed by a County approved contractor. Once approval is granted, the property owner or the owner’s contractor shall notify the Sanitary Engineer at least two (2) business days in advance of any work on the system so an inspector may be assigned to the job. All inspection costs incurred by the County shall be the responsibility of the property owner.
 - K. Upon completion of construction, two (2) consecutive passing bacteriological tests shall be made by the property owner at his expense. The tests shall be conducted in accordance with the AWWA standards for testing new water mains/services and the test results shall ensure that all drinking water standards have been met. The fire protection service line shall be pressured tested in accordance with the current Fulton County Water & Sewer District Construction and Material Specifications. The pressure test shall be witnessed by an authorized representative of the County.
 - L. Private fire systems and the appurtenances connected therewith may be tested by parties owning the same or by the insurance inspectors under the following conditions:
 - 1. Notice shall be given to the Sanitary Engineer, in writing, that such a test is desired. The notice shall be given two (2) business days in advance of when the test has been scheduled. The Sanitary Engineer may have a representative present for the test.
 - 2. The property owner is responsible for all water used to conduct the test. A charge based upon usage (or estimated usage) shall be billed at the current water rates.
 - 3. Copies of the results of all tests conducted shall be submitted to the Sanitary Engineer as soon as reasonably possible.
 - M. Operations, maintenance, and repair of the fire protection system or service line and all appurtenances shall be the responsibility of the property owner.
 - N. If at any time a fire protection system or service line is found to be in violation of these Rules and Regulations, all changes necessary to make said systems comply therewith must be made within thirty (30) days after written notice to do so is given by the County. A copy of the written notice will be sent to the interested insurance company, if known. Failure to comply as directed will result in discontinuance of water service after a two (2) business day period. Any violation that may result in risk to the health, safety, and/or welfare of persons shall be corrected immediately.

- O. When requested by the Sanitary Engineer, plans and specifications for existing fire protection systems shall be furnished to the Sanitary Engineer within thirty (30) days after notice to do so. The plans shall include the profile of the fire service within the public right-of-way.
- P. The County does not guarantee, and will not be responsible for, a given volume of water or pressure at any time. Property owners with fire protection systems should keep this in mind when in the planning stages of installing a fire suppression system.
- Q. No changes, alterations, or extensions of any fire protection system or service line shall be made without first securing approval from the County. All changes, alterations, or extensions shall be inspected by the County.

3.07 CONTRACTOR APPROVAL REQUIREMENTS

- A. Any water improvements or repairs to the public portion of the water supply system (or any portion that will become part of the public water supply system) shall be completed by a contractor approved with the County unless the contractor is acting under a legally executed contract for the Board of Fulton County Commissioners. The public portion of the water supply system shall include (but not limited to) the following appurtenances:
 - ♦ Water main pipes which are owned, operated, and maintained by the County and located within public road right-of-ways or easement areas.
 - ♦ Water main valves, hydrants, blow-offs, or other water main appurtenances.
 - ♦ Water taps on the public water mains.
 - ♦ Service connections located within the public road right-of-ways, easement areas or private property up to the meter location.
 - ♦ Service connection curb stop and curb box.
 - ♦ Meters.
- B. Any water improvements or repairs on private property such as private water mains or the private portion of service lines (service lateral) may be completed by the property owner or its contractor or by a County-Approved-Contractor.
- C. Contractor's approval may be revoked at any time by the County for any violation of these Rules and Regulations.
- D. The following is a list of requirements that shall be met prior to the issuance of a contractor's approval from the County:
 1. Proof of Insurance Certificates showing the following minimum amounts:
 - ♦ Comprehensive General Liability \$1,000,000 each occurrence
 - ♦ Completed Operation and Products Liability \$25,000 each occurrence
 2. Only person or contractor of proven ability and 5 years of documented water service related experience shall be permitted to construct and/or repair any portion of the water system that is under the jurisdiction of the County. Person or contractor wishes to perform said improvement shall be pre-approved by the County prior to starting any work. The above listed information shall be submitted to the County as part of the "Contractor Approval" process.

3.08 TURN-OFF WITH NOTICE

- A. The supply of water through any service may be turned off with prior notice from the County for any of the reasons listed below. The County shall provide notice to the customer by any of the following methods: regular mail, telephone, or by personal visit of an employee or authorized agent of the County to the premises. The reason for the turn-off and the measures the customer can take to prevent the turn-off or recover the service shall be provided to the customer. The reasons for turn-off with notice are as follows:
 1. Non-payment of water, Metamora's sewer charges or other charges assessed under the terms of these "Rules and Regulations."
 2. Failure to pay the water bill at the location for which a customer has a valid contract, or the water bill at any property for which a customer has guaranteed payment.

3. When access to the premises cannot be achieved to inspect/verify an inside meter with a remote reader or when an inside meter cannot be accessed to obtain a reading and the customer has not called the reading into the County for three (3) consecutive billing periods.
4. Failure to redeem a returned check or automated bank plan debit.
5. Failure to make designated payments in accordance with a signed Payment Agreement.
- B. The supply of water through any service may be turned off with prior notice from the County for any of the reasons listed below. The County shall provide notice to the customer not less than one (1) time by any of the following methods: regular mail, telephone, or by personal visit of an employee or authorized agent of the County to the premises. The reason for the turn-off and the measures the customer can take to prevent the turn-off or recover the service shall be provided to the customer. The reasons for turn-off with notice are as follows:
 1. Cross-connections or interconnecting with any other supply of water when not approved by the County. This includes installation of pipe and fixtures such that a possibility of back siphonage or backflow, in the opinion of the Sanitary Engineer or his authorized representative, exists.
 2. Failure to properly repair a leaking service lateral within forty-eight (48) hours after notice is given from the County to do so.
 3. The use of water on any premises other than that recorded in the application, except as may herein otherwise be provided for.
 4. Misuse, abuse, or illegal use of any service pipe, meter, curb stop, corporation stop, any appurtenance, or the seal on any water system appurtenance.
- C. The supply of water, turned off under this Section, will not be turned on again until the cause of the turn off has been corrected and either (1) all charges, including a standard service charge, have been paid; (2) a Payment Agreement is entered into; or (3) the current Payment Agreement is brought up to date. Water to a premise shall be turned back on only by employees or authorized agents of the County.

3.09 TURN-OFF WITHOUT NOTICE

- A. The supply of water through any service may be turned off by the County without any notice for, but not limited to, the following reasons:
 1. Any situation deemed by the Sanitary Engineer as jeopardizing the integrity of the public water system or has the potential to harm the public's health, safety, or welfare.
 2. Making any additions or alterations in or about the public portion of the service line without notice thereof being previously given to and permission obtained from the County.
 3. Theft of service.
 4. Failure to follow the terms of a payment agreement.
 5. Water to vacant property may be turned off by the County as soon as such vacancy becomes known, unless otherwise arranged before hand by the property owner.
 6. When mail to an address has been returned repeatedly, when other efforts to obtain a good address have been unsuccessful, and when a bill is delinquent for two (2) billing periods for that property.
- B. The supply of water, turned off under this Section, will not be turned on again until the cause of the turn off has been corrected and either (1) all charges, including a standard service charge, have been paid; (2) a Payment Agreement is entered into; or (3) the current Payment Agreement is brought up to date. Water to a premise shall be turned back on only by employees or authorized agents of the County.

3.10 TAMPERING WITH THE PUBLIC WATER SYSTEM

- A. Tampering with the public water system by unauthorized persons is prohibited and is a violation of these Rules and Regulations. Actions which constitute violations include, but are not limited to, the following:
 1. Unauthorized connections or reconnections of water service(s);
 2. Removing or reversing a meter;
 3. Unauthorized bypass of a meter;
 4. Tampering with locks, locking valves, and/or seals;

5. Unauthorized water taps;
 6. Disconnections of the remote register;
 7. Unauthorized hydrant usage;
 8. Tampering with public or private valves, curb stops, apparatus, or facilities for the purpose of obtaining service without authorization from the County;
 9. Preventing access of County personnel to curb boxes and meter pits;
 10. Unauthorized entrance into meter pits or any tampering with the meter, meter pit, meter pit cover, locking device, radio read equipment, or any other equipment attached thereto.
 11. Any obstruction of the electronic radio transmission from the water meter which prevents the County from obtaining water meter readings using the standard methods for radio read meters, including, but not limited to: gravel, asphalt, concrete, topsoil, structures placed over the meter pit, etc.
- B. Violations may result in the termination of service without notice, assessment of investigation and billing costs related to the termination of service, penalties, restitution for metered and/or unmetered water use and criminal prosecution.

3.11 BILLING METHODS AND DELINQUENT ACCOUNTS

- A. Meters shall be read on a Bi- monthly basis and water bills will be processed and sent out as soon as possible after the Director’s approval. Water bills shall be due and payable to Fulton County Commissioners before the due date of the month in which the bills are postmarked. A late penalty of 10% shall be added to the charge if the amount due is not paid or postmarked on or before the due date. If the due date is a Saturday, Sunday or a holiday, the bill shall be due on the following regular business day.
1. The customer can make payment in full with cash, check, money order (made out to the FULTON COUNTY), or on-line per the information listed on the bill.
- B. If the customer does not comply with Item A-1 shown above, and the account becomes delinquent, a “Shut-Off“ Notice will be sent to the customer (property owner), via regular mail, 2-3 business days after the due date. The shut-off notice shall indicate the date of discontinuation of water service and the amount due. This notice will be the only notice sent to the customer of the pending water shut-off.
- C. If the property is used for rental purposes, the monthly water bill shall be in property’s owner name only. A shut-off notice will be mailed to the property owner of record due to lack of compliance with Item A-1 above. A listing of those water services that remain shut-off, 2-3 days after the shut-off date, will be sent to the Fulton County Health Department.
- D. The customer (property owner), who has entered into a payment agreement, agrees to pay the past due amount monthly, plus the current bill must be paid by the current due date. Failure of a customer to honor the Payment Agreement will result in discontinuation of service immediately and without prior notice. Service shall be restored to the property only when all delinquent charges, penalties, and any other applicable fees have been paid in full. A new Payment Agreement may be entered into only once every 24 months. Two failed payment plan payments will result in a ban on payment plan eligibility.
- E. Water service and water billing may be discontinued to a property, at the property owner’s written request, by completing a special form in the office of the Sanitary Engineer. When the property owner makes a written request in the future to have the water turned back on, a re-establishment fee (and all delinquent charges, if applicable) shall be paid-in-full prior to restoring water service to the property.
- F. In the case of older existing private water systems where more than one party is supplied with water from the same service pipes, and one of the parties so supplied fails to pay the bills when due, or fails to comply with the “Rules and Regulations” the water shall be shut off from such service laterals without County liability in damages to any of the other parties serviced by such service laterals.
- G. Should the County be unable to render water bills because of labor shortage or some other deficiency, the bill may be rendered for a longer period but at the same monthly rate.
- H. When water has been turned-off for any violation of the “Rules and Regulations” or failure to pay charges, the customer shall pay a turn-on fee.
- I. All invoices for water service shall be mailed to the property owner of record.

- J. All water that passes through a meter shall be charged for, whether used, wasted, stolen, or lost by leakage, at the standard water rate. Water charges may be adjusted for the following reasons:
 - 1. An inaccurate meter.
 - 2. A monitor meter adjustment.
 - 3. An improper billing of the account.
 - 4. Any other adjustment required to correct proven inequities in billing.
- K. Upon written notification of inadequate funding by a banking institution covering a check or automated bank plan debit issued for payment of water services, said account will be charged an additional service charge per occurrence over and above pending payments due for water service.
- L. The Ohio Revised Code, Section 6103, provides that when water service charges are not paid, the Board of County Commissioners shall certify the same together with any penalties to the County Auditor, who shall place them upon the real property tax list which shall be considered a lien on such property and shall be collected in the same manner as other taxes. The Board of County Commissioners shall charge a \$150.00 processing fee to each account certified to the County Auditor for collection from the real property taxes. This processing fee shall pay for expenses relating to the coordination of activities relating to the certification process.

CHAPTER IV WATER SYSTEM IMPROVEMENTS

4.01 PRIVATE WATER MAIN EXTENSIONS (on private property)

- A. Property owners may install new private water main extensions or upgrade existing private distribution systems located on their own property which will receive water from Fulton County Water System.
- B. Prior to making any improvements or repairs to water mains or services on private property, the property owner shall notify the County of such activities to verify compliance with the current County's Backflow Prevention and Cross-Connection Control requirements.
- C. Ohio EPA written approval may be required for private property water improvements.
- D. The County shall only read and bill off of a master meter for the private distribution system unless the property owner is under contract with the County. The master meter shall be located at (or within) three feet of the property line (or easement line) in which the private distribution system connects to the public distribution system and as agreed upon by the County. An approved backflow prevention device shall also be installed by the property owner at or near the County master meter.
- E. The property owner shall be responsible for properly testing and disinfecting any new private installations in accordance with AWWA standards to ensure the quality of the water being dispensed through the private distribution system.
- F. The property owner shall be responsible for any and all leakage that occurs in the private distribution system. The property owner shall also be responsible for the proper operations, maintenance, and integrity of their private distribution system.
- G. It is required that the property owner strictly adhere to the County Water District Material Specifications listed in these Rules and Regulations to ensure proper installation of the private distribution system to protect the system from leaks, contamination, and unnecessary damage.

4.02 PUBLIC WATER MAIN EXTENSIONS (privately installed project)

- A. A public water main may be extended as a private project by a person, group, or organization by utilizing private planning, funding, and construction. Upon completion and approval, the water main shall be turned over to the County for public ownership, operations, and maintenance provided all the provisions of the Rules and Regulations have been met by the private person, group or organization. The cost associated with said public water main can be recovered through "Pay-Cash-To-Tap" fees collected in accordance with Section 307.73 of the ORC and an approved waterline construction agreement between the Board of Fulton County Commissioners and other party.

- B. All new water mains and appurtenances that will be owned, operated, and maintained by the County shall have written Ohio EPA approval prior to the issuance of a permit from the County.
- C. All water mains and appurtenances that will be owned, operated, and maintained by the County shall meet the specifications and requirements set forth by these Rules and Regulations, the Ohio EPA, the AWWA, and the approval letter issued by the County. The County reserves the right to require a larger diameter water main than what the developer initially proposes.
- D. The developer shall submit one (1) complete set of plan and profile improvement drawings as designed and stamped by an Ohio professional engineer for approval from the County. The improvement drawings shall show all existing and proposed utilities for the project area. Upon review of the improvement drawings, the County shall issue an approval or disapproval letter stating any comments or deficiencies noted during the review process. The developer shall make all necessary corrections to the improvement drawings and submit two (2) complete sets of revised drawings to the County prior to the issuance of a permit.
- E. PERFORMANCE BOND/ESCROW/GUARANTEE LETTER OF FUNDS - Developers platting new subdivisions may have the option of installing proposed public water main improvements after the plat is signed by the Board of County Commissioners and the Sanitary Engineer. The developer shall be required to secure a performance bond, establish an escrow account, or provide a guarantee letter of funds from a credible financial institution prior to the plat being signed. The developer shall be responsible for submitting a professional engineer's cost estimate (signed and sealed by the engineer) for the water main improvements. Once the construction cost estimate is approved by the Sanitary Engineer, twenty-five percent (25%) of the approved estimate shall be added to the construction cost estimate to help cover Fulton County's administrative cost to complete the project if required to do so by default of the developer. Ten percent (10%) of the construction cost estimate shall be required to remain secured by the performance bond (as a maintenance bond), escrow account, or guarantee letter of funds for warranty purposes for a period of one (1) year from the date of final construction approval (as documented by Sanitary Engineer). The developer shall also be required to enter into an agreement with the Board of Fulton County Commissioners for the administration of the performance bond, escrow account, or guarantee letter of funds. Periodically, the developer may request a draw, upon written request to the Sanitary Engineer, on the performance bond, escrow, or guarantee letter of funds for work that has been completed to date. The amount of each draw on the bond, escrow, or guarantee letter of funds must be approved by the Sanitary Engineer after reviewing the work completed as documented and approved by the inspector. The Board of County Commissioners shall make the final decision upon the recommendation of the Sanitary Engineer to release money or a guaranteed amount to the developer via the agent. The ten percent (10%) warranty amount shall be held for one (1) year past final construction inspection. After the one year warranty period, the Sanitary Engineer shall make an inspection of the water main improvements. Upon written approval by the Sanitary Engineer, the Board of County Commissioners shall cause the bond, escrow, or guarantee letter of funds to be released to the developer provided the improvements pass final inspection. During the one year warranty period, the developer shall be responsible for all repair of the distribution system. After final inspection has been approved and the County has accepted the dedication, the County will assume ownership, operations, and maintenance of the water main improvements.
- F. Prior to the issuance of a permit, the developer shall enter into a standard "Public Water Agreement" with the Board of Fulton County Commissioners. The agreement document may be supplied by the County and it shall specify the responsibilities of the developer and the County for the project and the transfer of ownership from the developer to the County.
- G. Prior to construction, the developer shall secure a permit from the County. An application for permit shall be completed, signed, and returned to the County with all necessary fees, charges, and the required items set forth in these Rules and Regulations and the County project approval letter. The developer shall be responsible for all inspection costs incurred by the County. An inspection fee deposit shall be required at the time of application for permit. Upon completion and final approval of the project, any overrun in inspection costs shall be paid by the developer, or any remaining balance of inspection fees shall be returned to the developer.
- H. The County reserves the right to make field changes to ensure consistency and the integrity of the public water system. All changes shall be the responsibility of the developer.

- I. The developer shall be responsible for the proper testing and disinfection of the new water main and appurtenances prior to final approval. Testing and disinfection procedures shall be in accordance with these Rules and Regulations and the AWWA Standards.
- J. Regardless of whether an escrow account was established for the improvements or not, the developer shall be responsible for all problems encountered with the new water main for a period of one (1) year from the date of final approval.
- K. The developer shall be responsible for obtaining approvals and/or permits prior to construction from other affected agencies outside of the County. A permit from the County does not relieve the developer the responsibility of obtaining other required permits or approvals.
- L. The developer shall be responsible for securing and recording any easements that may be necessary or required from private property owners or other agencies. Copies of all necessary recorded easements for the purposes of the proposed public water main shall be submitted to the County prior to the issuance of a permit. Easements for public water mains shall be a minimum of twenty (20) feet in width.

4.03 PUBLIC WATER TREATMENT SYSTEM CAPACITY

- A. During preliminary design, the developer shall contact the County and discuss any potential capacity problems within the public water supply system. The Board of Fulton County Commissioners and the County Sanitary Engineer reserve the right to deny access to developers and property owners requesting to connect and/or place an additional demand on the public water supply system if the system capacity does not exist. If the water distribution system or appurtenances does not exist, the County shall require the developer to upgrade and pay for the necessary water mains and/or appurtenances to allow connection into the water supply system.