**HARRISON COUNTY UTILITY AUTHORITY**

**WATER AND WASTEWATER SERVICE POLICY**

 **Effective October 1, 2018**

WHEREAS, the Harrison County Utility Authority (aka HCUA) Board of Directors is responsible for the establishment of all policies, the Harrison County Utility Authority shall allow connection to the utility systems under its jurisdiction, where feasible, only as allowed by this Policy.

WHEREAS, the Harrison County Utility Authority is responsible for providing wholesale and retail water and wastewater services in accordance with its founding legislation and in accordance with its service agreements with its member agencies, HCUA shall receive, review and consider applications to connect to the HCUA system(s) to provide water and/or wastewater service to new users or to improve services and operations of existing utilities. Procedures for the implementation of this policy shall be developed by the HCUA staff and are available upon request.

**Three (3) types of connections:**

1. **Wholesale Connection** – This connection is to provide wholesale water and/or sewer services to a utility provider who is responsible for providing taps, billing, etc. to the individual users that will be connected to the system. Wholesale connections may be made with existing member agencies, public utility districts, public agencies/bodies who manage utility systems, and private developers with certificated areas approved by the MS Public Service Commission.
2. **Retail Connection** – This connection is to provide water and/or sewer services directly to the user. HCUA (or its assignee) would be responsible for providing the individual tap, billing, etc. to the applicant. Retail connections may be made with residential customers, commercial customers, industrial customers, institutional customers and/or public agencies/bodies. HCUA will not provide retail service within any certificated area without the written authority of the certificate holder.
3. **System Extension Connection** – This connection is to provide water and/or sewer services to additional users through an extension of the utility system by another party. These extensions would be designed and constructed at the expense of the applicant to be dedicated to HCUA upon satisfactory completion of construction in accordance with the HCUA standards. *(NOTE: All System Extension Connections require HCUA Board approval. The application and supporting documents will be reviewed by HCUA staff for completeness, for compliance with HCUA standards and to evaluate the proposed impact on the HCUA existing system. Deficiencies in the application and supporting documentation are the responsibility of the applicant to resolve to the satisfaction of the HCUA staff. Upon completion of review and evaluation, the application will be presented to the HCUA Board of Directors for their consideration and acceptance.)*

**Connection Application and Construction:**

Each wholesale and system extension application for a utility connection must be accompanied by specific engineering drawings and specifications showing, in detail, how the connection shall be accomplished. Each such application for connection shall include the specifications for all equipment/material required for the connection. Designs, materials/equipment and specifications must meet HCUA standards and all applicable regulatory requirements. Deviations from HCUA standards will be reviewed by HCUA staff for acceptability on a case-by-case basis. Where standards are not established, designs, materials/equipment and specifications will be reviewed for acceptability on a case-by-case basis.

If not connected to a centralized sewer system, the applicant/customer is responsible for providing/installing a Harrison County Health Department approved sewer system on property for which water service is requested. Such systems shall comply with MS Board of Health’s approved Individual Onsite Wastewater Disposal Systems (IOWDS).

Applications will be reviewed for completeness and compliance with HCUA standards by HCUA staff within 10 working days. Applicant will be notified, in writing, of any deficiencies in the application and supporting documents. It will be the responsibility of the applicant to correct/resolve any identified deficiencies.

Where required, it is the responsibility of the applicant to obtain approvals from regulatory agencies, including MS Department of Environmental Quality and/or MS Department of Health.

Furthermore, HCUA approval of a connection application does not relieve the applicant of its responsibility to obtain building permits or approvals that may be required by other state/local agencies.

Sewer shall be billed at a rate based on the potable water usage; or, in the event potable water is not available or is not metered, at a flat rate as set by the Harrison County Utility Authority, subject to annual review and adjustments.

All expenses incurred for connection onto any HCUA system shall be borne by the applicant. The Harrison County Utility Authority may, at their discretion, require a deposit in a sufficient amount to pay for all administrative fees, engineering inspection fees and other expenses anticipated by any such body.

The Authority may, at its discretion, choose to participate in the connection in order to provide for future growth. Subject to negotiations, the applicant shall be responsible for costs associated with their estimated percentage of the calculated capacity proposed addition.

Any applicant seeking to connect into a HCUA potable water line pursuant hereto shall be required to accept fire water and potable water for all purposes. Any such applicant that has an existing well may use the well only for irrigation purposes. Use of the HCUA water system shall require the on-site well to be disconnected from the potable water facilities. HCUA reserves the right to verify disconnection of the well. All connections to HCUA’s water system shall include a HCUA maintained meter, unless otherwise approved by HCUA Board of Directors.

HCUA may consider providing fire water service only on a case-by-case basis, subject to legal and technical review and recommendation.

The size, alignment, materials of construction, and the methods to be used in excavation, placing of the pipe, jointing, testing and backfilling the trench, shall conform to requirements of the Harrison County Utility Authority, the Mississippi Department of Health, the Mississippi Department of Environmental Quality, and all other applicable rules and regulations of the applicable entities or agencies.

NOW, THEREFORE, be it the policy of Harrison County Utility Authority, that no public agency/body, private company, corporation, firm, entity or individual shall be allowed connection to any utility system under the jurisdiction of Harrison County Utility Authority, except as expressly provided in this Policy.

**SCHEDULE OF FEES, RATES, TERMS AND CONDITIONS**

These account maintenance fees are hereby established and subject to annual review and adjustment by the HCUA Board of Directors. These fees are applicable to all retail customers (residential, commercial and industrial) and all non-member wholesale providers.

**ACCOUNT MAINTENANCE FEES** *(NOTE: The residential and commercial account setup and deposit fees are non-refundable.)*

Retail Residential $40 Account Set-up

$32.00 Water Deposit

$50.00 Sewer Deposit

Retail Commercial $40.00 Account Set-up

$50.00 Water Deposit

$100.00 Sewer Deposit

Wholesale (Non-member) $40 First Account Set-up

 $25 Each, Additional Point of Connection

Late Fee (Retail water & sewer service) $10.00/billing period

Late Fee (Wholesale water/sewer service) 5% of monthly bill or minimum of $20/billing period

Late Fee (Septage) 10% of monthly bill or minimum of $10/billing period

Insufficient Funds (NSF) $35.00 + any additional bank charges

Water Reconnection Fees:

1st Disconnect $25.00

All subsequent disconnects $50.00

Wastewater Reconnection Fees:

Reconnection of wastewater services will be dependent upon the type of

**SERVICE CONNECTION/RECONNECTION FEES**

These service connection fees (Tap Fees) are hereby established and subject to annual review and adjustment by the HCUA Board of Directors.

A Service Connection Fee will be required from each prospective retail and wholesale customer. Service Connection Fees do not include contribution-in-aid-of-construction or cost in connection with road bores, highway bores, levee crossings, creek crossings or other extraordinary circumstances. These costs will be charged as a direct pass-through and without mark-up to the customer.

Reconnection fees are established for the reconnection of water and wastewater systems that have been disconnected due to failure to pay their account in full. In accordance with the HCUA Cutoff Ordinance, water and/or wastewater services may be terminated for non-payment of users fees and for related purposes.

**There shall be two classes of Service Connection fees:**

**Class I** – Where service connections have been previously installed between the utility system and the property line (with appropriate service fittings.)

**Class II** - Where no service connection along a utility system exists from the system to the property line.

**RETAIL RESIDENTIAL - WATER**

**Class I** **– Existing Connection**

 **Size Amount**

3/4” $300.00

1” $400.00

1 1/2” $600.00

2” $800.00

>2” Cost TBD

**Class II- Connection to be Constructed**

**Size Amount**

3/4” $300.00 + Cost TBD

1” $400.00 + Cost TBD

1 1/2” $600.00 + Cost TBD

2” $800.00 + Cost TBD

>2” Cost TBD

Service connection fees for connections larger than that shown shall be actual expenses incurred by the Harrison County Utility Authority including, but not limited to, labor, materials, equipment and applicable taxes, all of which shall be subject to verification by the customer.

The Service Connection fee is a one-time fee for a given service location.

**RETAIL RESIDENTIAL – SEWER**

**Class I – Existing Connection**

 **Size Amount**

 4” $400.00

 6” $600.00

 8” $1,100.00

**Class II – Connection to be Constructed**

 **Size Amount**

 4” $400.00 + Cost TBD

 6” $600.00 + Cost TBD

 8” $1,100.00 + Cost TBD

Service connection fees for connections larger than that shown shall be actual expenses incurred by the Harrison County Utility Authority including, but not limited to, labor, materials, equipment and applicable taxes, all of which shall be subject to verification by the customer.

The Service Connection fee is a one-time fee for a given service location, as long as there has been no change in use.

**RETAIL COMMERCIAL - WATER**

**Class I – Existing Connection**

|  |  |
| --- | --- |
| Apartment/Unit | $300.00/Unit |
| Hotel/Unit | $300.00/Unit |
| Multi-Unit/Unit | $300.00/Unit |
| Business/Fixture | $50.00/Fixture |
| Restaurant  | $.30/Sq. Ft. of gross floor area |

**Class II** **– Connection to be Constructed** (Class I Fee + Cost of connection)

|  |  |
| --- | --- |
| Apartment/Unit | $300.00/Unit + Cost TBD |
| Hotel/Unit | $300.00/Unit + Cost TBD |
| Multi-Unit/Unit | $300.00/Unit + Cost TBD |
| Business/Fixture | $50.00/Fixture + Cost TBD |
| Restaurant | $.30/Sq. Ft. of gross floor area + Cost TBD |

**RETAIL COMMERCIAL - SEWER**

**Class I - Existing Connection:**

|  |  |
| --- | --- |
| Apartment/Unit | $300.00/Unit |
| Hotel/Unit | $300.00/Unit |
| Multi-Unit/Unit | $300.00/Unit |
| Business/Fixture | $50.00/Fixture |
| Restaurant | $.30/Sq. Ft. of gross floor area |

**Class II** **– Connection to be Constructed** (Business/Class Fee I + Cost)

|  |  |
| --- | --- |
| Apartment/Unit | $300.00/Unit + Cost TBD |
| Hotel/Unit | $300.00/Unit + Cost TBD |
| Multi-Unit/Unit | $300.00/Unit + Cost TBD |
| Business/Fixture | $50.00/Fixture + Cost TBD |
| Restaurant | $.30/Sq. Ft. of gross floor area + Cost TBD |

Service connection fees for connections larger than that shown shall be actual expenses incurred by the Harrison County Utility Authority including, but not limited to, labor, materials, and applicable taxes, all of which shall be subject to verification by the customer.

The Service Connection fee is a one-time fee for a given service location, as long as there has been no change in use.

**RETAIL SERVICE RATES**

These retail service rates are hereby established and subject to annual review and adjustment by the HCUA Board of Directors. These rates shall apply to all HCUA retail service customers. Wholesale rates will be established separately for wholesale customers. HCUA member agencies will continue to be charged in accordance with the member agreements.

All water service connections within the jurisdiction of the member agencies shall be reviewed on a case by case basis according to the particular requirements of the service. The meter, tap, valves, prv and/or bfp shall be installed, operated and maintained by the member agency subject to HCUA access.

Water Service will be disconnected for non-payment of either water and/or sewer fees. Disconnection or Cut-off applies to all non-member, residential, commercial, industrial and institutional customers. The customer will be disconnected after the 2nd month of continuous non-payment of the monthly service fee, including late payments. The customer will be subject to reconnection fees and monthly fees when reestablishing water service.

Where feasible, sewer service may be disconnected or terminated for non-payment of sewer service fees, on a case-by-case basis. Disconnection or Cut-off applies to all non-member, residential, commercial, industrial and institutional customers. Subject to occurrence of the HCUA Board, a non-paying sewer customer may be disconnected after the 3rd month of continuous non-payment of the monthly service fee, including late payments. The customer will be subject to reconnection fees and monthly fees when reestablishing water service.

**Retail Residential Water Rate:**

Water service is available to residential customers under this Rate Schedule subject to the Service Rules and Regulations.

Monthly Volume Rate:

0 – Unlimited gallons $2.65 per thousand gallons

Minimum Bill for metered Users $15.00 per month

Monthly Bill for non-metered Users

 (Service Connections 1 inch or less) $20.00 per month

**Retail Residential Sewer Rate:**

Sewer service is available to residential customers under this Rate Schedule subject to the Service Rules and Regulations and the Service Extension Policy.

Monthly Volume Rate:

 0 – 3,000 gallons $20.00

 > 3,000 gallons $2.97 per thousand gallons

 Minimum Bill $20.00 per month

 Monthly Flat Rate (Gravity Service) $35.00 per month

Monthly Rate (Grinder/Step Systems) $40 per month

(NOTE: The Flat Rate only applies to customers receiving gravity sewer service and not metered water service.

**Retail Commercial Water Rates:**

Water Service is available to commercial customers under this Rate Schedule subject to the Service Rules and Regulations and the Service Extension Policy.

Monthly Volume Rate:

**Small ≤ 2” Service**

0 – Unlimited gallons $2.65 per thousand gallons

Minimum Bill $30.00 per month

**Large > 2” Service**

0 – Unlimited gallons $2.65 per thousand gallons

Minimum Bill $60.00 per month

**Fire Protection Service (< 4” Service) $25.00 per month**

**Retail Commercial Sewer Rates:**

Monthly Volume Rate:

 **Small ≤ 2” Service (water) Meter**

 Minimum Bill $20.00 per month

> 3,000 gallons $2.97 per thousand gallons

**Sewer Service with no HCUA Water Meter**

 \*Flat Rate (Gravity Sewer Service) $35.00 per month

 (\*The Flat Rate only applies to customers receiving gravity sewer service and not metered water service.)

 Monthly Rate (Grinder/Step Systems) $40 per month

 **Large > 2” Service (water)**

 Minimum Bill $50.00 per month

> 10,000 gallons $2.97 per thousand gallons

 \*Flat Rate $3/fixture/unit or $10/unit or a minimum of $50.00 per month

\*The Flat Rate only applies to customers receiving sewer service and not metered water service.

**Public Industrial Park Sewer Rates:**

Monthly Volume Rate:

 Minimum Bill $20.00 per month

> 3,000 gallons $1.50 per thousand gallons

**WHOLESALE NON-MEMBER SERVICE RATES**

Non-Member Wholesale Customers

Water Rate $2.30 per thousand gallons

Sewer Rate $2.97 per thousand gallons

Tap/Connection Fee:

 Water System $500 + Cost TBD (cost for CTS including pipe, valves, meter and PRV or Backflow Preventer)

 Sewer System $500 + Cost TBD (cost for meter, connection/tap to gravity ss line, force main or mh)

 Residential Water Service (≤ 1” meter) $500 + Cost TBD (cost for tap, valve, PRV or BFP)

 Residential Sewer Service $400 + Cost TBD (cost for tap to gravity sewer line, low pressure force main or manhole)

 Commercial Water Service ((≤ 1” meter) $500 + Cost TBD (cost for tap, valve, PRV or BFP)

 Commercial Water Service ((> 1” meter) $500 + Cost TBD (cost for tap, valve, PRV or BFP and meter)

 Commercial Sewer Service $500 + Cost TBD (cost for tap to gravity ss line, low pressure force main or mh and \*meter)

With prior written approval by HCUA, the Private Utility provider may install the required/approved improvements (in accordance with HCUA standards) at their cost with HCUA performing inspection of installation eliminating the need for HCUA incurred installation costs. The minimum Tap/Connection fee will still apply.

**WASTE DISPOSAL SERVICES**

Waste Hauler Disposal Services

Annual Permit $100.00

Disposal Rate $.10 per gallon

Minimum Load Rate $50.00

Grease Disposal Services

Annual Grease Hauler Permit $100.00

Annual Grease Generator Permit $120.00 per generator

**TEMPORARY WATER USAGE**

Construction

Application Fee $100.00

Meter & Backflow Preventer (HCUA provided) $100.00/day

Meter & Backflow Preventer (Contractor provided) $20.00/day

Rate

Minimum $50.00

Rate/Gallon $5.00 per thousand gallons

Dailey Charge $25/day