

- Chicago Creek
- Sanitation District
- Rules & Regulations
- for Sewer Service



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ARTICLE I GENERAL

1.1 Purpose and Policy

These consolidated Rules and Regulations govern administration of sewer operations in the Chicago Creek Sanitation District, Clear Creek County, Colorado. The Board of Directors of the Chicago Creek Sanitation District hereby declares that these Rules and Regulations serve a public use and are necessary to protect the environment and promote the general welfare of the residents and users of the District facilities.

1.2 Authority

The Chicago Creek Sanitation District (District) is a governmental subdivision of the State of Colorado with the powers of a quasi- municipal corporation. The State of Colorado has granted the District specific powers to achieve the objectives and purposes of the District. The District has the authority to require all users to comply with the standards and regulations, to require monitoring and reporting; to issue notices of violation, compliance orders, cease and desist orders, administrative fines, suspension of service during emergencies; and to seek judicial remedies.

1.3 Public Health, Safety, and Welfare

The District shall endeavor to operate and maintain the wastewater facilities to protect the health, safety, and welfare of all persons, and to protect property from damage.

1.4 Scope

These Rules and Regulations shall be effective when approved by the Board of Directors of the District. All customers of the District are bound by these Rules and Regulations as a matter of contract. These comprehensive regulations govern the operations and functions of the District, and supersede all prior publications of the Rules and Regulations of the District. These Rules and Regulations shall be incorporated into all contracts for service with the District whether expressly referenced or not, whether written or oral, unless modified by the contract for service.

1.5 Intent and Interpretation of Rules and Regulations

These Rules and Regulations shall be construed to effect the general purpose set forth herein, and each and every part is separate and distinct from all other parts. No omission or additional material in these Rules and Regulations shall be construed as an alteration, waiver or deviation from any grant of power, duty or responsibility, or limitation or restriction, imposed or conferred upon the Board of Directors by statutes now existing or subsequently amended, or under any contract or agreement between the District and any other governmental entity. Nothing contained herein shall be construed to limit the right of the District to secure the full benefit and protection of any law which is now enacted or may subsequently be enacted by the Colorado General Assembly pertaining to the governmental or proprietary affairs of the District. The Board of Directors, and its employees or agents acting on instructions of the Board, has the sole authority to interpret these Rules and Regulations and their application in any given case. The interpretation and decisions of the Board of Directors shall be final.

1.6 Amendment

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The Board of Directors has the sole authority to amend these Rules and Regulations, with respect to the District, and the Engineering Standard Specifications contained herein, to reflect those changes determined to be necessary by the Board of Directors of the District. Prior public notice of these amendments shall not be required by the District when exercising its amendment powers pursuant to this Section.

1.7 Waiver, Suspension, or Modification of Rules

The Board of Directors, and its employees or agents acting on instructions of the Board, shall have the sole authority to waive, suspend, or modify these Rules and Regulations. Any such waiver, suspension, or modification must be in writing authorizing the specific action. Such waiver, suspension or modification is an exception to the Rules and Regulations for the specific instance and shall not be construed as precedent for other or future instances and shall not be construed as an amendment of the Rules and Regulations.

1.8 Bylaws

1.8.1 Board Members

The property, business and affairs of the District shall be managed by the Board of Directors which shall be elected and otherwise chosen pursuant to, and shall exercise the powers granted by the laws of the State of Colorado, particularly the Colorado Special District Act.

1.8.1.1 Election of Board Members

The election of members of the Board of Directors shall be held according to then current Colorado Election Laws. The term of office of members of the Board of Directors shall be staggered such that no more than three new members of the Board of Directors shall be elected in any election year.

1.8.1.2 Term of Office for Board Members

The Board of Directors shall consist of five members. Each member of the Board of Directors shall serve for a term consistent with then current State laws. Any qualified resident of the District may run for election to the Board of Directors. Members of the Board of Directors may run for re-election without limit on the number of consecutive terms served.

1.8.2 Officers

The Board of Directors shall have four officers including a President, Vice President, Secretary, and Treasurer. The Board of Directors shall elect one of its members to hold the offices of President, Vice President, Secretary, and Treasurer. Members elected or appointed to the Board of Directors may hold more than one office except that the President and Secretary may not be the same person.

1.8.2.1 Election of Officers

The regular election of officers shall be held each even numbered year (every other year) at the first regular meeting of the Board of Directors following the election of the Board members in such year. A special election to fill any vacancies in such offices may be held by the Board at any regular or special meeting. Any officer elected to fill a vacancy shall serve until the next election of officers. In the event of absence or inability of any officer to act, the Board may delegate the powers or duties of such officer to any other officer, Board member or person whom it may select.

1.8.3 Ethics

The Board and District employees are subject to and shall comply with the provisions of the statutes of the State of Colorado concerning disclosure of conflicts of interest (C.R.S. 18-8-308) and standards of conduct (C.R.S. 24-18-101 et.seq.), as they presently exist and may hereafter be amended.

1.8.4 Regular Meeting

The Board shall meet regularly each month at a time and place designated by the Board.

1.8.5 Agenda

The President of the District or his designated representative shall prepare an agenda for each meeting. Unless modified by the President, the agenda for each meeting shall include the following items:

- a. Review and acceptance of meeting minutes from the preceding meeting
- b. Review of financial condition, revenue and expenses, and payment of invoices
- c. Review of current operations
- d. Other business or issues
- e. Hearing of public comments

1.8.6 Robert's Rules of Order

To the extent practical, Robert's Rules of Order shall be followed at meetings of the Board of Directors.

1.8.7 Financial Matters

All District bank accounts and investments shall be maintained in the name of the District and shall be authorized investments of a governmental entity in accordance with the laws of the State of Colorado.

- a. **Two Signature Checks.** All checks paid by the District shall require the signature of two Board members.
- b. **Transfer of Funds.** Transfer of funds within various accounts held by the District shall require prior approval of the entire Board irrespective of the amount of the transfer.

ARTICLE II DEFINITIONS

All terms used in these Rules and Regulations shall have the meaning defined herein. Terms not defined herein shall have the meanings adopted in the latest edition of *Standard Methods for the Examination of Water and Wastewater*, published by the American Public Health Association, the American Water Works Association, and the Water Environment Federation.

Use of singular terms includes plural. The use of masculine gender includes the feminine or neuter gender. Unless the context specifically indicates otherwise, the meaning of the terms used herein shall be as follows:

Applicant – A person who applies to the District for a service connection or service disconnection, main line extension or other such service agreement or who requests to have real property included within, or excluded from the District.

Application for Service – The form filled out by the customer at the time the customer is requesting service from the District.

Biochemical Oxygen Demand (BOD) - The quantity of oxygen utilized in the biochemical oxidization of organic matter under standard laboratory procedure in five (5) days at 20 degrees Celsius expressed in milligrams per liter.

Board of Directors - The elected or appointed Board of Directors of the District who have responsibility for policy and management oversight of the wastewater or sewer systems.

Building – A separate enclosed structure or improvement intended to be used at any time for human occupancy, permanently or temporarily situated on land, and containing any water and/or wastewater disposal fixtures connected or previously connected to District facilities. A mobile home or camper shall be deemed to be a building if it is connected or was previously connected to District facilities.

Categorical Pretreatment Standards - National Pretreatment Standards which are established, from time to time, by EPA which specify quantities or concentrations of pollutants or pollutant properties which may be discharged or introduced into a wastewater treatment facility by specific Industrial Dischargers and other users.

CDPHE – Colorado Department of Health and Environment.

Chemical Oxygen Demand (COD) - A measure of the organic and inorganic material in domestic or other waste waters which can be chemically oxidized by a strong chemical oxidant under test procedures defined in Standard Methods and expressed in terms of milligrams per liter (mg/L).

CITY – The of City Idaho Springs which treats the sewage from the District.

Clean Water Act - Federal Water Pollution Control Act, Public Law 92-500, as amended, that governs water quality standards and pollutant discharge limits for waters of the United States.

Colorado Department of Public Health and Environment (CDPHE) – The public agency responsible for administration of federal and state water quality regulations and issuing wastewater discharge permits.

Commercial and/or Industrial Unit - Any structure or facility used to engage in a business, commerce, manufacturing, marketing, and/or sale of products and services of any kind.

Composite sample - A representative flow-proportioned or time-proportioned sample collected within a twenty-four-hour period composed of a minimum of six (6) individual samples collected at equally spaced intervals and combined according to flow or in equal volumes. Samples must be taken during the period when industrial wastes are being discharged.

Connection and Sewer Connection - A sewer connection that allows sewage from a structure to flow into a District sewer.

Connection Fee or Tap Fee – The cost for the actual physical connection by the District of a particular use to the sewer system. The connection fee may also be known as a tap fee. The connection fee is in addition to the plant investment fee.

Contractor - Any person, firm, or corporation licensed or permitted to perform work and to furnish materials within the District.

Cooking Facility - A residential or commercial kitchen unit which provides, but is not limited to, stove, counter top burners, hot plate, microwave, or toaster oven; refrigeration capability; and facilities for washing and cleaning.

Cross-Connection - Any physical connection or arrangement between the public water supply system or the customer's installation and any potentially contaminated water source through which it may be possible for non-potable, polluted, or contaminated water, or other foreign substances to enter into any part of a potable water system under any condition.

Customer –Any person or entity who is the legal property owner of record and applies to the District for service and who is authorized to connect to and use the District's sewer system including service connections and disconnections, main line extensions, or other such service agreement. While it is required that the property owner is the customer, usage of the District services may include the property owner, renter, contractor, subcontractor, developer, etc. served by the District or anyone who seeks to have real property included within, or excluded from the District.

Customer Service Line – Any pipe designed and/or intended to convey any form of water, wastewater or sewage from a customer property or facility to any pipe or line owned by the District.

Dissolved Solids - Organic and inorganic molecules and ions present in solution as well as colloidal and particulate matter with a diameter of 0.45 microns or less.

District - The Chicago Creek Sanitation District.

District Engineer - The person or firm that has been authorized by the District to perform engineering services for the District.

District Manager - A person retained or appointed by the Board of Directors to administer and supervise the affairs of the District and its employees.

Domestic Waste water or Domestic Sewage - Waterborne wastes normally discharged by human beings which can be treated at the Idaho Springs Wastewater Treatment Plant without pretreatment and within normal operating procedures. Domestic wastewater has a daily average five (5) day Biochemical Oxygen Demand (BOD5) of not more than 250 mg/L, suspended solids (SS) of not more than 250 mg/L, and ammonia nitrogen of not more than 35 mg/L.

Dwelling Unit - A space comprising a sleeping area, bathroom and kitchen facilities.

Easement - An acquired legal right or interest for the specific limited use of land owned by others.

Equivalent Residential Unit (EQR) - A generic residential unit up to 3,000 square feet of habitable floor space, which is estimated to have an impact on the sewer system equal to an average single family (2.5 persons). Equivalent Residential Unit (EQR) has the same definition as Single Family Equivalent (SFE).

EPA -United States Environmental Protection Agency.

Excessive Inflow – Any flow that exceeds the amount that enters the line (system), in excess of the quantity that could or is provided to the premises as monitored by the water meter, aka INI. (infiltration & inflow).

Facilities – The District’s office, sewer mains, manholes, sewage lift stations, and all other land and appurtenances owned by the District and used in the operation of the District’s sewage systems and administration thereof.

Fixture Unit Equivalents (FUEs) - The number of units applied to standard plumbing fixtures as defined by the International Plumbing Code (IPC).

Floor Area - The area included within the surrounding exterior walls of a building or portion thereof. The floor area of a building, or portion thereof, not provided with surrounding exterior walls shall be the usable area under the horizontal projection of the roof or floor above.

Force Main – A pressurized sewer pipeline located on the discharge of a sewage pump and intended to convey sewage uphill or against a pressure gradient.

Grab Sample - A discrete sample of a waste stream independent of the flow rate in the waste stream.

Grease Trap or Grease Interceptor - A multi-compartment device located on a customer service line used to separate fats, oil, and grease (FOG) from the wastewater prior to wastewater entering the sewer main line. Grease traps must be cleaned, maintained, and have the FOG removed and disposed of in a proper manner at regular intervals by the customer.

Hazardous Waste - Any wastes defined as hazardous under the federal Resource Conservation and Recovery Act (RCRA).

Individual Wastewater Disposal System (IWDS) - an on-site absorption or surface discharge system or facility for collecting, storing, treating, neutralizing, stabilizing, or disposing of sewage which is not a part of or connected to a sewage treatment works.

Industrial Pretreatment Program (IPP) - A waste management program adopted by the District to ensure adequate pretreatment and handling of industrial or commercial sewage that may adversely affect the sewage system or wastewater treatment system. The industrial waste management program conforms to the requirements of its Colorado Discharge Permit System (CDPS) permit.

Industrial Waste – Any waste (solid, liquid, or gaseous) discharged from an industrial, manufacturing or commercial premise resulting from manufacturing, processing, treating, recovery or development of natural or artificial resources of any nature.

Industrial or Commercial Wastewater – Wastewater which exceeds the definition for Domestic Wastewater and wastewater from any manufacturing, institutional, commercial, and all other operations of any kind or nature except domestic wastewater. The District may require pretreatment of industrial or commercial wastewater by the customer prior to discharge to the District wastewater system. Industrial Pretreatment Regulations adopted by the District identify treatment criteria required prior to discharge of various types of sewage into the collection system.

Infiltration - Groundwater or surface water that enters into a sewer line through joints or breaks.

Inflow – Storm water from surface drainage that enters a sewer system (including sewer service connections) from sources such as roof leaders, foundation drains, cellar drains, yard drains, manhole covers, cross connections between storm sewers and sanitary sewers, storm water, surface runoff, sump pumps or street drainage. Inflow does not include infiltration by definition.

Inspector - A person or persons who, under the direction of the Board or District Manager, is authorized to inspect sewer connections, main lines, pipe joints, pipe bedding, and construction and repairs to the sewer system and facilities of the District to ensure compliance with the Rules and Regulations and construction standards.

International Plumbing Code (IPC) – The model plumbing code designed to protect public health and safety and promote new cost-effective plumbing materials and technology. The IPC is published by the International Code Council (ICC), a group composed of representatives of the Building Officials and Code Administrators International (BOCA), the International Conference of

Building Officials (ICBO), and the Southern Building Code Congress International (SBCCI).

Main Line – Any district owned sewer serving more than one customer.

Manager – An employee or appointee of the District delegated authority by the Board of Directors to manage District activities.

Mixed Use Facility - A building containing one or more Residential Units, and one or more Commercial Units.

Multi-Family Residential Unit – Any structure or building providing two or more dwelling units,

National Pollutant Discharge Elimination System (NPDES) - The permit program for the discharge of pollutants from point sources into navigable waters or the contiguous zone and the oceans pursuant to Section 402 of the Federal Water Pollution Control Act, Public Law 92-500, as amended, also known as the Clean Water Act.

National Pretreatment Standard or pretreatment standard - Any regulation containing pollutant discharge limits promulgated by the EPA in accordance with Section 307(b) and (c) of the Clean Water Act which applies to industrial users. This term includes prohibitive discharge limits established pursuant to 40 CFR 403.5.

Permit - The written permission to connect to or to enlarge or alter or repair the connection to the sewer system of the District pursuant to the Rules and Regulations. Permission may be granted by the District Manager or other authorized District representative.

pH - The intensity of acid or base condition of water or an aqueous solution expressed as the logarithm (base 10) of the reciprocal of the concentration of hydrogen ions expressed in moles per liter of solution.

Plant Investment Fee – A payment to the District for authorization to connect to the sewer system. The Plant Investment Fee compensates the District for use of existing or future capacity by a customer. The Plant Investment Fee assessment depends on the impact of a use or expanded use, upon the physical facilities, treatment plant capacity, sewer mains, lift stations, and the like, which are provided by the District to serve development within the District. Connection to the sewer system is not allowed until the plant investment fee has been paid. Plant investment fees are set by the Board and are subject to change without notice.

Pollutant - Any biological waste, biological nutrient, chemical wastes, radioactive material, toxic or malodorous substance, dredged soil, incinerator residue, garbage, sewage, sewage sludge, slurry, untreatable waste, or industrial, commercial, domestic or agricultural waste discharged into or with water or other constituent on which a discharge limitation may be imposed by any regulatory bodies empowered to regulate the District.

Pollution Discharge Regulations - Additional regulations adopted as part of these Rules and Regulations pertaining specifically to limits on direct and indirect contributions of toxic or

hazardous substances to the wastewater collection and treatment system of the District.
Compliance by customers is mandatory in accordance with applicable State and Federal laws.

Pretreatment or Treatment - The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater to a less harmful state prior to or in lieu of discharging or otherwise introducing such pollutants into the District sewer system. The reduction or alteration can be obtained by physical, chemical or biological processes, or other process means, except as prohibited by 40 CFR Section 403.6(d).

Pretreatment Facilities - Structures, devices, or equipment owned and operated by a customer for the purpose of treating or removing any substances in the waste discharge which would be harmful to the District's sewer mains or to the wastewater treatment facilities.

Privy Vault - a structure which provides privacy and shelter for storage of human waste that is not transported by a sewer; and that prevents access to the excreta by insects, rodents, or other animals.

Prohibited Discharges - Any harmful waters or wastes whether liquid, solid, or gas, capable of causing obstruction to the flow in sewers, damage or hazard to structures, equipment, or any persons or property, or which may reasonably be anticipated to adversely affect the sewer system, the volume capacity of the District's facilities, or the biological waste treatment process. Prohibited Discharges include storm water, surface water, groundwater, roof runoff, subsurface drainage, metal sludge, toxic matter, hazardous material, ignitable material, sump pumps or unprocessed industrial wastes.

Prohibited Substance - Any substance defined as prohibited discharges as described in the Code of Federal Regulations.

Qualified Elector – (For the purpose of electing District Directors) “A Qualified Elector is a current owner of property within the District Boundaries, at least Eighteen years of age and may be a Non-Colorado Resident” [see also “Qualified Resident”]

Qualified Resident – For the purposes of voting on District issues, other than the election of District Directors, a qualified resident is a person who is a current property owner within the boundaries of the District and Resident of the State of Colorado and customer of the District and at least Eighteen years of age. [see also “Qualified Elector”]

Registered Professional Engineer - An engineer licensed in the State of Colorado in accordance with C.R.S. Section 12-25-111, as amended.

Rules and Regulations - The formal rules and regulations of the District which state the policy and procedures by which sewer systems are operated, including all amendments and policies as set forth in the District minutes and resolutions.

Sanitary Sewer - A sewer which carries sanitary and industrial wastes, and which exclude storm, surface, and groundwater flows.

Septic Tank - a watertight, covered receptacle that receives sewage from a building sewer. A septic tank settles solids from the liquid, digests organic matter by microbes in an anaerobic environment, stores digested solids, and discharges clarified liquid to a leach field or other treatment unit for disposal.

Service Connection - A connection of a customer service line to a District sewer main line. A service connection may also be known as a service tap.

Service Line - Any pipeline used or to be used to provide sewer service from a building to a sewer interceptor, stub out, or collection line; whether the pipeline is connected or not. A sewer service line is owned and maintained by the customer from the building to the District sewer interceptor or sewer main line.

Sewer Main - Any sewer main or interceptor used as a conduit for sewage that is owned and maintained by the District.

Sewer System - A network of sewer collection lines, sewer interceptors, sewer main lines, manholes, lift stations, wastewater treatment facilities, appurtenances, accessories, or portion thereof owned and maintained by the District.

Shall or May – The term "shall" indicates a mandatory action or direction. The term "may" indicates a permissible, but not mandatory, action or direction.

Single Family Residence - A detached residence or home, duplex, condominium, apartment, townhouse, studio unit, or mobile home intended to be occupied by one or more individuals living together as a household or one family, including the premises and the service connection to each structure. A Single Family Residence has facilities for living, cooking, sleeping, and bathing.

Single Family Equivalent (SFE) - A generic residential unit up to 3,000 square feet of habitable floor space, which is estimated to have an impact on the sewer system equal to an average single family (2.5 persons). Single Family Equivalent (SFE) has the same definition as Equivalent Residential Unit (EQR).

Standard Industrial Classification (SIC) - A classification pursuant to the Standard Industrial Classification Manual issued by the Executive Office of the President, Office of the Management and Budget, 1972.

Standard Methods - Laboratory procedures defined in "Standard Methods for the Examination of Water and Wastewater", latest edition, published jointly by the American Public Health Association, the American Water Works Association and the Water Pollution Control Federation, and/or other recognized procedures established by EPA and Colorado Department of Public Health and Environment.

Stub Out - A connection device or line which is intended to facilitate the connection of a service line to the sewer system. A stub out extends from the main to a point specified by the District.

“A stub out can only be installed with the written permission of the District and is subject to the

tap fee, tap definition and any other regulations as deemed by the Board. Any connection to an existing stub out is subject to the same requirements and inspection procedures as is a tap to the main line." Stub out and subsequent connection may require separate inspections.

Tap - A connection of a privately owned service line to the sewer system, or district line either directly to a stub out or the main line.

Temporary Construction Service – A temporary sanitary sewer service approved and permitted in writing by the District during the period of construction. Temporary construction service may be approved only when the new main lines have passed pressure testing and must end on a date determined by the District and specified when the application for service is completed.

Total Suspended Solids (TSS) - The total suspended matter that floats on the surface of, or is suspended in, water or wastewater, and that is removable by laboratory filtering in accordance with procedures set forth in EPA "Methods for Chemical Analysis of Water and Wastes."

Toxic Pollutants - Any pollutant which causes adverse biological effects or disease (such as cancer, genetic mutations, etc.) upon exposure to or assimilation by any organism. Any pollutant regulated under provisions of Section 307(a) of the Clean Water Act of 1977.

User - Any discharger or potential discharger of wastewater to the District sewer system.

UPC – Uniform Plumbing Code as published by The International Association of Plumbing and Mechanical Officials (IAPMO), edition as currently adopted by the State of Colorado or the County of Clear Creek, Colorado – which ever is latest.

Variance - A written authorization from the District or District staff to act in a manner not in strict compliance with District Rules and Regulations, specifications, or policies. A variance may be granted at the sole discretion of the District.

Wastewater - Waterborne wastes of human or animal origin from residential, commercial and institutional buildings, and waterborne wastes from any industrial, manufacturing, or processing facilities, together with any groundwater, surface water and storm water that may be present, whether treated or untreated.

Wastewater System - A network of wastewater main lines, wastewater treatment facilities, appurtenances, accessories, or portion thereof, owned and maintained by the District.

ARTICLE III

OWNERSHIP OF FACILITIES AND CONDITIONS OF SERVICE

3.1 Ownership and Maintenance of Facilities

3.1.1 District Facilities

All mainlines and treatment works connected with and forming an integral part of the sewer system are the property of the District except for customer service lines. District property shall be under the management and control of the District. No other persons except authorized employees and/or representatives of the District shall have any right to enter upon, inspect, operate, adjust, change, connect or reconnect, alter, move, or relocate any portion of District property.

Transfer of ownership title to the District of main lines that were constructed, financed, paid for, or otherwise acquired by private parties shall be subject to a one-year warranty period during which the private parties shall correct any construction deficiencies. Main lines constructed, or otherwise acquired by private parties shall conform to these Rules and Regulations, the Standard Specifications for Sewer Line Construction, and other approved standards of construction.

3.1.2 Customer Facilities

All existing and future sewer service lines from a structure to a District owned line, including clean-outs, shall become and are the property of the customer. A lift station associated with customer service lines shall be the property of the customer. District activities to construct, finance, pay for, repair, maintain, or otherwise affect the customer's service lines shall not relieve the customer of responsibility to maintain customer service lines and customer lift stations.

Monies required to be spent by the District to maintain such service lines, will be billed to the customer and if unpaid, shall become a lien on the property. Also subject to all late charges and/or interest charges. New customers (taps) can be withheld due to in-availability of capacity from the City.

3.1.3 Tapping Saddles

Tapping saddles shall be owned by the District and must be provided by the customer or customer's contractor and shall meet District specifications and be approved for installation by the District.

3.1.4 Inspection of Tapping Saddles

Installation and inspection of tapping saddles are subject to current regulations and specifications as defined in APENDIX B - Line Tapping Specifications.

3.2 Responsibilities of the District

The District is responsible for the operation and maintenance of the public sewer systems within the District boundaries, in compliance with these Rules and Regulations.

3.2.1 Availability of Service

The District will endeavor to maintain service but reserves the right to temporarily discontinue service to any property, at any time, for any reason deemed necessary or appropriate by the Board of Directors or the District Manager or by reason of equipment failure.

3.2.2 Interruption of Service

The District shall not be liable or responsible for inadequate treatment or interruption of service due to circumstances beyond its control. No claim for damage shall be allowed against the District by reason of the following conditions:

- a. blockage in the system causing the backup of sewage;
- b. damage caused by smoking of lines to determine connections to District lines;
- c. breakage of main lines;
- d. interruption of sewer service and the resulting conditions;
- e. damage from the breaking of any service or collection line, pipe, or meter;
- f. damage from installation of connections or extensions;
- g. damage caused defective or burst service lines or breakage of other facilities not owned by the District;
- h. damage from any work on District systems deemed necessary by the Board of Directors or its agents.
- i. flooding due to excess flow from whatever source

3.2.3 District Not Obligated to Notify Customers

The District has no responsibility to notify customers of interruption of service brought about by circumstances beyond its control or any occurrence of the conditions described in Article III, 3.2.

3.2.4 Revocation of Service

The District reserves the right to revoke service to any property for violations of these Rules and Regulations.

3.3 Customer Responsibilities

3.3.1 Connection Required

The owner of any house, building or property used for human occupancy, employment, recreation or other purposes, located in the District and where a District sewer line is located within four hundred feet of the property line, is required to install and connect wastewater facilities directly with the District collection line at owner's expense. The owner of any house, building or property shall connect such facilities directly with the District collection line within ninety (90) days after notice by the District. All private or on-site wastewater disposal systems are prohibited within the District including:

a. Individual Wastewater Disposal Systems (IWDS) Prohibited – Individual wastewater disposal system (IWDS) are prohibited within the boundary and service area of the District.

b. Privy Vaults Prohibited - All privy vaults or receptacles for wastewater disposal or similar device are prohibited within the boundary or service area of the District.

c. RV Dump Stations Prohibited

Any connection or access to the sewer system, District owned line or private service line, that facilitates the discharge of waste and/or waste water from any Recreational Vehicle (RV), Camper, Motor Home or other such mobile source is prohibited except as approved by the District.

3.3.2 Conditions of Service

As a condition of service by the District, each customer shall comply with all Rules and Regulations of the District and to any additional requirements prescribed by the Manager or by the Board, or both. Sewer service shall be provided by the District only if a permit for sewer system service is obtained from the District in the manner required, unless otherwise determined by the Board.

The customer's ownership of the service line shall not entitle the customer to make unauthorized uses of the District's systems or to make alterations to the service line and the system once the service line has been connected to a District main line. All uses or changes in use of the service line, any appurtenances thereto, or changes in use of the property served at any time after the initial connection to the District system shall be subject to review and approval by the District.

3.3.3 Customer Service Lines

A separate and independent service line shall be provided for every single platted lot. Each customer shall be responsible for all costs associated with the installation and maintenance of the service line from the building to the sewer interceptor or sewer main.

Multi-family or commercial complexes having more than one building on a single platted lot may have the individual buildings connected to a single common service line, unless and until such lot is subdivided or the buildings otherwise become separately owned in which case independent connections shall be made.

Multiple customers on a single service line (common service line) shall be permitted only upon application to and approval of the District. All other regulations, fees and charges, shall be the same as other district customers. As if each were individually connected to a district line.

To assure proper maintenance and repair of common service lines, the Board may require monitoring of effluent quality or quantity, if necessary. Multiple commercial owners, tenants or users of a single building may be required to install separate service lines where the Board determines that it is necessary to provide separate monitoring of quantity or quality of the user's effluent to ensure compliance with prohibitions and limitations on wastewater discharges to the District collection system.

The District does not assume any obligation or any liability for personal injury to any party or for damage to the connecting property or any portion thereof caused by or resulting from any connection to the wastewater system through a common service line.

3.3.4 Service Line Easements

The District shall have access to all sewer and service line easements to effect repairs, maintenance, and replacement. An easement, whether recorded or not, is deemed to exist if a customer is receiving and accepting service from a service line connected to a District main line. An easement is deemed to exist over each sewer line whether the main line is actually within a recorded easement or not.

3.3.5 Customer Lift Stations

If sewage from a building cannot drain by gravity into the sewer main, the owner shall install and maintain a suitable lift pump and force main, subject to District approval, in accordance with District rules, and under District supervision. A lift station associated with customer service lines shall be the property of the customer served by such lift station. Maintenance of such lift station is the sole responsibility of customer.

3.4 Compliance with Industrial Pretreatment

The District has the authority to require all users to comply with the Industrial Pretreatment Program (IPP) and to require compliance with pretreatment standards and Pollution Discharge Regulations (PDR); to require monitoring and reporting; to issue notices of violation, compliance orders, cease and desist orders, administrative fines, emergency suspensions; and to seek judicial remedies.

ARTICLE IV OPERATION AND MAINTENANCE OF SEWER SYSTEMS

4.1 Responsibilities of District

The District is responsible for the operation and maintenance of the public sewer systems within the District boundaries. The District shall endeavor to maintain service but will not be liable or responsible for interruption of service due to circumstances beyond its control.

4.2 Service Connections

Service connections are approved for specific uses as stated on the application for service. No person shall connect to the District sewer systems or enlarge or otherwise change equipment, service, or use of property without approval of a permit for service, prior payment of applicable fees, and adequate supervision and inspection of the tap by District employees. Any connection, enlargement, or change without approval, payment, supervision, and inspection shall be deemed an unauthorized connection.

Unless specifically approved by the District, in writing, no service line may be connected to or re-connected to a manhole. Any repair or replacement of any connection to a mainline or manhole shall be subject to current regulations and/or standard engineering practices in effect at the time.

4.2.1 Installation by Agent, Approved Contractor or Employee of District

All connections, repairs, modifications, improvements, and disconnections to the District's wastewater system shall be performed only by an authorized agent, approved contractor or employee of the District.

4.2.2 Notice of Changes

The customer shall notify the District prior to any:

- a. expansion or addition to the service
- b. change in the use of the property
- c. change of ownership of the property
- d. substantial change in sewage characteristics

Any customer believed to have changed equipment, service, or use of his property shall be notified by the District, and shall have twenty (20) days from the date upon which the notice is mailed to respond to the District's notice. Failure to respond may result in the District discontinuing service to the property.

4.2.3 Right of Access and Inspection by District Personnel

District personnel and other authorized representatives shall have the right to enter the customer's premises during reasonable hours to inspect the customer's sewer systems and to insure compliance with these Rules and Regulations. If requested by the District, the customer must permit the District to inspect the property as the District may deem necessary to establish clearly the nature of equipment, service, and use of the property. Following inspection, if the District determines that the customer's equipment, service or use of the property has been changed since approval of the service application, the District may apply additional fees and reevaluate service charges due.

4.2.4 Notice of Violation (NOV)

[Type text]

When any user violates a wastewater connection permit or order issued by the District, the District may deliver a written Notice of Violation (NOV) to the user either in person or by certified mail. The written notice shall state the provision violated, the facts alleged to constitute the violation, and it may include the nature of any corrective action proposed to be required or monitoring to be conducted.

Within ten (20) days of the date of receipt of an NOV, the user must submit to the Board a written explanation of or response to the NOV and a plan for satisfactory correction and prevention of the violation, including specific required actions.

When sent by *Certified Mail, Return Receipt Requested*, notices shall be deemed received as of the date of mailing.

4.2.5 Unauthorized Connection and Fees

Upon discovery of an unauthorized connection, the District shall send written notice to the customer benefited by such connection stating that an unauthorized connection has been made between the customer's property and the District facilities. The current fees and accrued service charge, if any, shall become immediately due and payable. The District shall also assess an additional fee for the unauthorized connection equal to the current plant investment fee per single family equivalent, as liquidated damages toward the District's costs associated with such unauthorized connections. The District shall collect said fees authorized by these Rules and Regulations and Colorado law. The customer shall pay these fees and accrued service charges, if any, within twenty (20) days from the date the notice is mailed. Failure of the customer to make payment in full within this period may result in the District discontinuing service to the property.

Unauthorized connections may be required to meet current District regulations and/or current Engineering Standards and Practices.

When sent by *Certified Mail, Return Receipt Requested*, notices shall be deemed received as of the date of mailing.

4.2.6 Re-determination of Fees

Any change in use which, in the opinion of the District, will increase the burden placed on the District's system by the customer shall be subject to a re-determination of fees and service charges, and a payment by the customer of any additional fees and service charges resulting from the re-determination.

When an expansion or change in service occurs that results in additional fees due, the District shall grant a credit for fees paid for the existing use. Plant investment fees based on the current rate for the specific use as stated in the original permit shall be credited against the re-assessed fee. The customer will be responsible to pay the difference between the current fee and the fee for the specific use as stated in the original permit at the current rate. However, if the credit for the fee originally paid exceeds the current fee for the changed service, the re-assessed fee shall be zero and the District shall not refund the difference to the customer.

4.2.7 Revocation of Service

The District may revoke service upon non-payment of any valid fees or charges owed to the District. The District shall give notice in writing to the customer not less than twenty (20) days in advance of the revocation.

The notice shall set forth:

- a. The reason for termination of service;
- b. The date when service will be terminated if payment is not made in full;
- c. The manner in which the District may be contacted to resolve the obligations;
- d. The customer's right to appeal the revocation of service in accordance with the Hearing and Appeal Procedures of these Rules and Regulations.

4.2.8 Termination or Suspension of Service

When a service line is abandoned permanently, the customer shall plug the sewer service connection at the location and in the manner specified by the District. The customer shall provide prior notice to the District at least 48 hours before the plug to the sewer service connection is installed and the work shall be subject to adequate supervision and inspection by District employees. The completed plug shall not be buried or covered until inspection and approval by District or its designated agent or employees.

If the customer fails to plug the sewer service connection or is otherwise not responsive within a reasonable time period, as determined by the District, the District will plug the sewer service line. The cost shall be charged to the customer and a lien filed on the property. Variances to this requirement will be considered on a case-by-case basis.

When a building is moved or destroyed and/or the sewer services are suspended, the original service authorization shall remain, provided that a written request is made to and approved by the District prior to cessation of payment of service charges.

4.3 Tampering with Systems

4.3.1 Unauthorized Use

No person shall uncover, alter, disturb, make any connection with, make an opening into, or backfill prior to inspection of the sewer system without a written authorization from the District. Unauthorized uses of or tampering with the District's systems include, but are not limited to, change in customer's equipment, service or use of property, and discharging prohibited substances.

4.3.2 Malicious Damage to System

No person shall maliciously, willfully, or negligently, break, damage, destroy, cover, uncover, deface, or tamper with any portion of the District's system.

4.3.3 Violators Prosecuted

Any person violating any provision of these Rules and Regulations shall be liable to the District for payment of any expense, loss or damage caused by such violation including punitive damages. Any person who makes an Unauthorized Use, or tampers with or damages the sewer system either maliciously or negligently, shall be assessed a \$1,000 fine for each violation, and shall be prosecuted to the full extent of Colorado law for tampering or malicious damage to District

property. In the event such payment is not received within thirty (30) days of billing by the District, violators shall also be assessed liquidated damages of \$1,000. Such damages and liquidated damages shall constitute a perpetual lien upon the violator's property, as allowed by Colorado law, or a perpetual lien upon the property concerning which the violator was providing the services at the time of the violation, whichever the District deems appropriate.

In addition to the penalties provided herein, the District may recover reasonable attorney's fees, court costs, court reporters' fees and other expenses of litigation from the person found to have violated these Rules and Regulations, orders of the Board or conditions of permits issued by the District.

4.4 Use of Sewer System

4.4.2 Maintenance of Sewer Service Lines

Each customer shall be responsible for the total cost of constructing and maintaining the entire sewer service line serving his property and/or any related service facilities, including but not limited to, private lift stations. Service Lines shall be constructed in accordance with the District Standard Specifications (Appendix D).

Unless a specific agreement is made with the District, service line breaks, improper installations or unauthorized access to District infrastructures shall be repaired or corrected by the property owner within seventy-two (72) hours of obtaining knowledge of a break or from the time of notification of such condition by the District. If satisfactory progress toward correcting the situation has not been completed within seventy-two (72) hours, or within the parameters of a specific agreement, or the District determines that environmental or property damage is being caused, the District shall have the right to repair or correct the situation. The cost of repair by the District shall constitute a lien on the property of the customer as provided for by Colorado law.

Breaks in service lines that, in the opinion of the District, are allowing significant inflow to the system, may be deemed an emergency, and the District may take immediate steps to correct the condition.

4.4.3 Inflow and Infiltration from Sewer Service Lines

Each customer shall maintain the sewer service line connected to the District's sewer system in good condition such that:

- (a) storm water, other surface water, or groundwater does not leak into the sewer service line as determined by either by visual observation or leakage test; and
- (b) rainwater flow from roof downspout connections, yard drains, sump pumps, or other sources of rainwater flow do not enter the sewer service line.

Where the District finds that sewer service lines have inflow or infiltration, the District shall notify the customer that their service line must be repaired to eliminate the inflow or infiltration. Such repairs must be completed within sixty (60) days of notification by the District. If the customer, fails to repair such inflow or infiltration, within sixty (60) days of notification, the District

may make such repairs or disconnect the line, at the cost of the property owner. The District will invoice the owner of such sewer service line or sewer collection system for the repairs made and the payment will be due immediately. Failure to make payment shall become a lien on the property.

Such service lines that, in the opinion of the District, are allowing significant inflow or infiltration to the system, may be deemed an emergency, and the District may take immediate steps to correct the condition.

4.4.4 Prohibited Discharges

No person shall discharge, or cause to be discharged, any prohibited discharges or any harmful waters or wastes to the sewer system whether liquid, solid, or gas, capable of causing obstruction to the flow in sewers, damage or hazard to structures, equipment and personnel of the sewer system, or other interference with the proper operation of the sewer system. Prohibited Discharges include any sewage which, in the opinion of the District, may reasonably be anticipated to adversely affect the sewer system, or any persons or property. Prohibited Discharges shall include water from any storm water or other drainage collection system that would reduce the hydraulic capacity of the District's facilities including sewers and the wastewater treatment system.

Prohibited Discharges include:

- ? storm water
- ? surface water
- ? groundwater
- ? roof runoff
- ? subsurface drainage
- ? sump pumps
- ? metal sludge
- ? toxic substances or chemicals
- ? hazardous material
- ? ignitable material
- ? unprocessed industrial wastes

4.4.5 Hazardous Wastes

No person shall discharge hazardous wastes to the sewer system consisting of toxic, noxious, corrosive or radioactive materials. Prohibited materials include:

Toxic Substances. Any toxic substances in amounts exceeding established standards, and any chemical elements or compounds which are not susceptible to treatment or which may interfere with the biological processes or efficiency of the treatment processes, cause acute worker health and safety concerns, or that would pass through the District's sewerage facilities.

Corrosive Chemicals. Any waste which will cause corrosion or deterioration of the District's facilities including acids and substances which will react with water to form acidic products are prohibited.

Noxious Wastes. Noxious or malodorous solids, liquids or gases, which, either singly or by interaction with other wastes, have the potential to create a public nuisance or hazard to life or

health, or that may prevent entry into a sewer for maintenance and repair.

Infectious Waste. Any infectious waste deemed to pose a threat to public health and safety, or result in any violation of applicable waste discharge requirements shall be rendered non-infectious by the customer prior to discharge of the waste to the sewer.

Radioactive Materials. Any radioactive wastes or isotopes of such half- life or concentration as may exceed limits established by state or federal regulations.

4.4.6 Industrial or Commercial Wastewater

The District shall classify wastes from each customer as Domestic Wastewater, Industrial or Commercial Wastewater, or Prohibited Discharges. The classification of wastes by the District shall be final and binding. Acceptance of any Industrial or Commercial Wastewater into the sewer system shall be subject to the review and approval of the District, which may prescribe limits on the strength and character of such sewage. All District users shall comply with the Categorical Treatment Standards, applicable pretreatment requirements of local limits for toxic pollutants, and general federal prohibitions.

4.4.7 Industrial Pretreatment Facilities

Where required by the District, Industrial or Commercial Wastewater shall be pre-treated by the customer, at his expense. The customer shall pre-treat Industrial or Commercial Wastewater to neutralize toxicity or modify the characteristics of the wastewater prior to discharge to the sewer. Pretreatment facilities shall be maintained continuously in satisfactory and effective operation by the customer, at his own expense.

Where pretreatment is required by the District, the customer shall submit plans, specifications, and other pertinent information relating to proposed pretreatment facilities for approval by the District. Construction of pretreatment facilities shall not commence until approval is obtained in writing from the District.

4.4.8 Sampling and Monitoring of Industrial or Commercial Wastewater

When required by the District, any customer served by a service line carrying Industrial or Commercial Wastewater shall install and maintain, at his expense, a manhole in the service line acceptable to the District to facilitate observation, sampling, and measurement of the wastes. A sampling manhole on the sewer service line will be required for all restaurants and food producers. All measurements, tests, and analyses of the characteristics of industrial or commercial sewage waters and wastes shall be determined in accordance with the Industrial Pretreatment regulations.

The District shall be responsible for all sampling, testing, and analyses of sewage at the customer's expense. All measurements, tests, and analyses of the characteristics of waters and wastes required by the District shall be determined in accordance with "Standard Methods for the Examination of Water and Wastewater", latest edition, or by methods approved by the United States Environmental Protection Agency for NPDES permit reporting and the Colorado Department of Public Health and Environment. All measurements, tests, and analyses of the characteristics of waters and wastes shall be determined at the sampling manhole, or upon samples taken at the sampling manhole. In the event that no manhole has been required specifically for sampling, the

nearest downstream manhole in the sewer interceptor to the point of connection of the service line shall be used as the sampling manhole. The District shall provide results of tests to the customer.

4.4.9 Grease, Oil, and Sand Traps

When required by the District, grease, oil and sand traps shall be provided for Industrial or Commercial Sewage or liquid wastes containing grease in excessive amounts, or any flammable wastes, sand or other harmful ingredients. Grease traps will be required for all restaurants and food producers and all other buildings that discharge grease in quantities that would adversely impact the District's system. A grease trap will be required for any buildings when grease causes the average BOD5 of the sewage to exceed 250 mg/L and shall be installed by the customer at his expense. A manhole on the sewer service for monitoring sewage may be required for any facility equipped with a grease trap.

Grease, oil and sand trap equipment shall be as recommended by the Colorado Department of Public Health and Environment and shall be sized in accordance with the most recent International Plumbing Code. The size of the grease trap shall be determined by a registered engineer. The grease trap shall be designed to prevent freezing of the outfall line. Grease traps shall be installed and maintained by the customer in continuously effective operation at all times and shall be cleaned by the customer, at his expense, on a regularly scheduled basis to ensure proper operation. All records, receipts and invoices of all cleaning, maintenance, and grease removal from the grease control device, disposal carrier records, and manifests of waste hauling and disposal site location shall be retained by the customer for no less than two years. The District has the authority to inspect grease traps and review and copy operating records to ensure that adequate maintenance is performed. Use of chemicals to dissolve grease is prohibited. If the District determines at any time that the sewage from any facility contains grease having an adverse effect on the sewer system, the customer will be required to install a larger grease trap within 90 days of notification.

4.4.10 Flow Equalization Requirements

Whenever a wastewater discharge exhibits, in the District's opinion, an excessive variation in pollution concentration or flow rate, the customer shall be required to construct and maintain, at his expense, storage tanks or basins of sufficient volume to equalize and uniformly meter the discharge of wastewater over a 24-hour period. Equalization facilities shall be equipped to thoroughly mix the wastewater prior to discharge to District sewers. All equalization facility shall be equipped with a wastewater flow meter and chart recorder that meets the requirements of the District. The recorder chart or a legible copy shall be submitted to the District weekly with the totalizer readings and dates corresponding to the chart's flow record. For flow equalization facilities, the allowable variation in flow shall be plus or minus 15 percent of the average flow for each consecutive, non-overlapping period of seven calendar days.

4.4.11 Sewer Main Access Easements

Easements that are expressly designated and granted and which provide the only access route to serve District facilities shall be maintained free of landscaping or other improvements that might impede access. Such improvements may include but are not limited to trees, berms, bushes, rock walls, other improvements, vehicles, or equipment]and other impediments that would inhibit the District's access to and ability to excavate pipelines along the easement.

4.4.12 Line Locations

Upon request of a customer, the District will attempt to locate and mark all District Owned sewer lines to the best of its ability, by using available information. Basic line locations will be made free of charge, but the District will not accept financial liability to any party for any costs incurred as a result of an inaccurate location.

4.4.13 Right of Entry

Authorized representatives of the District, CDPHE, and EPA shall have the right of entry to document compliance or non-compliance with applicable regulations and requirements and/or as necessary for inspection and/or enforcement procedures. The District, CDPHE, and EPA shall have the right to photograph, videotape, or electronically image any facility, equipment, process, event or activity necessary for inspection and/or enforcement procedures.

4.4.14 Damage to Facilities or Interruption of Normal Operations

When a discharge of wastes causes an obstruction, interference, damage, or other impairment to the District's operation or facilities, the District may charge the responsible party for the cost of the work required to clean or repair the facility or costs incurred to resume normal operations. If the discharge caused the District to violate its discharge requirements or incur additional expenses, losses, or damage to District facilities, then the responsible party shall be liable for any costs or expenses incurred by the District, including regulatory fines, penalties, and assessments made by other agencies or a court of law.

ARTICLE V APPLICATION FOR SERVICE

5.1 Service Areas

5.1.1 Service Within District Boundary

Sewer system service will be furnished to property included within and subject to the Rules and Regulations of and taxation by the District.

5.1.2 Ability to Serve Letter

Upon a request for service for new projects or customers, the District shall issue an Ability to Serve letter upon proof of inclusion of the property within District boundaries and submission of review fee deposit as estimated by District staff. The District shall retain sole discretion to determine the eligibility of the property for service by the District. Prior to issuing the Ability to Serve letter, no connections to the District's system from the applicant's projects or properties shall be permitted.

5.1.3 Inclusions

A person who desires service outside the boundaries of the District, may make a formal request for inclusion within the District, accompanied by a non-refundable payment for processing in the amount determined by the Board for the application for inclusion. The request for inclusion within the District must indicate all land owned by the applicant which is contiguous to the parcel on which service is desired. If service to these contiguous parcels is feasible, the District may require the applicant to include all of the property within the District as a condition of inclusion of any portion of the property. Any additional costs or legal fees that may occur shall be assessed and paid prior to approval of inclusion by the District. Until paid, such additional costs and fees shall be a lien upon the property.

5.1.4 Service Outside District Boundary

Sewer system service shall not be provided to property exclusively outside of the District, except upon the express written consent of the Board. Charges for furnishing service outside of the District shall be at the discretion of the Board. The charge for service furnished shall equal at least the cost of service, plus the estimated property tax and tap fees for which such property would be responsible if it were a part of the District. Whenever the District provides service to property outside the District, the District reserves the right to discontinue the service when, in the judgment of the Board of Directors, it is in the best interest of the District.

5.2 Application for Service

5.2.1 Forms and Fees

Application for sewer service must be furnished to the District accompanied by appropriate fees. A connection to the system shall be made only by authorized District personnel upon approval of the permit and a receipt indicating payment of all fees.

5.2.2 Information Required

All information requested on the Application for Service must be completed. A site plan or improvement plan showing the location of the building relative to property lines, utility lines, curb

stop, valve box location, and all easements shall be provided with the application. A copy of the building permit, and a copy of the building floor plan shall be provided with the application.

5.2.3 Reassessment of Fees

If any information provided on the application proves inaccurate, or if the applicant omits any information, the District may reassess the plant investment fee originally charged, at the rate current at the time of discovery by the District of the inaccurate or omitted information. If the metered water consumption, documented sewage criteria, or approved usage exceed the conditions upon which the original fees were paid, the District reserves the right to reassess the fees originally charged to the rate current at the time of discovery by the District. The District shall have the right to disconnect the service and/or charge the property for plant investment fees and service fees that may be owed, and/or charge any other additional fee or penalty specified in these Rules and Regulations. Any reassessment, penalties, or other additional fees charged, with interest at the maximum legal rate on the entire balance upon and from the date of the original application, shall be due and payable immediately.

5.2.4 Service Connections during Winter

During the winter months (October 15 to April 15), service connections may be made by appointment, at the District's sole discretion, provided that the tap location is heated or protected from freezing.

5.3 Expiration of Service Permit

The approved application for service shall be valid for a period of 18 months after approval by the Board of Directors. The customer shall complete installation of the new sewer service and connect to the District main lines within 18 months after approval of the application for service. If the customer is unable to complete installation of the new sewer service within 18 months, and has not provided a written request to the District for an extension of the service permit, the service permit shall expire and the plant investment fee shall be forfeited to the District.

5.3.1 Extension of Service Permit

If the customer is unable to complete installation of the new sewer service within 18 months, the customer may make a written request to the District for an extension of the service permit prior to the expiration date. If the request to extend the service permit is received by the District prior to the expiration date, the District may renew the service permit for up to an additional 18 months. If the customer fails to complete installation of the new sewer service within the extension period, the service permit shall expire and the plant investment fee shall be forfeited to the District.

5.4 Conditional Service

The District reserves the right to issue a notice of conditional service against the property title where a condition(s) exists which is not in compliance with District Rules and Regulations, but sewer service to the property may continue. The notice will provide that as a condition of receiving service the customer agrees to indemnify and hold the District harmless for any damage resulting from existence of a non-compliant condition such as lack of easements for access and maintenance, or existing construction not in accordance with District specifications.

5.5 Denial of Service

The District reserves the right to deny any application for service when, in the opinion of the District, the service applied for would create an excessive seasonal or other demand on the facilities. Denial may also be based upon an unresolved obligation between the District and the applicant, inadequate documentation of easements for main lines serving the property, or any other reasonable cause as determined by the District.

5.6 Cancellation of Permit

The District reserves the right to revoke any prior approval of a permit before service has been provided, and the right to revoke service after it has commenced for any violation of these Rules and Regulations.

5.7 Revocation of Service

The right to connect to the District's system and to receive services, shall be revocable by the District upon non-payment of any fees owed to the District and remaining unpaid for a period of ninety (90) days, whether or not the customer owning the right to connect has actually connected to the District's system. If the right to connect to the District's system is revoked, the customer may reacquire such tap rights by reapplying for service. The reapplication will be considered only after payment of all fees due and owed the District and the current tap fees charged by the District under these Rules and Regulations.

ARTICLE VI RATES AND CHARGES

6.1 General

The rates and charges assessed by the District are intended to be fair, reasonable, uniform, and equitable charges for all customers. The rates and charges as established in *Appendix A* shall remain in effect until modified by the Board of Directors under the provisions of these Rules and Regulations, and under the applicable statutes of the State of Colorado. The information contained in this Article is pertinent to all charges of whatever nature to be levied for the provision of sewer services.

6.2 Services Outside District Boundaries

The rates and charges assessed by the District apply to customers inside the District, and shall not obligate the District with respect to services provided outside the District boundaries.

6.3 Infrastructure Fee

Prior to District authorization to connect to the sewer system, the applicant or customer must pay an infrastructure fee (tap fee). The infrastructure fee funds capital investments to replace aging infrastructure (sewer mains, manholes, lift stations, etc.). The infrastructure fee depends on the impact of a use or expanded use upon the physical facilities provided by the District. Infrastructure fees shall be established by the Board and are subject to change without notice.

6.4 Inclusion Processing Fee

Any person who petitions for inclusion of his property into the District shall pay a processing fee to the District to cover the cost of review and evaluation of the proposed inclusion. The processing fee shall be paid in full at the time the inclusion petition is filed with the District. Such fee is payable regardless of whether the property is actually included within or excluded from the District.

6.5 Recovery Agreement Charge

A recovery agreement charge may be assessed for each connection to a collection line or use of a pumping facility, where such line or facility is subject to a recovery agreement between the District and the person who constructed such line or facility. Consistent with such agreements, such charge shall be in an amount which represents a pro-rata share of the cost of construction of the line or facility and shall be collected prior to issuance of any permits. Recovery agreements existing on the effective date of these Rules and Regulations shall remain in full force and effect.

6.6 Prepaid Fees

Applications for service and associated fees may be paid anytime in advance of connection. If the customer fails to connect to the District sewer main within the allowable time defined in the Application for Service, any pre-paid fees shall be forfeited and the District shall not refund the pre-paid fees.

6.7 Transfer of Fees

Any approval of a request for a transfer of fees shall be at the sole discretion of the District. No fee paid on behalf of one property, or any portion thereof, may be transferred to any other property

except under the following conditions:

- a. The customer requesting the transfer owns the property for which the fee has been paid and the property to which the transfer of the fee, or portion thereof, is requested. Both properties must be in the District.
- b. The customer requesting the transfer has no outstanding unpaid accounts with the District and has previously maintained good credit with the District.
- c. The property to which the fee initially applied has never been connected to the District's system.
- d. The customer requesting the transfer shall pay to the District the difference between the fee which would be charged on the date the transfer is requested for the property to which transfer is being sought, and the plant investment fee previously paid. In no event shall the District make a credit or refund. In the event a customer transfers only a portion of the total sum previously paid as a fee, the customer shall retain a credit for any non-transferred portion of the previously paid fee.

6.8 Service Charges

Service charges shall be billed on a monthly, bi-monthly or quarterly basis as reflected in *Appendix A - Schedule of Fees and Charges*. Service charges will begin when service connection is made to the District line. The Board reserves the right to change the schedule of service charges and other charges at any time.

6.8.1 Residential Service Charges

Residential wastewater service charges and fees for each Single Family Residence shall be allocated a pro-rata share of the total cost of operations and maintenance of the wastewater system, debt service, and a capital replacement fund.

6.8.2 Commercial Service Charges

The minimum commercial user wastewater service charge shall be at least equal to the residential service charge.

6.9 Amended Service Charges and Fees

If a prospective user applies for a permit for service to a structure or use not defined herein; or where, in the District's opinion, the structure represents a classification not contemplated in the current fee schedule, the District shall establish a fair, reasonable, and equitable fee for the property. If, in the District's sole discretion, the service charges shown in *Appendix A* are not commensurate with the intended use, the Board may adjust the rates to establish a fair, reasonable, and equitable charge for the intended use.

6.10 Deleted

6.11 Deleted

6.12 Payment of Service Charges

The customer shall pay to the District, within thirty (30) days after the billing date the full amount of the statement. If the customer believes the billing statement is in error, the customer must file, in writing, a notice to the District of the presumed error, and request a clarification from the District. Upon review by the District and re-submittal and/or revision of the statement, payment shall be due no later than fifteen (15) days from the billing date of the resubmitted statement. When a condominium, multi- unit structure or development, or homeowners' association exists for several dwelling units receiving service from the District, the District shall issue one monthly or quarterly invoice to the association for the entire complex. The District will not bill individual customer within a multi-unit project without separate services lines. Any structure served by a single service line with more than one Residential Unit, shall establish one responsible party for sewer bills.

The property owner is deemed to be the customer and is the party to whom billing will be sent. The District will not enter into any billing/payment agreement with any third party.

6.13 Penalty for Late Payment

Any time a customer is thirty (30) days delinquent in payment of any charges due the District, the District shall assess an interest charge at the maximum rate allowed by statute on the unpaid balance.

The District shall have the right, at its sole discretion, to terminate service to any customer who becomes ninety (90) days or more delinquent in payment for scheduled services. Termination of service will follow the opportunity for a hearing as outlined in the Hearing and Appeal Procedures.

The District shall assess to any customer who is late in payment of his account, all legal, court, disconnection, and other costs necessary to or incidental to the collection of the account. Until paid, all such fees, rates, penalties, or charges shall constitute a perpetual lien on the property served. Any such lien may be foreclosed in the same manner as provided by the laws of Colorado for the foreclosure of mechanics' liens.

6.14 Collection of Delinquent Fees and Charges

In addition to any other means of collecting delinquent fees, rates, tolls, penalties, charges, or assessments made or levied solely for water, sewer, or water and sewer services (including charges for availability of such service), the District may certify delinquent amounts to the County Treasurer for collection in the same manner as property taxes, in accordance with the provisions of Colorado statute (C.R.S., 32-1-1101(e)), as amended. The District and County Treasurer shall charge a fee for the administrative costs of this collection method. This fee shall be added to all delinquent amounts, including other penalties and interest charges, before certification.

6.15 Surcharge for Treatment of High Strength Wastewater

The District may, at its discretion and subject to availability of reserve capacity, grant conditional approval to industrial, commercial, or other customers to discharge non-domestic wastewater into the public sewer. Customers permitted to discharge non-domestic wastewater shall be assessed a surcharge proportional to the waste concentration in excess of normal domestic sewage.

Approval to discharge non-domestic wastewater and pay surcharges will be based upon availability of pipeline and treatment capacity, and the compatibility of the wastewater in question with the District treatment process at the time of the request.

Surcharges shall be established to equitably allocate the cost of service among different types of customers and to comply with EPA requirements that industry pay a proportional share of costs for treating industrial wastewater (Regulation 18 CFR 601.34). The surcharge rate includes capital costs for treatment facilities, debt service charges, and operation and maintenance, which are recovered from industrial, commercial, or other non-domestic customers on a proportional basis.

6.15.1 Assessment of Surcharges

Any applicant requesting to discharge industrial or non-domestic wastewater shall provide analyses of composite samples of the proposed wastewater to the District to define the nature and characteristics of the wastewater. The non-domestic wastewater from each customer will be sampled annually by the District at any frequency deemed necessary in the District's opinion. Surcharges will be based on at least two representative 24-hour composite samples of the customer's wastewater.

6.15.2 Basis of Surcharges

The surcharge shall be calculated based upon the actual total discharge volume and the actual average discharge concentration for BOD5, TSS, ammonia, and total phosphorus in excess of the following concentrations:

- ? BOD5 concentration greater than 250 mg/L
- ? Suspended solids concentration greater than 250 mg/L
- ? Ammonia nitrogen concentration greater than 30 mg/L
- ? Total phosphorus concentration greater than 9 mg/L
- ? Discharge volume greater than 250 gallons per day per SFE or EQR on average

Dilution of wastewater concentration to avoid wastewater surcharges or to achieve compliance with any other pollutant-specific limitation is prohibited.

6.15.3 Surcharge Rates

Surcharge rates shall be based upon annual costs for wastewater treatment including amortization of treatment facilities capital costs, interest on bonded indebtedness for treatment facilities, and operating and maintenance costs. Surcharge rates are subject to change annually or at the discretion of the Board.

The average concentration of the samples collected shall be used to determine the surcharge for the period when the samples were collected. In the event that any sample is rejected or invalid and re-sampling is not performed before the end of that period, then the surcharge shall be determined based on the average concentration of the available samples.

The flow used to determine surcharges will be based upon the user's water meter reading and

will be assumed to be 100 percent of water consumption unless other metering arrangements for water or wastewater flow have been approved by the District. If wastewater flow is measured for billing purposes, it shall be measured and recorded by a device approved by the District.

6.15.4 Surcharge Calculation and Invoice Schedule

Surcharges shall be calculated twice per year, or more frequently at the discretion of the District, to determine charges for that period and shall become due when rendered. Surcharges shall be calculated as stipulated in *Appendix A- Schedule of Fees and Charges*.

ARTICLE VII MAIN LINE EXTENSIONS

7.1 Main Line Extension by the District

The District may construct new main lines or extensions required to serve the District. However, the District has no obligation to construct or extend any main line. The District, or through its engineer, shall supervise construction activity and coordinate all matters pertaining to the completion of new main lines or extensions. Performance, payment and warranty bonds at least equal to the contract price shall be furnished to the District by the contractor on all contracts with the District, pursuant to C.R.S., Section 38-26-105 and -106, as amended. Upon completion of construction, all main lines shall be subject to a one-year warranty period.

7.2 Main Line Extensions by Developers

At the discretion of the District, the District may permit an applicant to construct sewer main lines, at the sole expense of the applicant. The applicant shall request intent to provide service from the District and subsequently enter into a written main line extension agreement with the District prior to proceeding with any contract.

District may refuse to take ownership or provide for ongoing maintenance. Any such 'new lines' are subject to review and recommendation by a District employed engineer, as to capacity of the new line and its impact to the district.

7.2.1 Letter of Intent to Serve

During planning of a development which requires the construction of sewer main lines, the developer shall request the District to provide a letter expressing the intent to provide service. The developer's request shall include data on the number and type of residential, commercial or individual facilities, and other activities that would affect sewer use. The request letter shall contain a description and a plan of the proposed development of the site. The District will analyze its ability to provide sewer service and determine the adequacy of existing collection system capacity and the need to increase the capacity of any existing lines, equipment, or facilities. The analysis will also determine the need to oversize lines in the development site for anticipated future service needs. The District will provide a formal letter of intent to serve the development site and include any conditions deemed appropriate. This letter of intent to serve should be available to the County Planning Commission.

7.2.2 Application for Approval

All applicants desiring to construct a main line within the District shall submit a formal application to the District.

This application shall contain:

- a. Legal description of the property to be served by the main line
- b. Narrative description of the proposed development
- c. Density of residential, commercial, industrial, and other uses
- d. Number of proposed dwelling units
- e. Square footage of proposed commercial and industrial buildings

- f. Expected volume of sewage from the development at maximum build out
- g. Analysis of capacity of existing District mains affected by the proposed development
- h. Easements to be conveyed to the District
- i. Conceptual plans of the extension alignment
- j. Other information reasonably required by the District. Within a reasonable time, the District shall review the application and documentation and recommend approval or denial of service for the application. If cost recovery is applicable, a Cost Recovery Agreement must be concluded. Two sets of documents marked "Approved" by the District shall be returned to the applicant. The cost of such review for compliance shall be borne by the applicant.

7.2.3 Deposits of Review Costs

Prior to approval of a main line extension by the District, the applicant shall deposit with the District an amount sufficient to compensate the District for engineering fees, legal fees, and other costs anticipated to be incurred by the District to review and approve the application and the construction of the main line. All inspection costs conducted by any governmental agency, including the District, shall be paid by applicant.

7.3 Design and Construction Standards

7.3.1 Locations of Main Line Extensions

Main lines shall be installed in road or street rights-of-way, as well as in easements granted to the District. Each applicant who desires service shall, in consultation with and with the approval of the District, plat and grant to the District appropriate rights-of-way and easements in which main lines will be constructed.

7.3.2 Sewer Collection Lines

Sewer collection lines shall be designed and constructed to provide a means of access by District personnel for maintenance, flushing, and inspection.

7.3.3 Over-sizing Main Lines

Based on District estimates of future growth and use of a main line, the applicant shall construct oversized main line extensions as required by the District. The District may pay for the incremental expense for the over-sized line or may negotiate a Reimbursement Agreement with the applicant. If the District chooses to pay for the incremental expense for the over-sized line, the District shall recover the cost of over-sizing, including reasonable interest, by fees from connection of future customers or future main line extensions.

7.3.4 Lift Stations

Lift stations are prohibited in the District sewer systems, except when gravity service is not feasible and subject to specific written approval by the District.

7.3.5 Acceptance Procedures

District personnel shall witness all tests deemed necessary for acceptance of new construction or extensions of the District's wastewater facilities. When construction of the main line is completed, the applicant shall notify the District and provide one set of construction drawings marked to reflect field verified as-built conditions. All completed sewer main lines shall be televised by the applicant and videotape shall be submitted to the District prior to final acceptance. The District

will then inspect the main line. Prior to the acceptance of the main lines by the District, applicants shall deed the main lines and appurtenances to the District free and clear of all liens and encumbrances, and furnish to the District a warranty bond for a one-year (1) period from the date of acceptance of the main lines by the District.

Before main lines are accepted by the District, the contractor or applicant shall provide the District:

- a. Certification that the work is free and clear of all liens and encumbrances;
- b. A warranty bond for one (1) year from the date of construction acceptance by the District;
- c. Legally recorded documents of all easements accompanying the main lines;
- d. Digital field verified as-built drawings of all facilities constructed, including but not limited to easements, plan and profile drawings, sewer stub out locations, coordinates of manholes, rim and invert elevations;
- e. Inspection and test results;
- f. Videotape of new sewer mains and extensions;
- g. Digital copy of all computer information available for the work.

No taps may be made onto the main line until Construction Acceptance has been granted by the District in writing, or by special written permission with the District.

7.4 Stop Work Orders

The District may issue a stop work order or revoke any approval for work if the customer or any Contractor has violated or is about to violate any condition of approval or any condition specified in these Rules and Regulations. A stop work order shall be effective immediately upon notice to the customer or any Contractor and shall remain in effect until rescinded by the District in writing. It is unlawful for any person to perform any work in violation of a stop work order except as may be permitted by the District to render the construction site safe and secure.

7.5 Cost Reimbursement for Main Extensions

When a customer constructs a main extension at his cost and the extension provides service to other users served by the District, that customer shall be entitled to recover part of the cost of the extension that benefits other users. The District may enter into a Reimbursement Agreement with the person who constructs a main extension to reimburse him for that part of the cost of the extension that directly benefits other users. The reimbursement agreement is intended to equitably allocate the construction cost of the extension among all customers and future customers that use the main extension.

If an owner or developer desires to enter into a Recovery Agreement with the District, he shall submit a notice of intent prior to the start of construction, and he shall provide a complete detailed summary of all construction costs to the District within sixty (60) days after the date of preliminary acceptance notice by the District. It is understood that such Recovery Agreement is for the convenience of the developer, and the District makes no guarantee as to any implied cost recovery.

The owner or developer and the Board shall jointly determine the service area of the facilities constructed by the owner or developer, and shall jointly determine an equitable recovery charge for said service area. The amount of the recovery charge shall be computed as a proportional share of

the total construction cost; excluding the cost of service lines, per single family equivalent or other measure acceptable to both District and developer. The total cost of service lines shall be increased by an amount of interest, compounded annually from the time construction was completed to the time service was provided to the adjacent lands or properties, at an interest rate mutually agreed between the District and developer. All costs incidental to or resulting from the procurement by the District of any required easement or right-of-way, whether obtained by dedication, contract, condemnation or otherwise, shall be borne by the owner or developer, unless this requirement is waived by the Board. In the event that the owner or developer and the Board shall fail to agree, the determination of the Board shall be final.

The owner or developer's rights to reimbursement under the provisions of the recovery agreement shall not exceed the construction costs plus the compound interest for a period of ten years from execution of the Reimbursement Agreement. The owner's or developer's rights to reimbursement shall expire upon the expiration of the Reimbursement Agreement. No requests for reimbursement by the owner or developer made after the expiration date of the contract period of such agreement shall be considered by the District.

The District shall notify the owner or developer entitled to reimbursements of all amounts eligible for reimbursement and the date after which reimbursements will not be made. Said notice shall be made to the last known address of the owner or developer as reflected in the District's records. All amounts not reimbursed to the owner or developer shall be retained by the District as contribution in aid of construction.

ARTICLE VIII HEARING AND APPEAL PROCEDURES

8.1 Application

The hearing and appeal procedures established by this Article shall apply to all complaints concerning the interpretation, application, or enforcement of the Rules and Regulations of the District. The hearing and appeal procedures shall apply only to interpretation, application, or enforcement of the Rules and Regulations of the District, or contracts related thereto. The hearing and appeal procedures established by this Article shall not apply to District personnel matters or any issue which does not concern enforcement of the Rules and Regulations. District personnel matters shall be governed exclusively by the District's personnel rules.

8.2 Initial Resolution

Complaints or appeals concerning the interpretation, application, or enforcement of Rules and Regulations of the District must be presented to the Board, or its designated representative. Upon receipt of a complaint, the Board or its representative shall make a full and complete review of the allegations contained in the complaint, and shall take such action and/or make such determination as may be warranted. The complainant shall be notified of the action or determination by mail within thirty (30) days after receipt of the complaint or appeal.

8.3 Hearing

In the event the decision of the Board or its representative is deemed unsatisfactory by the complainant, a written request for hearing may be submitted to the President of the Board of Directors within twenty (20) days from the date written notice of the decision was mailed. If receipt of the request is timely and if all other prerequisites prescribed by these Rules and Regulations have been met, the President shall appoint a hearing officer to conduct a hearing at a regularly scheduled or special Board meeting. The Board may appoint any qualified person as a hearing officer, including a Board member, District employee, or legal counsel. The District will endeavor to conduct the hearing within thirty (30) days after the receipt of the request.

8.4 Conduct of Hearing

The appointed hearing officer shall preside at the hearing. The complainant and representatives of the District shall be permitted to appear in person, and the complainant may be represented by any person of his choice, including legal counsel.

The complainant or his representatives and the District representatives shall have the right to present evidence and arguments; the right to cross-examine any person; and the right to oppose any testimony or statement that may be relied upon in support of or in opposition to the matter complained. The hearing officer may receive and consider any evidence which has prohibitive value commonly accepted by reasonable and prudent persons in the conduct of their affairs. The hearing officer may ask questions of any representative in order to clarify further an issue relevant to the complaint.

The hearing officer shall determine whether clear and convincing grounds exist to alter, amend, defer, or cancel the interpretation, application, and/or enforcement of the Rules and Regulations that are the subject of the complaint. The decision shall be based upon evidence presented at the hearing. The complainant shall bear the burden of showing that the required grounds exist to alter, amend, defer, or cancel the action.

8.5 Findings

Subsequent to the hearing, the hearing officer shall make written findings to the Board. The Board shall issue an order disposing of the matter consistent with the written findings and shall mail the findings and order to the complainant no later than thirty (30) days after the date of the hearing.

8.6 Appeals to the Board of Directors

In the event the complainant disagrees with the findings and order of the Board, the complainant may, within twenty (20) days from the date of mailing of the findings and order, file with the District a written request for an appeal to the Board. The request for an appeal shall set forth the specific facts or exhibits presented at the hearing upon which the complainant relies and shall contain a brief statement of the complainant's reasons for the appeal. In response, the hearing officer shall compile a written record of the hearing consisting of:

- a. Minutes of the hearing;
- b. All exhibits or other physical evidence offered and reviewed at the hearing; and
- c. A copy of the written findings and order.

c

The hearing officer may submit additional written comments that further clarify the hearing findings and order in response to the request for appeal.

The Board shall consider the complainant's written request for appeal and the written record of the hearing at the next regularly scheduled meeting held not earlier than ten (10) days after the filing of the complainant's request for appeal. Such consideration shall be limited exclusively to a review of the record of the hearing, any written clarifying comments by the hearing officer, and the complainant's written request for appeal. No further evidence shall be presented by any party to the appeal and there shall not be the right to a hearing de novo before the Board of Directors.

8.7 Board's Findings

The Board shall make and issue written findings concerning the disposition of the appeal. A notice of the decision shall be sent by mail to the complainant within twenty (20) days after the appeal hearing. The findings of the Board of Director shall be final.

8.8 Notice

A complainant shall be given notice of any hearing before the hearing officer, or before the Board, by mail at least ten (10) days prior to the date of the hearing, unless the complainant requests or agrees to a hearing in less time, or to a waiver of formal notice. Notice is deemed given when placed in regular, postage prepaid U.S. mail.

ARTICLE IX CROSS-CONNECTION CONTROL

9.1 Protection of Potable Water Systems

All sewer system components shall be constructed and maintained to protect potable water systems from contamination or cross-connections per regulations in the UPC, State of Colorado Health and Environmental regulations, EPA or such other governing body as may have applicable jurisdiction.

9.2 Separation of Water and Sewer Services

All District sewer mains shall be installed in separate trenches with a minimum separation of 10 feet from known, existing water mains. All sewer service lines located on customer's property shall be installed in separate trenches with a minimum separation of 10 feet from known, existing water lines.

Where District sewer lines cross known, existing water lines, the sewer line shall be installed below the water main and shall be encased in concrete with a minimum of 6-inches cover around the sewer main line for a distance 5 feet upstream and 5 feet downstream of the crossing point. Where a customer sewer service line crosses a known, existing water service line, the sewer service line shall be installed below the water service line and shall be encased in concrete with a minimum of 6-inches cover around the service line for a distance 5 feet upstream and 5 feet downstream of the crossing point.

Where conditions exist that the above separations can not, reasonably, be maintained, engineering recommendations by the District Engineer in conjunction with the CDPHE, EPA and such other authorities as may have jurisdiction, shall prevail.

9.3 Sewer Backflow Prevention

All buildings served by the District's sewer facilities shall be protected from backflow of wastewater in the lateral sewers. Drainage piping serving fixtures which drain by gravity into the District main sewer, the flood level rims of which are located below the rim elevation of the nearest uphill manhole of the District sewer, shall be protected from backflow of sewage by an approved backflow prevention device. Each such backflow device shall be installed only in that branch or section of the drainage system that receives the discharge from fixtures located below the rim elevation of the nearest uphill manhole of the District sewer.

The applicant, owner, or customer shall provide and maintain, at his expense, required backflow devices. Backflow devices shall be located where they can be readily and easily accessible for inspection and repair at all times and shall be enclosed in a watertight masonry vault fitted with an adequately sized removable cover. Each backflow device shall be located on the property it protects and shall not be allowed in the public right of way. All devices shall be inspected and certified as working properly every year by a certified inspector at the customer's expense. Copies of all inspection reports are required to be submitted to the District.

9.4 Reference Manuals and Guidelines on Cross-Connection Control

All wastewater facilities operated and maintained by the District shall comply with the applicable requirements of the following Manuals and Guidelines:

Cross-Connection Control Manual Colorado Department of Public Health Environment, latest edition.

APENDIX A - SCHEDULE OF FEES AND CHARGES
Chicago Creek Sanitation District
EFFECTIVE October 19, 2020

WASTEWATER COSTS AND CHARGES

IN DISTRICT CUSTOMERS

Single Family Home:

Tap Fee	\$1,500.00
Tap Inspection Fee	\$100.00
Base Billing Monthly (Service Charge)	\$10.00
Service/Usage Charges	

Commercial:

Tap Fee	\$1,500.00
Tap Inspection Fee	\$100.00
Base Billing Monthly (Service Charge)	\$10.00
Service/Usage Charges	

OUT OF DISTRICT CUSTOMERS

Single Family Home:

Tap Fee	\$3,000.00
Tap Inspection Fee	\$100.00
Base Billing Monthly (Service Charge)	\$20.00
Service/Usage Charges	

Commercial:

Tap Fee	\$3,000.00
Tap Inspection Fee	\$100.00
Base Billing Monthly (Service Charge)	\$20.00
Service/Usage Charges	

Out of districts must provide an annual County of Clear Creek tax statement to the District during February of each year.

Out of District customers will be bill an amount equal to the then current District mill levy based on that valuation.

Late fees and interest will be billed at current charges as allowed by State Statutes.

Wastewater fees and charges shall be subject to change without notice and shall be adjusted annually or at the discretion of the Board of Directors. Wastewater service charges shall commence 30 days after the Customer's application for service has been approved.

Tap Permit Review Fee	\$100.00
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Chicago Creek Sanitation District Specifications for Line Tapping October 19, 2020

Regulations & Specifications for tapping the District Main

Application to tap the District Line

A properly completed application shall be submitted 14 (fourteen), or more, days prior to a regularly scheduled District Board meeting. A non-refundable application and review fee to be submitted with each application. Such fee shall be determined by the Board. A detailed plan of the proposed service line, along with detailed plans for all structures connecting to, or planned to be connected to said service line, shall be submitted with the application. No work shall be done, prior to receiving District approval of the application. Commencing work prior to approval of the application may result in the District revocation of owners permit to connect to the District line.

Contractor

The Contractor shall be approved by the Board. The application to tap, shall list the name, address, contact information and any required licenses, of the Contractor.
(It is suggested that the Contractor be pre-approved by the Board, to prevent delays.)

Insurance

A minimum liability insurance policy of \$1,000,000.00 (one Million Dollars), minimum, shall be submitted with the application, naming the Chicago Sanitation District as Principle. This may be done by the property owner or Contractor.

Colorado Department of Transportation (CDOT)

As virtually all of the Districts' main line is located within the CDOT right-of-way, a permit from CDOT will be required as a condition for the District issuing a permit to tap the main line. Additionally, some of the main line may also exist within the City Limits of Idaho Springs, requiring their permit. A certified copy of the permit(s) shall be submitted with the District Permit application.

Core of Engineers Permit

Where customer service lines cross either over or under Chicago Creek, or otherwise impact "Waterways" as defined by the Army Core of Engineers, a permit shall be obtained from the Army Core of Engineers and/or any other agencies that have jurisdiction in such matters. A certified copy of such permit(s), shall be submitted with the District permit application.

Other Permits

If any other permits are required, including but not limited to State, County, City or other agency having jurisdiction over the property in question, a certified copy of such permit(s), shall be submitted with the District Permit application.

District Permit

No work shall be commenced until the District permit is issued.

Contractor

The Contractor shall be responsible for all work performed in conjunction with the installation of the service line and tap connection.

Inspection

The District will designate the person responsible for inspections relating to the tapping of the line. All phases of excavation, tapping and back filling, shall be subject to inspection and the designated inspector shall have the final say as to proceedings.

Notification

District shall be notified at least 48 hours in advance of any stage of work.

Excavation

Care shall be taken to insure that the main line is not damaged or subjected to undue physical stress or abuse. The Inspector may require the actual excavation to be done in his/her presence. Hand excavation may be required, at the discretion of the inspector.

Tapping

District representative or inspector or employee shall be present during the actual tap procedure. Tapping shall be by means of an appropriately sized and properly installed, rubber (Wye) tapping saddle, approved by the district and installed in accordance with the manufacturers instructions.

If ground water is present at the tap site, or along any portion of the service line, adequate measures shall be taken to de-water the tap and service line excavation. Contingency measures shall be in place to plug any service line or tap opening, in the event of pump failure or other means of containing/diverting ground water. Under no circumstance shall ground water be permitted to enter into the main line or any portion of the service line. The Inspector shall have complete authority to halt work until satisfied that ground water is not likely to enter the main line. Inspector shall have authority to take or direct, any measures necessary to prevent ground water from entering the main line. Expenses for such measures shall be the responsibility of the property owner and any expenses paid out by the District, for such, shall become a permanent lien on the property if not paid within thirty (30)

days of billing.

Tap opening is to be made in the upper quadrant of the PDE main line, approximately half way between the horizontal mid-line and the vertical mid-line. Under no circumstance shall the lowest point of the flow line on the tapping service line be allowed to be below the horizontal mid-line. Contractor/Customer must take into the account the added elevation needed, caused by the saddle and any subsequent connecting fittings.

No portion of the connecting service line, tapping saddle or other pipe or fittings, shall protrude into the main line pipe.

The original sewer tile, if any exists, around the PDE liner, shall be completely removed for a distance of 36" upstream and downstream from the area that will be occupied by the tapping saddle. The PDE liner shall be thoroughly cleaned of all foreign material. (Mud, dirt, sand, etc.)

The portion of the PDE to be removed shall be marked by means of an appropriate template, provided by the saddle manufacturer. Installation specifications and/or instructions provided by the saddle manufacturer shall be provided to the Inspector, prior to making the tap and the saddle shall be installed in conformity to those specifications. Removal of the PDE material shall be by means of drilling, sawing or routing. Care shall be taken to insure that no portion of the opening material will enter the main line. Edges of the opening shall be made smooth and have no roughness projecting into the flow area of the tap or into the main line proper.

Service line connections (taps) are prohibited to enter directly into a District owned or maintained manhole. Connection directly into a District manhole will only be permitted by special permission of the District Board, and then only if no reasonable means of connecting into the main exists. The District's designated engineer will determine all requirements related to a service line connecting directly into a manhole.

Testing

If, in the opinion of the Inspector, any portion of the service line or the tap itself, is, or is likely to be, lower than the water table, a pressure test, done in accordance with industry standards, shall be applied to the service line and a resulting "Good" test result verified by the Inspector before final connection to the tap. If, in the opinion of the Inspector, pressure testing or testing by other means is warranted, such test or tests shall be made prior to authorization for service.

Bedding

The area in the vicinity of the tap, shall be over-excavated to a minimum depth of 12 inches around the main line 36" upstream and 36" downstream of the tap saddle, and for 10 lineal feet from the main line tap, upstream on the service line. This resulting excavation is to be refilled with clean crushed rock not less than one-quarter inch (1/4") or greater than one-half inch (1/2") in size.

After inspection of the excavation and bedding, the main line and ten feet of the service line, shall be covered with an additional 12 inches, minimum, of the same crushed rock.

Back-fill

No material greater than 4" diameter shall be used in any part of the back fill. Industry standards shall be followed to backfill the remainder of the excavation in lifts with appropriate compaction at each lift. No mass placement of backfill shall be permitted. The excavation backfill shall not contain any debris or foreign material. The excavation site shall be restored to its pre-excavation condition, as nearly as possible.

Video Inspection

At the discretion of the inspector, a video inspection and video record may be required after the tap is made and back-filled and prior to the service line being put into use. Video inspection of the service line may also be required at the discretion of the Inspector.

Documentation Required

Complete documentation of any new or renewed taps to the District owned lines shall be presented to the District, prior to commencement of service.

This documentation shall include:

- A signed copy of the permit to tap.
- Name of Contractor performing the tap.
- Citation of the permit authorizing the tap.
- Time and Date the tap was completed.
- A computer printed map showing the distance from both the up-stream and down-stream manholes.
- The location of the tap relative to readily identifiable landmarks.
- Inspectors name and contact information.
- An electronic copy of the Inspection video if one was required.
- Copies of any permits required by other agencies.
- Any other documentation required at the time the permit was issued.

Service Line not to be Connected

The service line shall not be connected to any structure or source of effluent until all required documentation has been submitted. The Inspector has signed off on the tap and service line installation. The District or its authorized representative has issued a letter authorizing commencement of service.

Chicago Creek Sanitation District

APPENDIX – C

Constructions Standards

All new construction, repair, alteration or re-installation involving District facilities including but not limited to, Manholes, Main Line, District owned laterals and service lines, shall conform to the latest standards and practices of the industry.

Adopted by reference are the City of Idaho Springs standards and requirements pertaining to sewers.

Any new construction, repair, alteration or re-installation may, at the sole discretion of the District Board, be required to be submitted to the District Engineer for approval and oversight.