Potable Water Truck Filling Policy

DRAFT | Adoption date: _____ | Effective date: _____

1 Purpose and Scope

This policy establishes the requirements for water truck providers to obtain potable water from the Durham Irrigation District. It applies to each provider and its drivers using a District designated filling location.

2 Registration and Deposit

Before the first fill, the provider must register with the District, identify the business and authorized drivers, provide current contact and billing information, identify the trucks to be used, and pay a $500.00 deposit. The District must approve the registration before filling begins. The provider must promptly update its information when it changes.

3 Insurance

Before the first fill, the provider must submit proof of current insurance acceptable to the District, including commercial general liability and automobile liability coverage for vehicles used under this policy. The provider must maintain coverage while registered and provide updated proof upon renewal or upon District request. Coverage types, limits, and any additional insured requirements will be established by the District before registration is approved. The District may suspend access if acceptable coverage is not maintained.

4 Filling Hours and Location

Filling is available only on Wednesdays from 11:00 a.m. to 1:00 p.m. at the location designated by the District. Providers must complete filling within this window and follow District staff instructions. Service is subject to water availability, District operations, maintenance, and emergency conditions; the District may suspend service when necessary.

5 Charges and Measurement

A $100.00 service charge applies to each filling, plus the cost of water supplied. Water will be charged at the District's applicable residential customer water consumption rate in effect on the fill date, using the District's measurement of the volume supplied. The service charge is in addition to the water charge. The District will record the date and quantity for each fill.

6 Billing and Deposit Administration

The District will invoice the registered provider for service and water charges. Payment is due within 30 days of the invoice date. The $500.00 deposit is security for the account and is not a substitute for timely payment. The District may apply the deposit to unpaid charges and require the provider to restore it to $500.00 before further filling. When the account is closed, the District will apply the deposit to outstanding charges and refund any remaining balance after final charges are determined.

7 Water Quality and Filling Requirements

The provider is responsible for maintaining clean, sanitary trucks, tanks, hoses, and equipment suitable for potable water. Trucks or equipment previously used for nonpotable water, chemicals, or other contaminants may not be used unless properly cleaned and approved by the District. The provider must

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use the District's designated filling equipment and follow all District backflow prevention, air gap, and operational instructions. No unauthorized connection to a hydrant or the water system is permitted. District staff may deny filling when equipment or practices present a risk to water quality or safety.

8 Responsibility After Filling

Once water leaves the District's designated filling point, the provider is responsible for its sanitary handling, transportation, storage, and delivery, including maintaining equipment and following applicable requirements. To the extent permitted by law, the District assumes no responsibility for contamination, deterioration, or other changes in water quality occurring after water leaves the filling point, and does not guarantee the safety of the water or its compliance with applicable standards at the customer's location. This provision does not waive any responsibility that cannot be limited under applicable law.

9 Compliance and Administration

The provider is responsible for its employees and equipment and for damage caused by its operations. The District may suspend or revoke filling privileges for nonpayment, inadequate insurance, unsafe or unsanitary practices, or other violations of this policy. The District Manager or designee will administer this policy and may establish registration and operating procedures consistent with it. Fees and rates are subject to applicable District approvals.

Approved by the Board of Directors: _____ Date: _____

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DURHAM IRRIGATION DISTRICT

Water Hauler Acknowledgment and Liability Form

Draft | Complete and sign before the first fill

Business or hauler name: _____

Contact person: _____ Phone: _____

Mailing and billing address: _____

Email: _____ Truck identification: _____

Authorized drivers: _____

Acknowledgment and agreement

I am authorized to sign for the hauler named above. I acknowledge receipt of the District's Potable Water Truck Filling Policy and agree that the hauler and its drivers will comply with it. The hauler will keep its registration information current and maintain insurance acceptable to the District, including commercial general liability and automobile liability coverage, and provide proof as required.

The hauler will pay the $500 deposit before the first fill. Filling is available Wednesdays from 11:00 a.m. to 1:00 p.m. at the District-designated location. Each fill is subject to a $100 service charge plus the cost of water at the applicable residential consumption rate. The District will invoice the hauler, and payment is due within 30 days of the invoice date. The deposit is security and is administered under the policy.

Water quality and responsibility

The hauler is responsible for using clean, sanitary equipment suitable for potable water and for following District filling, backflow prevention, and air gap instructions. Once water leaves the District's designated filling point, the hauler is responsible for its sanitary handling, transportation, storage, and delivery, including maintaining equipment and following applicable requirements.

To the extent permitted by law, the District assumes no responsibility for contamination, deterioration, or other changes in water quality occurring after the water leaves the filling point. The District does not guarantee the safety of the water or its compliance with applicable standards at the customer's location. This provision does not waive any responsibility that cannot be limited under applicable law. The hauler is responsible for its employees and equipment and for damage caused by its operations.

I have read and understand this form and agree to its terms on behalf of the hauler.

Signature: _____ Date: _____

Printed name and title: _____

District use: Deposit received: $_____ Date: _____ Registration approved: _____

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DURHAM IRRIGATION DISTRICT

Water Truck Filling Office Checklist

Draft staff tool | Complete before authorizing the first fill

Hauler or business: _____ Account no.: _____

Registration and approval

☐ Collect business name, contact information, billing address, authorized drivers, and truck identification.

☐ Give the hauler the District's Potable Water Truck Filling Policy and obtain the signed acknowledgment and liability form.

☐ Collect and record the $500 deposit. Receipt no.: _____ Date: _____

☐ Obtain evidence of commercial general liability and automobile liability coverage. Verify coverage, limits, and any additional insured requirements against District requirements.

☐ Record insurance expiration dates and set a renewal reminder. Expiration: _____

☐ Obtain District approval of the registration before the first fill. Approved by: _____ Date: _____

Explain filling and billing

☐ Confirm designated filling location and Wednesday hours of 11:00 a.m. to 1:00 p.m.; filling must be completed within the window.

☐ Explain $100 per fill plus water at the applicable residential consumption rate; payment is due within 30 days of the invoice date.

☐ Explain equipment sanitation, District filling instructions, and backflow and air gap requirements.

For each fill and invoice

☐ Confirm account is authorized and insurance and deposit are current; coordinate filling with District staff.

☐ Record fill date, truck, measured volume, applicable water rate, $100 service charge, and water charge.

☐ Invoice the provider and record invoice date, due date, and payment. Follow up on overdue balances.

Account maintenance and closure

☐ Update contact, driver, vehicle, and insurance information; suspend access when required under the policy.

☐ If deposit is applied to unpaid charges, record the application and require restoration to $500 before further filling.

☐ At closure, determine final charges, apply the deposit to any balance, and refund the remainder.

Completed by: _____ Date: _____

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