High Meadow Ranch Water District
PO Box 1946
Pinedale, WY 82941

HIGH MEADOW RANCH WATER DISTRICT

RULES AND REGULATIONS

Section I - Authority

These rules are promulgated under the authority of Wyoming Statute§ 16-3-101 *et seq.,* § l6-4-202(a), § 41-10-101 *et seq.,* and the High Meadow Ranch Water District Bylaws (hereinafter "Bylaws"). Unless otherwise defined herein, all definitions set forth in Article II of the Bylaws shall apply to these Rules and Regulations.

Section II - Connection and Disconnection from District Facilities

A. This section is promulgated under the authority of Wyoming Statute § 41-10- l l3(a)(xxi)

B. Properties. Water service shall only be available to property within the High Meadow Ranch Water District (District), and water provided through the High Meadow Ranch Water District Water System shall only be used within the Water District boundaries according to current rules and regulations. However, the Owner of any property capable of being served by the district water system may petition to have that property included in the District, in accordance with Wyoming Statute § 41-10-120. Owners of annexed property must pay all costs associated with annexation. Applications for new service or petitions for annexed property may be limited by system capacity and availability of water and may be limited or denied at the sole discretion of the District. Any connection to the Water System remains with the original property for which the connection is sold and may not be sold or otherwise transferred to any other person to be used at a different location within the system or as approved by the District.

C. Private Wells. Property Owners within the District are not required to be hooked up to the Water System, and may choose to have their own water supply, in accordance with county regulations regarding private wells. Cross connections shall not be permitted nor shall there be any physical connection between any private well or water system and the Water System of the District.

D. Connections & Repairs. The District will be responsible for maintaining the water system including the water meter pit and meter to any property supplied water by the District. The terminal end of the District's ownership and responsibility shall be after the discharge meter connection. The Property Owner will be responsible for installing and maintaining any connection or appurtenance after the discharge meter connection. All Property Owners shall keep all water piping, connections, and other apparatus in good repair, and protected from frost and water damage at their own expense. The District shall not be responsible for damage resulting from failure to disconnect water service during periods

of seasonal vacancy or freezing conditions. It is the responsibility of the Property Owner to proactively manage winterization of their system. Any Property Owner who damages the lines, valves, meters or meter pits owned by the District through negligence or misconduct which includes but is not limited to tampering with the equipment etc. shall be assessed a fee equal to the amount required to repair and replace the damages plus oversight of the work. Only licensed contractors, as approved by the District, are allowed to work on lines and equipment owned by the District.

E. Backflow Prevention Devices. As determined by the District, the Property Owner may be required, at their sole expense, to install and annually test through a state certified tester, a backflow prevention device. The type of device will be determined by the District.

F. Connection Fees. No Property Owner shall be allowed to tap on to the Water System until all fees and delinquencies on the lot in question have been satisfied, and the District approves the application. Applicable connection or 'tap' fees, as set forth in the current Rate & Fees Summary, must be paid in full before materials are provided or work is scheduled. Only licensed contractors, as approved by the District, are allowed to tap the water system with inspection and approval by the District.

   a. The water system tap fee includes:

      i. The materials and fittings from the water main to the water meter and pit;

      ii. Up to 50 feet of service piping; and

      iii. Water Operator oversight for the connect process and meter installation.

   b. The water system tap fee does not include:

      i. Labor costs for the chosen contractor to tap into the water system and install the piping up to and including the water meter;

      ii. Administrative costs and/or account deposits associated with establishing the billing account; or

      iii. Piping or installation costs on the property owner's side of the water meter.

G. Seasonal Water Turn On & Off. Each property is eligible for one water service turn on and turn off per calendar year at no charge, provided that the following conditions are met:

   a. The requested service can be performed during the Water Operator's next scheduled trip to the Water System.

   b. The valve box and meter pit are reasonably accessible.

   The Property Owner will be charged a service rate, as listed in the Rate & Fees Summary, for any additional requests beyond the allowed free seasonal water turn on & off services. See "Section D - Connections and Repairs" concerning repairs to the line, valves, meter and meter pit owned by the District due to not disconnecting services during long periods of inactivity, especially in the colder months.

H. Water Operator Callouts. A Property Owner may request Water Operator assistance for the

water supply to their lot. These callouts are subject to a fee as listed in the Current Rate & Fee Summary which will be added to the account and billed during the next invoice period. Emergency callouts may qualify for a fee removal pending approval by the Board of Directors at the next scheduled monthly meeting following a request in writing from the Property Owner or account holder on the property. Property owners are welcome to attend the meeting, although attendance is not required; however, not being present may delay a decision if additional clarification is needed.

I. No Dig Policy. No approval shall be granted to tap or install a new water service or infrastructure on the District Water System between November 1 through April 15 of each calendar year, except by special permission of the District. This no-dig policy may be temporarily extended or shortened by election of the Board of Directors.

Section III - Water Use & Supply

A. Water Supply. The District will make all reasonable efforts to supply continuous, uninterrupted service to those connected to the Water System. The District reserves the right to shut off water in order to make repairs, connections, extensions, or for any other purpose associated with the operation of the Water System. The District is not responsible for losses which may occur due to interruptions.

B. Water Use Regulations. Water provided by the District shall not be used for commercial irrigation purposes, but is allowed for watering trees, shrubs, greenhouses, and residential grass areas.

C. Water Shortages. In the event of water shortages, the Board is authorized to restrict or limit uses allowed, quantities that may be used, and hours of use as necessary. If the water supply is insufficient to meet all the needs of residents, the priority will be on domestic use before other usages outside a home.

D. Access to Water System. Permission must be obtained from the Board or Water Operator before uncovering, making any connection with, altering, or in any way disturbing any portion of the Water System. Should any damage result, either intentionally or unintentionally, from tampering with the Water System without permission, the violator shall pay for all costs incurred for repairs to the system or any damage that may result.

E. Violation of Regulations. If any Property Owner is found to be violating District rules and regulations, the Board reserves the right to discontinue water service to the property upon adequate written notice to the Property Owner, unless delaying such action would compromise the safety or integrity of the Water System or other Property Owners. Adequate written notice will be determined by the Board, with a minimum notice of twenty-four (24) hours. If water service is discontinued for violation of any of the district's rules, regulations, resolutions, or ordinances, service shall not be re-instituted until the violations have been corrected and all applicable service charges and fees as provided for herein paid.

F. Temporary Meter (Fire Hydrant Meters). The District shall furnish temporary service only if

the District determines that such service will not cause undue hardship to the District's existing customer and water system. Such service shall be subject to the following conditions:

1. Submission to the District of an application along with the appropriate deposit. The District will refund the deposit at the termination of service only after the District deducts charges for water consumption, charges for the loss and/or damage of a meter and/or fittings, and for all other outstanding related fees. Any applicable usage charges, deposit and fees are listed in the current Rates & Fees Summary.
2. Temporary service connections may be terminated at any time and will be made at the discretion of the District or as requested by the customer.
3. Customer shall pay all charges for loss or damage to a meter and fittings based upon current list prices and labor rates.
4. Temporary services shall generally be taken from existing outlets on the water system or from public fire hydrants designated by the District. Any special outlets shall be installed at the customer's expense.
5. Only the District's Water Operator is authorized to install, remove, or relocate the fire hydrant meter. Unauthorized handling may result in forfeiture of the deposit and/or loss of meter privileges. Water Operator call-out fees will apply for each trip (see the current *Rates & Fees Summary*).
6. This temporary meter usage is permitted from April 1 to November 15 of each year but may be temporarily extended or shortened at the discretion of the Board of Directors.

Section IV - Inspection of Public Records

All District records shall be open for inspection by any person at reasonable times, upon receipt of a request to any Board member. If a record is readily available, it shall be released immediately to the applicant so long as the release does not impair or impede the District's ability to discharge its other duties. If the record requested is in active use, storage, or not in the custody of the person to whom the request is made, the Board member shall notify the applicant within seven (7) business days from the date of receipt of the request. Records will be released in accordance with Wyoming Statute § 16-4-202.

Section V - Billing Policies

A. Water Users vs Non-Water users. For billing purposes, each property in the District is categorized as either a Water User or a Non-Water User during each monthly billing cycle. Water service status may change from month to month based on connection activity. Fees are assessed according to the property's classification for each billing cycle.

   a. Water Users are properties with an active connection to the District water system during the billing cycle, regardless of amount of water used. These accounts are billed monthly for both base service and water usage, in addition to any

applicable fees as outlined in this section.

b. Non-Water Users are properties that do not have an active water connection during the billing cycle. This includes properties where water service has been shut off at the owner's request and those not physically connected to the system. Non-Water Users are not billed for water usage, but are still responsible for fixed charges as outlined in Section V. C (Depreciation Fees) and any other applicable fees as outlined in this section.

B. Water Usage Billing. Bills for water service are issued monthly, with payment due by the 15th of the following month. If payment is not received by the end of the day on the 15th, the account is considered late and may be assessed a late fee as outlined in the current Rates & Fees Summary. If payment is not received by the 15th of the following month, the account becomes delinquent.

C. Depreciation Fees. All properties within the District—regardless of whether they are classified as Water Users or Non-Water Users—are subject to a depreciation fee, as set forth in the current *Rates & Fees Summary*. This fee is used to fund long-term repairs, maintenance, and capital improvements to the water system and is essential for ensuring system reliability without relying solely on future loans or tax assessments. Depreciation fees are subject to the same late payment, delinquency, and collection procedures as all other District charges.

a. For properties that are connected to the water system, whether that is property is an active or inactive water user, the depreciation fee will be billed as part of the monthly billing.
b. For properties that are not connected to the system, the depreciation fee will be billed annually in August, covering the preceding 12 months in which charges are accrued. If the property is connected to the system prior to the annual billing, any accrued depreciation fees will be included in the first monthly billing issued after connection.

D. Service or Fee Billing. In addition to regular water usage charges and depreciation fees, Property Owners may be billed for other services or account-related fees as outlined in the current *Rates & Fees Summary*. These may include, but are not limited to: Water Operator callout fees, Water service turn on and turn off services, Meter accuracy tests, Returned payment fees, and Other account-related administrative costs. Invoices for such services or fees are due upon receipt. If a Property Owner neglects, refuses, or fails to pay—or make adequate payment arrangements—within thirty (30) calendar days of the invoice date, the account will be considered delinquent and may be subject to lien filing or collection proceedings as described in Section VI – Debt Collection.

E. Delinquencies. If payment is not received by end of day on the 15th of the month following the payment due date, the account becomes delinquent, may incur a delinquency fee and a delinquency notice shall be sent on or around the 16th of the month, warning that service is subject to disconnection unless payment arrangements are made. If the balance remains unpaid by the 23rd, an additional fee will be added to the account to cover the posting of a final notice at the property. Water service may be disconnected on or after the 25th of the month if full payment has not been made, and

no payment arrangements have been approved by the District. A disconnection fee will also be charged. See the current Rates & Fees Summary for applicable fee amounts. The Property Owner remains responsible for all charges owed to the District, whether or not the Property Owner lives on the premises.

F. Discontinued Service due to Delinquency. The Board retains the right to discontinue water service to delinquent accounts, after written notice, until all delinquencies have been satisfied, or payment arrangements satisfactory to the District, have been made. The Board Treasurer or his/her designee may authorize continuation of service to a delinquent account if financial arrangements satisfactory to the District have been established. A reconnection charge and deposit will be required to be paid, according to the current rate schedule, before service is restored to any discontinued property.

Section VI – Debt Collection

A. Lien Foreclosure. Any unpaid debt may constitute a perpetual lien on and against the property served and may be foreclosed in the same manner as provided by Wyoming Statute § 41-10-113(a)(xxi) for the foreclosure of mechanics' liens (see Wyoming Statutes § 29-2-101 to 29-2-113). If the District deems it necessary to pursue a lien against a property for non-payment, the District reserves the right to bill the Property Owner for any lien filing, lien foreclosure, and any legal fees and costs arising therefrom.

B. Collections. As an alternative to lien foreclosure, the District may refer delinquent accounts to a licensed collection agency for recovery of the outstanding balance. The District reserves the right to recover any associated collection fees or costs from the Property Owner.

Section VII – Fee Disputes and Appeals.

Any customer who wishes to dispute a charge or appeal a decision must submit a written request to the HMRWD Board within 30 days which should include account info, explanation, and any documentation necessary. HMRWD Board will review the dispute at their next monthly meeting and issue a written decision within 10 business days. Customer attendance is encouraged but not required.

Section VIII – Unauthorized Usage and Tampering

Unauthorized usage of water or tampering with any component of the Water System is strictly prohibited. This includes, but is not limited to, meter bypassing, unauthorized valve operation, or accessing hydrants without permission. Violations are subject to fees and penalties as listed in the current *Rates & Fees Summary*, and may also be referred to law enforcement or result in legal action.

Section IX - Meter Tests and Adjustments of Bills for Errors

A. Meter Tests and Adjustments of Bills for Errors

1. Tests Upon Property Owners Request

a. Requests for meter tests and adjustments of bills for meter error may only be requested by the active Property Owner.

2. Compliance by District

    a. The District will, within one month after request by a Property Owner or as mutually agreed upon with the Property Owner, proceed to test the meter serving the Property Owner's premises, except where such test may be deferred for a reasonable length of time when it would necessitate the interruption of service to any other Property Owner. Meters shall be tested in accordance with the current American Water Works Association M6 Manual and industry standards. Weather may defer this test until the temperature is above freezing.

3. Meter Test Deposit

    a. If the test is requested by the Property Owner, the Property Owner shall deposit with the District a "Meter Test Deposit" as well as a Water Operator Callout fee as designated in the current Rates & Fees Summary.

4. Return of Meter Test Deposit

    a. The Meter Test Deposit and Water Operator Callout Fee will be returned to the Property Owner if the meter does not meet the test requirements of the American Water Works Association guidelines. Returned monies will be applied as a credit to their account unless the property owner specifically requests a check.

5. Test Procedure

    a. Every meter tested at the request of a Property Owner will be tested in the condition found in the Property Owner's service prior to any alteration or adjustment. This test will consist of testing at the three rates of flow as determined in the American Water Works Association's Manual M6 under Accuracy Tests for New and Repaired Cold-Water Meters, to determine the meter accuracy. The Property Owner will be notified at least 48 hours in advance of the time and place of the test. At the District's discretion, a temporary or permanent replacement water meter may be installed.

6. Location of Test

    a. A Property Owner will have the right to witness the meter test. Dependent upon meter location and size, the District may conduct testing onsite, at the District's offices or where determined by the District.

7. Report of Test to Property Owner

    a. A report showing the results of the test will be furnished to the Property Owner within 15 days of the completion of the test.

Section X - Adjustments of Bill for Meter Error

A. Adjustments of Bill for Meter Error

1. Account adjustments for fast, slow and non-registering meters shall be based on the following: two-year daily average of the consumption based upon the Property Owner's prior use. If the Property Owner does not have prior use or if it is less than two years at the property in question, a two-year daily average for the consumption of the property will be used.

2. Fast Meters

    a. If the meter is confirmed by the District and found to be registering outside the accuracy standards of the American Water Works Association, the District will refund to the Property Owner the amount of the overcharge based on corrected meter readings for the period the meter was in use, but not to exceed a period of one year.

3. Slow Meters

    a. If a meter is confirmed by the District and found to be registering outside the accuracy standards of the American Water Works Association, the District may bill the Property Owner for the amount of the undercharge based on corrected meter readings for the period the meter was in service, but not to exceed a period of four months.

4. Non-registering Meters

    a. The District may bill the Property Owner for water consumed while the meter was non-registering for a period of up to four months.

5. General

    a. When it is found that the error in a meter is due to a cause not covered in this rule and the date of which can be determined, the overcharge or the undercharge will be computed back to such date provided; however, that adjustment of errors shall be limited to the immediately preceding one-year period.

B. Adjustments of Bills for District Error

1. When it is found that an error in billing has occurred due to a District error and the date of which can be reliably established, the overcharge or the undercharge will be computed back to such date provided; however, that adjustment of District billing errors shall be limited to the immediately preceding one-year.

Section XI - Contested Case Hearings

A. Authority. This section is promulgated under the authority of Wyoming Statute§ 16-3-102(a). In accordance with Wyoming Statute§ 41-10-113(a)(xxi), a full contested case hearing is not required, and will not be provided, prior to lien foreclosure or termination of service for delinquent or nonpayment of rates, tolls, and charges.

B. Applicability. This section shall apply to all contested case hearings. The Board may hold informal or investigative hearings without compliance with this section.

C. Definitions. Except for the terms defined below, the definitions in the Wyoming Administrative Procedures Act shall apply:

1. "Board" means the Board of Directors of the High Meadow Ranch Water District.
2. "Chairman" means the Chairman of the Board.

D. Commencement of a Contested Case. Any party whose rights have been or will be affected by any Board action has a right to a hearing before the Board. The requesting party must file a signed written Petition for Hearing with the High Meadow Ranch Water District, Board of Directors c/o Secretary of the Board, P.O. Box 1946, Pinedale, WY 82941, setting forth:

1. The petitioner's name, address, telephone number, and if available, fax number and email address.
2. A concise statement of the facts on which the request is based, including reference to particular laws or rules.
3. The relief sought.
4. Whether or not a hearing is desired; and
5. The name, address, and telephone number of the petitioner's attorney, if any. The Petition for Hearing shall be filed with the Board within thirty (30) days of the date of the Board action at issue.

E. Docket and Contested Case Record. Upon receiving a written Petition for Hearing, the Secretary of the Board shall assign it a number and enter the filing date in a docket established for such purpose. The Secretary of the Board shall place all papers, pleadings, documents, transcripts, and evidence into the docket file, noting the date of each filing. The record in the contested case includes:

1. All formal or informal notices, pleadings, motions and intermediate rulings.
2. Evidence received or considered including matters officially noticed.
3. Questions and offers of proof, objections, and rulings thereon.
4. Any proposed findings and exceptions thereto.
5. Any opinion, findings, decision or order of the Board and any report by the Presiding Officer.

F. Presiding Officer. The Chairman shall designate a member of the Board to act as a Presiding Officer and who shall preside at the taking of evidence in the contested case. The Presiding Officer shall have authority to:

1. Administer oaths and affirmations.
2. Issue subpoenas.
3. Rule upon offers of proof and receive relevant evidence.

4. Take or cause depositions to be taken in accordance with the provisions of the Wyoming Administrative Procedures Act and these rules.
5. Take notice of judicially cognizable facts, technical or scientific facts within the Board's specialized knowledge or of information, data and material included within the Board's files.
6. Regulate the course of the hearing.
7. Hold conferences for the settlement or simplification of the issues.
8. Dispose of procedural requests or similar matters.
9. Recess the hearing or grant continuances for good cause shown.
10. Require written briefs from any party to clarify its legal or factual position.
11. Cause Findings of Fact and Conclusions of Law to be finalized and filed with the Secretary of the Board.
12. Make recommended decisions when directed to do so by the Board; and
13. Take any other action authorized by these rules consistent with the Wyoming Administrative Procedures Act.

G. Notice of Hearing. The Board shall cause written notice of any hearing held under these rules to be served upon each party at least ten (10) days before the date set for the hearing. The notice shall include a statement of:

1. The time, place and nature of the hearing.
2. The legal authority and jurisdiction under which the hearing is to be held.
3. The particular sections of the statutes and rules involved.
4. A short and plain statement of the matters asserted; and
5. Service of the Notice of Hearing may be made in person, in accordance with the Wyoming Rules of Civil Procedure, or by certified mail, return receipt requested, addressed to any party according to the District's records.

H. Service.

1. Service of the Petition shall be in accordance with Rule 4 of the Wyoming Rules of Civil Procedure.
2. Service of all other notices and papers shall be in accordance with Rule 5 of the Wyoming Rules of Civil Procedure.

I. Hearing Procedure. Hearings shall be conducted in accordance with the following order of procedure:

1. The Presiding Officer shall call the case by docket number and title.
2. The Petitioner may briefly state his case and outline the evidence he expects to offer

3. The District may briefly state its defense and the evidence it expects to offer.
4. Any other Parties may briefly state their position and the evidence they expect to offer.
5. The Petitioner's evidence will be heard first. Petitioner's witnesses may be cross-examined by the District or its attorney, by the attorney(s) for any other party(s), and by members of the Board. Petitioner's exhibits will be marked with letters beginning with the letter "A."
6. Other Parties' evidence will be heard second. The other Parties' witnesses may be cross-examined by the Petitioner or his attorney, by the District or its attorney, or by members of the Board. The other Parties' exhibits will be marked with double letters beginning with the letter" AA."
7. The District's evidence will be heard last. The District's witnesses may be cross-examined by the Petitioner or his attorney, by the attorney(s) for any other party(s), and by members of the Board. The District's exhibits will be marked with numbers beginning with the number "1."
8. The Parties may offer rebuttal evidence.
9. The Presiding Officer may, in his discretion, allow evidence to be offered out of order.
10. Closing statements will be made first by the Petitioner, then any other Parties, then the District.
11. After the Petitioner, the District and any other Parties have been offered an opportunity to he heard; the Presiding Officer shall declare the evidence closed, excuse all witnesses, and declare that the matter is taken under advisement and that the Board's decision and order will be announced at a later date.

J. Witnesses at Hearings. All persons testifying shall be administered the following oath or affirmation by the Presiding Officer: "Do you swear (or affirm) to tell the truth, the whole truth, and nothing but the truth in the matter now before the Board?"

K. Disposition of Case by Stipulation. Any contested case may be finally disposed of by stipulation, agreed settlement, consent order or default of the Parties.

L. Applicable Rules of Civil Procedure. The Wyoming Rules of Civil Procedure shall apply insofar as they are not inconsistent with these rules. For the application of the rules, the Secretary of the Board is designated to be in the same relationship to the Board as a clerk of court is to a court.

M. Attorneys. The filing of any pleading or any appearance by an attorney constitutes his appearance for the party for whom the representation is made. After an attorney has appeared for a party, the Board must be notified in writing prior to any withdrawal from the case. Any person appearing before the Board at a hearing in a representative capacity, shall be precluded from examining or cross-examining any witnesses, unless such person is an attorney licensed to practice law in the State of Wyoming, or a non-resident attorney associated with a

Wyoming attorney. This rule shall not be construed to prohibit any person from representing himself in his individual capacity in any hearing under these rules.

N. Attorney for the Board. In all hearings under these Rules, the Chairman may request the attorney for the Board to be present to assist and advise the Board.

O. Attorney for the District. The attorney for the District shall not in the same case serve as Presiding Officer or provide *ex parte* advice regarding the case to the Presiding Officer or to the Board or any members of the Board.

P. Taking of Testimony. The hearings, including all testimony, shall be reported verbatim audio recording or by any other appropriate means determined by the Board or the Presiding Officer. Any transcription of the proceedings or any part thereof shall be at the cost and expense of the requesting party.

Q. Findings of Fact, Conclusions of Law, Decision and Order.

1. The Presiding Officer shall make and serve his separately stated recommended Findings of Fact and Conclusions of Law on all parties.

2. Any party objecting to the Presiding Officer's recommended Findings of Fact and Conclusions of Law must present any objections in writing to the Board within five (5) calendar days after service by the Presiding Officer.

3. The Board shall consider the whole record, or any portion stipulated by the parties. The Board shall base its findings of fact exclusively on the evidence and matters officially noticed. The Board shall adopt the Presiding Officer's recommended Findings of Fact and Conclusions of Law unless a majority of the members of the Board object. The Board shall make its decision at a regular or special meeting held within twenty (20) calendar days from the date the Presiding Officer serves his recommended Findings of Fact and Conclusions of Law.

4. The Secretary of the Board shall personally deliver or mail a copy of the Board's Decision and Order to each party.

R. Appeals. Subject to the requirement that administrative remedies be exhausted and in the absence of any statutory or common-law provision precluding or limiting judicial review, any person aggrieved or adversely affected in fact by the Board's final decision is entitled to judicial review in the District Court for Sublette County. Rules adopted by the Wyoming Supreme Court shall govern further proceedings.

S. Standard of Conduct. The Presiding Officer may exclude any person appearing at a hearing and exhibiting contemptuous, rude, or unruly conduct.

It is hereby certified by the undersigned that the foregoing High Meadow Ranch Water District Rules and Regulations was duly passed by the Board of Directors of the above named Water District on the 21st day of August, 2025, in accordance with the Memorandum of Articles of Association of the High Meadow Ranch Water District and that the said Rules and Regulations has been duly recorded in the minutes is in full force and effect.

_____	_____
Glenn Whicker, President	Laura Whicker, Secretary
_____	_____
Cory Gale, Vice President	Tony Latimer, Manager at Large
_____	
Rand Rhodes, Treasurer	

Note: to be signed by the quorum necessary for the transaction of the High Meadow Ranch Water District Board of Directors.