

Welcome to the Highland Lakes Water District!

This letter is to familiarize you with some of the major points that are covered in the included Rules and Regulations (R&R) and Schedule of Fees and Charges (Schedule). (This letter does not relieve you of the responsibility of reading the R&R and Schedule and knowing what they entail.)

Prior to any action to connect to the system, written application for service must be filed with the District thirty (30) days previous to the desired hookup date, on forms provided by the District. A connection to the system may only be made following the payment of appropriate fees, and shall be subject to the connection procedures set forth in the Rules & Regulations. Tap fees shall be as set forth in the District's current rate schedule.

The following information is required to accompany the Water Tap Application:

- a. Teller County building permit.
- b. Application for ISDS approval or prior approved application
- c. Any required Teller County road cut permits.
- d. An accurate diagram of the proposed location of the water meter, remote reading device, and the property shut-off valve.
- e. Proof of insurance, as required under Section 6.3.4 of the Rules and Regulations.

The customers own and are responsible for the proper construction, maintenance, repair, and replacement of the entire water service line serving their property from the main and shall also be responsible for all related service facilities on or within their property. Service lines shall be constructed by the customer, at the customer's expense, in accordance with District specifications

All property owners shall have a water meter installed in their service line. No connection shall be made to the District's system without a water meter and remote reader supplied by the District having been properly installed to serve the subject unit. The installation and location of the meter and remote reader shall be subject to the approval and inspection of the District before water is turned on. The property owner shall be required to pre-wire and maintain with 18-gauge wire for a remote reader in a location designated by the District outside the residence. The internal meter shall be installed in a location where it has adequate protection from frost.

A pressure reducing valve may be installed by the customer, at his discretion, in all service lines to protect the residence's plumbing system from any fluctuating water main delivery pressures.

The property owner shall schedule a mutually agreeable time for tapping of the main, inspection of the water service line installation, and water turn on with the Operator providing at least three business days prior notice. All such service initiations shall be scheduled between the hours of 8:00 AM and 5:00 PM on normal District business days. The Operator shall drill a hole in the water main (after attaching District components to the main) as part of the tap fee paid by the customer but the connections to those District components shall be performed by the property owner's contractor, using District provided components, under the supervision (as to the compliance of the installation with the District's standards) of the Operator and at the sole expense of the applicant. In no event shall service be provided prior to the inspection and approval of the connection by the Operator. The curb valve and curb box shall be provided by the District as a part of the tap fee and installed by the property owner's contractor to District specifications at the owner's expense. No connection shall be covered until inspected and approved by the Operator. The applicant/owner shall be solely responsible to adequately prepare for any initiation of service. If a contractor and/or owner fails to excavate and execute the tap at the scheduled time and date, or fails to properly initiate the service, they shall pay to the District an hourly charge per the District rate and charge schedule for the additional trips made and time spent by the Operator. The District shall bear no responsibility for any damage or injuries resulting from such initiation of service.

Once connected to the District's water system, all "turn-ons" and "turnoffs" of water service through a Property Shut-Off Valve on a service line shall be performed only by District personnel. The District may assess "turn-on"/"turn-off" charges per the District's rate and charge schedule, except when initial service is provided.

Service lines shall be constructed by property owners in accordance with these Rules and Regulations. Except as otherwise determined by the Operator, service lines not exceeding a length of 300 feet shall be a minimum size of three-fourths inch (3/4") ID pipe, type K soft copper or C901 HDPE copper tube size with locator wire, and if the service line is over 300 feet, the entire service line will be one inch (1") ID pipe, type K soft copper or C-901 HDPE copper tube size with locator wire; in all cases to be installed at a minimum depth of seven feet (7') below ground level. Property shut off valve shall be used as supplied by the District as part of the tap fee. The curb valve shall be installed immediately inside the owner's property line in an easily accessible location protected from frost. The stand pipe shall be installed at (flush) or above ground level. All contractors, plumbers, and others doing work on or related to any main, service line, or structure in the District shall be licensed and comply with applicable County and State codes, regulations, and statutes. All permits, fees, and licenses shall be paid for by the contractor, plumber, or others doing work in the District prior to the start of construction.

The contractor shall be required to contact the District office prior to beginning any excavation work in order to (1) determine the approximate location of the main line, and (2) obtain the written permission of the District to excavate the water main (on forms supplied by the District). All excavations for service installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Water service lines shall be separated from other utility lines by a minimum of ten feet. Multiple utility lines shall not be installed in water service line ditches. Streets, sidewalks, parkways, and other public or private property disturbed in the course of the work shall be excavated, backfilled, compacted, and otherwise restored by the excavator, at the expense of the owner or excavator, in a manner satisfactory to the District and in compliance with regulations of the Teller County Road and Bridge Department. All inspection fees required by any governmental agency, including the District, shall be paid by the plumber, contractor, or others doing work in the District.

Property owner shall be fully responsible for any and all damages caused by their contractors and all subcontractors, or other noncompliance with these Rules and Regulations.

All contractors performing work on or related to the water system shall be licensed by Teller County in their field. Contractors shall provide proof of insurance, prior to the performance of any work.

All service lines shall be inspected and approved by the Operator prior to back-filling the ditch. The property owner or his contractor shall contact the District to schedule an open ditch inspection of all service lines not less than three business days prior to the date the inspection is required. All such inspections shall be made between the hours of 8:00 AM and 5:00 PM on normal District business days. Following satisfactory inspection, the connection shall be made to the main line. If any service line is backfilled without the Operator's inspection and approval of the line, the Operator may require the customer to re-excavate the line so that the appropriate inspection and approval may be made. In such event, the property owner shall pay to the District an hourly charge per the District's rate and charge schedule for the additional trips made and time spent by the Operator.

The following information is required to accompany the ISDS (Individual Sewage Disposal System) Application:

- a. Teller County ISDS permit.
- b. An ISDS design from a licensed professional engineer including a statement that it will meet the current District ISDS effluent standards.
- c. Manufacturers specifications for all components used.

In order to minimize the impact of (ISDS's) on the quality of the District's ground water supply, the Board has established standards for the installation and construction of ISDS within the District. The term ISDS shall include both septic tanks and leach fields, as well as any other method of treating raw sewage within the District. The District requirements apply to all ISDS permitted after April 2017 and are in addition to those spelled out in the most current edition of the Teller County Environmental Health ON-SITE WASTEWATER TREATMENT SYSTEMS REGULATIONS.

Any and all ISDS to be installed within the District shall be engineered in such a way as to prevent any adverse impact to the ground water from which the District takes its water supply. Such engineering shall be evidenced by an ISDS design from a licensed professional engineer. The ISDS engineering submitted to the District must include a statement from the licensed professional engineer that the proposed ISDS will meet the current District effluent standards. ISDS systems installed within the District shall conform to treatment level 2N standards as established

by the State of Colorado. The ISDS design shall include a method for sampling the effluent for test purposes. All ISDS shall be installed with a minimum of two feet of sand in the bottom and along the sides of the leach field.

Meeting these standards shall be a condition precedent to obtaining a tap onto the District's water supply. The District shall not issue any taps unless and until these standards are met. Further, the District may revoke a tap and discontinue service to any dwelling that fails to meet these standards.

Homeowners are encouraged to test ISDS effluent on an annual basis. As of January 1, 2005 annual testing and reporting of test results to the District is no longer a District requirement. Any costs related to testing shall be borne by the homeowner. Development of higher level treatment systems, including 2N, requires permitting and oversight be established with Teller County Environmental Health conforming to the requirements of Teller County ON-SITE WASTEWATER TREATMENT SYSTEMS REGULATIONS Section 43.11 and Section 43.14.

Highland Lakes Water District
Board of Directors