

**Baffin Bay Water Supply Corporation**  
**Mailing Address: 708 South FM 1546 • Riviera, TX 78379**  
**Physical Address: 870 East FM 772, Riviera, Texas 78379**  
**Office 361-297-5253 Fax: 361-297-5355 E-Mail: baffin1@rivnet.com**

**TO: ALL BAFFIN BAY WATER SUPPLY CORPORATION CUSTOMERS**  
**FROM: BOARD OF DIRECTORS**  
**SUBJECT: REVISION TO MEMBERS' RESPONSIBILITY/METER VISIBILITY**  
**POLICY**

**At the December 18, 2017 regular monthly meeting of the Baffin Bay Water Supply Corporation Board of Directors, the directors voted unanimously to add fixed charges to the existing "Member's Responsibility" policy. The policy is now a part of the Baffin Bay WSC Tariff and will be implemented accordingly. This policy now states the following:**

***Member's Responsibility.***

- a. The Member shall keep the meter visible at all times and provide for access to the meter at all times to allow for maintenance and meter reading by BBWSC employees. This means keeping all grass cut and weeds, brush, cactus, and debris removed at least 6 feet around the meter. If the member does not abide by this policy, the Corporation will perform this service and the customer will be billed **at a flat rate of \$40, and if the time required to perform this service exceeds 30 minutes, an additional \$25 will be charged for every additional 30 minutes required to perform the maintenance around the meter.**
- b. If fenced, a gate shall be provided within 15 ft. of the meter. The member shall provide a key to locked gates. If access to the meter is hindered or denied preventing the reading of the meter, an estimated bill shall be rendered to the Member for the month; and a notice shall be sent to the effect that access could not be gained. If access is denied for three (3) consecutive months after proper notification to the Member, then service shall be discontinued and the meter removed with no further notice. Conditions that may hinder access include, but are not limited to fences with locked gates, vehicles or objects placed on top of meters or meter boxes, and unrestrained animals.

**Thank you in advance for abiding by this policy. Regular inspection and cleaning of the area around your meter and adherence to the other provisions of the policy are extremely important.**

*If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442, or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).*

Baffin Bay Water Supply Corporation is an equal opportunity provider and employer.