

RULES AND REGULATIONS
 ROLLING HILLS NUMBER FOUR
 IMPROVEMENT AND SERVICE DISTRICT
 CONVERSE COUNTY, WYOMING

I certify that the attached is a true and correct copy of the Rules of the Rolling Hills Number Four Improvement and Service District, Converse County, Wyoming, relating to rules of practice governing contested cases and hearings and the use and operation of the water facilities of the District, adopted in accordance with Chapter 12, Section 18-12-101 et. seq. and Chapter 4, Section 9-4-101 et. seq. of the Wyoming Statutes 1977, as amended. These are new rules.

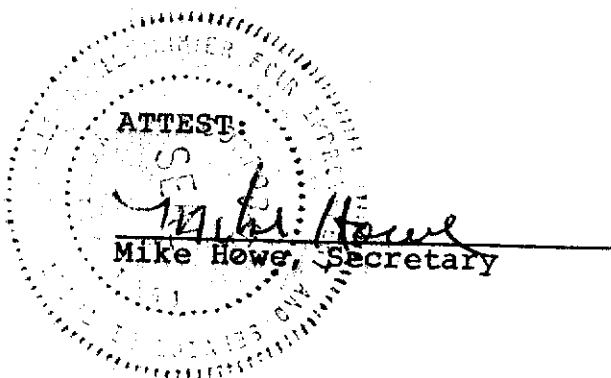
Prior to adoption these Rules were made available for public inspection on the 31st day of August, 1982, and notice of their intended adoption was published in the Glenrock Independent, a newspaper of general circulation in Converse County, Wyoming, on September 2, 1982 and September 9, 1982 and mailed to all residents of the District.

The attached Rules are effective immediately upon filing with the County Clerk of Converse County, Wyoming.

Signed this 1st day of October, 1982.

ROLLING HILLS NUMBER FOUR
 IMPROVEMENT AND SERVICE DISTRICT,
 Converse County, Wyoming

By Glenda Colson
 Glenda Colson, Chairman
 Board of Directors



RECORDED	Oct 19	19 82	AT 9:50	CLOCK a M.
IN BOOK	787	OF	misc	PAGE 597
NO.	615167			DOROTHY L. TAYLOR COUNTY CLERK

TABLE OF CONTENTS

CHAPTER I

GENERAL PROVISIONS

<u>Section No.</u>	<u>Subject</u>	<u>Page No.</u>
1	Authority	1
2	Definitions	1
3	Amendments	1

CHAPTER II

RULES OF PRACTICE AND PROCEDURE

1	Initiation	1
2	Petitions	1
3	Service of Petition	2
4	Answer	2
5	Docket	2
6	Default	3
7	Disposition without Hearing	3
8	Motions	3
9	Depositions and Discovery	3
10	Pre-Hearing Conference	3
11	Hearing	3
12	Subpoenas	4
13	Order of Procedure at Hearing	4
14	Witnesses to be Sworn	5
15	Rules of Civil Procedure to Apply	5
16	Attorneys	6
17	Reporter	6
18	Decisions, Findings of Fact and Conclusions of Law and Order	6
19	Rate Making, Price Fixing and Licensing	6
20	Appeals to District Court	7
21	Transcript in Case of Appeal	7
22	Procedure Act	7
23	Severability	7

TABLE OF CONTENTS

BOOK 787 PAGE 599

CHAPTER III

RULES AND REGULATIONS GOVERNING THE USE
OF THE WATER FACILITIES OF THE DISTRICT

<u>Section No.</u>	<u>Subject</u>	<u>Page No.</u>
1	Definitions	7
2	Operation	9
3	Permit	9
4	Connections	11
5	Installation and Maintenance	12
6	Prohibitions	13
7	Rates	13
8	Water Supply Emergency	14
9	Delinquent Accounts	14
10	Meter Readings	15
11	Responsibility for Charges	15
12	Penalties	15

100 - 787 - 600

CHAPTER I

GENERAL PROVISIONS

Section 1. Authority. These rules are promulgated as authorized by Sections 18-12-114, 18-12-139 and 9-4-101 to 9-4-115 of the Wyoming Statutes Annotated, 1977 Republished Edition, as amended.

Section 2. Definitions. The following definitions shall prevail in these rules:

a. "Board": The Board of Directors of Rolling Hills Number Four Improvement and Service District, Converse County, Wyoming.

b. "District": The Rolling Hills Number Four Improvement and Service District, Converse County, Wyoming.

c. "Chairman": The Chairman of the District Board of Rolling Hills Number Four Improvement and Service District, Converse County, Wyoming, or in his absence the Vice-Chairman or other member of the Board designated by the Board to preside at any hearing.

d. "Secretary": The Secretary of the District Board of Rolling Hills Number Four Improvement and Service District, Converse County, Wyoming.

e. "Contestant": Any person whose legal rights, duties or privileges are required by law to be determined by the Board in a hearing before the Board.

Section 3. Amendments. Amendments to these Rules shall be promulgated and become effective as provided in Sections 9-4-103 and 9-4-104, Wyoming Statutes, 1977, as amended.

CHAPTER II

RULES OF PRACTICE AND PROCEDURE

Section 1. Initiation of Contest. All contested cases to which these rules of practice and procedure apply shall be initiated either by the Board or by a Contestant, upon a written verified petition wherein shall be alleged the acts or omissions from which the contestant is aggrieved or adversely affected. The petition shall be filed within ten (10) days of the act or omission from which the petitioner is aggrieved or adversely affected.

Section 2. Petitions. The Verified Petition shall be filed with the Secretary of the Board and shall set forth:

600-1-145

BOX 787 & 801

a. The name of the agency to which the Petition is directed.

b. The name and address of each contestant and his attorney, if any.

c. The legal description and a plat plan of real property involved in the contest, if any.

d. A statement in ordinary and concise language, of the facts upon which the Petition is based including reference of statutory law, ordinances, rules, regulations and orders, and including any instruments or documents, involved in the allegations therein contained.

e. A concise request or prayer for the specific relief desired.

Section 3. Service of Petition. The Petitioner shall cause to be served upon the Board and all persons named in the Petition a full, true and correct copy thereof. Service shall be made personally or by registered or certified mail with return receipt thereof in accordance with the provisions of Rule 4, Wyoming Rules of Civil Procedure. In all cases involving an agency, board or commission of the District, service shall be made upon the Chairman of the District and the Chairman of the board or commission involved. Proof of service shall be made in accordance with the provisions of said Rule 4.

Section 4. Answer. The Board or all persons against whom the Petition has been filed shall be allowed twenty (20) days from and after the date of service of the Petition within which to file with the Secretary of the Board his, her or its answer or other appearance. A copy of such answer or other appearance shall be served upon the Petitioner in accordance with the provisions of Rule 5, Wyoming Rules of Civil Procedure.

Section 5. Docket. When a proceeding is instituted by the filing of a Petition as herein provided, the Secretary shall assign it a number and enter it with the date of its filing on a separate page of a docket provided for that purpose. The Secretary or any designated deputy shall keep separate dockets for the Board and all other agencies, boards or commissions of the District, unless such agency, board or commission has an approved Secretary, and shall establish a separate file for each docketed case, in which shall be placed all pleadings, documents, papers, transcripts, evidence and exhibits pertaining thereto, and all such items shall have noted thereon, the docket number

assigned, and the date of filing. There shall be a filing fee in the amount of \$20.00 which shall be paid to the Secretary at the time of filing of the verified petition.

Section 6. Default. In the event of failure of either the Board or Contestant, as the case may be, to answer or otherwise appear within the time allowed by these rules, and provided that Section 3 hereof has been complied with, the Board or Contestant so failing to answer or otherwise appear shall not be allowed to answer or otherwise appear, and after written notice to the petitioner, the proceeding will be brought before the Board for consideration and appropriate action.

Section 7. Disposition Without Hearing. Any proceeding initiated hereunder may be concluded by stipulation, agreed settlement, consent order or default of the parties or motion and order of dismissal if such disposition is approved by the Board. If a proceeding is so disposed of, an appropriate order shall be entered and included in the case record.

Section 8. Motions. The Board may, after ten (10) days notice given in accordance with Section 11 hereof, hear any motion filed in connection with any proceeding initiated pursuant to these rules.

Section 9. Depositions and Discovery. Any party to a proceeding initiated pursuant to these rules may take depositions and discovery in accordance with Section 9-4-107, Wyoming Statutes, 1977, as amended.

Section 10. Pre-Hearing Conference. Prior to the day of hearing, the Board may direct the parties to the proceeding or their attorneys to appear before the Board for a pre-hearing conference.

Section 11. Hearing. After the issues of the case have been joined the Board shall set a date, time and place for hearing. The Board shall give notice of hearing to all parties to the proceeding in accordance with the provisions of Section 9-4-107, Wyoming Statutes, 1977, as amended. Such notice shall be given personally or by certified or registered mail with return receipt thereof not less than fifteen (15) days prior to the date of hearing. If notice of hearing is given by mail, the computation of time shall begin to run on the date the notice is deposited in the United States mail. All issues and matters involved in a proceeding shall be presented on behalf of the Board by an

officer or agent of the Board as designated by it. Any Contestant may be represented personally or by counsel subject to the provisions of Section 16 hereof.

Section 12. Subpoenas. The presiding officer of the Board shall, upon written request of any party to the proceeding, issue subpoenas for the appearance of witnesses and the production of books, papers or other documents or subpoenas duces tecum in accordance with the provisions of Section 9-4-107, Wyoming Statutes, 1977, as amended.

Section 13. Order of Procedure at Hearing. As nearly as may be, hearings shall be conducted in accordance with the following order of procedure:

a. The presiding officer of the Board shall announce that the hearing is convened, call off the docket number and title of the matter to be heard, direct that the Formal Notice of Hearing given by the Board be read into the record, and shall note for the record all subpoenas issued and all appearance of record including Contestants and their counsels of record.

b. The Petitioner or his or its agent or attorney shall be allowed to make an opening statement to briefly explain his position to the Board and to outline the evidence he proposes to offer.

c. The Petitioner or his or its agent or attorney shall thereupon proceed to present his evidence. Witnesses may be cross-examined by the other parties and may be examined by members of the Board. All exhibits offered by and on behalf of the Petitioner shall be marked by letters of the alphabet beginning with "A".

d. The other party or parties shall, in the order of answers or appearances made, be heard in the same manner as the Petitioner.

(1) They shall be allowed to make an opening statement in the same manner and for the same purpose as the Petitioner.

(2) Their evidence, witnesses and exhibits shall be presented and heard in the same manner as allowed the Petitioner and their exhibits shall be marked by numbers beginning with "1".

e. The Board may, in its discretion, allow evidence to be offered out of order.

f. At the conclusion of the presentation of the other party's evidence, the Petitioner may present rebuttal evidence.

g. At the conclusion of the Petitioner's rebuttal evidence, or if there is no rebuttal evidence, at the conclusion of the other party's evidence, the Chairman of the Board shall declare the evidence closed.

h. Closing statements will be made in the following sequence:

- (1) Petitioner
- (2) Other party or parties
- (3) Petitioner in Rebuttal

The time for oral argument or closing statement may be limited by the Board.

i. After all the proceedings have been concluded, the Board shall declare the hearing closed. Any party may tender briefs of law to the Board and the Board may call for such briefs as they may deem advisable or grant a party a reasonable time within which to prepare and submit briefs to aid the Board in arriving at a decision. The Board shall take the case under advisement and shall declare that its decision will be announced within a reasonable time following consideration of all the matters presented at the hearing.

Section 14. Witnesses to be Sworn. All persons testifying at any hearing pursuant to these rules shall stand and be administered the following oath by either the presiding officer or secretary of the Board:

"Do you swear (or affirm) to tell the truth, the whole truth and nothing but the truth in this hearing now before the (name of agency)?"

Section 15. Applicable Rules of Civil Procedure to Apply. The rules of practice and procedure contained in the Rules of Civil Procedure of the State of Wyoming, insofar as the same may be applicable and not inconsistent with the laws of the State of Wyoming shall apply in all hearings before the Board. For the application of such rules, the secretary is designated to be in the same relationship to the Board as the clerk of court is to a court.

Section 16. Attorneys. The filing of an answer or other appearance by an attorney constitutes his appearance for the party for whom the pleading is filed. The Board shall be notified in writing of his withdrawal from any hearing. Any person appearing before the Board at a hearing in a representative capacity shall be precluded from examining or cross-examining any witness unless such person shall be an attorney licensed to practice law in the State of Wyoming, or a non-resident attorney associated with a Wyoming attorney qualified to practice law in the State of Wyoming. This rule shall not be construed to prohibit any person from representing himself in any hearing before the Board.

Section 17. Record of Proceedings - Reporter. When oral testimony of witnesses is taken in contested cases before the Board, the proceedings, including all testimony, shall be reported verbatim, stenographically or by any other appropriate means determined by the Board. If a reporter is used to record the proceedings, the compensation of such reporter shall be paid by the unsuccessful party or as otherwise ordered by the Board. If a transcript of testimony is required in the subsequent Board deliberations, the cost thereof shall be furnished to the Board by the unsuccessful party.

Section 18. Decisions, Findings of Fact and Conclusions of Law and Order. The Board shall, following the full and complete hearing, make and enter a written decision and order in all contested cases, in accordance with the provisions of Section 9-4-110 Wyoming Statutes, 1977, as amended. Such decisions and orders shall be filed with the Board and will, without further action, become the decision and order as a result of the hearing. Forthwith upon entry and filing, the Board shall send a copy by prepaid mail to each party or their attorneys of record.

Section 19. Rate Making, Price Fixing and Licensing. In all contested cases conducted in accordance with these rules of practice and procedure, the subject of which is rate making, price fixing or licensing, the decision of the Board shall be final and shall not be subject to review or re-hearing by the Board. Subsequent Petitions requesting the same or similiar relief shall not be accepted by the secretary or considered by the Board subject to these rules for a period of twelve (12) months following the entry of the decision of the Board.

BOOK 787 606

700 785

Section 20. Appeals to District Court. Appeals to the District Court from decisions of the Board are governed by Section 9-4-114, Wyoming Statutes, 1977, and the applicable Rules of Civil Procedure promulgated by the Supreme Court of the State of Wyoming.

Section 21. Transcript in Case of Appeal. In case of an appeal to the District Court, the party appealing shall secure and file a transcript of the testimony and all other evidence offered at the hearing which transcript must be verified by the oath of the reporter, or transcribed as a true and correct transcript of the testimony and other evidence in the case. The compensation of the reporter for making the transcript of the testimony and all other costs involved in such appeal shall be borne by the party prosecuting such appeal.

Section 22. Wyoming Administrative Procedure Act. In all proceedings before the Board pursuant to these rules, the Wyoming Administrative Procedure Act (9-4-101 through 9-4-115, Wyoming Statutes, 1977, as amended) shall apply. If a conflict arises between said Act and these rules, the Act shall supercede these rules.

Section 23. Severability. If any provision of these rules or the application thereof to any persons or circumstance is held invalid, such invalidity shall not affect other provisions or applications of these rules which can be given effect without the invalid provision or application and to this end the provisions of these rules are severable.

CHAPTER III

RULES AND REGULATIONS GOVERNING THE USE OF THE WATER FACILITIES OF THE DISTRICT

Section 1. Definitions. For the purposes of this Chapter, and except in those cases where a different meaning is clearly indicated by the context, the following words and phrases shall have the meanings respectively ascribed to them by this Section:

- a. "Person" shall mean and include any natural person, family, organization, corporation or business firm.

b. "Consumer" shall mean and include any person defined in a. above residing in, using or operating from any dwelling or business unit within Rolling Hills Number Four Improvement and Service District (herein called "District") and using water from the District. No group or persons occupying several or separate units of any dwelling or business unit or establishment shall act as a single unit in the purchase of water from the District for the purpose of being deemed a single customer. Any persons operating or conducting a business requiring separate water service at two (2) or more separate establishments shall, for the purposes of this Section, be deemed a user in each of the separate businesses, and charges for water service furnished by the District from each of the separate businesses shall be imposed against the person, the same as though such person were actually two (2) separate customers.

c. "Water", "water system", "water line", "main line", "water main" and "water plant" mean the water system of the District or the designated part thereof, and any named part of a water line means such part of, or such appurtenance to the District water line or system, or to a line or part thereof.

d. "District service line" shall be construed to mean that portion of a line serving an individual consumer from the point where it connects to the District main line to the curb stop. The meter, wherever located, shall be the property of the District and shall be deemed part of the District's service line.

e. "Consumer service line" shall be construed to mean that portion of an individual service line extending from the curb stop to the consumer's facilities.

f. "Rates for water use" shall be construed to mean the minimum charge for service and the charges per gallon for water as from time to time specified by Resolution of the District Board of Directors.

g. "Water hookup" shall mean the connection of a consumer service line to the main line or a service line and shall include all valves, curb stops, saddles, line and other necessary appurtenances to provide service from the main to the consumer's service line and shall include the meter.

Section 2. Operation of Water System.

a. The District shall operate, maintain and regulate the distribution of water within the District for the purpose of extinguishing fires, and for supplying the inhabitants of the District with water for domestic, manufacturing, irrigation and other purposes. The operation and regulations shall comply with appropriate provisions of Wyoming state law. The water supply and distribution system shall hereafter be known as the "Rolling Hills Number Four Water System". The District Board of Directors shall establish and enact regulations governing all matters pertaining to the operation and/or maintenance of the water system and all additions thereto to include the attachment of individual and private lines thereto, and to the dispensing of water service by means of the water system, or any line thereof, to persons having or who may hereafter make or acquire any attachment to the water systems, or to any line thereof. Failure to comply with such regulations herein contained shall be deemed a violation of these Rules punishable as provided herein.

b. All fire hydrants shall be a part of the water system and shall be kept in good repair by the administrative officials of the District or their authorized agents. Every fire hydrant shall be tested at least annually. No person other than one designated by the administrative official of the District or a member of the Rolling Hills fire department shall open or operate any fire hydrant without permission from the District's administrative officials and such permission must be obtained in writing.

Section 3. Permit Required for Service.

a. Any person desiring to make a connection to the water system or to use water therefrom shall make written application to the District's administrative official or his designated representative and shall not make such hookup or commence to use water without such permit.

b. There shall be three (3) types of permits to make connections with the water system of the District:

- (1) A permit for the purpose of connecting a water service line from a main of the water system to the property to be served or taking water to the property from an existing line, for the purpose of taking and using water for normal domestic purposes.

203 787 788

787 609

(2) A permit to connect an enlarged tap or hookup to the water system for the purpose of normal domestic purposes.

(3) A permit to install a frostproof vault, riser and necessary appurtenances.

c. The permit issued shall state the name of the person to whom issued, the address of the property involved, the date of issuance of the permit, the size of the tap or hookup and type of permit and the purpose for which the water is to be used.

d. Upon application, the consumer shall make a deposit to guarantee payment of the water bill in such amount as the Board shall from time to time determine by Resolution. Such deposit shall be refunded upon termination of service and payment of any outstanding balances owed for District utility services.

e. A copy of the permit shall be forwarded to the District's administrative official in order that service may be provided; the original shall be maintained in the office of the District treasurer and the third copy shall be given to the applicant. No person other than a designated official or employee of the District shall be authorized to open any and all necessary valves, curb stops or meters to divert water from the District's service line into the customer's service line.

f. In cases where no line is existence, the permit will not be issued until the necessary hookup fee for service has been paid.

g. The application permit issued pursuant to the above procedures shall constitute an agreement and contract by and between the District and the consumer capable of being enforced in the same manner as that in which any contract of similar nature, by and between private parties, is enforced.

h. Upon notification of application for water service, whether or not a service line exists, it shall be the duty of the District's designated official or employee to make a regular inspection of the premises, consumer service line and all fixtures and appurtenances thereto as soon as practical, and to order any repair or replacement thereof or improvement or maintenance of any of the same or any part thereof which may be necessary in order that the facilities may comply with the District's specifications for its water system. It shall be the duty

BOOK 787 PAGE 610

11045 787

of the consumer and landowner to comply with all orders of the authorized officers or employees of the District as soon as possible.

Section 4. Connections and Hookups.

a. Within the District there shall be a connection charge which shall be specified by Resolution and which shall cover the items listed in the definition of a hookup in Section 1. of these Rules. The fee must be paid prior to the installation of the hookup upon application for service to the District. Hookups shall be made by contractors supervised by District personnel.

b. It shall be unlawful for any person not authorized by the District to hookup or connect to any part of the water system. All hookups or connections shall be made in accordance with the terms and conditions of the permit issued therefor, and shall be at the expense of the person requesting the hookup.

c. Service lines, including meters and meter risers, shall be installed only by a licensed plumber, and such service lines shall not be installed without permission of the District and shall be subject to inspection by the District. Service lines shall be installed at the sole cost and expense of the consumer.

d. Service lines shall meet the current specifications and plumbing codes for public improvements within county subdivisions, including the following:

- (1) All service line shall be of copper, cast iron or other suitable material as determined by the District. Corporation stops, water-risers and service lines shall be of a size specified by the District.
- (2) Curb stops as specified by the District, buried five and one-half feet (5½') shall be used and minimum curb box top sections shall be one and one-half inch (1½") in diameter.
- (3) The water service line from the street main to the consumer's distribution system shall be of sufficient size to furnish an adequate flow of water to meet the requirements of the facilities at peak demand and in no event shall be less than three-fourth inch (3/4") nominal diameter.

(4) Except where circumstances make it impractical, all meters shall be installed in basements of buildings having basements. If the building has no basement or if such installation is impossible, the District shall direct the contractor or consumer as to where the meter should be located. Basement meters shall be equipped with remote readouts attached to the outside of the building. It shall be the responsibility of the consumer or owner of the property to keep the remote readout in good condition and repair.

(5) All service lines shall be laid five feet (5') below the established grade of the street from the water main to the meter or meter vault. When the main is of greater or less depth, the service line shall be brought to the required depth as soon as possible after leaving the hookup.

e. Each property shall be served by its own service line and no connection with the water system shall be made by extending the service line from one property to another property. In cases where service lines were extended from one property to a different property prior to the adoption of this Section, the continued use of such extension shall be permitted until replacement is necessary, at which time the owners of the property served by such extension shall be responsible to discontinue use of the extended service line; provided that this Section shall not be construed as prohibiting a single service line to serve a single structure under one roof occupying more than one property.

Section 5. Installation and Maintenance of Equipment for Service.

a. Any person installing equipment for water service from the District water system shall be required to or have installed, at his own expense, all equipment for the conveyance of water from the District service line, as herein defined, to whatever outlet that may be established. In the case of any breakage occurring in the consumer service line necessitating repair or replacement, it shall be the duty of the person owning the property in which such line is installed to make repairs or replacements. The maintenance of all water lines, exclusive of consumer service lines, and consumer service facilities, shall be the responsibility of the District.

BOOK 787 612

810 785

b. Where a meter is damaged or broken without fault of the water user by freezing, steam, hot water or other cause, the District shall repair or replace the meter one time at the expense of the District and shall notify such water user of the cause of the damage and the procedure necessary to prevent the recurrence thereof. After the first such repair or replacement, the water user shall be liable for the expense of such subsequent meter injury from the same cause.

Section 6. Prohibitions. The following activities in regard to the water system and use of District water are prohibited:

a. It shall be unlawful for any meter user or any other person to tamper or interfere with any meter or meter seal or to so arrange his water service or piping so that the use of water will not actuate the meter or will actuate it in an inaccurate manner.

b. No person shall trespass upon the property of the water system, make any hookup(s) to the water mains or make any connections therewith, in any manner interfere with the water system or the property, equipment, pipes, valves or any other appliances of the water system, or change or alter the position of any valve or appliance regulating the flow of water in any pipeline.

c. No person shall have a cross connection between a private line carrying well water and a line carrying water from the water system.

d. No person having water service shall permit any other person to take or use water from his water service for use on property not connected to the District water system.

e. The use of water from the water system for commercial or agricultural purposes is prohibited, except with the express prior written consent of the District Board of Directors.

f. Water shall not be obtained for commercial purposes from fire hydrants except with specific written permission of the District Board of Directors and in conformance with regulations for such use.

Section 7. Water Rates. Water rates for service in the District shall be established by Resolution of the District Board of Directors as from time to time required.

In addition to the water rates, a deposit shall be required of all customers in accordance with Section 3.d. above.

Section 8. Water Supply Emergency. In the event of a water emergency wherein the District is unable to meet normal demands for the season during which the emergency occurs, the following actions may be taken by the District Board of Directors to reduce water consumption:

a. If the water shortage is acute, the Chairman of the District Board of Directors may impose temporary restrictions upon consumption which shall remain in effect for not more than ten (10) days, until a meeting of the Board of Directors can be called and held. These restrictions shall be reasonable in dealing with the shortage and shall have the force of law and violation of the restrictions imposed shall be deemed a violation of these Rules.

b. The Board of Directors may pass by Resolution water restrictions to cope with the emergency, which shall have the force of law and any violation thereof shall be considered a violation of these Rules. In the event that emergency restrictions are adopted by the Chairman, the Board of Directors shall call and hold a meeting within ten (10) days thereafter for the purpose of ratifying, modifying or repealing the restrictions imposed by the Chairman under the emergency powers provisions of these Rules. As soon as practical after the end of the emergency and at a meeting, the Board of Directors shall rescind emergency restrictions on water.

c. Emergency restrictions adopted by the Board of Directors shall be published in a newspaper of general circulation in the county as soon as possible and shall also be posted in prominent places so as to inform the owners within the District of the restrictions.

Section 9. Delinquent Water Accounts.

a. Water bills shall be due and payable on the 10th of each month. Upon non-payment of a water bill after a period of forty (40) days, a written notice of delinquency shall be sent to the address of the person in whose name the service is listed which shall specify the amount due. If payment is not made within ten (10) days after notification of delinquency, a notice of shut-off shall be sent by certified mail and failure to pay within ten (10) days shall result in shut-off of water service.

610-787

b. If water service is shut-off for non-payment, a fee will be assessed. The fee plus the delinquent balance must be paid before service will be resumed; and in addition, a turn-on fee shall be assessed to have service resumed. The amount of the shut-off fee and the turn-on fee shall be established by Resolution of the Board of Directors as from time to time required.

c. If the delinquent amount is not paid within ten (10) days after service is discontinued, the deposit shall be applied to the account to cover as much of the delinquent charge as possible. In order to resume service, it will be necessary for the customer to pay the delinquent bill, turn-off charges and to reimburse the deposit to the standard deposit level.

Section 10. Monthly Reading of Meter.

a. All water meters shall be read once a month and a proper record of the water consumption through such meter kept by the designated administrative official of the District in permanent form, but failure of such official to so read such meters shall not be deemed to be a waiver upon the part of the District of any of the obligations of payment upon the part of the owner or occupant of such premises.

b. Right of entry to read, inspect, test, etc.: Employees of the District shall have the right to enter upon and return from property upon which a water meter is located at any time during reasonable working hours for the purpose of reading, inspecting, testing, repairing, adjusting, relocating, removing or replacing the meter.

Section 11. Landowner Responsible for Charges. The landowner of record shall be responsible for payment of all charges for his property and enforcement actions shall be taken against the property owner. If the account becomes delinquent and the deposit is not sufficient to cover the amount of the bill, the delinquent amount shall become a lien against the property which must be satisfied before the property is sold. The District Board of Directors or their designated administrative officials shall file such lien in the county clerk's office in a manner prescribed by law.

Section 12. Penalties. Any person violating any of the provisions of these Rules shall be given written notice specifying the nature of the violation. The person to whom such notice is sent shall have ten (10) days after receipt of such notice within which to correct all violations specified in the notice and come into compliance with the provisions of these Rules. If such person fails, refuses or

neglects to correct all violations and comply with the provisions of these Rules within said ten (10) days time period, the District, or any authorized official or employee thereof, shall have the right and authority to disconnect and discontinue any and all water service to the property upon which the violation has occurred or is occurring, and/or to the property of the person who has committed the violation.

Water service shall not be restored to such person or property until the violation(s) have been corrected. The above procedures shall be without prejudice as to any other legal or equitable actions or remedies which may be available to the District, or its authorized officers, agents or employees in the enforcement of the rules and provisions set forth in this Chapter, or in the collection of any damages which the District may incur by the violation.

ROLLING HILLS NUMBER FOUR IMPROVEMENT AND SERVICE DISTRICT

TO

THE PUBLIC

FILING NO. _____
 OFFICE OF THE REGISTER OF DEEDS
 STATE OF WYOMING }
 County of Converse

This instrument was filed for record this _____
 day of OCT 13 1982 A.D. 19____
 at 9:50 o'clock P. M. and duly
 recorded in Book 787 on Page 597

Dorothy L. Taylor
 County Clerk and Ex-Officio Register of Deeds

Vine Case