

## **OSHARA MUTUAL DOMESTIC WASTEWATER ASSOCIATION STATEMENT OF POLICIES AND PROCEDURES**

**Contacting OMDWA:** Contact the Association through the website: [www.osharavillage.org](http://www.osharavillage.org)

**Purpose:** The purpose of the Oshara Mutual Domestic Wastewater Association (OMDWA) is to provide sewer service to residential and commercial owners in Oshara Village. It is the responsibility of the Association to manage financial resources to allow for appropriate operation of the treatment plant and delivery of sewer services within the Village, addressing problems in an efficient manner and treating Association members in equitable ways that benefit all current and future members.

**Board Responsibilities:** It is the duty of the OMDWA Board of Directors to function within the guidelines provided by the Bylaws of the OMDWA, New Mexico Secretary of State, NM Environmental Department, Federal Environmental Protection Agency, Sanitary Projects Act, Open Meetings Act and Procurement Code.

**Copies of Documents and Complaints:** Complaints should first be brought to the attention of the OMDWA Board for solution. To file a more formal complaint, contact the Office of the Secretary of State Corporations Commission. To request or to review the OMDWA Articles of Association, By-Laws, meeting notices and minutes or other documents, please go to: [www.osharavillage.org](http://www.osharavillage.org). This website can also be used to contact the OMDWA about concerns. Billing problems can be directed to our bookkeeper at the following email: [osharautility@gmail.com](mailto:osharautility@gmail.com).

**Builder Responsibilities:** The holder of the Building Permit is responsible for the connection of new construction to the OMDWA collection system lines. This connection must meet all applicable codes and established plumbing best practices, and pass required inspections. The builder must obtain a NMCID permit and must inform the OMDWA when the connection to the community line has been completed and inspected by NMCID. Easements are granted for inspection, repair and maintenance of the collection system. An official Hook-Up letter will be provided to the owner after the payment of the connection fee has been received and any outstanding standby or late fees on the lot have been paid.

**Delivery of Services:** Applicants may be required to sign a service agreement or application. The Association may establish fees based on estimated usage. The OMDWA cannot guarantee non-interruption of service in times of emergency, repair or construction and is not responsible for damage caused by such interruption. The Association will give due notice of planned interruptions.

**Member Prudent Use:** Members must take appropriate action to safeguard the integrity and quality of the wastewater system and be responsible for using the wastewater system prudently, safely and in accordance with all rules of the Association and the Oshara Village operating documents concerning water use.

**Transfer of Membership:** Membership may be transferred to a new property owner and arrangements made for the payment of the transfer fee. The transferee must notify the OMDWA of the planned transfer at least 14 days before the transfer to the new owner. Before closing on a sale of property, all amounts due on the account for the lot to be transferred must be paid, including the transfer fee and GRT. Arrangements for payment must be made through a title company or through OMDWA directly. If amounts are left in arrears 20 days after a closing, the seller may be referred to collections for the amount owed. The new owner's contact and billing information must be received within 10 days.

**Prohibited Use:** All care must be taken to protect and respect sewer lines. A customer shall not discharge into the OMDWA Sewer System storm water run-off, wastes not amenable to treatment, or solid substances capable of causing obstruction. **Prohibited substances include truck or RV hauled wastes, industrial discharge, toxic substances, garbage and waste containing concentrated suspended solids, fats, grease,**

**waxes and oils.** There may be no discharge into the OMDWA sewer system of materials, water or wastes that can cause harm to the Waste Water Treatment Facility or the environment.

**Building and Association Sewer Lines:** No unapproved sewer connections may be added by an owner. The Association may limit the size of sewer service connections to the main line. Any problems with a member's private sewer line are the financial responsibility of the member, including any resulting damage to the OMDWA main lines, community or private property.

**Repairs and Easements:** Should any stoppage or obstruction occur in the OMDWA sewer system, the Association shall exercise diligence to resolve the problem and restore the free flow of sewage as promptly as reasonably possible. Members grant the OMDWA an easement onto their private property for purposes of repair to the main community sewer line if needed, or for inspecting, testing, etc. Except in cases of emergency, temporary suspension of service must be approved by the Association Board.

**Request for Service:** All applications for Sewer Service outside of the Oshara Village service area must be made to the OMDWA, supplemented by plans, specifications or supporting documentation. A service agreement must be obtained from OMDWA prior to construction of any Sewer System. All cost of application, planning and construction must be borne by the applicant.

**Line Extension:** Line extension is allowed where required to serve an applicant or group of applicants. Such extension must be approved by the OMDWA in design and construction.

**Interceptors:** The Oshara Mutual Domestic Wastewater Association (OMDWA) may require the applicant to install a connection manhole or sampling port to facilitate observation, sampling and measurement of the waste discharged into the OMDWA Sewer System. If a business does not install a grease interceptor and manhole or sampling access port at the time of construction, the Board may require this installation post-construction, if deemed necessary to protect the OMDWA Collection System and Treatment Facility from harmful discharge.

All Commercial establishments where grease traps or sand and grease interceptors are required shall construct a connection manhole or sampling port on their sewer line before the main connection to the OMDWA Sewer System.

Grease and sand interceptors shall be provided where, in the opinion of the OMDWA Board, they are necessary for the proper handling of liquid waste containing grease in excessive amounts, or any other flammable wastes, sand or other harmful ingredients. Such traps shall not be required for private living quarters, except where the Board determines that there is a likelihood of discharge into the Sewer System that would have a deleterious effect on the treatment plant.

All restaurants, cafeterias, institutional kitchens, and other installations having facilities for the preparation and serving of food in quantity, laundromats, car washes, gas stations, auto machinery garages and art shops where the potential for discharge of grease, oils and waxes into the sanitary sewer system exists shall be required to install a grease interceptor.

**Sampling:** Sampling and analysis of samples shall be carried out by customarily accepted methods to assess the effect of constituents upon the sewer system and to determine the existence of hazards. Sampling frequency and quantity may be required at the OMDWA Board's discretion. Testing of commercial and industrial waste will be performed at least twice a year, or whenever found necessary by the OMDWA Administrator. The establishment discharging the waste shall be liable for payment of all costs arising from sampling and testing of waste discharged to the OMDWA Sewer System.