

# **RULES AND REGULATIONS**

SILVER HEIGHTS WATER AND SANITATION DISTRICT

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## RULES AND REGULATIONS

OF

## SILVER HEIGHTS WATER AND SANITATION DISTRICT

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RULES AND REGULATIONS  
OF THE  
SILVER HEIGHTS WATER AND SANITATION DISTRICT

SECTION 1. General -Explanatory Material.

1. Scope. These Rules and Regulations shall be treated and considered as a new and comprehensive regulation, governing the operations and functions of the Silver Heights Water and Sanitation District; and shall supersede previous Regulations of the District as contained in the minutes of the District, which are in conflict with the provisions hereof.
2. Policies and Purpose. It is hereby declared that the Rules and Regulations hereinafter set forth will serve a public use and are necessary to ensure and protect the health, safety, prosperity, security and general welfare of the inhabitants of the Silver Heights Water and Sanitation District. The purpose of these Rules and Regulations is to provide for the control, management and operation of the water distribution and sewerage collection systems of the Silver Heights Water and Sanitation District, including additions, extensions and connections thereto.

A current copy of these Rules and Regulations is available for a reasonable fee. The copy fee is set forth in Appendix E, "Service Fees."

3. Definitions. Unless the context specifically indicates otherwise, meaning of terms used herein shall be as follows:
  - 3.1. "**Actual Cost**" shall mean all direct costs that apply or are applicable to the construction of a given transmission line, including construction, engineering, inspection, plan approval fees, etc., which have been paid by the line constructor.
  - 3.2. "**Board**" and "**Board of Directors**" shall mean the governing body of the Silver Heights Water and Sanitation District.
  - 3.3. "**Building Drain**" shall mean that part of the lowest horizontal piping of a building drainage system from the stack or horizontal branch, exclusive of storm sewer, extending to a point not less than five (5) feet outside of a building wall.
  - 3.4. "**Building Sewer**" shall mean the extension from the building drain to the public sewer.
  - 3.5. "**Commercial Customer**" shall mean those users of the District's water and/or sewer service that do not fit the definition of a Residential Customer. Commercial Customers abide in buildings which are not a single family dwelling primarily used as a residence, including but not limited to,

commercial businesses, churches, apartment complexes, duplexes, ranches and/or farms. Further, any time a single tap is shared between more than one single-family dwelling (for example a duplex home) all customers shall each be considered a “Commercial Customer.”

- 3.6. "**Contractor**" shall mean any individual, company, firm or corporation licensed by the District to perform work and to furnish materials therefore within the District.
- 3.7. "**Customer**" shall mean any person, company, corporation or governmental authority or agency authorized to use water or connect to the public sewer under a permit issued by the Board of Directors.
- 3.8. "**District**" shall mean the Silver Heights Water and Sanitation District.
- 3.9. The "**District Operator**" or "**Superintendent**" shall mean the superintendent or the operator of the District, or in his absence, his duly authorized deputy.
- 3.10. "**Domestic Use**" shall mean the uses typical or normal for a single family house.
- 3.11. "**Industrial Wastes**" shall mean the liquid wastes from industrial processes as distinct from sanitary sewage.
- 3.12. "**Inspector**" shall mean the District's operator or person or persons duly authorized by the District to enforce these Rules and Regulations.
- 3.13. "**Licensed Plumber**" or "**Pipe Layer**" shall mean the person or entity that has been approved in writing by the Board to work in the District.
- 3.14. "**Permit**" shall mean written permission of the Board of Directors to connect to a public sewer or water main of the District and pursuant to the Rules and Regulations of the District.
- 3.15. "**Person**" shall mean any individual, company, firm, association, society, corporation, group or governmental authority.
- 3.16. "**Public Sewer**" shall mean a sewer in which all owners of abutting properties have equal rights, and is controlled by the District.
- 3.17. "**Residential Customer**" shall mean those users of the District's water and/or sewer service that live in a single-family dwelling and which is used primarily as a residence.
- 3.18. "**Sanitary Sewer**" shall mean a sewer line that carries sewage and to which storm, surface and ground waters are not intentionally admitted.
- 3.19. "**Service Line**" shall mean the pipe, conduit or line from the water main to an individual house or other structure.

- 3.20. "**Sewage**" shall mean any liquid waste containing animal or vegetable matter in suspension or solution from residences, business buildings, institutions and industrial establishments.
- 3.21. "**Sewer**" shall mean a pipe or conduit for carrying sewage.
- 3.22. "**Shall**" is mandatory; "**May**" is permissive.
- 3.23. "**Stub-in**" shall mean the connecting of service line(s) to the water and/or sewer main.
- 3.24. "**Tap**" or "**Connection**" shall mean the connecting of the service line to the structure that it is to service.
- 3.25. "**User**" shall mean any person to whom water and/ or sewer service is serviced, be it renter, record owner, corporation, company, individual, etc.
- 3.26. "**Water Main**" shall mean any water pipe, line, or portion thereof, owned by the District.
- 3.27. "**Water Tap**" shall mean the act of connecting a service line to a water main.
- 3.28. ANY OTHER TERM not herein defined shall be defined as presented in the "Glossary --Water and Sewage Control Engineering", A.P.H.A., A.S.C.E, and F.S.W.A, latest editions.
4. Severability. If any portion of these Rules and Regulations is found to be constitutionally or statutorily invalid, the remaining portion of the Rules and Regulations shall remain in force and unaffected.

## SECTION 2. Ownership and Operation of Facilities.

1. Policy. The District is responsible for the distribution of water for domestic use to residents within the District, and the maintenance, repair and replacement of all mains, hydrants, valves and service facilities owned by the District, but shall not be liable or responsible for inadequate pressure or interruption of service brought about by circumstances beyond its control. The District is also responsible for the operation and maintenance of the sewage collection system in a sound and economical manner in accordance with these Rules and Regulations.
2. Liability. It is expressly stipulated that no claims for damage shall be made against the District by reason of the following: Breaking of any service or supply pipe or cock or meter by any employee of the District; failure of the water supply; shutting off or turning on water in the water mains; the making of connections or extensions; damage to personal property by reason of water being turned on or off in the service pipe by the Districts employees; damage caused by water running or escaping from open or defective faucets; burst service pipes or other facilities not owned by the District;

damage to water heaters, boilers or other appliances resulting from shutting water off, or turning it on, or from inadequate or sporadic pressures; or for doing anything to the water system of the District deemed necessary by the Board of Directors or its agents.

The District hereby reserves the right to disconnect the water supply at any time for any reason deemed appropriate.

3. Powers and Authority of Inspectors. The District Operator, inspector and other duly authorized employees of the District bearing proper credentials and identification shall be permitted to enter upon all properties for the purpose of inspection, observation, measurement, sampling and testing in accordance with the provisions of these Rules and Regulations.
4. Defective Meters. The District will assume ownership, calibration and maintenance responsibilities for all meters. Installation of meters shall be in accordance with District standards. It shall be the duty of all consumers to notify the District if their water meters are operating defectively.

### SECTION 3. Use of Public Water and Sewer Systems.

1. Permission Required. No unauthorized person shall uncover, make any connection with, or opening into, use, alter or disturb any public water or sewer main or appurtenances without first obtaining a written permit from the District.

Before issuing building permits, Douglas County Planning agencies sometimes require a written statement from the District indicating that water and sewer services are available to the property owner. The District will only issue such statements after reviewing the property owner's plans for the site. Such review should be during a regularly scheduled meeting of the Board.

- 1.1. Unapproved Water or Sewer Taps. Contractors and/or property owners can only tap into the District's water and/or sewer system after a) the contractor and District have signed the District's tap contract, and b) the District has deposited the tap fees. No District board member may give verbal permission for a contractor to tap into the system. Approval for new tap contracts must be given by an approved motion of the Board.

The Board will impose fines and applicable charges to the current property owner when it discovers an unapproved tap on the District's facilities. The fines cannot be applied towards tap fees.

The fine for each unapproved tap is identified in Appendix E "Service Fees", and like all other fees can be changed by the Board at any time without giving notice.

In addition to the fine, the Board will make its best estimate as to amount of water and/or sewer usage since the tap was believed to be installed. The Board will charge the current property owner the higher of either the minimum quarterly (or for non-residential, monthly) charge or the estimated usage back to the date of installation.

Further, the board may charge the current property owner the cost of disconnecting the tap. Such costs may include the cost of a contractor to dig to the service mains, disconnect the tap, seal any holes or replace pipe sections, fill the hole, and return the surface to its original condition (e.g. replacing sod, concrete or asphalt). The costs will also include compensating the District Operator for overseeing or supervising the contractor's performance.

- 1.2. Incorrect Sizing of Taps. If a contractor and/or property owner installs a larger tap than what was contracted for, the Board will charge the current property owner for the difference between the tap size contracted for and the now current tap fee of the larger tap.

## 2. Responsibilities of the Customer.

- 2.1. Acceptable Sewer Discharges. In amounts and concentrations typical of household or of office building use, the following are acceptable to discharge into the sewer system: finely ground food particles, urine, human feces, toilet paper, dishwasher detergent and water, laundry detergent and water, body soaps, and shampoos.
- 2.2. Unacceptable Sewer Discharges. No person shall cause to be discharged into the sewer system anything that might block or partially block the system, damage the system, be hazardous to people or animals, interfere with the operation and maintenance of the system, or be beyond the treatment capability of the reclamation plant.

The following is an incomplete list of things that are not acceptable for anyone to discharge, accidentally or by design, into the sewer system or (or for that matter into the water system).

### Water Sources

No person shall discharge or allow to be discharged into the sewer system any storm water, surface water, ground water, roof runoff, subsurface drainage, cooling water or unpolluted industrial process water. Attaching a sump pump requires approval by the Board.

### Swimming Pools

Swimming pools may be drained into the sewer system, but only with permission and at the rate approved by the District's Operator. Pool draining shall be limited to the hours between 11:00 p.m. and 6:00 a.m. A permanent sign must be placed prominently at all swimming pool filter installations



stating that pools are not to be drained into the sewer system without permission from the District Operator.

#### Obstructions

No person shall discharge or allow to be discharged to the sewer system any harmful water or wastes, whether liquid, solid or gas, capable of causing obstruction to the flow in sewers, damage or hazard to structures, equipment and personnel of the sewage works, or other interference with the proper operation of the sewage works. This includes, but is not limited to: grease, garbage with particles greater than one-half (1/2") inch in any dimension, animal guts or tissues, paunch manure, bones, hair, hides, or fleshing, entrails, whole blood, feathers, ashes, cinders, sand, spent lime, stone or marble dust, metal, glass, hops, waste paper, wood, plastics, gas, tar, asphalt residues, residues from refining or processing of fuel or lubricating oil, mud or glass, grinding or polishing wastes, paint, rubber prophylactics, and tampons.

#### Viscous

No person shall discharge or allow to be discharged to the sewer system any water or waste which contains substances that will solidify or become discernibly viscous at temperatures between thirty-two (32) degrees Fahrenheit and one-hundred-fifty (150) degrees Fahrenheit.

#### Insoluble Oil

No person shall discharge or allow to be discharged to the sewer system any water or waste containing free, floating or insoluble oil.

#### Flammable or Explosive

No person shall discharge or allow to be discharged into the sewer system any liquids, solids, or gases which by reason of their nature or quantity are, or maybe, sufficient either alone or by interaction with other substances to cause fire or explosion. Prohibited materials include, but are not limited to: gasoline, kerosene, naphtha, benzene, toluene, xylene, ethers, alcohols, ketones, aldehydes, peroxides, chlorates, perchlorates, bromates, carbides, hydrides, and sulfides. Prohibited materials also include any other substances which Plum Creek Wastewater Authority, the State, or the EPA have determined to be a fire hazard.

#### Corrosive

No person shall discharge or allow to be discharged into the sewer system any liquid having a pH less than 5.0 or more than 9.0, or any liquid having any other corrosive property capable of causing damage or hazard to the structures, equipment, and/or personnel.

#### Toxic

No person shall discharge or allow to be discharged into the sewer anything containing toxic pollutants in sufficient quantity, either singly or by interaction with other pollutants, to injure or interfere with any wastewater treatment process, constitute a hazard to humans or animals, create a toxic effect in the receiving waters of the system, to contaminate the sludge of the system, or to exceed the limitations set forth in a Categorical Pretreatment Standard. A toxic pollutant shall include, but not be limited to, any pollutant identified pursuant to section 307(a) of the Act, as amended from time to time, or State law or regulation.

Radioactive

No person shall discharge or allow to be discharged into the sewer substance which contains any radioactive wastes or isotopes of such half-life or concentration that exceeds limits established by PCSW, or by State laws or rules.

Prevents Reclamation

No person shall discharge or allow to be discharged into the sewer anything which may cause the sewer system's effluent, (or any other product such as residues, sludges, or scums) to be unsuitable for reclamation and reuse, or that interferes with the reclamation process.

Ammonia Nitrogen

No person shall discharge or allow to be discharged into the sewer ammonia nitrogen or substances readily converted thereto.

Oxygen Demanding

No person shall discharge or allow to be discharged into the sewer any oxygen demanding pollutants (BOD etc).

Dyes

No person shall discharge or allow to be discharged into the sewer substance which gives the wastewater an objectionable color not removable by the typical treatment process, such as but not limited to: dyes, dye wastes, or vegetable tanning solutions.

Extremely Hot

No person shall discharge or allow to be discharged into the sewer liquids having such extremely hot temperature as to cause the temperature of the influent to the wastewater treatment plant to exceed one-hundred-four (104) degrees Fahrenheit, or inhibits the biological activity in the treatment plant.

Noxious

No person shall discharge or allow to be discharged into the sewer anything which possess or produces a noxious or malodorous qualities, which either

singly or by interaction with other wastes are sufficient to prevent workers from entering the sewer system.

Root Cutting

Often the roots of trees or bushes will grow in sewer lines thereby impeding the sewer's flow. To clear such roots, the District prefers households use a District-approved chemical to dissolve the roots. If customers choose to use a root cutter (such as Roto-Rooter) we require they notify the District's Operator prior to cutting. Dislodged roots frequently clog the sewer lines further downstream.

- 2.3. Accidental Discharge. All users shall provide sufficient protection from accidental discharge of prohibited materials or other substances regulated herein. The owner will be responsible for all costs of implementation and regular maintenance of the protection systems.

All users must immediately notify both Silver Heights Water and Sanitation District and the Plum Creek Wastewater Authority whenever prohibited materials are discharged into the sewer system. The notification shall include the time and location of the discharge, the amount and type of the discharge, (including concentration), and recommended actions.

Within five (5) days of the accidental discharge, the user shall submit to both Silver Heights Water and Sanitation District and the Plum Creek Wastewater Authority a detailed written report describing the cause of the accidental discharge, and measures that shall be taken by the user to prevent similar future occurrences.

Such notifications shall not relieve the user of any expense, loss, damage, or other liability which may be incurred as a result of damage to the sewer system, fish kills, or any other damage to people or property. Nor shall such notifications relieve the user of any fines, civil penalties, or other liability which may be imposed by these rules and regulations or by applicable law.

Failure to report accidental discharges or to provide the Accident Report, or to enact sufficient safeguards, may in addition to any other remedies, result in termination of service.

All costs and fines incurred by Silver Heights Water and Sanitation District and/or the Plum Creek Wastewater Authority as a direct result of the accidental discharge will be passed on to the user.

The Board may prescribe the limits on the strength and character of wastewaters and wastes. Where necessary, in the opinion of the Board, the owner shall provide at his own expense, such preliminary treatment as may be necessary to treat these wastes prior to discharge to the public sewer. Plans,

specifications and any other pertinent information relating to proposed preliminary treatment facilities shall be submitted for the approval of the District and of the State Board of Health, and no construction of such facilities shall be commenced until such approval is obtained in writing. Where preliminary treatment facilities are provided for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at his expense.

- 2.4. When required by the District, the owner of any property served by a building sewer carrying industrial wastes shall install and maintain at his expense a suitable control manhole in the building sewer to facilitate observation, sampling and measurement of the wastes. Such manhole shall be accessible, safely located, and constructed in accordance with plans and specifications approved by the District. The manhole shall be installed and maintained by the owner at his own expense. All measurements, tests and analyses of the characteristics of waters and wastes shall be determined in accordance with "Standard Methods for the Examination of Water and Sewage", and shall be determined at the control manhole or upon suitable samples taken at said control manhole.

In the event that no special manhole has been required, the control manhole shall be considered to be the nearest downstream manhole in the public sewer to the point at which the building sewer is connected.

Grease, oil and sand interceptors of a design recommended by the Colorado State Board of Health shall be provided when, in the opinion of the inspector, they are necessary for the proper handling of liquid wastes containing grease in excessive amount, or any flammable wastes, sand and other harmful ingredients; except that such interceptors shall not be required for private living quarters or dwelling units. When installed, they shall be maintained by the owner at his expense, in continuously efficient operation at all times.

- 2.5. The District shall own and maintain all water service mains utilized in the distribution of District water from the point of distribution and including individual water meters. The service line from the property line to the meter inlet fitting or shut-off (whichever is closer to the main) and from the meter outlet fitting to the building distribution point is the responsibility of the property owner.

The District shall have the power to require the property owner to repair any deficiencies detected in the property owner's sewer line discovered by routine maintenance of the mains or by any other means. Leaks or breaks in the water or sewer service line shall be repaired by the property owner within seventy-two (72) hours from the time of notification of such conditions by the District. If satisfactory progress toward repairing the said leak has not been accomplished within the said time period, the District Operator shall shut off

the water and/or sewer service until the leak or break has been repaired to the satisfaction of said Operator.

- 2.6. It shall be the duty of all those connected with the water system to keep advised of varying pressures and conditions of service so as to properly protect their persons and property from injury by water furnished through the District's facilities. They shall also take note that there is no waste-way in the shut-off at the curb box or at the main and any water standing in the pipes when water is turned off at the meter shut-off or main will remain there unless drained out by the user by means of a drain connection. Employees of the District are forbidden to manipulate the drain connection or do any other plumbing work whatsoever. It is expressly stipulated that the District will assume that every property is equipped with a drain connection, and failure of any property owner to so equip their own property will under no circumstances alter the liability of the District. All persons having boilers or other appliances on their premises depending on pressure or water in pipes or on a continual supply of water, shall provide at their own expense, suitable safety appliances to protect themselves and their property against a stoppage of water supply or loss of pressure.
3. Possession of Hydrant Wrench or Valve Shut-off Keys shall be Unlawful. It shall be unlawful for any person, other than authorized personnel, to have in their possession a hydrant wrench or valve shut-off key; and any police officer, personnel of the District or Fire Department are hereby authorized to confiscate any hydrant wrench or valve shut-off key found in the possession of an unauthorized person.
4. Protection from Damage. No unauthorized person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure, appurtenance or equipment that is a part of the water or sewage works, including fire hydrants. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct.
5. Violations of Rules and Regulations. Any person found to be violating any of the provisions of these Rules and Regulations shall be served with written notice stating the nature of the violation and providing a reasonable time limit for satisfactory correction thereof.

Any person who shall continue any violation beyond the time limit provided as above shall be charged with a misdemeanor and upon conviction thereof shall be fined in an amount as established by the courts for each violation.

Any person violating any of the provisions of these Rules and Regulations shall become liable to the Board for any expense, loss or damage occasioned by reason of such violation.

SECTION 4. Application for Service and Charges.

1. Inclusions. Water and sewer service will be furnished only to persons whose property is included within and subject to the rules, regulations, and taxation by the District.

It shall be incumbent upon the applicant to furnish satisfactory evidence of inclusion whenever such evidence is requested by the District. Satisfactory evidence shall consist of tax receipts or certification in lieu thereof received from and signed by the County Treasurer.

A person owning land within or without the exterior boundaries of the District who desires service must include all of that owners land contiguous to the parcel upon which service is desired into the District.

A formal request to the district on its Standard Form shall be made by the applicant accompanied by a non-refundable payment of Five Hundred Dollars (\$500.00) to cover the costs by the Attorney for the courts, and One Hundred Fifty Dollars (\$150.00) for the cost of publication. Normally, the Board will require the preparation of an Engineering Feasibility Study prior to annexation or commitment to serve within or without the District. The petitioner shall pay all costs involved with such study. Additional cost that may occur shall be paid prior to approval from the Board.

2. Service Outside the District. The District may, if it seems advantageous to the District, furnish water and/or sewer service to properties located outside the boundaries of the District, but under no circumstances shall the District construct any water mains or sewer mains at its own expense to service such properties.

Charges for furnishing water and/or sewer service outside of the District shall be at the discretion of the Board of Directors but no service shall be furnished to properties outside of the District unless the charge therefore equals the cost of service plus the estimated mill levy for which such property would be responsible if it were a part of the District.

These Rules and Regulations shall be applicable to all property owners outside of the District who are furnished water by the District and no connection to the District's water and sewer mains shall be permitted until the property owner shall have agreed to abide by the Rules and Regulations, provided however, that the Board of Directors, at its discretion, may charge a higher connection fee and inspection fee for properties not located within the District.

In every case where the District furnishes water and/or sewer service to properties outside the District, the District reserves the right to discontinue service when, in the judgment of the Board of Directors, it is for the best interests of the District to do so, and such service shall be considered a revocable license.

3. Application for Service. Application for water and/or sewer service must be filed with the District and be accompanied by appropriate fees prior to action by the Board.

4. Cancellation of Application and Refund of Fees. The District reserves the right to revoke any application previously granted, before service has been provided.

Application for water and/or sewer service does not bind the applicant to "use" the service. Such applications shall be retained along with fees paid to the District for a period of twelve (12) months. If the applicant has not then requested service, the Board at its discretion may cancel the application and refund fees paid without interest.

5. Denial of Application. The District reserves the right to deny application for service on any of the following grounds:

- That connection of the system to applicant's existing plumbing would constitute a cross-connection to an unsafe water supply; or
- That the service applied for would create an excessive seasonal, or other demand, upon the facilities.

6. Changes in Customer's Equipment or Service. Prior to any change in water service or meter installation, a customer shall file an amended application with the District at least forty-eight (48) hours prior to making the proposed change. Such changes include replacement or addition of piping, meters, valves, pressure reducing valves, or pumps to the service lines.

No change in the customer's equipment or service shall be made without the prior approval of the District.

7. Water meters shall be installed at a location designated by the Board. Water meters shall be installed in acceptable underground meter pits, normally located at the property line. Pits and meters shall be of a make, style and model designated by the Board. For all new water taps (both residential and commercial) or for all modifications to the tap or service line, the cost of the pit, meter, any remote reading device, and their installation, shall be the responsibility of the property owner. With the exception noted above, the district shall assume the costs of pits and/or, meters and their installation for all residential single-family dwellings existing prior to January 1, 1996. It shall be the obligation of the contractor or plumber to install meters at the direction of and under the supervision of the Inspector. Further the contractor or plumber shall guarantee and warrant proper operation of the meter for a period of one (1) year after occupancy of the living unit to which the meter is attributable. Subject to the foregoing, the District shall assume ownership, calibration and maintenance responsibilities for all such residential meters immediately after the Inspector has approved the installation of the pit, meter, and remote reading device. Ownership, calibration and maintenance of commercial meters will remain with commercial property owner.

- 7.1. Water Back Flow Preventers shall be installed at a location designated by the Board. Effective February 21, 2002 the property owner shall be required to

install Back Flow Preventers when attaching to a new water tap, or modifying the tap, meter, pit or piping. The cost of the Back Flow Preventer and its installation shall be the responsibility of the property owner. Back Flow Preventers shall be installed adjacent to the meter in acceptable underground meter pits, normally located at the property line. Back Flow Preventers shall be of a make, style and model designated by the Board. It shall be the obligation of the contractor or plumber to install Back Flow Preventers at the direction of and under the supervision of the Inspector. Further the contractor or plumber shall guarantee and warrant proper operation of the Back Flow Preventers for a period of one (1) year after occupancy of the living unit to which the Back Flow Preventer is attributable.

7.2. Testing and Inspection of Back Flow Preventers. Subject to the foregoing, the District shall assume ownership, calibration and maintenance responsibilities for all Back Flow Preventers installed for residential customers, but not for commercial customers. Regardless of ownership, all Back Flow Preventers shall be tested annually, or on a schedule determined by the Board. For the purpose of establishing a convenient or common testing and inspection schedule for all preventers, the Board shall have the option of early or late testing of Back Flow Preventers.

7.3. Testing and Inspection Fees. For those equipped with them, the district shall impose an annual surcharge, identified in Appendix E, on residential customers' invoices for testing and inspecting Back Flow Preventers. If the residential Back Flow Preventer is defective, the District will be responsible for fixing or replacing it within a reasonable period.

Commercial customers, at their own expense, shall have a qualified plumber test and inspect their Back Flow Preventers. The testing and inspection must be performed by June 1<sup>st</sup> of the current calendar year. The commercial customer must provide written documentation by the testing company certifying that the Back Flow Preventer is in good working condition and is suitable to the application for which the customer is using it. If the device does not pass inspection, the commercial customer can apply for an extension of the certification to give time to have repairs completed. Repairs must be complete and certification provided to the District by August 1<sup>st</sup> of the same calendar year. If certification is not received by August 1<sup>st</sup> of the same calendar year, the District will hire a testing company of their choice and bill the testing to the commercial customer on their next regular billing. A clerical fee of \$20 will also be billed. Suitable in this context shall mean the device conforms to the most stringent of all applicable Federal, Colorado State, Douglas county regulations.

8. Water Tap Fee Schedule. The Fee Schedule can be changed by the Board at any time without notice.



The current Water Tap or Connection Fee is set forth in Appendix D “Water and Sewer Tap Fees.”

When a new or existing customer makes any changes to a new or existing tap so that the EQR (Equivalent Residential Unit) value of the property is increased, an additional incremental tap fee shall be charged based on the number of additional EQR units. Each increase in tap size will be proportional to the increase of flow capacity.

The cost of the water tap fee excludes the construction from the water main to the property line, the meter and all appurtenances. Such excluded charges shall be paid by the applicant.

The applicant must attach to the tap and begin using it within one year of the Board’s receipt of the tap fee. If the tap is not used within that period, the application for a tap will be terminated and the tap fees will be forfeited to the District.

8.1. Building Fire Sprinkler Water Tap. With the approval of the Board, a customer may install an additional water tap whose sole purpose is to supply water to the building’s fire sprinkler system. The board requires a water meter on this service to ensure water is not being used for other purposes. The current fee for installing a Fire Sprinkler Water Tap is set forth in Appendix D “Water and Sewer Tap Fees.” The tap is also subject to an annual charge, which is set forth in Appendix E, which shall be paid at the end of each year of use.

8.2. Penalty for Improper Use of Fire Sprinkler Water. If meter readings of the Fire Tap indicate that water is being used for purposes other than fire suppression, and/or is leaking from the system, the Board shall, at its discretion, convert the tap to a regular water tap and charge the property owner the prevailing rate for a water tap of the pipe’s dimensions.

9. Sewer Tap Fee Schedule. The Fee Schedule can be changed by the Board at any time without notice.

The current Sewer Tap or Connection Fee is set forth in Appendix D “Water and Sewer Tap Fees.”

When a new or existing customer makes any changes to a new or existing tap so that the EQR value of the property is increased, an additional incremental tap fee shall be charged based on the number of additional EQR units. Each increase in tap size will be proportional to the increase of flow capacity.

The cost of the sewer tap fee excludes the construction from the sewer main to the property line and all appurtenances. Such excluded charges shall be paid by the applicant.

The applicant must attach to the tap and begin using it within one year of the Board’s receipt of the tap fee. If the tap is not used within that period, the application for a tap will be terminated and the tap fees will be forfeited to the District.

10. Special Service Contracts. The Board may enter into special service contracts for water and/or sewerage, if it is to the District's best interest to do so.
  - 10.1. Special Water Service through Fire Hydrants. Except for emergency use in the suppression of fires, no hydrant shall be turned on without prior District permission and then only following the grant of a permit. Permits shall be issued on an individual basis as approved by the District prior to water use, and subject to a non-refundable permit fee of Two Hundred Fifty Dollars (\$250.00). The applicant must provide an estimate of daily water usage.

All water used from hydrants will be metered and charged at the Irrigation Commercial Water Rate as set forth in Appendix B "Water Rate Schedule".

All water use through fire hydrants shall cease during the duration of any fire in the District.

Any damage to the hydrant or District property resulting from hydrant water use shall be paid for by the water user. All hoses and connections to hydrants shall be watertight at least ten feet from the hydrant.

There will be only two meters on hydrants in the District at any one time. Location of the meters shall be selected by the District.

The Permit for Fire Hydrant water usage is attached to and made a part of these Rules and Regulations, which may be amended at any time without notice.

11. Water Rates. Water rates can be changed by the Board at any time without notice.

For Residential customers, the billing will be on a quarterly basis as set by the Board. The District will charge a base rate amount which includes the first several thousand gallons of water usage, and additional charges as consumption increases.

The base rate amount shall be charged quarterly for all residential customers with taps regardless of whether any water was consumed that quarter. Current rates are listed in Appendix B "Water Rate Schedule".

For Commercial Customers, the billing will be on a monthly basis. The District will charge per thousand gallons of water or a minimum rate whichever is greater.

In certain instances, at its discretion, the District may elect to use other billing plans, such as the equivalent unit (EQR), to determine service charges.

12. Sewer Rates. The sewer rates can be changed by the Board at any time without notice. Statements for sewage charges shall be included with the water service charge statements per paragraph (4.15).

- 12.1. Charges for Sewer Service. The District will charge customers on a periodic basis for the sewer services it provides. Residences will be charged a flat rate for each calendar quarter at the rate set forth in Appendix C “Sewer Rate Schedule.” The charge for all commercial customers bill is based on that customer’s water usage.
- 12.2. Computing Charge for Sewer Services for Commercial Customers. For each commercial customer, each year the District will select a three month period that it reasonably determines best represents the customer’s typical sewer usage. Usually, the District will use December, January and February for the study period. The average monthly water usage of that three month period will set the customer’s sewer charges for the next twelve months. The monthly rate for commercial customers is set forth in Appendix C “Sewer Rate Schedule.”
- 12.3. Computing Sewer Usage for New Commercial Customers. With new commercial customers the District will not have enough water consumption history to determine the best sewer usage rate. Each month the District will charge for sewer based on the customer’s most recent month’s water usage. The District will convert to a fixed monthly rate based on a three-month period by the end of the first twelve months of service.
- 12.4. Minimum Rate for Commercial Customers. Commercial customers will be charged either the minimum monthly sewer usage charge or the computed sewer charge, whichever is greater. The Minimum Monthly rate for commercial customers is set forth in Appendix C “Sewer Rate Schedule.”
13. Readiness-To-Serve. If they are not already served by the District’s water and/or sewer lines, a Readiness-to-Serve fee will be charged on all properties whose boundaries are within One Hundred (100) feet of the water and/or sewer lines. The current charges for Readiness-to-Serve are set forth in Appendix E, “Service Fees.”
14. Penalty for "Unauthorized Turn-On". It shall be illegal for any person other than employees or officials of the District to turn on water or reconnect a sewer service line. The District shall seek civil damages in court and make application for all costs relating thereto to be paid by the violator.
15. Water and Sewer Service Billing. Like all fees in this document, these various fees and charges can be changed by the Board at any time without notice.

Statements for all charges shall be rendered monthly or quarterly at the discretion of the Board. Charges for late payments, turn-on, turn-off, meter repairs, or other such services shall be added to the statements.

The District shall mail bills (“invoices” or “statements”) the same week of each month or quarter, and the bills shall be paid by 5:00 p.m. on the 4th day of the month that falls closest to thirty (30) days from the postmark of such statement. If the 4th day of the month falls on a Saturday, Sunday, or a nationally recognized holiday, then the

payment must be received on the next business day. Payment is considered received if it is delivered to the District's payment box or has a US Postal postmark by the due date & time.

Accounts whose bills have not been paid on the due date shall be considered "Late" and charged a Late Payment Charge per month until all such past due amount(s) have been paid in full. The current fees for Late Payment Charges are set forth in Appendix E, "Service Fees."

If a bank or fiduciary refuses payment on a customer's check, for example for insufficient funds, the District will impose a Returned Check Fee. The current fee for Returned Checks is set forth in Appendix E, "Service Fees." Customers who do not pay both the amount due and the Returned Check fee by the due date shall also be liable for Late Payment Charges.

A check returned from a customer's financial institution, either because payment was stopped or because the check was dishonored twice, must be covered within three (3) days of the check's return to the District. Payment must be made in cash or by certified funds, only. Payment must include all applicable fees as outlined in these Rules and Regulations. If payment has not been received by the District within the three days listed above, the District Operator will shut off service without further notice. If the customer's current phone number is on file with the District's billing agency, then the District will make an effort to contact the customer by phone. However, whether the District has contacted the customer or not will not affect whether service is shut off.

Bills not paid by the second Friday of the month they are due shall be declared "Delinquent." For delinquent accounts, Shut Off Warning Notices are sent the second Friday of the month following the Board meeting. The District will deliver by hand, or by regular US Postal mail, to the delinquent customer a "shut-off warning notice" which requires the entire amounts due (i.e. usage, late fee, delinquent fee, and returned check fee, if applicable) be paid within fifteen (15) days of the time of said notice. If neither the water user nor the occupant can be located for personal delivery, it shall be lawful to attach said notice to the front door of the service dwelling.

The current charges for the Delinquent Fee, or "Shut Off Fee," are set forth in Appendix E, "Service Fees."

If the entire fee has not been paid by the Shut Off date, the District Operator of the District shall turn off the water service or dig up and disconnect the sewer service immediately after the shut-off notice's due date. The deposit for service, if any, shall be applied against the outstanding bill. Turning-On of water or sewer service for accounts will be done only after the receipt of cash or a certified check in the total amount due including the Late Fee and the Delinquent Fee. For the first shut-off within a two year period, the District will charge a "Shut-Off First Time Fee." For the second shut-off within a two year period, the District will charge a "Shut-Off Second Time Fee." Thereafter, the District will charge a higher "Shut-Off Fee" for each

offense occurring within twenty-four months of the previous shut-off. The current charges for the shut-off fees are set forth in Appendix E, "Service Fees."

Until paid, all rates, tolls, fees and charges shall constitute a first and perpetual lien on and against the property served, and any such lien may be foreclosed in the manner provided by the Act under which the District was formed.

16. "Requested Turn-off" Fee. If water service is discontinued by request of the customer, a turn-off fee will be charged which will also cover the "turn-on" request. Note that per section 4.11 the quarterly residential base rate (B) or monthly commercial base rate (A) shall still apply. The current charge for the Turn-Off Fee is set forth in Appendix E.
17. Account Transfer Fee. If the resident, property owner, or Title Company requests a reading of the meter on a date other than the regularly scheduled reading, and/or a transfer of the account, then he or she shall pay an Account Transfer fee. The current charge for the Account Transfer Fee is set forth in Appendix E.
18. Liability for Payment. The property owner and occupant are hereby deemed equally liable for charges of the District. The District hereby assumes no responsibility for any agreements between landowners and tenants, regardless of how made, or of the District having been notified of any such agreement. The District will hold the water and sewer user, occupant and property owner jointly and severally liable for all charges appurtenant to water and/or sewer service at the address where the billing is mailed.
19. Vendor and Vendee's Responsibility. The District assumes no responsibility for agreements between vendor(s) and vendee(s). It shall be the responsibility of both to notify the District for final and start meter readings and completion billing. It shall be the responsibility of the vendee to ascertain whether the tap charges have been paid by the vendor. Regardless of ownership or of the failure of the District to collect tap charges at the time of the issuance of permits or any other act or omission of the District, unpaid tap charges shall constitute a first and perpetual lien on and against the property, which lien may be foreclosed as is provided in paragraph (4.15).

## SECTION 5. Construction

1. Technical Plumbing Code of the State of Colorado. Construction of all service lines shall be by plumbers licensed by the District in accordance with the Technical Plumbing Code of the State of Colorado.
2. Each Building to have Separate Services. The Board may at its discretion require that a separate and independent water tap and sewer tap be provided for every building.

For multi-unit residential buildings (i.e. apartment buildings), the district requires one water meter per building. For single-tenant commercial structures (e.g. churches), the District may require one water meter per building. For multi-owner commercial

structures (e.g. strip malls), the District may require individual water meters, water and sewer service lines, and water and sewer taps for each owner's unit.

The meter should be sized by either the then current Douglas County code or according to American Water Works Association (AWWA) manual M22, "Sizing Water Service Lines and Meters." The District shall make the determination of which standard to apply at the time tap fees are paid.

3. Use of Existing Service Lines. Existing water or sewer service lines may be used in connection with new buildings only when found, by an examination of the District Operator, to meet all the requirements of these Rules and Regulations.
4. Water Service Lines. The water service line from the water main to the building shall be soft type K copper. The fittings shall be brass or copper alloy. All construction shall be done by licensed plumbers or licensed contractors. Connections shall be by "flared" methods. Sweat fittings are not permitted underground or where they are not conveniently accessible.
5. Sewer Service Lines. The sewer service line must be constructed using the then current Douglas County approved materials, workmanship, and sizing. At the time of this writing, the required residential service line is a minimum of a four-inch diameter pipe, and commercial service line is as determined by the expected sewer flow load. The line shall be water-tight, and on a constant grade in a straight line to the sewer mains. Additionally, the line shall not be closer than three feet from any bearing wall.
6. Sewer Service Connections. The connection of the building service sewer to public sewer shall be made as follows: If the public sewer is twelve inch (12") in diameter or less, the owner shall, at his expense, install a saddle on up to twelve inch branches in the public sewer. Where the public sewer is greater than twelve inch in diameter, a neat hole may be cut into the public sewer, with entry in the downstream direction at an angle of 45 degrees. The use of saddles is mandatory. On everything twelve inches or less, the entire connection, saddle and all, shall be completely encased in 2000 PSI concrete.
7. Laying Water Service. The water service shall be brought to the building at a depth not less than four and one-half feet (4.5') of cover. No service shall be laid parallel to or within three feet of bearing walls, which might thereby be weakened. The water service shall be laid at uniform grade and in straight alignment.
8. Excavations. All excavations required for the installation of water or sewer service shall be open trench work unless otherwise approved by the District Operator. Pipe laying and backfill shall be performed in accordance with Board's standard specifications. (Review Section 9 for requirements for a tracer wire.)
9. District Operator Supervision. The applicant for the building water and/or sewer service permit shall notify the District Operator when the service is ready for inspection and connection to the public water and/or sewer main. The connection shall be made by bonded plumbers or pipe layers under the District Operator's supervision

by plumbing work contracted for by a licensed plumber. The work may be performed by him through journeymen plumbers or apprentices under his direct supervision.

10. Plumber's License. All water and sewer mains installed within District's boundaries shall be done only by contractors licensed to do work within area.

For those projects that the Board has submitted to bidding, the winning contractor shall furnish an annual One Thousand Dollar (\$1,000.00) performance bond. Insurance shall be carried in favor of the Board in the amount(s) of \$250,000/\$500,000 personal liability and \$100,000 property damage. Certificates of insurance shall be filed with the Board when applying for Bond. The contractor shall also file with the Board a letter from the County Commissioners certifying to the Board that said contractor is in good standing and has permission of the County Commissioners to work in the County streets and roads.

Workmen's Compensation Insurance shall be carried in accordance with the provisions of the Workmen's Compensation Act, as amended, of the State of Colorado.

11. Comply with Regulations. All contractors, plumbers and others doing work on any water or sewer main, service line or structures in the District shall comply with Douglas County or State Highway Department regulations on excavation, backfill, compaction and restoration of surfacing.
12. Comply with Standards. All contractors' work and materials shall meet the standards and specifications of the District and Douglas County, Colorado.
13. Fees Paid Prior to Construction. All permits, fees and licenses shall be paid for by the contractor, plumber or others doing work in the District prior to the start of construction.
14. Excavations Safe and Restored. All excavations for water and/or sewer service installations shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways and other public or private property disturbed in the course of the work shall be restored in a manner satisfactory to the District Operator.
15. Fees Paid by Contractor. All daily inspection fees on water and sewer construction required by the District, Douglas County and the State Highway Department shall be paid for by the plumber, contractor or others doing work in the District.

#### SECTION 6. Water and Sewer Line Extensions.

1. Requirements in Section 5 of the Rules and Regulations are also applicable in this Section.

2. Application for Mains. It shall be unlawful for any person to construct a water and/or sanitary sewer main within the jurisdiction of the Board without first having made formal application for approval to the Board and having complied with the Rules and Regulations of the District.
3. Supervision of Mains. All water and/or sewer main extensions within the jurisdiction of the Board shall be made under the supervision of the Board's Engineer. Plans for such extensions shall be submitted to the Board along with the application for a line extension; said plans shall be approved for compliance to the Board's "Master Plan" and such study for compliance shall be at the owner's expense. All water and/or sewer main extensions shall be constructed according to the Board's specifications.
4. Location of Water Mains & Sewer Extensions and Additions. Water and sewer mains shall be installed in roads or streets that the County, State Highway or other public agency has accepted for maintenance as public right-of-way, as well as in easements granted to the District.
5. Procedure for Water & Sewer Main Extension Construction. If the landowner, developer or subdivider has agreed to the engineering layout or design and preliminary cost estimate for the work, he/she shall enter into a standard line extension contract with the District covering standard 25 of 36 regulations on line extensions and rebates for transmission lines, and at the option of the District, he/she shall either:
  - (1) Deposit in advance with the District an amount equal to the agreed estimated cost, so that the District can construct the line extension with its own forces, or he shall:
  - (2) Obtain a minimum of three (3) competitive bids directly from contractors for the work and furnish the District a performance bond guaranteeing performance of the work, holding the District harmless for payment to the contractor for one years maintenance bond, and let the contract to the lowest responsible bidder.

If (1) above is elected and the deposit is not great enough to equal the lowest responsible bidder's bid, the landowner, subdivider or developer shall be so notified and no contract shall be let until the deficiency is added to the deposit. Upon completion of the work the final cost shall be certified by the Engineers and any overage refunded or deficiency made up by the landowner, subdivider or developer.
6. Board Supervision and Authority. The Board shall contract for all water and sewer main and lateral extensions that are approved and are to be constructed by the District, with the contractor installing the mains being responsible to the Board. The Board reserves the right to select the contractor of its choice from bidders for the work. Construction of these lines and consulting engineering fees as established herein shall be paid by the Board, subject to reimbursement provisions of this Section.



7. Performance and Maintenance Bond. A performance and maintenance bond equal to One Hundred percent (100%) of contract (or construction cost) shall be furnished to the District on all water and sewer main construction contracted for by the District.
8. Fees Paid by Contractor. All daily inspection fees on water and/or sewer mains required by either the District, Douglas County or the State Highway Department shall be paid for by the plumber, contractor or other doing work in the District.
9. Board's Engineering Designs. Special structures such as pumping stations, etc. which are required to ensure proper operation of the water and/ or sewer extensions shall be constructed from designs of the Board's Engineers.
10. Deeding of Mains. Landowners, subdivides or developers who have completed construction of water and sewer mains shall, before these lines are accepted by the District for taps, deed to the District said lines free and clear of all liens and encumbrances, and the bond furnished in paragraph 6.5 shall cover all maintenance for one (1) year from the date of acceptance of the lines by the District.
11. Grant Easements. Each landowner, subdivider and developer desiring water and/or sewer service will, in consultation and with approval of the District, plat and grant to the District appropriate easements and right-of-way in which to construct the same, where such facilities be required to cross land not being subdivided or under the subdivider's control for granting a public right-of-way.

#### SECTION 7. Water and Sewer Line Extension Policy.

This policy covers subdivision extensions, extensions on District perimeter, extensions to serve unplatted property, extensions replacing private lines and extensions outside the District limits. All water and sewer main construction shall be included in one of the above classifications.

1. Developer Pays Project Costs. Developers and other persons within the District wanting water and/or sewer service shall pay for the entire project cost of all those water distribution lines and collection sewer lines lying within or adjacent to the subject properties, and which have the primary function of distribution/collection to the subject properties.
2. Developer to Advance Funds for Basic Facilities. The District, as a whole, shall assume responsibility for financing the basic water source, supply and treatment facilities and the sewage treatment of disposal facilities. If the Board determines that it has available insufficient funds to construct these basic facilities at the desired time schedule, or if the investment in the facilities is not economically justified, then the Board may require advancement of the needed monies by the developers or the persons wishing the service. In this case, the Board will agree to rebate provisions, without interest, with the source of rebates being tap fees collected from new users within the subject area.

3. Green Space for Spray Irrigation. The Board requires that each platted development needing sanitary sewer service shall provide sufficient green area for reuse by spray irrigation of that quantity of sewage flow anticipated to result from the subject development. The Board shall be provided with a permanent easement to install and operate irrigation systems on the green area.

4. Transmission Pipelines. Transmission pipelines and facilities which serve no direct distribution/connection function and which are considered a part of the District's Master Plan shall be financed under the same conditions as 7.2 above.

Transmission pipelines and facilities which are not a part of the District's Master Plan and/or which connect a proposed development to an existing line or supply/ disposal point, and which can later be used by others for distribution/collection shall be financed by the person or developer wishing service. In this case, the District will agree to rebate, without interest, up to an amount of original line cost to the investor; the source of said rebates to be contributions required of later persons wishing to use the subject transmission lines. The amount of contribution rebates will be in addition to the District's tap fees and shall be a pro-rated share of the original cost. The District's Attorney and Engineer shall be determined equitable pro-rated charges.

5. Extensions in Subdivisions and Platted Areas. Before any water or sewer main extension shall be made to serve any subdivision or platted area, the constructor shall sign a line extension agreement with the District.
6. Replacement of Private Mains by District Mains. Areas now a part of the District or annexed to the District at some future time, and served by private lines not constructed according to District plans and specifications shall have District mains extended to serve the area under the provisions above, except:

Each property owner shall have credited against the assessment for the main extensions the amount of revenue derived from his connection for the period preceding the date of the adoption of the ordinance ordering construction up to but not exceeding five years. In case such payments exceed the assessment for the extension there will be no right to a refund.

7. Private Sewer and Water Systems. Privately owned sewer and water systems shall not be constructed within the District boundaries without the permission in writing of the District.
8. Extensions of Mains Outside the District Limits. No mains shall be extended outside the District limits, except to serve property within the District (across islands or between peninsulas) except upon the expressed consent of the Board of Directors under the terms of the recoverable permit.
9. Connecting Water Main Loops. Connecting water main loops and crossties within a subdivision shall be constructed by the subdivider. If the connecting loop is such that property outside the subdivision abuts such loops or ties, and connections are made to such lines, the reimbursement provisions of this policy shall apply.

Connecting loops, in the nature of a general improvement to the water distribution system, not abutting or adjacent to subdivisions, shall be financed by the District. Before any abutting property shall connect to such mains laid at District expense, a charge determined by the Board shall be collected. Such charges shall be based on the actual construction cost of the main.

SECTION 8. Construction of Water and Sewer Mains.

1. Costs. The constructor shall pay the cost of construction of all water and/or sewer mains including engineering, inspection and legal fees that may be required, except as otherwise provided herein.

Construction costs shall include rights-of-way or easements, valves, fire hydrants and any other appurtenances of all mains. The District will then reimburse the constructor on that portion of the line between the existing system and his subdivision or property, as connections are made to said line.

2. Construction by Contract or by District Forces. If it is agreed upon by the District and the constructor, the constructor may install the mains in his subdivision by private contract upon approval of the plans and specifications by the District, execution of the line extension agreement and District inspection of actual construction.

It is agreed by the District and the constructor, the constructor shall deposit with the District the estimated cost of installing the main and the District shall then proceed to make the actual installation with its own forces or by contract with private contractors. In the event that the original deposit was insufficient, the subdivider shall, upon notification, immediately deposit the balance due the District to complete the work.

3. Extensions to Property Lines. All extensions constructed under this section shall be installed to the far side of the property in order that the water or sewer system may be continued.

4. Main Sizes:

- 4.1. Water. The size of the main required to serve any area of the District shall be determined by the District. No main less than six inches in diameter shall be placed in the water distribution system. Persons or subdividers desiring water service shall pay all costs up to and including mains eight inches in diameter, together with necessary valves, hydrants and other appurtenances.

- 4.2. Sewer. The minimum size of sewer mains constructed as a part of the District sewerage system shall be eight inches in diameter.

5. Oversize Mains. The District may, at its option, require the construction of water or sewer mains larger than the minimum sizes specified above.

The District will participate in the cost of installing water or sewer mains which are oversized except in such instances where a single subdivision or development under one ownership shall require a water or sewer main larger than the minimum.

6. Pumping Stations and Force Mains. The cost of constructing pump stations necessary to serve an area that cannot connect to the existing sewerage system or where water pressures are inadequate, construction of a pumping station shall be the responsibility of the constructor to be served. In those cases where it appears more than one constructor may be served by the pump station, the District may require larger capacities than those necessary to serve the initial construction. Where such larger capacity is required, it shall be paid for by the District and collected back from other persons or constructors desiring connections to the lines served by the pump station. Such charges shall be paid prior to the time any connections are made.

Force mains shall be constructed at the expense of the constructor. Both pump stations and force mains shall become the property of the District upon acceptance by the District.

7. Preservation of Gravity Sewer System. In those instances where pumping stations and force mains are required, the sewerage system shall be so designed as to permit eventual connection into a gravity system with a minimum of expense. Where practicable, easements shall be provided and lines constructed to tie into the gravity system. The District may require deposits, where deemed necessary to ensure the eventual construction of gravity lines.

## SECTION 9. Locating Pipes

1. Locate Lines Required. The district believes there is a great value in positively identifying the location of all underground pipes. In all cases where water or sewer lines or sewer mains are being installed or replaced, the property owner or contractor shall attach "locate" (also known as "tracer") lines along the entire length of the pipe being worked on.
  - 1.1. Testing Access. At a location identified by the District Operator, the contractor will install an "industry standard" access/ test station where in the future the locate line can be conveniently attached to. Typically such a test stations will be a vertical pipe with a removable cover that brings the locate line to the ground surface for easy access to the utility locator.
  - 1.2. Wire Requirements. For each pipe, the contractor will run a #12 insulated wire designed for underground application. To ensure the wire does not drift away from the pipe during backfill, the wire shall be attached securely to the pipe, with not more than six feet between attachments.

- 1.3. Testing & Verification. After backfill and compression, the locator line should be properly tested by the contractor to verify proper operation of the line as an accurate locator of the pipe.
2. Documenting Found Pipes:
  - 2.1. “Potholing” to find Utilities. Contractors are required to continue digging pot holes until they positively identify location and depth of the District’s utilities before they can begin trenching.
  - 2.2. Documenting Found Utilities. If the District’s District Operator is not available to do so, the contractor must provide the depth and location of any of the district’s utilities that it finds. The description must be in writing and/or drawing, and give the location in reference to a permanent known landmark or survey a mark, or a contractor-installed landmark which is approved by the District.
  - 2.3. Penalties. Failure to comply with the terms of Section 9 herein shall result in revocation of the contractor’s license to perform work within the District. The District shall seek civil damages from the contractor for any injury or damages incurred by the District as a result of the failure to comply with the terms of this Section 9.

#### SECTION 10. Modifying these Rules and Regulations

These Rules and Regulations may be altered, amended or repealed at any regular or special meeting of the Board to become effective immediately or at a subsequent date. When there is a quorum, changes require a simple majority to be enacted. The Board is not required to notify customers prior to voting on such changes.

#### SECTION 11. Emergency Provisions

1. Definition of Emergency. An “emergency” is defined as an event that requires the immediate action of the Board in order to protect the public health, safety and welfare of the property owners and/or residents of the District, or of the District’s infrastructure. This includes incidents where service mains, or even certain service lines, are cut or broken. It can also be an event which significantly impairs the District’s ability to provide water to its customers (such as a sustained drought), or to accept wastewater into its sewers.
2. Authority of Actions. During an emergency the Board and/or the Operator has the authority to reduce the pressure or the volume of water to the point of shutting off all service to some or all customers, or to only provide service at particular times and/or on certain days. The Board and/or the Operator can require customers not to allow

wastewater into the sewer systems. The District shall seek civil damages from the customer for any injury or damages incurred by the District as a result of the failure to comply with the Emergency Requirements.

3. Notifying Customers. During an emergency the Board and/or the Operator is not under any obligation to inform customers prior to shutting down service.

**Appendix A: Equivalent Residential Unit Schedule**

I. GENERAL NOTES

An Equivalent Residential Unit (EQR) is defined as the amount of water or sewer system resources used by a typical single family residence. Since some types of water and sewer uses exceed an EQR, the District may assess additional water and/or sewer tap and/or usages charges to account for those differences.

The following table illustrates many, but not all, EQRs which have been computed for varying uses.

Each billing unit will be assigned a total EQR based on how its use is classified. The total EQR multiplied by the appropriate rates will establish the correct tap fee and/or usage rate charge (with the possible exception of case where the usage is metered).

II. CLASSIFICATIONS

<b>A. Residential</b>	<b>EQR</b>
<p><b><i>1. Single Family Residential Units (per unit)</i></b>                      This classification includes Single family homes, individually billed mobile homes, mobile homes on a single lot, and mobiles homes established as permanent residences.</p> <p>Note: To be considered a single-family residential unit, only one kitchen is permitted. If a residence has more than one kitchen, then additional EQR values should be assigned in accordance with multi-family residential units. A kitchen is defined as an area having facilities for both cooking and dishwashing.</p>	1.00
<p><b><i>2. Multi-Family Residential Units</i></b>                      This classification includes apartments, duplexes, condominiums, townhouses, and similar facilities in the same complex, small cabins in courts not associated with motels, and all units intended for long-term rental.</p> <p>Notes:                      If a unit has more than one kitchen, then additional EQR values should be assigned.                      Swimming pools are additive.                      Includes common laundry facilities or individual laundry hook-ups.                      A bath is defined as any area having a toilet.</p>	
a) Unit with four or more bedrooms (per unit)	1.00
b) Unit with three bedrooms (per unit)	1.00
c) Unit with two bedrooms and two baths (per unit)	1.00
d) Unit with two bedrooms and one bath (per unit)	.90
e) Unit with one bedroom, or studio (per unit)	.75

f) Nursing Homes, per resident bed space (includes day staff allowance) but not resident staff which shall be accounted as above)	0.30
<b>3. Transient Residential Units</b>	
This classification includes Hotels, Motels, mobile home parks, dormitories and similar facilities.	
Notes: This includes laundry facilities in mobile homes. Swimming pools and common laundry facilities are additive. Room counts shall include rooms furnished to employees.	
Each complex shall have a minimum of one manager's unit. For the manager's unit use whichever is more appropriate, either the multi-family or single family residential unit classification	
a) Motels, hotels, and rooming houses without kitchen facilities	
Rooms not having more than two bed spaces per rental unit	0.25
Rooms having more than two bed spaces per rental unit (Per additional two-bed spaces)	0.10
b) Motels with kitchen facilities	
Units having not more than two bed spaces (per each available space)	0.40
Units having more than two bed spaces (per rental unit)	0.50
c) Mobile home parks (per each available space)	0.85
d) Dormitories (per each rental bed space)	0.10
e) Add for laundry facilities in billing unit complex (per washing machine or available hook-up)	1.05
<b>B. Commercial Classification</b>	
<b>1. Restaurants, and Bars.</b>	
This classification includes restaurants, bar, lounge, banquet rooms, and drive-ins.	
a) Restaurants or Bars (per ten seats)	0.60
b) Banquet rooms (per ten seats)	0.30
c) Drive-in (per call stall)	0.30
<b>2. Commercial Buildings</b>	
This classification includes office buildings, retail sales buildings, multiple use buildings, Laundromats, service stations, shops, garages, and similar facilities.	
a) Office and office buildings (per 1,000 s.f. of gross occupied area)	0.60
b) Hospitals	
Per 1,000 s.f. of gross occupied areas	0.60
Add for each patient bed space	0.20
c) Retail sales area (per 1,000 s.f. of gross sales and display area)	0.30
d) Laundromats (per washer or available hook-up)	1.60



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e) Service Stations	
Per fuel nozzle	0.40
Add for each bay/rack where cars can be washed	1.60
f) Non-retail work area such as garages, machine shops, fire stations, and warehouses (per 1,000 s.f.)	0.20
g) Process water from commercial establishments discharged to the collection system shall be evaluated based on the metered water inflow (per 1,000 gpd, maximum day)	2.50
<p>Note: The District may reevaluate the EQR of the discharger if the impact of the discharge exceeds the equivalent of the single-family residential unit. If sewage strength exceeds 330 mgll ofBOD5 or SS, additional charges will be computed for the strength exceeding these values. In cases where there is batch discharge of process water, the District may require the discharger to obtain prior approval from the plant operator District Operator as to the time and rate of discharge.</p>	
<b>C. Church and School</b>	
<b>1. Churches (per 100 seats)</b>	1.50
Note: Rectories or other living areas are additive	
<b>2. Schools</b>	
This classification includes day care centers, public and private day schools.	
Note: This includes teachers, librarians, custodians, and administrative personnel associated with the school's function. But administrative centers, warehouses, equipment (such as buses) repair, and/or storage centers, swimming pools, and similar facilities are additive.	
a) Without gym and without cafeteria (per 50 students)	1.50
b) Without gym but with cafeteria, or with gym but without cafeteria (per 50 students)	1.85
c) With both gym and cafeteria (per 50 students)	2.10
<b>D. Miscellaneous Classifications</b>	
<b>1. Swimming Pools</b>	
Note: A permanent sign must be placed prominently at all pool filter installations stating that pools are not to be drained without permission from the District. Further, the rate at which the pool may drain will be subject to approval of the District and that draining shall be limited to the hours between 11:00 p.m. and 6:00 a.m.	
a) Private pools associated with single family residential units (per 40,000 gallons of pool volume)	0.60
b) Pools associated with multi-family or transient residential units (per 40,000 gallons of pool volume)	1.00

<p><b>2. Recreational Vehicle Waste Disposal Stations</b></p> <p>This classification includes service stations and other commercial sanitary dump facilities.</p> <p>Note: Plant District Operator will have the authority to deny waste disposal at the plant if the waste receiver is full or if the waste being dumped will cause problems with plant operations</p>	5.0
<p><b>3. Public Restrooms (per pair of toilets or urinals)</b></p>	0.40
<p><b>4. Septic Waste and Other Batch Waste Disposal</b></p> <p>The District will establish a per dump charge for operation and maintenance purposes. Dumps shall only occur at the treatment plant.</p>	2.00
<p><b>E. Other Classifications</b></p> <p>The District shall evaluate and establish rates for all water and sewer uses not identified in Classifications A, B, C, or D.</p>	

APPENDIX B: Water Rate Schedule.

Effective as of June 1, 2019.

**Residential Rate Schedule**

Gallons Consumed per Month		Minimum Rate per Month
0 to 5,000	\$1.05	\$34.50
5,001 to 15,000	\$2.10	<b>Maintenance Fee</b>
15,001 to 25,000	\$5.25	\$8.00
25,000 to 30,000	\$9.45	
30,001+	\$15.75	

**Commercial Rate Schedule**

Domestic Building Use		Minimum Water Service Fee
		\$150.00
Up to 135,000*	\$3.70 per 1,000 Gallon	<b>Maintenance Fee</b>
135,001 to 163,000	\$5.00 per 1,000 Gallon	
163,001 to 190,000	\$7.00 per 1,000 Gallon	\$20.00
190,001 to 204,000	\$9.00 per 1,000 Gallon	
204,001+	\$15.00 per 1,000 Gallon	

  

Irrigation Rate per Month		Minimum Water Service Fee
		\$150.00
Up to 136,000*	\$4.70 per 1,000 Gallon	<b>Maintenance Fee</b>
136,001 to 163,000	\$6.00 per 1,000 Gallon	
163,001 to 190,000	\$8.00 per 1,000 Gallon	\$20.00
190,001 to 204,000	\$9.00 per 1,000 Gallon	
204,001+	\$15 per 1,000 Gallon	

**APPENDIX C: Sewer Rate Schedule.**

Effective as of January 1, 2009

**RESIDENTIAL RATE:**

\$29.00 per month

**COMMERCIAL RATE:**

\$5.15 per thousand gallons of water usage per month

Or

\$34.50 minimum monthly sewer charge, whichever is greater

### Appendix D. Water and Sewer Tap Fees

Water and Sewer Tap Fees: These are one-time charges for connecting to the District’s infrastructure. Water and sewer system tap fees are assessed for the right to access existing system capacity or for payment of a proportionate share of the capital cost to add capacity to meet the new potential demand. Tap fees are assessed per application for water and/or sewer service as follows:

Water and/or Sewer Service Tap Fees = \$22,000 plus the applicable water and/or sewer tap fee below (Example: water and sewer tap fees for a single-family residential structure are as follows: a 3/4 inch water tap would cost \$7,260 and 1 EQR Sewer Tap would cost \$5,950 plus \$22,000 for a total of \$35,210)

Water Tap Fees, Effective August 8, 2019

Meter and Service Pipe Size in Inches	# of EQRs	Cost
0.75	1.0	\$7,260
1.00	2.0	\$14,520
1.50	4.0	\$29,040
2.00	8.0	\$58,080
3.00	18.0	\$130,680
4.00	36.0	\$261,360

Sewer Tap Fees, Effective August 8, 2019

1.0	\$5,950
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Building Fire Sprinkler Tap Fee = \$100.00 (An application for a Building Fire Sprinkler tap shall not be charged \$22,000)

**Appendix E, Service Fees**

\$30	Requested Turn off Fee per occurrence
\$30	First Offense Shut Off Fee
\$50	Second Offense Shut Off Fee
\$100	Shut-Off Fee (starting with 3 <sup>rd</sup> offense) per occurrence
\$6	Readiness-to-Serve for Water per month
\$5	Readiness-to-Serve for Sewer per month
\$25	Late Payment Charge per month until all past due amounts are paid or for Residential accounts an annual percentage rate of 16% or for Commercial accounts a monthly percentage rate of 5% (whichever is the greater charge).
\$20	Returned Check Charge per occurrence
\$5	Copy of Rules and Regulations
\$20	Annual Inspection of Backflow Preventers
\$25	Account Transfer Fee
\$7000	Fine for each unapproved water or sewer tap
\$50	Annual Cost of Building Fire Sprinkler Tap (paid at end of year)

**APPENDIX F: FIRE HYDRANT PERMIT**



*Silver Heights Water and Sanitation District*

**FIRE HYDRANT PERMIT**

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Hydrant Location: \_\_\_\_\_

Hydrant to be used for the purpose(s) of: \_\_\_\_\_

\_\_\_\_\_

Estimate of Daily Water Use: \_\_\_\_\_

METER START READ (by District): \_\_\_\_\_

METER FINAL READ (by District): \_\_\_\_\_

**PERMIT FEE:**

\$250 Permit Fee (Non-Refundable)

**DEPOSIT:**

A deposit of \$2,000 is required prior to issuance of this Permit. The deposit will be refunded after the hydrant in use is checked for damages and all outstanding invoices paid (including final water usage charges). The Districts Operator, currently Dennis Schubert, telephone number (303)-507-2968 will meet at a mutually convenient time with Applicant to inspect the fire hydrant prior to Applicants first use thereof to document the condition of the fire hydrant and that it is functioning properly.

**WATER USE COSTS:**

All water taken from the District's fire hydrant must be metered, except that the fire hydrant must be flushed before the meter is attached. Water usage will be billed monthly at the Irrigation Commercial Water Rate, as set forth in Appendix B "Water Rate Schedule" of the District's Rules and Regulations.

Applicant will be billed a **\$50.00 administrative fee monthly**, which must be paid the same time as the water usage charge, as well as any **District Operator time (\$25.00 per hour)** if the Operator is called to the site by applicant at any duration of the project. **The Applicant must read the meter by the 30th or 31st (last day) each month and contact the District with the reading. Failure to provide monthly readings will result in a penalty charge of \$100.0. The final meter reading shall be verified by the District Operator.**

*Contact: Diane with meter reading at (303)-503-5597*

**TERM:**

The Permit will expire 6 months from issuance of permit or when Applicant no longer needs hydrant for the purpose intended. A request for a new permit is required if continued use of the hydrant is needed.



**INDEMNIFICATION:**

Applicant agrees to indemnify and hold harmless the District, it's officers and employees, from and against any and all claims, liability and expense, including court costs and reasonable attorney's fees that arise out of or that are in anyway connected with Applicant's use of the fire hydrant.

**ADDITIONAL PERMIT CONDITIONS:**

1. A condition to the issuance of this Permit, Applicant must furnish its own water meter. The meter must be acceptable to the District and must provide the District with a meter-calibration test, report certifying the meter's accuracy prior to issuance of this permit. The report must indicate that the meter was tested and passed within the last twelve months. 2. Applicant must furnish its own Reduced Pressure Backflow Prevention Assembly that:
  - Has two independent operation check valves
  - Has a hydraulic automatic operation differential relief valve located between the two check valves.
  - Has UCS FCCCHR approval.
4. A "Backflow Prevention Assembly Test Report" for the specific device to be used for this permit must be submitted to the District prior to the issuance of this permit. The test report must indicate that the particular device to be used was tested and passed within the last twelve months.
5. No hydrant water may be used for human or animal consumption or contact.
6. Applicant is responsible for any damage to the use of the hydrant or other District property. Should there be any damage to the hydrant as a result of the Applicants use, the District will repair the same at the sole cost and expense of the Applicant.
7. Applicant may use the hydrant only for the purpose(s) stated in this permit.

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8. Applicant shall supply all equipment necessary to operate the fire hydrant in accordance with permit requirements.

7. Applicant shall only use a fire hydrant wrench on hydrant. Applicant must fully open the hydrant (open and close slowly) and only perform any flow-throttling with a separate device.

8. Applicant shall not use the hydrant and disconnect all equipment from hydrant when temperature is 32° F or lower.

10. Hours of hydrant usage are 8:00a.m. to 4:00p.m., Monday through Friday Applicant shall shut off hydrant and remove equipment when not in use.

11. Any usage off hours must be approved by the District.

12. Applicant shall immediately cease hydrant use during the duration of any fire in the District.

13. Connections to hydrants shall be watertight and at least ten (10) feet from the hydrant (see figure below).

14. The District may cancel or postpone Applicant's hydrant use under this permit at its sole discretion.

15. Applicant shall provide the District access to they hydrant for inspection at anytime to ensure proper connection, metering and or anything else the Operator sees fit to ensure proper hydrant use.

## **FINES FOR VIOLATION OF THE PERMIT:**

1st: Verbal Warning

2nd: \$150 Fine

3rd: \$300 Fine

4th: \$600 Fine and revocation of permit.

**PROPER SET UP:**

**PROPER SET UP**



**YES!** Short fire hose between hydrant and BFPD is required. Use provided stands to elevate equipment minimum of 1 foot above ground.



**NO!** Do NOT connect directly to hydrant, this causes damage.



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Applicant is hereby bound by the Terms and Conditions of the permit as well as the District's Rules and Regulations, as now written, and as amended in the future.

I, \_\_\_\_\_ have read and understand this  
(Printed Name of Applicant)

permit application and all provisions contained herein, and agree to abide by all rules and regulations stipulated in this permit application.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
District Use:

Permit No: \_\_\_\_\_.

Meter No: \_\_\_\_\_.

Test Report: \_\_\_\_\_.

Backflow Device No: \_\_\_\_\_.

Test Report \_\_\_\_\_.

Approved by: \_\_\_\_\_

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This Permit is valid for the period of \_\_\_\_\_ through \_\_\_\_\_.