

Original Sheet No. 1

WN U-2

Northbay Water Utility Corporaion

For Commission's Receipt Stamp

Northbay Water Utility Corporation
Unified Business Identifier (UBI) Number 602103613
Phone: (360) 748-3805

WAC 480-80-102

NAMING RATES FOR

Water Service

at

Lewis and Thurston Counties, Washington

and

CONTAINING RULES AND REGULATIONS

GOVERNING SERVICE

Issued Date: 10/15/2024 Effective Date: 1/1/2025

Issued By: Northbay Water Utility Corporation

By: Brittney Garnas Title: Controller

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Legend of Symbols

The following symbols are applicable to all tariff schedules and rules of the utility. These symbols will be used in the far-right margin on all pages where changes have been made to current tariff.

- D - Discontinued rate, service, regulation, or condition.
- N - New rate service, regulation, condition, or sheet.
- I - A rate increase.
- R - A rate reduction.
- C - Changed condition or regulation.
- K - That material has been transferred **to** another sheet in the tariff. (A footnote is required on the tariff sheet to identify the new sheet number)
- M - That material has been transferred **from** another sheet in the tariff. (A footnote is required on the tariff sheet to identify the former sheet number)
- T - A change in text for clarification.
- O - No change (This symbol is discretionary unless specifically requested by the commission).

WAC 480-80-102
WAC 480-80-105

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Rule 7 – Installation of Service Pipes and Meters

The Utility will construct service connections of a proper size from its distribution mains to the customer's property. The Utility reserves the right to refuse to construct a service connection to any property if the applicant's pipes are not properly constructed and protected.

'Utility Meter Installation' – The Utility may meter any flat rate service at its discretion, provided that metered rates are in effect. The Utility's metered service rates will become effective, after the customer has received thirty (30) days' written notice. All meters so placed will be installed and maintained by the Utility without direct retrofit charge to the customer.

'Customer Request Meter Installation' – A meter will be installed upon any flat rate service at the request of the customer, provided that metered rates are in effect, only if the actual cost of the meter and installation is paid by the customer. The amount paid will be reimbursed to the customer, by bill credit, by at least ten (10) percent of the meter and installation charge each month until fully repaid. All meters will be installed and maintained by the Utility without future charge to the customer. The charge and conditions for this service are specified in **Schedule 4**.

Rule 8 – Distribution Main Extension

'Utility Allowance' – Where elevation and construction conditions allow and one or more bona fide potential customer's* request a main extension, the Utility will construct and pay for the same if the Utility has sufficient capacity available to meet DOH standards of quantity and quality.

'Customer Prorate Share' – The cost of main extension, in excess of the estimated customer's revenue for three (3) years (Utility allowance), must be paid by the prospective customer in advance.

'Construction Contract' – No main extension will be considered as coming under this rule where the total cost of the main extension is greater than the estimated customer's revenue for six (6) years. Water main extensions and/or fire hydrants will be installed after contracts have been approved by the Commission pursuant to WACs for special contracts for water utilities and distribution extensions.

*As defined in WAC 480-110-245

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Rule 11 – Service Visit Charge

The customer will pay a Service Visit Charge as specified in **Schedule X** when:

- a. A Utility employee or agent is dispatched to the premise and the condition was caused by or was the responsibility of the customer.
- b. The Utility employee or agent has not had access to read the meter for at least two (2) billing cycles, and the Utility employee or agent is dispatched to access the meter and continues to not have access to the meter. Where the meter has not been read, a minimum bill will be rendered and adjusted when the next succeeding meter reading is available.
- c. In the event, that any such actions or time required exceed fifteen (15) minutes, the cost to the Company shall be assessed to the Customer. The work performed by the Company shall be billed at the hourly rate as established in **Schedule X** to be charged in 15-minute increments (rounded up) plus any materials. **Charges** shall be billed to the Customer on their next routine bill. Payment shall be due and payable after receipt of invoices.

Rule 12 – Interruption to Service

The Utility will make a diligent effort to render uninterrupted service and supply of water. In cases where shut-off is necessary for repair, reconstruction, damage prevention or similar cause, the Utility will give advance notice to its customers of such scheduled shut-off. However, the Utility will not be responsible for any damage that may result from any cessation of services such as above outlined, nor for failure to give notice of shut-off when circumstances are such that it is impossible to give notice as stated above.

WAC 480-110-365

Rule 13 – Bills

All bills shall be paid **monthly (bi-monthly)** in arrears and are due and payable upon receipt and are considered delinquent no less than fifteen (15) days (18 days if mailed from out of state) after the date mailed. Bills will be deemed received upon personal delivery to customer or three (3) days following the deposit of the bill in the United States mail to the customer's last known address. Where the meter has not been read, a minimum bill will be rendered and adjusted when the next succeeding meter reading is available.

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Rule 14 – Late Payment Charge

Bills are due and payable upon receipt. Bills are considered late fifteen (15) days (18 days if mailed from out of state) after the bill mailing date. A Late Payment Charge as specified in **Schedule X** of the unpaid balance shall be added to each account for each month the bill is unpaid. The late payment charge will not be applied to any disputed amount unless such amount remains unpaid for more than fifteen (15) days after the dispute has been resolved.

Rule 15 – Deposits

The Utility may require a deposit in situations when a customer is unable to establish or maintain credit with the Utility, or where a customer’s service has been disconnected for nonpayment of amounts owed to the Utility as defined by Commission rules.

The deposit will not be more than an average two-twelfths (2/12) of estimated annual billing (for customers billed monthly).

When the Utility collects customer deposits, interest must be paid for each calendar year, at the rate for the one-year Treasury Constant Maturity calculated by the U.S. Treasury and published in the Federal Reserve’s Statistical Release H.15 on January 15 of that year. Interest is computed from the date of deposit to the date of refund or when applied directly to the customer’s account.

The Utility must refund deposits plus accrued interest when there has been satisfactory payment, as defined by Commission rules or upon termination of service, less any amounts due to the Utility by the customer.

In addition, the Utility will comply with all provisions of the Commission’s deposit rules pursuant to WACs for establishing credit and deposits for water utilities.

Rule 16 – Responsibility for Delinquent Accounts

A water Utility must not refuse or discontinue service to an applicant or customer when there are unpaid bills from a prior customer at the same premises unless the Utility believes, based on objective evidence, that the applicant is acting on behalf of the prior customer with the intent to avoid payment.

A water Utility cannot permanently deny service to an applicant or customer because of a prior obligation to the Utility. A prior obligation is the dollar amount that has been billed to a customer but left unpaid at the time of disconnection of service for nonpayment. WAC 480-110-345

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Rule 17 – Discontinuance of Service (cont'd)

- b. Mailed notice - The Utility must mail a second (2nd) notice, which must include a deadline for compliance that is no less than three (3) business days after the date of mailing if mailed from within the state of Washington.

Disconnection notice will expire after ten (10) business days from the first day that the Utility may disconnect service, unless other mutually agreed upon arrangements have been made and confirmed in writing by the Utility. If mutually accepted arrangements are not kept, the Utility may disconnect service without further notice.

WAC 480-110-355

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Rule 20 – Account Set-Up Charge

An account set-up charge as specified in **Schedule X** will be made for each new account, temporary, seasonal reconnection, or change of account responsibility on an existing service. Such charge will be included in the initial billing to the customer. This charge includes the Utility dispatching an employee to establish a base meter reading. An account set-up charge does not apply to:

1. Installation of a new meter.
2. Owners or agents assuming temporary responsibility for service to vacant premises.

Rule 21 – Non-Sufficient Funds (NSF) Charge

Non-Sufficient Funds (NSF) check charge as specified in **Schedule X** will be made for handling customer checks that have been returned by the bank as NSF or account closed. This charge will be applied to the next billing to the customer.

Rule 22 – Water Availability Letter Charge

Any prospective customer seeking a water availability letter (water availability certificate or analysis) from the Utility must first pay the appropriate charge as specified in **Schedule X**. The water availability letter will include the date issued and the date of expiration. Water availability letters will be valid for no more than one (1) year, or until the expiration of the associated building permit, whichever occurs last.

Rule 23 – Cross Connection Control

The customer shall not permit the plumbing on their premises to be connected to any source of water supply other than the Utility's, or to any potential source of contamination, without first obtaining the Utility's written permission and meeting the Utility's cross connection control criteria. The customer shall assure that effective back-flow prevention measures are implemented to ensure continual protection of the water in the public water distribution system. Any back-flow prevention assembly deemed necessary by the Utility to prevent entry of contaminants to the public water system shall be installed at the customer's expense. Cross connection control program is outlined in **Schedule 8**.

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Rule 24 – Backflow Assembly Testing and Inspection

If the customer has an Approved Backflow Prevention Assembly installed, the assembly must be tested annually by a certified Backflow Assembly Tester (BAT) specialist. The Utility will maintain a list of certified BAT specialists that are acceptable to the Utility, and the customer may choose from any such BAT specialists on the Utility’s list, or the customer may elect the Utility to provide this service and charge the customer its current annual Backflow Assembly Testing and Inspection Fee listed on **Schedule X**. The Utility service for annual backflow assembly testing shall be subscribed to on an annual basis and is not subject to cancellation or reduction for partial periods.

The customer will provide a copy of the acceptable annual report from the BAT specialist. If the annual report is not provided within thirty (30) days of the anniversary date of the installation of the Approved Backflow Prevention Assembly, then the Utility will provide a notice of disconnection pursuant to WACs for discontinuing of service for water utilities. If a copy of the annual report is not received by the date for disconnection as specified in the notice, the Utility will disconnect customer’s service as specified in **Rule 17** of this tariff.

If service is disconnected, the Utility will charge the customer its current Reconnection Visit Charge as specified in **Rule 6** of this tariff.

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Rule 25 - Seasonal Turn Off/On

The Utility provides a seasonal turn off/on at the customer's request. This seasonal turn off/on charge does not stop monthly billings and charges on the customer's account. This service has an associated charge specified in **Schedule X** per visit. The seasonal turn off/on charge will be added to the customer's next bill.

The company request that the customer be present at the turning on of any service to avoid any water issues. This turn on service is only available for customers that have requested a seasonal turn off. This service will be performed during normal business hours only.

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Rule 26 – Limitations of Liability

The Utility’s liability, if any, for its gross negligence, willful misconduct, or violation of RCW 19.122 is not limited by this tariff. With respect to any other claim or suit by a customer or by any other party, for damages associated with the installation, provision, termination, maintenance, repair or restoration of service, the Utility’s liability, if any, shall not exceed an amount equal to the proportionate part of the monthly recurring charge for the service, for the period during which the service was affected.

There shall be no liability for consequential or incidental damages. The Utility clearly disclaims all warranties, stated or implied, except those specifically set forth in this tariff, including, but not limited to implied warranties of merchantability and fitness for a particular purpose.

The charge for services rendered under this tariff are expressly based on the limitations of damages and disclaimer of warranties set forth above.

Rule 27 – Unauthorized Use of Service

Where service has been disconnected, either through the request of the customer or through action of the Utility, and the service, which includes but is not limited to the saddle, curb stop, piping, meter setter, angle stop, check valve, meter has been locked, authorized service cannot be restored without the Utility first reinitiating service.

If service is restored by the unauthorized removal of the meter setter lock or tampering, the customer receiving the unauthorized service will be charged the current replacement cost of all damages to the Utility’s property and service, plus a Service Visit Charge for inspection of damages in accordance with **Rule 11** in this tariff.

In addition, the Utility will charge the customer, receiving unauthorized service, the tariff rate for all service that the Utility estimates was taken plus all of the Utility’s costs resulting from the unauthorized use and all applicable fees pursuant to WACs for discontinuing of service for water utilities.

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Rule 28 – Damage and Repairs Charge

The Utility shall be responsible for maintaining meter boxes and their contents, along with fire hydrants and services on the street side of the Point of Delivery. However, if any customer or a customer’s contractor causes damage to meter box, fire hydrant, pipes, mains or other equipment of the Utility’s maintained infrastructure, the customer will be responsible for paying the Damage and Repairs Charge as specified in **Schedule X**. See Rule 11.

Rule 29 –
Reserved

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Rule 30 – Water Leak Procedures

When the Utility determines that a leak has occurred on the customer’s property, the Utility will adjust the customer’s original bill after the customer submits a bill from a plumber, contractor, or other evidence that the leak has been repaired. The Utility must re-calculate the customer’s bill for the ‘*relevant time period.*’ The ‘*relevant time period*’ for this adjustment will not exceed two (2) months for any given leak. The customer’s bill will be adjusted by:

1. Estimating the customer’s ‘*projected normal usage*’ charge during the relevant period(s) and calculating this amount according to the usage blocks and usage rate(s) shown on **Schedule 2.**
2. Calculating the ‘*excess usage*’ charge during the relevant period using one-fifth (1/5) the usage blocks and usage rate(s) shown on **Schedule 2.**
3. Crediting the difference between the original bill for the relevant period and the sum of the bills described in Steps 1 and 2.

‘Projected Normal Usage’ – as an estimate of what the customer’s water consumption would have been had there been no leak. This estimate will be based on the same period from the prior year.

‘Excess Usage’ – as the actual metered usage minus the projected normal usage.

Note: The credit described in this Rule is available to a customer only once every twenty-four calendar months.

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SERVICE AREA

Water System List

<u>System Name</u>	<u>County</u>	<u>DOH WFI #</u>
196 th Avenue	Thurston	AB731K
Alta Vista #1	Lewis	06937X
Alta Vista #2	Lewis	06213E
Alta Vista #3	Lewis	06938E
Alta Vista #4	Lewis	06939Y
Alta Vista #8	Lewis	06940K
Alta Vista #9	Lewis	069413
Alta Vista #10	Lewis	06215F
Alta Vista #11	Lewis	06942L
Baydo Water System	Lewis	07972E
Bear View Estates #1	Lewis	06323U
Bear View Estate #2	Lewis	062160
Bell's Addition #1	Thurston	068873
Bell's Addition #2	Thurston	06888L
Bell's Addition #3	Thurston	068894
Camas Run #1	Thurston	06274H
Camas Run #2	Thurston	069455
Camas Run #3	Thurston	06946N
Clover Valley #1	Lewis	080855
Clover Valley #2	Lewis	AB732
Country Manor #1	Thurston	068918
Country Manor #2	Thurston	06892R
Country Manor #3	Thurston	068939
Country Manor #4	Thurston	06894T
Country Manor #5	Thurston	06895A
Country Manor #6	Thurston	06896U
Deer Trail	Lewis	AB888
Estates Black Lake	Thurston	AA667C
Fuller's Landing #2	Lewis	AA847H
Fuller's Landing #3	Lewis	AA908F
Fuller's Landing #4	Lewis	AA9109
Fuller's Landing #5	Lewis	AA900K
Fuller's Landing #6	Lewis	AA911G

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SERVICE AREA (cont'd)

Fuller's Landing #7	Lewis	AA903M
Fuller Water	Thurston	07282T
Graham Water System	Thurston	AC1794 (N)
Marv Vs System	Thurston	04423U
Peterson Estates #1	Lewis	06231X
Peterson Estates #2	Lewis	06232E
Peterson Estates #3	Lewis	06233Y
Peterson Estates #4	Lewis	06234F
Prairie Court	Thurston	08458E
Salkum Heights #1	Lewis	AA3369
Salkum Heights #2	Lewis	AA335Q
Star Vista	Thurston	AA811N
Whispering Firs #1	Lewis	07844K
Whispering Firs #2	Lewis	078453
Whispering Firs #3	Lewis	07846L

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SCHEDULE NO. 1
NON-METERED RATE SERVICE

Availability

This schedule is available in all Water Service Areas served by the Utility and at Utility’s option and capability to maintain Department of Health’s standards of quantity and quality.

Applicable

Applicable to each customer (single connection), where meters have not yet been installed.

Conditions

The flat rate charge for service is not subject to cancellation or reduction for seasonal or temporary periods unless seasonal rates apply per this tariff. Flat rate charge will be the monthly minimum bill for this class of service and will be in addition to other charges as provided in this tariff. No reduction in rates will be made on any dwelling unit served by a single non-metered connection unless all dwelling units served by a non-metered connection are vacant and the water is shut off at the connection point.

“Dwelling unit” means any building, or portion thereof, which contains one or more units (owned, used, rented, leased, let, or hired out to be occupied) that are served through a single non-metered connection.

Monthly Charge

Rate

Each connection of customer (single connection)

\$45.00

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SCHEDULE NO. 2
METERED RATE SERVICE

Availability

This schedule is available in all Water Service Areas served by the Utility and at Utility's option and capability to maintain Department of Health's standards of quantity and quality.

Applicable

Applicable to each customer served by the Utility on a metered basis.

Conditions

The charge for this service is not subject to cancellation or reduction for seasonal or temporary periods, unless seasonal rates apply per this tariff. This charge will be the monthly minimum bill for this class of service.

All metered rate service base rate(s) have zero allowance for the water usage.
 Base rate charge(s) and water usage block(s) are modified by the meter size factor.

Usage rates for each block are shown per 100 cubic feet (cu.ft.).
 Billing for any block shall be calculated on a per cubic foot amount used and based on the usage rate charge of that block.

Monthly Charges

Each connection or customer.

Meter Size	Meter Size Factor	Base Rate	1 st Block (cu.ft.)	1 st Usage Rate	2 nd Block (cu.ft.)	2 nd Usage Rate	3 rd Block (cu.ft.)	3 rd Usage Rate
3/4-inch	1.00	\$45.00	0 – 400	\$4.25	401 – 900	\$5.00	Over 900	\$5.75
1-inch	1.67	\$75.00	0 – 667	\$4.25	668 – 1,500	\$5.00	Over 1,500	\$5.75
1 1/2-inch	3.33	\$150.00	0 – 1,333	\$4.25	1,334 – 3,000	\$5.00	Over 3,000	\$5.75
2-inch	5.33	\$240.00	0 – 2,133	\$4.25	2,134 – 4,800	\$5.00	Over 4,800	\$5.75
3-inch	10.00	\$450.00	0 – 4,000	\$4.25	4,001 – 9,000	\$5.00	Over 9,000	\$5.75

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SCHEDULE NO. 3
READY-TO-SERVE (RTS) SERVICE

Availability

This schedule is available in all Water Service Areas served by the Utility and at Utility’s option and capability to maintain Department of Health’s standards of quantity and quality.

Applicable

To any property owner who has completed and signed a Water Service Application, paid all applicable fees required for meter service connection, and had Water Service Application accepted in writing by the Utility: and for whom the Utility has installed the direct connection from the water system to the applicant’s property line. Applicable to any customer, where meters have not yet been installed.

This class of service is considered temporary.

Conditions

The charge for this service is not subject to cancellation or reduction for seasonal or temporary periods unless seasonal rates apply per this tariff. This charge will be the monthly minimum bill for this class of service. At the time water service begins, the customer shall be transferred to Schedule 2, Metered Service.

The Ready-to-Serve charge may be discontinued upon receiving written request from the customer or for non-payment of the Ready-to-Serve charge. Termination of the charge will allow the Utility to remove the service line and/or connection. This disconnection or removal will allow the Utility to make that available service capacity to supply other connections on the water system.

After a service line and/or connection has been removed for discontinued service, future service to the property will require a new application for service, payment of service connection charges, and will be subject to the availability of service capacity at such time as the future application for service is made.

Monthly Charge

Rate

Each connection or customer (single connection).

\$45.00

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SCHEDULE NO. 4
SERVICE CONNECTION CHARGE

Availability

This schedule is available in all Water Service Areas served by the Utility and at Utility’s option and capability to maintain Department of Health’s standards of quantity and quality.

Applicable

Applies to all new applicants for properties not currently served and within the Commission Service Area (as defined in the tariff) for the Utility only when surplus system capacity is available, and a direct connection can be made to an existing main that has adequate hydraulic capacity.

Conditions

1. A charge will be made the first time a customer's service pipe, 3/4-inch or smaller, is connected from the Utility's main to the customer’s property line. This charge does not include the cost of a service meter, or its installation. A service meter will be furnished, installed, and maintained by the Utility without direct cost to the customer.
2. The Utility owns and maintains all materials involved in making a service connection.
3. The service connection charge must be paid before the water is turned on.
4. In addition, when it is necessary to cross an existing road (by boring or cutting) the cost of the crossing and road permit fees or other charges, will be in addition to the Service Connection Charge.
5. Service meter will be placed in a suitable meter box located at the customer’s property line, except when this is not practicable. The service meter will be installed upon the customer’s premises in some convenient location approved by the Utility where the service meter, will at all times, be accessible for reading, inspection, and testing. (See Rule 9 & 10)
6. Service Connections will be installed within seven (7) days from payment, unless prior arrangements in writing are agreed upon by both the customer and the Utility. At the time the service connection is installed, the customer shall be transferred to Schedule 3, Ready to Serve.
7. Any Service Connection larger than 3/4-inch service requires a ‘Labor and Material Contract.’

Connection Charge

One-Time Rate

Service Connection Charge (3/4-inch service setting or smaller)

\$10,000.00

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SCHEDULE X
ANCILLARY CHARGES

Rule 5	Disconnection Visit Charge (per visit)	\$125.00
Rule 6	Reconnection Charge	\$250.00
Rule 11	Service Visit Charge	\$150.00
	Per Hour Charge	\$120.00
Rule 14	Late Payment Charge (whichever is greater) 2% of unpaid Balance or Minimum \$2.50, billed monthly	
Rule 20	Account Set-up Charge	\$55.00
Rule 21	NSF Charge (each check)	\$30.00
Rule 22	Water Availability Letter Charge	\$5.00
Rule 25	Seasonal Turn Off/On (per visit)	\$150.00

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