



STEVENS PUBLIC UTILITY DISTRICT
PO Box 592
Loon Lake WA 99148-0592
support@stevenspud.org
Office: 509-233-2534

Automatic Water Service On/Off Program for Seasonal Properties
Available for \$10 for Deer Lake, Jump Off Joe Lake, Loon Lake, and Waitts Lake

Stevens Public Utility District (District) has an automatic water service program for seasonal customers to encourage customers to prevent freeze damage to the meters during extended periods of inactivity and reduce potential water damage due to frozen plumbing or vandalism.

IMPORTANT: Customers are responsible for damage caused by freezing meters.

AUTO-ON	DATES	AUTO-OFF	DATES: NEW
Loon Lake Waitts Lake Jump Off Joe	1 st FULL week of April.	Loon Lake Waitts Lake Jump Off Joe	Last FULL week of October
Deer Lake	2 nd FULL week of April.	Deer Lake	OR 2nd FULL week of November

To participate, complete this form and submit it to the District by March 1st. Once signed up for either seasonal ON and/or OFF, there is no need to contact the District about turning the water on or off. *It will occur each year during the specified week until you request the water meter be turned on or off outside of the Automatic Program dates. A postcard is mailed in advance to remind customers to ensure the property is ready for the on/off change. **If you do not receive a reminder postcard, you are not on the list.***

Potential Leak? The responsibility for securing/draining the plumbing on the customer’s side of the water meter solely belongs to the customer. It is in your best interest to confirm all faucets are closed and your water heater is isolated from filling. District staff will turn on the meter and wait for the lines to fill (no more than 40-50 gallons). If there is evidence of a leak, (water continues to run without stopping) the meter is turned off and our office will notify you of the problem. Once your leak is fixed and you’re ready for water-on again, call the office to schedule a non-emergency turn-on. Normal on/off fees apply for a 7-day window (\$40) or appointment (\$60).

The District strongly recommends that every customer install a shut-off valve between the water meter vault and the house. If a “stop and waste” valve is used, it will also drain a portion of the piping on the house side of the valve. Whether or not this one valve will drain the entire house plumbing depends on the layout of the plumbing and its elevation compared to the elevation of the stop and waste valve.

Therefore, other drain valves are also usually necessary. When customers have their own valves, they can control the water supply to the home without having to be concerned about requests or fees. Simply use your own valve. The closer the customer’s valve is to the water meter vault, the less of the customer’s piping is unprotected when the water service is turned on.

This Auto On/Off program protects your home and our equipment from freezing damage because our meters are loosened and drained. **The success of this program is dependent on your communication with our office about any changes; the timing of trips will otherwise remain consistent until canceled.**

- **PREPARE BEFORE TURN-ON.** It is the customer's responsibility to ensure all valves/faucets inside the dwelling are OFF. Do NOT ALLOW HOT WATER TANKS TO FILL at turn-on; otherwise, we assume there may be a leak inside. The PUD policy is to turn our meter back off after 40-50 gallons max. Unsuccessful attempts are usually caused by open valves on the customer's plumbing.
- **TAMPERING AND FINES.** Only PUD employees are authorized to turn our meter on and off. A pattern of leaks at auto-on, failure to communicate if customer valves are left on and/or tampering with PUD meters may result in termination from the program as well as Tampering Fines from \$100 - \$500. While the meters measure water usage mechanically, they communicate electronically. Customers turning our valves on/off themselves can damage our equipment, and any trips or parts will be billed to your account along with the fine.

Things to remember:

- It takes a lot of work to manage these lists, mail reminders, track meter reads/leaks, etc. PLEASE check your calendar for the appropriate on and off dates each year. Submit any changes by March 1st for ON and October 1st for OFF.
- If water is requested to be on or off at any other time during the year, a new form must be completed and submitted to the office.
- When a property ownership changes, this form is no longer valid and must be submitted by the new owners. This is still true when property ownership changes amongst family members.
- Customers can participate in the ON program only, the OFF program only or both.



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As the Owner of the property described below, I hereby request that public water service to the subject property be turned on and/or off by the District on the dates shown below.

AUTO-ON Week by Area (Not Negotiable)		AUTO-OFF WEEK Circle One: (New)!!!	
Loon Lake Waitts Lake Jump Off Joe	1 st full week of April.	Loon Lake Waitts Lake Jump Off Joe Deer Lake	Last full week of October OR 2 nd full week of November
Deer Lake	2 nd full week of April.		

By signing this document, you acknowledge you have read and fully understand the following:

1. I understand and agree that it is my sole responsibility to secure the plumbing and control the flow of water on my side of the water meter.
2. I accept full responsibility for all damage caused by the water or lack of water from the public water system when the water meter serving my property is turned on or off at my request.
3. I understand I must request an additional trip and agree to associated fees if a leak is present. (Unsuccessful attempts are typically caused by open valves on the customer's plumbing.)
4. I understand the District strongly recommends a personal stop and waste valve is installed for customer use, as close as practical to the meter vault. This valve will protect my property and provide personal control of the water supply to my property. I understand that I cannot rely solely on the District's valve at the meter vault to stop the flow of water to my property.
5. Submitting this complete form results in annual participation in this program. Contact the office to be removed.

The owner(s), by their signatures below, do hereby represent and warrant to the P.U.D. that they are lawfully seized and possessed of the Premises, and that they have a good and lawful right to sign this form.

Account Number:		WHICH LAKE? Please circle one. Loon Lake Waitts Lake Deer Lake Jump Off Joe
Homeowner's Printed Name:		
Homeowner's Signature:		
All Emergency Phone Number(s):		
Lake Address:		
Date Signed:		