



Rules & Regulations For Customer Service

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Hopkinsville Water Environment Authority
401 East Ninth Street ~ P.O. Box 628
Hopkinsville, KY 42241-0628
T 270-887-4246

EXCELLENCE - INTEGRITY - COMMUNITY

INFORMATION TO CUSTOMERS

HWEA will provide customers information regarding rates and policies upon request. HWEA will also provide a statement of monthly consumption for the previous twelve months of a customer's account upon request. Customer information is only given after a customer provides proper identification to ensure they are the account holder. HWEA may utilize information channels such as newspapers, radio, mail, and or television to inform customers as necessary.

Please see our website, www.hwea-ky.com, for further details.

HOURS OF OPERATION

Monday - Friday
Monday - Friday

Drive-Thru 7:30 AM - 4:30 PM
Main Office 8:00 AM - 4:30 PM

AFTER HOURS

After 4:30 PM Monday - Friday & Weekends

T# 270-887-4246 - Main Office
T# 270-887-4232 - After Hours

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MISSION STATEMENT

Our mission at HWEA is to produce safe, clean, high quality water, while pursuing **EXCELLENCE** in customer service.

We dedicate ourselves to this mission by producing outstanding drinking water and treating wastewater with **INTEGRITY**, professionalism and pride in order to enhance the quality of life for our customers and protect our environment for future generations.

We support the economic development and growth of our **COMMUNITY** by providing these services at fair, reasonable rates in our effort to be the leader and premier water and wastewater utility in the region.

VISION STATEMENT

Our vision at HWEA is to be the leader and premier water and wastewater utility in the region. In order to do so, we commit ourselves to the pursuit of **EXCELLENCE** in customer service, business, technology, and management.

We will achieve this vision by employing staff that have high ethical and moral standards, who take pride in their work and perform their duties with honesty, **INTEGRITY**, and professionalism.

We will also strive to enhance the quality of life in our **COMMUNITY** by providing safe, reliable drinking water and treating wastewater, which is clean and clear. This is our commitment to the overall health and well being of our customers and our responsibility to protect our environment for future generations to come.

CORE VALUES

We at HWEA believe that Excellence, Integrity, and Community are the core values which help us achieve our mission and vision.

EXCELLENCE

In all we do, we want to be “The Best” and will do “Whatever It Takes” in order to perform our work with a high degree of quality and workmanship. We strive to be the preferred employer in the area by providing jobs with competitive salaries, excellent benefits and a work environment that is professional and enjoyable where employees are inspired to be the best they can be.

INTEGRITY

We employ individuals who are bright, honest, hard working and who have high ethical and moral standards. Our reputation is of the highest importance and our employees share our core values and use them to guide their decision making each day.

COMMUNITY

We understand that providing “Outstanding Customer Service” is a top priority and by doing so, we serve our friends, our family, our neighbors and our community. We support our city and county leaders, education, and the various local charities and organizations who assist those in need.

CUSTOMER SERVICE FEE SCHEDULE

After Hour Meter Set Fee	\$ 75
After Hour Reconnection Fee	\$ 75
Meter Test Fee	\$ 75
Service Reconnection Fee	\$ 50
Return Check Fee	\$ 50
ACH Reject Fee	\$ 50
Credit Card Chargeback Fee	\$ 50
Meter Set / New Account Fee	\$ 35
Meter Tap Surcharge	\$ 20

REQUIREMENTS FOR REQUESTING SERVICE

HWEA does not require a deposit for water and sewer service. To make a request for these services, the customer must come to the HWEA office and provide the following information:

1. A legal identification with customer's picture and signature.
2. Immediate payment for any accounts due that have not been paid.
3. A correct address for the requested service.
4. A date and time that our serviceman can meet them at the address to connect service or sign a waiver.
5. A \$35 Meter Set/New Account Fee payment.
6. A Lease Agreement pertaining to the address for the requested service if applicable.

BILLING - HWEA CUSTOMER ACCOUNTS

HWEA customers are billed on a monthly basis. The due date of an account is based on where your service is located. A rate schedule is available upon request.

The customer's bill reflects the following:

1. The due date.
2. The net amount due. (We extend a five-day grace period on the net amount due)
3. The gross amount due after the five-day grace period.
4. Cut-off date for non-payment.

BILLING - HSWE - GARBAGE

HWEA bills and collects garbage fees strictly as a service for the Hopkinsville Solid Waste Enterprise (HSWE). Any questions or comments regarding service shall be directed to HSWE at 270-887-6245.

BILLING - HSSU - FLOOD MANAGEMENT/STORM WATER

HWEA bills and collects flood management/stormwater fees strictly as a service for the Hopkinsville Surface and Storm Water Utility (HSSU). Any questions or comments regarding service shall be directed to HSSU at 270-887-4035.

LOCATIONS FOR BILL PAYMENT

HWEA customers are encouraged to pay their bill at their most convenient location. In addition to our location at 401 East Ninth Street, the following will accept CURRENT payments for HWEA:

1. Hopkinsville Electric System
2. Crofton City Hall

If daytime payment is not convenient please use our drive thru window after-hours payment box on the corner of 10th and Clay Street. After-Hour payment should be in the form of check or money order only.

METHODS OF PAYMENT

In addition to making a payment in the office or by mail, HWEA offers three additional methods of payment for customer convenience.

1. Automatic Bill Payment - (ABP)
2. On-Line Bill Payment - (OBP)
3. Automated Phone Payment - (APP)

AUTOMATIC BILL PAYMENT - (ABP)

HWEA offers customers the convenience to deduct their bill directly from their checking account which ensures the customer their bill is always paid on time in order to negate any late fees due to oversight. The criteria below must be followed:

1. Customer must have a checking account.
2. Customer will need to fill out a form provided by HWEA allowing funds to be deducted from the checking account.
3. The customer will be notified of the amount and date of each payment deduction.

When first setting up ABP, it may possibly take 1 to 2 billing cycles for the automatic payment to go into effect. Your bill will state "MEMO BILL DO NOT PAY" when it is set to be deducted from your account on your due date.

If a participating ABP customer has more than two rejects for any reason within a twelve-month period, the customer will be removed from the ABP withdrawal service.

ON-LINE BILL PAYMENT - (OBP)

HWEA offers customers the ability to conveniently pay their bill using our online payment service. Go to www.hwea-ky.com and click on the "Pay Bill On-Line" tab. This tab will direct you to the on-line bill payment service.

AUTOMATED PHONE PAYMENT - (APP)

HWEA offers customers the ability to conveniently pay their bill using our Automated Phone Payment service by calling the HWEA's main office at 270-887-4246 and simply following the automated instructions.

PAYMENT EXTENSION

HWEA recognizes there are times when a customer may have a problem paying a bill by the due date. We will extend payment up to two days past the cutoff date one time in a six-month period per the following terms and conditions:

1. The due date on the next bill has not occurred.
2. A disconnect order has not been issued.
3. The customer has complied with all past agreements with HWEA.
4. The late charge must still be paid.

LATE CHARGES

HWEA extends to our customers a five-day grace period in which the customer may pay their bill without penalty. If payment is not received within the five days, a penalty is charged. For payments received through the mail, we honor the postmarked date. HWEA may issue a delinquent notice as a courtesy, however failure to receive a bill or delinquent notice does not release the customer from due dates, penalties or disconnection.

DELINQUENT PAYMENT

When a customer is delinquent on their bill, HWEA may turn off water 15 days after the due date. Service will be restored only after both the arrears and a \$50 service reconnection fee are paid. If the customer does not respond within 2 days, by bringing their account up-to-date, the water meter is removed. All charges incurred on that account plus all service reconnection/meter set fees shall be paid before water service is restored.

RETURNED CHECKS / ABP REJECTS / CREDIT CARD CHARGEBACKS

When a customer issues a payment to HWEA which is rejected by their bank, the customer is expected to pay the amount returned plus a \$50 return fee immediately. If the customer does not resolve the return immediately, HWEA will discontinue water and sewer service until the amount returned, return fee and a \$50 service reconnection fee is paid. If the customer does not respond within 2 days, the meter will be removed. In order to reestablish service, the returned amount, return fee, and all charges including a service reconnection/meter set fee shall be paid before water service is restored.

ENDING SERVICE

When water and sewer service is no longer needed, the customer must come to the HWEA office and provide the following information in order to terminate service:

1. A legal identification with customer's picture and signature.
2. Sign an order, which includes a disconnection date.
3. Forwarding address.

**To have service disconnected the same day, the customer must be in our office no later than 2:30 PM.

REQUIREMENTS FOR REQUESTING NEW SERVICE

In order for HWEA to construct a new tap for water or sewer service, the Customer must provide HWEA a Plumbing Permit. A Plumbing Permit is acquired through the Plumbing Inspector. A Plumbing Permit is required along with the appropriate fees before any work can be started.

The following additional documentation may be required; If a customer lives outside Hopkinsville City Limits, a Consent for Annexation and a copy of the deed is required by the property owner before any work can be done. This is a requirement for Hopkinsville and Pembroke customer's only.

If a customer of HWEA lives in a designated Ag-District outside Hopkinsville City Limits, the property owner will need to provide a Decertification of Ag-District from the Soil Conservation Service Office.

METER SERVICES

HWEA can provide many different size water connections for its customers' different needs. Most residential homes need only a 5/8" water service, while commercial and industrial customers may require a larger service. HWEA will install a water service based on the following size and fee:

<u>SIZE OF TAP</u>	<u>FEE</u>
5/8" Manifold	\$ 250
5/8"	\$ 500
3/4"	\$ 800
1"	\$ 800
1 1/2"	\$ 1,600
2"	\$ 4,000
3'	\$ 7,000
4"	\$ 8,000
6"	\$12,000

SEWER SERVICES

HWEA can provide our customers with different size sewer services based on their needs and capacity availability. The sewer tap fees are:

<u>SIZE</u>	<u>FEE</u>
6"	\$ 500
8"	\$ 800
10"	\$ 1,000 *
12" and over	\$ 1,200 *

*Minimum. Cost of tap will be Time & Materials plus 15%.

Service tap fees will be charged for all new connections made after January 31, 1995. If tap includes a manhole or more than one single lane street crossing, or a line greater than 100 feet long, then tap shall be Time and Materials plus 15%.

FIRE SERVICE CONNECTIONS

To aid in fire protection, HWEA may allow companies to install a private fire protection system. HWEA will install a tapping valve and sleeve based upon the following main line sizes:

<u>SIZE OF MAIN</u>	<u>FEE</u>
4"	\$ 1,600
6"	\$ 1,800
8"	\$ 2,500
10"	\$ 2,500
12"	\$ 3,000
16"	\$ 7,000

Fire services are billed a service charge twice yearly in January and July. The following charges are based on service size:

<u>SIZE OF SERVICE</u>	<u>FEE</u>
2"	\$ 65
3"	\$ 65
4"	\$ 140
6"	\$ 400
8"	\$ 850
10"	\$ 1,525
12"	\$ 2,475

MISCELLANEOUS SERVICE FEES

Dual Fire Hydrant Flow Testing	\$ 250
Raise/Lower/Relocate Meter Box and/or Water Service	\$ 250
Raise/Lower Valve Collar Box	\$ 250
Manhole Core	\$ 300
Raise/Lower Manhole Rim/Lid	\$ 750
Raise/Lower Sanitary Sewer Lateral	\$ 750
Raise/Lower Manhole - Barrel Section	\$ 750
Two Lane Street Cut	\$ 750
Raise/Lower Fire Hydrant	\$1,000
Raise/Lower Valve	\$1,000

WATER AND SEWER CONSTRUCTION REBATES

HWEA may allow extensions of water and sewer mains when adequate pressure and capacity is available.

Developers shall bear the entire cost of such installation including mains, manholes, sewer laterals, engineering plans, specifications, and construction inspection.

Developers are eligible to recover 50% of their costs for the construction of sewer mains under the following conditions:

1. For each customer served by the extensions, HWEA will refund to the developer 50% of the sewer revenue collected from each customer for a period of five years.
2. Such refund shall in no instance exceed 50% of the cost paid by the developer for the extension of utility lines.
3. Rebates will be refunded in May of each of the five years.
4. The five year period will begin on the day utility service is made available.

Contact the Director of Engineering, Construction and Distribution for complete information.

DUAL FIRE HYDRANT FLOW TESTING

HWEA will conduct a dual hydrant flow test for the cost of \$250. This test will provide gallon per minute and residual at the flow hydrant. HWEA will also take static and residual readings at the static hydrant. Fire hydrant flow-tests measure water main pressure in a location by opening and flowing consecutive fire hydrants over a short duration of time. One hydrant is gauged for pressure and another hydrant is flowed to determine the residual pressure of the water system at the location. Information gathered includes static pressure, residual pressure, pitot reading, main size, volume of flow, date of test, outlet size and the local pressure district. Only HWEA employees are authorized to conduct flow tests on our system. A fine will be charged to system intruders who try to conduct these tests on their own.

DOOR TAG NOTICES POLICY

HWEA may issue door tags to customers for the following:

1. Excessive / Irregular Water Use.
2. Notification of Returned Check / ABP Reject / Credit Card Chargeback
3. Order to contact our office.
4. Interruption of water service due to repairs.

ACCESS TO PREMISES POLICY

A basic provision of HWEA's water and sewer utility rights is that HWEA personnel have access to a customer's premises to inspect, repair, and service our water and sewer system. These services will be conducted at reasonable hours unless there is an emergency.

Hopkinsville, KY Code of Ordinances 51.009 (B)

"The General Manager shall have the right to discontinue water service to any premises where there is not **easy access** to the meter. Any authorized representative of the Commission shall, at all times, have the right to enter the premises where the meters are installed for the purpose of reading, testing, removing or inspecting the meter or for the purpose of inspecting any pipe or fixture connected to the municipal water system. No person shall hinder, obstruct or interfere with the employee in the lawful discharge of these duties under this section."

SWIMMING POOL POLICY

No adjustments are made for filling a swimming pool. Customers are encouraged to install an irrigation meter for filling swimming pools, watering of lawns, etc. Usually, a 5/8" service irrigation can be installed for the standard manifold fee of \$250. An on-site meeting can be held to confirm this charge.

LEAK ADJUSTMENT POLICY

HWEA realizes there are times when a customer may have a water leak. Keeping in mind that the water and sewer charges are based on our costs, HWEA will allow one adjustment to a customer's water and sewer bill per twelve month billing period. Adjustments will be credited to the customer's account based on the previous six month average. All of the sewer overage and half of the water overage will be deducted after the leak has been repaired.

To receive an adjustment, the customer must provide a receipt and/or landlord statement stating what was repaired and when. The customer will also need to sign a Terms of Water Adjustment form.

It is common for a leak to span over multiple billing cycles. If that is the case, HWEA will adjust the highest billed consumption. This is to give the customer the greatest benefit of an adjustment. Late penalties are not adjusted when figuring an adjustment for a leak.

WATER METER TESTING POLICY

If a customer feels their water meter is not registering the correct amount of water used, they may request that their meter be tested. HWEA will remove the meter in question and have it tested by an independent certified meter technician. A meter test fee of \$75 will be collected before the meter is sent.

If the water meter is registering more than 100% of the actual water usage, HWEA will adjust the customer's bill and reimburse the customer for the testing of the water meter. If the meter registers 100% or less of the actual water usage, the customer's meter test fee and original amount billed will stand.

MILITARY DEPLOYMENT / REDEPLOYMENT POLICY

To better support our troops and their families, HWEA will waive the meter reconnection service fee during regular business hours for active duty military personnel who return from deployment. This waiver shall include active duty military who may be either a renter or homeowner. To qualify for this waiver, active duty military personnel are required to bring in their deployment orders in addition to the required information to set up a new service. It is strongly suggested that the meter be removed before deployment to avoid the possibility of the water being turned on due to an accident or act of vandalism, which could result in damage to the residence.

INTERRUPTIONS IN SERVICE POLICY

HWEA strives to supply its customers with uninterrupted water and sewer service. There are times of course, when repairs to our system may interrupt these services. If at all possible, HWEA will notify the customer of service interruption. Under emergency conditions though, it is not always possible to notify customers before water or sewer shutdown. HWEA assumes no responsibility for damages or claims as a result of any interruption of service.

METER TAMPERING POLICY

It is unlawful for anyone other than HWEA personnel to make any adjustments, changes, alterations, or connections to HWEA meter services. If evidence indicates any form of tampering, the customer being served at that location will be responsible for all damages and water loss, in addition to all other penalties that may be provided by law.

RIGHT TO A HEARING

HWEA will provide a hearing process for the customer when there is a dispute with HWEA. Claims involving nonpayment of billed charges, damage to HWEA property, or other service related problems will be heard by the Customer Service Office Manager. If the Office Manager or Director does not resolve the claim, then the customer may request a hearing with the General Manager. The customer and HWEA have a right to legal representation at the meeting. The customer's service will not be disconnected during the hearing process.



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