



# **City of Eagle Lake Policy and Procedure For Sale of Bulk Water**

## **Policy/Procedure for the Sale of Bulk Water**

The purpose of this policy is to establish procedures and policies for the sale of bulk water to the general public. It is the goal of this policy to formalize a process for the sale of potable bulk water.

### **Background**

The City is often contacted by person(s) and/or contractors seeking to purchase water in bulk. To clarify the policy/procedures and fees for selling bulk, the following has been established.

### **Policy**

1. The City of Eagle Lake provides public access to purchase potable bulk water from a fire hydrant if approved by the Public Works Director or Utility Foreman.
2. The City of Eagle Lake will choose a location and provides it to the person(s) and/or contractors. The department needs 5 (five) working days to approve said location.
3. If working in multiple spots, a meter will be set up in one location only. Requests for moving the meter will result in a final bill and a new application must be submitted.
4. Hydrants are always to be left off unless trained and certified by the Public Works Director or his assignee.
5. Hydrants may be shut off by the Public Works Director or his assignee if the temperatures warrant the decision, or for any other reason.
6. The rate for water sold for the sole purpose of bulk water is established in the City of Eagle Lake Ordinance No. 2015-02.
7. Water purchases in bulk shall be charged for all consumption at the flat rate of \$60.00 per 1,000 gallons. After regular working hours or holidays, the base rate will be \$160.00 per 1,000 gallons.
8. The City of Eagle Lake will provide a meter that will be attached to the fire hydrant for filling. A member of the Public Works staff will install the meter. Thereafter the meter shall be the responsibility of the customer once it is installed.
9. A final bill will be provided upon removal of the meter.

## **Procedure**

1. You must first fill out an application at the Eagle Lake City Hall which is located at 100 East Main Street.
2. Once the application is received, the Public Works Director or his assignee will contact you within 5 days to set up a time to install the meter.
3. During setup the Public Works Director or his assignee will inspect the water truck for the appropriate backflow prevention. (ex: air gap in truck). It is up to the sole discretion of the Public Works Director or his assignee to reject any truck if deems not in accordance to the proper backflow prevention.
4. To stop use of bulk water, you are required to notify City Hall at (979) 234-2640. At this time the Public Works Director or his assignee will set up a time to disconnect the meter within 5 days of the request made.
5. Once the meter is disconnected the City Hall will generate a final bill for the use of bulk water.
6. Once all payments have been made, the City of Eagle Lake will refund the deposited amount.

## **Fees**

1. Deposit of \$250 (cash or check only) is required by anyone using bulk water, even if it is for a City project.
2. Flat rate of \$60 per 1,000 gallons. After regular working hours or holidays, the base rate will be \$160.00 per 1,000 gallons.

## **Public Works Department**

Questions about hydrants, usage, or general inquiries direct to the Public Works Director (979) 310-3044.

## **City Hall**

Questions about applications or billing, please direct all calls to City Hall at (979) 234-2640.

**The City of Eagle Lake reserves the right to  
refuse bulk water to anyone for any reason.**

**The City of Eagle Lake reserves the right to  
discontinue the sales of bulk water to anyone for any reason.**

**City of Eagle Lake**  
**100 East Main • P.O. Box 38**  
**City Hall (979) 234-2640**

**APPLICATION FOR BULK WATER**

**Post a deposit of \$250.00**

**\*Upon posting the above deposit, the City of Eagle Lake Public Works Department will contact you to install the meter on the approved hydrant location. When work is complete you need to call City Hall at (979) 234-2640 to uninstall the meter.**

Company	
Applicants Name	
Billing Address	
Telephone #	
Email	
Hydrant Address	
Hydrant Asset Id	

- Water will be sold at the flat rate of \$60/1,000 gallons. After regular working hours or holidays, the base rate will be \$160.00 per 1,000 gallons.
- Applicant is responsible for **ANY AND ALL** damage to, including loss or theft, of the meter and hydrant.
- The hydrant valve shall be operated with a hydrant wrench only. The hydrant is to be opened to full open position.
- All unpaid invoices will be deducted from the security deposit.
- Any damage to City equipment shall result in forfeiture of the security deposit.

**I HEREBY ACCEPT ALL CONDITION MENTIONED ABOVE AND CERTIFY THAT ALL STATEMENTS HEREIN RECORDED BY ME ARE TRUE.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

OFFICE USE ONLY

Signature of Approval \_\_\_\_\_ Date: \_\_\_\_\_