

Freedom Hills Improvement & Service District
Policies / General Guidelines
As of July 1, 2019

The Freedom Hills Improvement & Service District is currently responsible for road maintenance, water system management, and garbage service. The District can provide other services as allowed under Wyoming Statutes.

Bookkeeping / Administrative Services / Financial Planning / Budgeting

Bookkeeping and administrative services are contracted. The contractor assists in financial planning and budgeting.

Capitalization

See Capitalization and Procurement Policy.

Computer

The District has purchased a laptop computer for the use of the Secretary/Treasurer.

Garbage Service

Garbage service is contracted.

Independent Contractors

Written contracts will be in place for the water operator, bookkeeping / administrative services, etc. as needed to manage the affairs of the District. Contractors should be licensed and insured as necessary.

Procurement Policy

See Capitalization and Procurement Policy.

Roads

Road work is contracted.

Water Emergencies

Residents should contact the contract water operator in emergencies and/or board members as needed. The contract operator provides 24-hour, 7-day a week, 365 days a year coverage.

Water System Management and Administration

The Board of Directors has the ultimate responsibility for the water system management and operation. The District hires a contract operator to manage the water system and oversee operations. The contract operator has in place the required Emergency Response Plan and provides certified operators and ongoing training per requirements for drinking water systems. The contract operator sees that the required testing and notifications are completed for the water system and keeps the required paperwork on file, ensuring all requirements are met.

Water System Repairs

The District owns and maintains the main water lines up to and including the meter pits. Everything beyond the connection to the meter pit to the residence, home, shop, etc. of a landowner/customer is the landowner/customer's responsibility. Water Guy is the only one authorized to enter meter pits for water shut off, turn on, repair, etc. Any damages to meter pits or associated appurtenances and/or resulting damages (water line freezing and breaking for example) due to unauthorized entry into the meter pits will be billed to landowners/customers. It is important that people stay out of the meter pits because the District uses a digital radio read technology for reading meters, and wires and parts are easy to break. Unauthorized entry can also lead to meters and lines freezing, resulting in additional damages and fees. Any exception to the policy due to extenuating circumstances must be approved by the Board.

Basically, any damages caused by the homeowner or the homeowner's representative will be billed to the homeowner.

Water System Billing and Overages

Starting with the 7/1/19 – 6/30/20 fiscal year, the District sends a monthly bill for water at a rate of \$45 per month plus \$3.01 per 1,000 gallons used over 13,000 gallons a month. Water Guy does the reading and billing and sends bills to landowners/customers by the 1st of each month with bills due by the 15th of the month. Late fees are \$25 for any balance not paid by the 15th of each month. Shut off and turn on fees are \$100 each. NSF fees are \$35 per NSF transaction. This rate structure was approved at the May 1, 2019, meeting called for this purpose after landowners were surveyed. Any fees not paid may be assessed with property taxes on an annual basis, generally each July. Water service may also be shut off and additional fees charged for nonpayment of services and liens filed with the Campbell County courthouse. Any exceptions to the policy must be approved by the Board at a regular meeting of the District.

Water System Call Out / Shut Off / Turn On Fees

The District contracts water operations to Water Guy. As a result, any time Water Guy is called out to shut off or turn on water, the District receives a bill. The District will bill the customer/landowner at a rate of \$100 per shut off and \$100 per turn on. These fees may change as a result of Water Guy's fees changing. Any call out after regular hours will require additional fees, depending on the Water Guy bill.

If Water Guy is called out by a landowner or the Board on behalf of the landowner for a situation that ends up being on the landowner's side of the meter pit, the landowner/customer will be billed by the District for any and all fees billed to the District by Water Guy or any contractor called in on the issue. (Example – a landowner doesn't have water and calls Water Guy who comes and investigates – if the problem is due to water being frozen under the house, this would be a landowner responsibility – not the District's, and the landowner will be billed.) If the problem is determined to be in the meter pit or prior to the meter pit or on the main line, and is determined to be the District's responsibility, the District will pay the bill.

Water Taps

No water taps will be added at this time. Future extensions will be investigated with the help of technical experts and the water operator before consideration. Construction specifications are followed with oversight of the water operator. Measures for cross-connection control or back flow prevention will be implemented when water meters are installed. Residents are asked to keep their outdoor watering between 7:00 p.m. and 7:00 a.m. if at all possible.

Fees

These fees are subject to change at any regular or special meeting by the District.

NSF Fee	\$35
Late Fees	\$25 per month
Water Shut Off	\$100.00
Water Turn On	\$100.00
Plant Investment Fee	To be considered at a later date when the system can handle additional water taps.
Water Fee	\$45 per month for each lot connected to the water system plus \$3.01 per 1,000 gallons over 13,000 gallons a month. This fee is required whether water is turned on or shut off at a property. This fee is to the property not the person. Fees are not waived.
Annual Assessment	\$959.20 is the 2019 annual assessment per lot, which includes garbage collection service, road maintenance, district management. This amount is based on the annual budget and may change each year. There are currently four parcels (19269, 54398, 54102 and 44037) that are not on the water system and do not use the roads or garbage service. They are not charged an annual assessment. There are 169 lots (156 parcels) that are assessed the annual fee.

Nickolus (Nick) Petersen, President
Ed McNair, Vice President
Frank Thallas, Secretary/Treasurer