



DONALA WATER AND SANITATION DISTRICT

Revised September, 2018

To All Builders/Developers/ Vacant Lot Owners:

Enclosed is a copy of the policies and procedures for the Donala Water and Sanitation District along with the fee schedules.

We have had several problems in the recent past with builders that have not worked in the District before. Our policies are different from those of Colorado Springs and other Districts. Some of the areas for discussion follow:

We will **not** give out service stub locations until all fees are paid.

We must inspect all service line installations. A call (8 a.m.- 4 p.m.) to our office usually produces an inspector within 30 minutes , but the District reserves the right to dispatch inspectors as OUR schedule allows. A sketch of the installation will be made at that time.

In many cases sumps are installed in basements to collect "French Drain" water or other storm or run-off water. If a sump is installed, a pump must be installed that pipes the water outside the house.

The Donala W&S District will provide water meters, pressure regulators, and backflow prevention devices. These are the responsibility of the builder to install correctly prior to closing. **The builder/plumber will install only the meter body, the pressure regulator, and the backflow preventer.** The District will install the Beacon Endpoint. Wiring to the outside of the house for a remote reader is **NOT** necessary.

Please take these policies and procedures into account when building in Donala Water & Sanitation District. For any questions please call me at 488-3603.

Sincerely,

Kip Petersen, General Manager

WATER & SEWER SERVICE INSTALLATION SPECIFICATIONS
DONALA WATER & SANITATION DISTRICT

Section I - General

1. The purpose of these rules and procedures is to standardize service, enable the Donala Water and Sanitation District to control quality of service, equalize expenses to the home owner, and assure proper service line connections. These rules and procedures are applicable to all property owners, builders or contractors connecting water and sewer facilities within the District. Disputes arising over the interpretation of these rules and procedures may be submitted to the District Board of Directors, whose decision thereon shall be final.

2. Service charges begin when the District synchronizes and safety wires the meters or installs the Beacon Endpoint just prior to closing of the house sale. Water consumption will be measured by a meter supplied by the District, and installed by the builder or property owner. (See Sec. II, 2A).

3. Septic tanks, cesspools, or other facilities intended for disposal of sewage are not authorized within the District. Sewage or waste from grease traps will not be discharged into the District lines. Ground water drainage systems and sumps will not be discharged into the sewer lines.

4. Persons violating these rules and procedures will be served with written notice of the violation and will be given a reasonable time to make satisfactory corrections. Continued violations beyond the specified time will result in disconnection from District facilities. Re-connection will not be made until full compliance with all rules and procedures is assured. The owner/builder will be charged for any loss or damage resulting from the violation and also will be charged an amount equal to service charges for the time District facilities are disconnected. In addition, a re-connection fee will be imposed.

5. The Donala Water & Sanitation District reserves the right to change these rules and procedures including tap and service rates at any regular meeting of the Board of Directors.

Section II - Installation and Maintenance

1. **General**

A. NO CONNECTIONS WILL BE MADE TO DISTRICT LINES, WITHOUT AN APPROVED PERMIT SIGNED BY A DISTRICT REPRESENTATIVE. (SEE ATTACHED FORM)

B. The use of compound taps for water and sewer, or more than one service line for each tap is prohibited.

C. Water service lines will have between 4 and 6 feet of cover. Deeper installation is permissible to make connection. However, shallower than 4 feet will not be permitted. Sewer service lines will have at least 5 feet of cover for PVC pipe. Less than 5 feet, but more than 3 feet of cover requires ductile iron pipe. Less than 3 feet of cover requires ductile iron pipe encased in concrete. (Contact District for encasement specifications).

D. Water service line ditches and separation of water service and building sewer: except as

permitted below, the water service line and the building drain or building sewer shall be not less than 10 feet apart horizontally and shall be separated by undisturbed or compacted earth. The water service line may be placed in the same trench with the building drain or building sewer provided approval is given by the District and the following conditions are met:

1. The bottom of the water service line at all points shall be at least 18 inches above the top of the sewer line at its highest point. The water service line and building sewer shall be separated by a clear horizontal distance of no less than 24 inches.
2. The water service line shall be placed on a solid shelf excavated at one side of the common trench.
3. **If at anytime the water and sewer service line must cross, every attempt must be made to cross water above sewer.** If sewer must cross above water, there MUST BE 18" clearance from the bottom of the sewer line to the top of the water. If such clearance is impossible, schedule 40 PVC or cast iron will be used for the crossing section of sewer.
4. NO joints in any water service line shall be permitted between the corporation stop and the curb stop without prior approval of the District. Such approval shall be requested by the contractor in writing prior to starting construction.
5. The materials and joints of sewer and water service lines shall be installed in such a manner and shall possess the necessary strength and durability to prevent the escape of solids, liquids and gases therefore under all known adverse conditions such as corrosion, strains due to temperature changes, settlement, vibrations, and superimposed loads.

E. Footing drains will NOT be connected to the sewer line under any circumstances.

F. Where storm under-drains are present and where the storm drain system is not white PVC pipe or smaller 3" pipe, a dye test will be conducted on sewer lines to ensure proper connection to the sewer. If white pipe is in place, and proper connection is made, a dye test is not required.

G. If under-drain service is not available or not used DO NOT connect French drains, sumps, or any other runoff water to the sewer service line. If the drain system is brought into the house to a sump, or if a sump to collect water for any reason is installed in the house, a pump must be installed in the sump. It must be piped outside and either connected to a central under-drain system or day lighted away from the house.

H. A District representative will inspect all water and sewer taps, and service line installations. A pressure check is required if a joint exists. A dye test may be conducted. Back fill will NOT commence before inspections and approval is completed, as per para 3 above.

I. At the time of inspection, the inspector will sketch the location and depth of the points of

connection to the District service lines and housing unit. These points with distances indicated will be shown in relation to positions on a permanent structure. (Sample attached to permit) The sketch should include measurements from the water valve box to the lot line or a permanent structure, as well as a measurement of depth and location where the sewer/water service lines exit the foundation and where they tie into the District system. Excavators may make the sketch themselves to save time.

2. Water

A. The District has run 1" K copper lines and 1" SiDR 7 HDPE to some individual lots. Individual residences will have 1 inch taps. Some lots in Fox Run will have 1 ½" or 2" taps. Upon request, the District will identify the lots requiring 1 ½" & 2" services. Townhouses/apartments or patio homes may have ¾ inch taps. Meters are required for all taps. All water received and used within the District will be measured through a meter unless specific written approval is given by the District Board of Directors. The only meter authorized within the District is the Badger "E-Series", reading in gallons. Individual houses will use the Badger meter as follows: 1" line (model 55), 1 ½" line (model 120), or 2" line (model 170). Townhouses or patio homes will use model #25. Only the meter body needs to be installed by the builder/plumber. The District will install the Beacon Endpoint.

B. Property owners are responsible for all material and labor costs for the initial installation and subsequent maintenance of the water line from the District main line to the point of use. Property owners must use a water service line of {High Density Polyethylene} HDPE-SDR7 of the same size as the service line provided to the lot, from the curb stop to the meter, in a continuous run where feasible. Where 1 ½" or 2" line is used (Fox Run), it must be continued into the house and to the meter then reduced to 1" just prior to the pressure regulator and meter. Further reduction in size after the meter is permissible.

C. Owners/builders will assure that each residence is equipped with a pressure regulator to protect the residential systems from excess pressure. The pressure regulator will be installed upstream (before) the meter. A second regulator downstream of the irrigation system connection (I.E. after the meter) is acceptable, as long as there is one prior to the meter that reduces pressure to no more than 80 PSI.

D. Backflow devices will be required on all units.

1. Backflow prevention devices are to be installed in an accessible location to facilitate maintenance, testing and repair. All backflow devices shall be installed immediately downstream of the water meter. All devices shall be installed in the horizontal position. Variance by review only on retrofit fire systems. Before installing the backflow prevention device, pipelines should be thoroughly flushed to remove foreign material. (See attached diagram)

2. In no case will it be permissible to have connections or tees between the meter and service line backflow prevention device. In no case will it be permissible to connect the relief valve discharge on reduced pressure devices into a sump, sewer, drainage ditch, etc. Backflow prevention valves are not to be used for the inlet or outlet valve of the water meter.

Backflow preventer test cocks should never be used as supply connections and should be plugged except when being tested.

3. Single-family residences and townhomes shall have a dual check valve. Schools, restaurants, and other commercial buildings shall have a reduced pressure zone device. Irrigation systems shall have a reduced pressure zone device with a pressure type vacuum breaker.

4. In order to ensure that reduced pressure zone commercial accounts backflow prevention devices continue to operate satisfactorily, it will be necessary that they be tested at the time of installation. Such tests will be conducted in accordance with AWWA performance standards and field test procedures as prescribed by the manufacturer. The Donala Water & Sanitation District shall provide appropriate forms. Dual check valve devices do not require testing.

5. Any backflow prevention device required herein shall be of a model and size approved by the Donala W&S District. In general, the District will accept devices manufactured by: Ford Meter Box Company, FEBCO, Mueller Co. and Watts.

E. **The water valve box must be cleaned out and raised to three inches above final grade level (unless located in the driveway)**, or areas not to be covered by sod, then they must be level with final grade.

3. **Sewer**

A. Property owners/builders must use a minimum four-inch pipe (PVC - Polyvinyl chloride - or cast iron) from the collection point at the building to the main sewer line of the District. Material other than these must be approved by the District on an individual basis. PVC lines must have at least 1/4" fall per foot and cast-iron lines must have at least 1/8" fall per foot.

B. The owner is responsible for keeping the service line, between the District main line and the point of use, clean and clear of obstructions and in good repair at all times. If the property owner fails to properly maintain his service line, appropriate maintenance may be performed by the District after written notice has been given to the property owner or occupant. The cost of the maintenance performed by the District will be charged to the property owner and shall constitute a lien on the property until paid. The District recommends that the owner installs a sewer clean-out fixture approximately six feet from the building. As a minimum a sewer clean-out is required after the first 100 feet, and every 70 feet thereafter, or anywhere more than a 45° bend is used. Care should be taken during construction to protect the cleanouts from damage.

C. **At NO time will a drainage system, either from inside or outside the residence, be tied into the sewer system. If a sump is installed in the house to capture run-off or storm water, a pump must be installed to pump the water outside.**

D. In the event of stoppage or other trouble in service lines on private property, the property owner is responsible to verify the condition of his lines before requesting the District to uncover and check District mains. If a deficiency is found in the District system, the District will reimburse the property owner for costs incurred on his private service lines. On the other hand, if a property owner requests the District to check the main lines and no deficiency is found, all costs of the service in the District will be billed to the property owner requesting such service.

Section III - Tap Fees & Service Charges

(See Attachment I)

1. When a property owner/builder is issued a permit to connect to a District sewer or water line, he assumes responsibility for all damages, costs and claims resulting from negligence or improper workmanship in plumbing or excavating associated with making a water or sewer connection.

Section IV - Right of Entry

1. The District Manager or his authorized representative shall be permitted to enter upon all properties for the purpose of inspecting, observing, measuring, sampling or testing in accordance with the rules and procedures of the District.

Section V- Trespassing

1. It shall be unlawful for unauthorized persons to trespass upon the grounds or facilities of the District or interfere with the wells, pipes, water tanks, controls, treatment plants, or appliances of the water and sewer systems.

Section VI - Right to Lien

1. All unpaid fees and charges for sewer and water service constitute a perpetual lien on an against the properties served, and any such lien may be foreclosed in the manner provided by the laws of the State of Colorado. An interest charge of one percent (1%) per month will accumulate on all recorded liens.

Section VII - Attachments

1. All attachments are a party to the policy and procedures as written.

Effective Date: September 11, 2018

Donala Water & Sanitation District

Kip Petersen, General Manager
Rev. 9/11/18

Attachments: Backflow diagram.