

COLONIAL PINE HILLS SANITARY DISTRICT

WATER SERVICES HANDBOOK

INDEX

ARTICLE 1. GENERAL PROVISIONS

- 1.1 Definitions
- 1.2 Purposed of Provisions
- 1.3 Water Furnished Subject to Provisions
- 2.4 Provisions Not to be Considered a Contract
- 1.5 Standards of Construction
- 1.6 Connection Permit Required
- 1.7 Mandatory Water Connections
- 1.8 Taps and Connections to be made by District or by Approved Contractor
- 1.9 Tapping Fees & Meter Deposits

ARTICLE 2. GENERAL ORDINANCES AND REGULATIONS

- 2.1 General
- 2.2 Water Meters Required
- 2.3 Ownership of Meters
- 2.4 New Service Connection
- 2.5 Curb Stop and Valves
- 2.6 Standard Service Line Installation
- 2.7 Standard Service Line Installation
- 2.8 Inspection and Testing
- 2.9 Right-of-Way Repair
- 2.10 Meter Reading
- 2.11 Water Service Fee – Payment
- 2.12 Discontinuance of Services
- 2.13 Multiple Water Meters
- 2.14 Meter Bypass
- 2.15 Access to Water Meter
- 2.16 Non-Domestic Use
- 2.17 Emergency Regulations
- 2.18 Damage to System
- 2.19 Exclusive Control
- 2.20 Maintenance of the Service Lines
- 2.21 Frozen Pipes
- 2.22 Disconnection of the Meter
- 2.23 Fire Hydrant Clearance
- 2.24 Modification and Amendment of Charges and Standards set forth in the Ordinances
- 2.25 Building, Plumbing and Electric Standards
- 2.26 Sewage Disposal Systems

2.27 Enforcement of Sewage System Violations

2.28 Private Wells Not Authorized

ARTICLE 3. ON-SITE WASTE WATER (SEPTIC) PROGRAM

3.1 Purpose

3.2 Authority & Jurisdiction

3.3 Wastewater Disposal

3.4 Standards Applicability

3.5 Applications

3.6 Sewerage System Permits

3.7 Operations and Maintenance Requirements

3.8 Waiver of Regulations

3.9 Liability

3.10 Conflict

3.11 Penalties

3.12 Severability

ARTICLE 4. NEW WATER SYSTEM DESIGN AND CONSTRUCTION

Part 1 – General

4.1 Description

4.2 Design Criteria and Standards Specified Elsewhere

4.3 Related Specifications for Wastewater Improvement

4.4 Enforcement and Authority

4.5 Specifications and Details

4.6 Review and Plan Submittal

4.7 Construction

4.8 Quality Control

4.9 Product Submittals

Part 2 – Water Piping and Appurtenances

4.1 Water Mains

4.2 Water Service Lines

4.3 Minimum Design Standards for CPHSD Water Systems

ARTICLE 5. General Information

5.1 Understanding Your Water Billing Statement

5.2 Paying Your Water Bill

ARTICLE I. GENERAL PROVISIONS

1.1 Definitions

For the purpose of this document, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

Any term not defined in this section, or elsewhere in this document, shall have the definition as used in the Standards of Construction adopted and if no definition appears in the Standards of Construction or in this document, then it shall have its normal and ordinary definition.

BOUNDARIES. The geographical area within which The District provides the distribution of water.

CAPACITY. The amount of water The District can supply, treat, store and pump within any specified time.

COMMERCIAL USER. Any District customer operating as a business, whether for profit or non-profit, publicly owned facilities, facilities which have a combination of residential and commercial uses and any other utility customer who does not fit into another rate classification.

DISTRICT. The term District means the Colonial Pine Hills Sanitary District, a South Dakota Incorporated Governmental Entity.

INDUSTRIAL USER. A customer of The District that creates a product.

RESIDENTIAL USER. Any customer using water for domestic, residential purposes. This includes single family residences, multiple family residences, and mobile home parks without a master meter, but excludes nursing homes, group homes and other similar commercial ventures.

SERVICE AREA. The geographic area where The District provides an actual service. This contrasts with a planning service area that The District may provide service in the future.

1.2 Purpose of Provisions

The rules and regulations prescribed in this section are established for governing the waterworks of The District and the control of all persons doing any plumbing in and upon any of the mains, connections or appliances appertaining to The District waterworks.

1.3 Water furnished subject to provisions

Any person applying for and receiving water from The District receives such water on the express condition that the water is taken subject to all rules and regulations prescribed by this Ordinance and other District Ordinances with penalties provided for any infraction of such rules and regulations.

1.4 Provisions are not to be considered a contract

The rules and regulations prescribed by this Ordinance shall not be considered as a contract between The District and any parties affected thereby in a manner that would prohibit The District from altering or amending the same, or from establishing such additional and reasonable regulations as may from time to time appear to be necessary.

1.5 Standards of Construction

These are adopted as the Colonial Pine Hills Sanitary District “Design and Construction Regulations” and governs all connections and pipes when connecting to The District water system.

1.6 Connection Permit Required

It is unlawful for any person to lay any water service pipe or introduce into or about any building or any grounds any water pipes, or do any plumbing work in any building or on any grounds for the purpose of connecting the pipes or plumbing, either directly or indirectly, to the District water mains without first obtaining a permit from The District to do the work.

Owners of property desiring to use water, either directly or indirectly, from the distribution pipe, within the boundaries of The District, shall have a licensed plumbing contractor or licensed underground utility contractor make application, in writing, to The District such application to state the name of the owner, a description of the premises, the size of the tap, the kind of service pipe to be used, and the purpose for which it is to be used. Such application must be made at least 10 days before the work is to be commenced. A permit shall be issued after the application is approved by the District Manager or his or her designee, and payment is made for the tapping fee as provided for in this document.

1.7 Mandatory Water Connections

The owner of any property that is located within the boundaries of The District is required to hook-up to The District’s water system to obtain water unless granted an exception by the District’s Board of Trustees as allowed within The District’s Ordinances. A privately owned well within The District’s boundaries is not authorized under District Ordinance 2013 – 1 without a written exception from the District Board of Trustees.

For any new buildings or structures to be connected to the water system, such connection shall be completed prior to habitation, occupancy or use.

1.8 Taps and connections to be made by District or by approved contractor authorized by The District

After connection permits have been issued, it shall then be the duty of The District, or its authorized contractor, upon due notice, to tap the distribution pipeline as provided in this Ordinance. No person shall be permitted to tap or make connections, either directly or indirectly, with any of the distribution systems of The District, except through The District.

1.9 Tapping Fees & Meter Deposits

At the time of making application for a permit under this Ordinance, the applicant shall pay to The District an additional sum to cover the cost of making the tap upon the water main and a deposit for the meter (30 percent of cost) as follows:

<u>Size of Water Meter</u>	<u>Meter Deposit Amount</u>	<u>Tapping Fee</u>
3/4 inch	\$ 78.00	\$ 3,500.00
1 inch	\$135.00	\$ 4,500.00
1 ½ inch	\$360.00	\$ 6,000.00
2 inch	\$450.00	\$10,000.00
3 inch	N/A	\$12,000.00
4 inch	N/A	\$15,000.00
5 inch or larger	N/A	To Be Determined

ARTICLE 2. General Ordinances and Regulations

2.1 General

All persons and properties applying for and receiving water from the Colonial Pine Hills Sanitary District (District) do so subject to the conditions and requirements of these ordinances, including the requirements for deposit and penalties set forth therein, and subject to any resolution or design or construction standards adopted by the Board of Trustees.

2.2 Water Meters Required

All structures within the boundaries of the Colonial Pine Hills Sanitary District receiving water from The District are required to utilize and install District Approved water meters. Meters 2 inches and less will be furnished by The District. Meters larger than 2 inches will be supplied by the water user. The District may require replacement of meters for the purpose of updating meters or replacing a malfunctioning meter.

2.3 Ownership of Meters

All water meters 2 inches and smaller shall remain the property of The District. Meters will be installed according to meter manufacturer specifications. Meters will be sealed by The District, if applicable. Failure to install a water meter in accordance with the requirements of these ordinances shall be grounds for disconnection of service.

2.4 New Service Connection

Please refer to Article 4 of this document

2.5 Curb Stops and Valves

All connections with The District water mains must have a curb stop and box outside the property line. The curb stop valve and boxes must be of a type approved by The District per the Design and Construction Regulations. Curb stops, valves and boxes shall be located in the public right-of-way or public easement outside the property line of the property to be served, the exact location to be approved by The District prior to installation. The curb stop valve shall not be installed within a concrete structure, such as a sidewalk or driveway. The property owners shall be responsible for the installation of the curb stop valves and boxes. The District will furnish valves and boxes for water lines 2 inches or less. All other expenses incurred during the installation of water services will be the responsibility of the property owner, including all installation costs and taps. A separate curb stop valve and box shall be required for each water meter.

2.6 Standard Service Line Installation

See New Water Systems, Article 4, of this document.

2.7 Standard Service Line Connection

Water service lines shall be attached to the water mains of The District only with approved taps and tapping saddles and shall be installed by a licensed plumber or licensed contractor for water installations.

2.8 Inspection and Testing

All water service lines shall be tested for leakage by a licensed plumber or water contractor prior to backfilling of the service line excavation. The testing method shall be approved by The District prior to conduction of the test.

2.9 Right-of-Way Repair

The water user shall be responsible for the repair and restoration of any excavation done to install service lines in the public right-of-way or public easement. All backfill and surface repair shall be done to the satisfaction of The District, Pennington County Highway Department or Rapid City Public Works (if work done in City) and the Countryside South Home Owner's Association (if work is within the CSS HOA). The owner of the water service is required to obtain a Pennington County or City Utility Permit prior to such work being done (required when excavation is within a County or City Right of Way).

2.10 Meter Reading

The District reads the meters electronically each month. The current meter used is a Kamstrup Digital Radio-Read meter. It is read from the street and transmits the stored reading that was taken at midnight on the last day for the month.

2.11 Water Service Fee – Payments

All metered uses shall pay at least the minimum fee for water use in accordance with the current rate schedule. The rate schedule currently applies to ALL classes of users; residential, commercial and industrial. As long as the curb stop shut off valve is turned on and water can flow unimpeded thru the service line, then the minimum billing fee and all surcharges will apply, even when the home or business structure is temporarily or permanently vacant. This applies to temporary vacation periods and to periods when the home or business is for sale. As long as the water is turned on at the curb, then minimum fees will apply. Arrangements may be made with The District to turn the water off at the curb for temporary or permanent absences and, in this event, there will be no billing made. When water is turned off at the curb it is also recommended that the in-building shut-off valve also be turned off. It is also recommended that a representative of the owner be present when the water is turned back on to verify there is no leakage.

Billing Statements are either mailed on a postcard or emailed to the customer. **It is the responsibility of the water user to keep The District informed as to a proper mailing address or an email address.** Billing statements are sent out generally between the tenth and fifteenth day of each month with a payment due date of the last day of the month. A late charge of \$15.00 may be assessed if payment is not received by the date due. In the event water charges are not paid within 30 days of the date due, The District can terminate service. Water service will be restored again during normal business hours only upon payment of all current and delinquent unpaid charges and late fees, together with a service fee of \$20.00. A \$50.00 fee will be charged after business hours.

Should a check be returned marked "Insufficient Funds," there will be a service fee of \$20.00 charged for the first returned check, a \$50.00 fee for the second returned check, and thereafter only a certified check, money order, or cash delivered to the clerk's office during business hours will be accepted. **Refusal to pay service fees and late fees will result in termination of water service.** If a water user is going thru financial hardships, it is encouraged that the user contact The District Manager to discuss the situation and perhaps make a payment plan.

2.12 Discontinuance of Service

Water Users desiring to discontinue the use of water shall give notice to The District in writing at which time service shall be disconnected.

2.13 Multiple Water Meters

The District approved water meter is the primary meter and is the one used for billing. All water will flow thru this meter. Other meters, monitoring other water use may be installed at the owner's expense with written approval of The District.

2.14 Meter Bypass

Bypassing the meter for any reason is prohibited by law. This is a Theft of Services and will be prosecuted to the fullest intent of the appropriate law. A minimum fine of \$500 will be assessed additionally to the legal charges.

2.15 Access to Water Meter

The water users shall keep the water meters accessible during all reasonable hours of the day for the purpose of reading, inspecting and repair. When determining whether a water meter is accessible, **the water meter must be visible and open to access so it can be read, inspected, and replaced without being inhibited by walls, structures or personal property.** In addition to the physical water meter, couplings connecting the water meter to the water system must be accessible and sufficient water line both coming into the meter and leaving the meter as may

be necessary for working on or replacing the water meter must be accessible. Accessibility may be further defined by The District in Article 4 of this document.

If the District determines the water meter does not have proper access, The District shall provide an explanation to the user about what must be accomplished by the user to provide for reasonable access to the water meter. If access is denied to the meter for any reason, whether it be preventing The District from inspecting, examining or replacing the meter or access is barred due to a physical obstruction that prevents access, The District may shut off the water upon 24 hours' notice to the user. In an emergency situation The District can shut the water off immediately at the curb stop if it is deemed necessary for the protection of The District water system. Upon shut-off, service will not be restored until all current and delinquent charges are paid in full, together with a service fee of \$80.00, and access to the meter is permitted or restored.

2.16 Non-Domestic Use

All water used for lawn, gardening, swimming pools or other non-domestic use may be restricted at any time at the discretion of The District when it deems there to be a shortage of water. This includes lawn irrigation outside of the posted times from June 1 thru September 30. The first violation of water use restrictions will result in a written warning. The second violation will result in a \$100.00 fine. A third violation will result in a \$500 fine and disconnection of water service. Service will be restored only upon payment of the fine(s).

2.17 Emergency Regulations

The District, may in the event of an emergency water shortage, restrict the use of all water with uniform rules applied throughout The District upon such notice as may be appropriate. Notice may be given by email or message using The District's website Alert System or by signs posted at the entrances to the housing areas, or by other means available at the time.

2.18 Damage to System

Any person that damages a fire hydrant, water main, valve, curb stop or any connection to District property shall notify The District at once. The person responsible for the damage shall pay the cost of repairs. Should the incident be intentional, The District will prosecute to the fullest extent of the law.

2.19 Exclusive Control

The water mains, curb stop valves, pumps, hydrants, other valves and switches related to the water system are the sole and exclusive property of The District and no one may turn on or off any valve or hydrant or pump of The District without express authorization. Doing so will result in a \$500.00 fine and the termination of water services. Service will be restored upon the payment of the \$500.00 fine.

2.20 Maintenance of the Service Lines

All service-line leaks between the curb stop shut off valve, including fittings, and the house are the responsibility of the water user and shall be repaired within 24 hours. Water service will be shut off immediately by The District upon discovery of a leak and service shall be restored only upon completion of the repair. All repairs will be inspected by The District prior to backfilling the excavated area. The District may hire a contractor to repair the leak, at customer's expense, should customer not complete the repair within 24 hours. Any work done within the street or utility Right-of-Way (ROW) shall comply with Pennington County Ordinances and a ROW Excavation Application shall be made to the County before any work is accomplished. Additionally, Call 811 to initiate utility locations before any excavation is to take place.

2.21 Frozen Pipes

No person shall connect any electric welder, generator, or other electric device to any water service line for the purpose of thawing frozen water in the line without the express authorization of The District and then only upon removal of the water meter.

2.22 Disconnection of the Meter

If for any reason, a water meter is or becomes disconnected, The District shall be notified at once. Upon repair and reconnection of the meter, it will be inspected by The District.

2.23 Fire Hydrant Clearance

All Fire Hydrants will be kept clear of obstructions such as landscaping rocks, shrubs, bushes, etc. to at least 36 inches from the hydrant's outside edge in all directions (reference: International Fire Code Manual). There must be a clearance of at least 18 inches from the nozzles down toward the ground to allow tools and hoses to be attached. The area of the hydrant above the nozzles must be visible from the road in all directions. The homeowner(s) adjacent to the hydrant are responsible for keeping the hydrant visible. Should the homeowner(s) not maintain the proper clearance around the hydrant The District may, at its option, clear the area around the hydrant and charge the homeowner for the service. The District, at its option (with Fire Department Approval), may allow the installation of a location flag on top of the hydrant in lieu of destruction of shrubbery (this does not eliminate the requirement to keep the 36-inch clearance).

2.24 Modification and Amendment of Charges and Standards set forth in the Ordinances

Any charge for installation, equipment, service, usage or any other charges set forth in these ordinances, may be changed pursuant to a resolution by the Board of Trustees of The District setting forth the specific charge to be amended. No amended charge shall be effective until at least 30 days after passing of the resolution. In addition to amending the charges or fees, the Board of Trustees can modify or provide further regulation of the usage of The District's system

by adoption of a Design and Construction Standards Document that may be, at times, amended by an action of the Board of Trustees or adoption of the International Building Code in total or sections. The Design and Construction Standards is contained in Article 4 of this document.

2.25 Building, Plumbing and Electric Standards.

Nothing contained in The District's ordinances are to be interpreted to lessen any obligations any user may have under any applicable state, federal, county or city code. To the extent any such applicable code is more restrictive than these ordinances, that code shall apply if the user is subject to that code. All users shall ensure that any construction is in compliance with all applicable plumbing and building codes.

2.26 Sewage Disposal Systems

Only engineered sewage disposal systems shall be permitted within The District. All sewage disposal systems shall conform to the laws of the State of South Dakota and any rules or regulations established by The District. All septic tanks must be pumped at least once every six years and evidence of pumping must be provided to The District. The Board of Trustees may change the timing of pumping by resolution. This information is contained in Article 3 of this document.

2.27 Enforcement of Sewage System Violations

In cases of violation by a faulty sewage disposal system, failure to pump a septic tank or failure to maintain the sewage system in such a way to cause sewage to surface or contaminate areas within The District, The District may direct any Lot Owner to repair the sewage system and/or have it pumped. If the Lot Owner fails to maintain the sewage system, The District may bring an action against the Lot Owner to force the repair, shut-off water to the location and/or take court action to bring the Lot Owner into compliance. In cases of emergency, The District may take action without notice to prevent injuries to the health, welfare and safety of other individuals. The District retains the right to enforce sewage system violations within its boundaries even when the area in violation is within the City Limits.

2.28 Private Wells Not Authorized

As per Ordinance No. 2013-1, Private Wells are restricted within the boundaries of The District. All property owners must connect to The District's water sources. Exceptions, and the conditions of exceptions, can be found within Ordinance No. 2013-1.

ARTICLE 3. ON-SITE WASTE WATER (SEPTIC) PROGRAM

This program was formally adopted by the Board of Trustees in April 2009 and contains amendments made to this program through Resolutions 2009-4, 2011-1 and 2015-1.

3.1 Purpose

The Colonial Pine Hills Sanitary District (CPHSD or The District) Board of Trustees adopts this Program that states the procedures, standards and enforcement for the design, installation and inspection of on-site wastewater systems on any commercial and residential premises within the annexed boundaries of The District to promote health, protect the environment and to prevent a nuisance.

3.2 Authority & Jurisdiction

This Ordinance is enacted pursuant to the authority granted in SDCL 34A-5-35 specifically and in SDCL 34A-5 generally to protect the residents of The District. The Manager of The District shall have jurisdiction to administer and enforce the provisions of this Ordinance.

3.3 Wastewater Disposal

It shall be unlawful to dispose of wastewater from an improperly operating on-site domestic or commercial wastewater disposal system or excavation, into surface waters, fractured bedrock, ground water table, or in any other manner that would endanger public health or the environment. If any permitted on-site domestic or commercial wastewater disposal system, or part thereof, fails to operate properly, the owner shall notify the Manager of CPHSD, immediately. Failure to do so will subject the owner to penalties set forth in these regulations.

3.4 Standards Applicability

The design, construction, installation, location, operation and maintenance of on-site domestic wastewater disposal systems shall comply with the minimum standards set forth in this Ordinance, CPHSD Design and Construction Regulations and ARSD 74:53.

3.5 Applications

- a. Any person desiring to install an on-site domestic or commercial wastewater disposal system, or to make any replacements, alterations, repairs or extension of existing installations or parts thereof shall apply for and obtain approval of the desired installation, replacements, and alterations, repairs or extensions from the South Dakota Department of Environment and Natural Resources, Pennington County Planning and Zoning Office or the City of Rapid City Planning department to the extent required by those entities.

- b. If no other governmental entity requires an application, the person shall provide an application to CPHSD. The application shall be accompanied by a site plan in sufficient detail and to scale, which will permit proper evaluation of the desired action.
- c. The CPHSD applicant shall also submit plans and specifications of the proposed system with the permit application. Plans and specifications for on-site domestic and commercial wastewater disposal systems shall be prepared by a registered professional civil engineer, a state-certified installer of individual and small on-site wastewater systems, or a licensed plumber (this is detailed in ARSD 74:53).
- d. The applicant shall provide a copy of the City and/or County application or a CPHSD application, site plan and all supporting documentation to the Manager, CPHSD, prior to beginning construction or modification.

3.6 Sewerage System Permits

All owners of on-site wastewater disposal systems are required to obtain sewerage permits before being allowed to operate and maintain such systems. Permit terms and fees shall be as follows:

- Permits for Conventional and Alternative Systems that include septic tanks of 2,250 gallons or less shall be for a period not to exceed six (6) years. (Amended by Resolution 2011-1 from four (4) years to six (6) years).
- Permit fees shall be \$0.30 per month added to monthly water billing statement. (Amended by Resolution 2015-1 from \$3.15 monthly to \$0.30 monthly). This fee applies to existing systems and renewals, new systems and repaired or modified systems.
- No sewerage permit shall be issued without the applicant having first submitted such information as required by these regulations to the Manager, CPHSD.
- A monthly charge of \$0.30 will be added to the water billing statement for those connected to a central sewer system because the enforcement protects those customers given those areas are down drainage from any existing system.
- No sewerage permit shall be issued for and no person shall install or cause to be installed, an on-site wastewater disposal system, domestic or otherwise, in any area required by laws, rules, regulations, ordinances, conditions of plat approval, or other authorization to have other than on-site wastewater disposal systems.
- The Manager, CPHSD, shall issue sewerage permits only upon approval of an application, payment of appropriate fees and final system inspection for new, altered, repaired, extended, or replaced systems.
- CPHSD will send a permit renewal notice by first class mail to the owner of record at least 60 calendar days prior to the expiration date of each sewerage permit. Upon notification of permit expiration, the owner of the permitted disposal system shall have the system inspected prior to the permit expiration date.
 - Prior to inspection, the septic tank pumper must pump the septic tank.
 - The pumper will perform the required inspection immediately after pumping the tank.

- It is the owner's responsibility to schedule said pumping with a septic tank pumper prior to the expiration of the sewerage permit. The owner should ensure he (she) requires the pumper to make a system inspection prior to completion. Some pumpers do not perform an inspection unless specifically asked to do so.
- After the pumping and inspection is complete the pumper will complete The District's required on-site system evaluation report and forward completed form to Manager, CPHSD. If the Manager is satisfied that the wastewater system inspection meets the provisions of this Ordinance, then the Manager will issue a renewed sewerage permit.
- Homeowner's can have their system pumped and inspected at any time but cannot exceed six (6) years.

3.7 Operations and Maintenance Requirements

All owners of on-site wastewater disposal systems, who are required by the provisions of this Ordinance to obtain renewable sewerage permits, shall operate and maintain such systems in the manner stated in these regulations, including but not limited to the following:

- All conventional and alternative systems shall be inspected, using the criteria within this Ordinance, at least once every six (6) years immediately preceding the expiration of the owner's renewable sewerage permit.
- All systems that include septic tanks and are affected by this Ordinance must be pumped whenever:
 - The bottom of the scum layer is within three (3) inches of the bottom of the outlet device; or
 - The sludge level is within eight (8) inches of the bottom of the outlet device
- The Manager, CPHSD, may require more frequent inspections or pumping if excessive operational problems occur.
- Written verification after each required pumping of a system shall be submitted to the Manager, CPHSD, with 10 working days of the pumping. The Manager, CPHSD, will provide the appropriate forms to septic tank pumpers.

If any on-site wastewater disposal system, or part thereof, fails to operate properly or requires repair, replacement, modification or cleaning to operate properly, the Manager, CPHSD, may issue a written order by certified mail requiring the owner to make the necessary repairs, replacement, modification and/or clean the system within 30 days of receipt of the order.

- If the failure of a system is deemed an imminent danger to public health or safety or to the environment, the Manager, CPHSD, shall suspend the owner's sewerage permit and order immediate shut down of the system until the owner makes the necessary repairs.
- Failure of the owner to comply with an order as set forth in this subsection will be subject to penalties set forth in this ordinance.

- Any person aggrieved by a determination or order of the Manager, CPHSD, may appeal such determination or order within 10 days after such determination or order is imposed, by delivering to the Manager, CPHSD, a written notice of appeal, setting forth the specific grounds for the appeal. Upon receipt of such notice of appeal, the Manager, CPHSD, shall enter the appeal on the agenda of the next scheduled meeting of the CPHSD Board of Trustees, and notify applicant in writing of the time and place of the hearing.

3.8 Waiver of Regulations

When strict interpretation of the regulations set forth in this Ordinance would result in extreme hardship, the Manager, CPHSD, may waive such regulation or part thereof, provided that the waiver is consistent with the intent of these regulations, and that no imminent danger to public health or safety or to the environment exists. Any waiver granted must be in writing and include all the reasons for granting the waiver and the notarized signature of the Manager, CPHSD. A copy of the waiver shall be filed in the office of the Sanitary District.

3.9 Liability

This Ordinance shall not be construed as imposing upon the Sanitary District any liability or responsibility resulting from any defective portion of an on-site wastewater disposal system, or the installation thereof. Nor shall the Sanitary District or their employees be held as assuming any liability or responsibility by reason of authorized inspection.

3.10 Conflict

In any case where a provision of these regulations is in conflict with the provisions of any zoning, building, fire, safety, or health regulation, law or ordinance effective within the jurisdictional boundaries of these regulations, the provisions that establish a higher standard or specification, or are more stringent in their requirements, shall control.

3.11 Penalties

Any person who shall fail to comply with any of the provisions of this Ordinance, or who shall counsel, aid, and/or abet any such violation or failure to comply, shall be subject to disconnection of water service until such violation is resolved. The District shall inform residents by first class mail at least 60 days prior to the expiration date of their current permit and require said resident to have their septic system pumped and inspected prior to the expiration date. Should resident fail to comply with this requirement a second letter will be sent to the resident requiring the pumping and inspection be completed within 21 calendar days and if not completed within that timeframe a \$250 fine will be assessed on the next water billing statement. Should the resident still fail to comply, disconnection of water services will be done and the water will not be reconnected until the septic system is pumped and inspected and the previous fine is paid in full.

3.12 Severability

If any portion of this Ordinance is determined by a court of competent jurisdiction to be invalid, all valid portions which are severable from the invalid portion remain in effect.

ARTICLE 4. NEW WATER SYSTEM DESIGN AND CONSTRUCTION

Part 1 – General

4.1 Description

- A. This Article applies to all underground potable water systems and appurtenances installed within the jurisdictional boundaries of Colonial Pine Hills Sanitary District (District or CPHSD).
- B. The developer, design professional, contractors and representatives of the same, shall ultimately remain responsible for any and all improvements and repair work completed under their respective design, direction and supervision.

4.2 Design Criteria and Standards Specified Elsewhere

- A. The City of Rapid City, South Dakota, Design Criteria Manual for Water Distribution Systems, January 2022 or current edition, shall apply unless CPHSD standards issued within this document are more restrictive.
- B. CPHSD Ordinances.

4.3 Related Specifications for Wastewater Improvements

- A. The CPHSD does not provide wastewater services, but the following specifications shall be followed when wastewater facilities conflict with CPHSD water system piping and appurtenances.
- B. Recommended Design Criteria Manual for Wastewater Collection and Treatment Facilities, South Dakota Department of Environment and Natural Resources, 1991 or current edition.
- C. Gravity Sanitary Sewer Design and Construction, ASCE Manuals and Reports on Engineering Practice – No. 60 or current edition.
- D. Recommended Standards for Wastewater Facilities, “Ten States Standards”, 1997 or current edition.

4.4 Enforcement and Authority

- A. The Manager or CPHSD has the authority to interpret and enforce criteria, standards and construction requirements. Conflicts between specifications, design criteria manuals, codes and standards shall be resolved by the Manager.
- B. Administrative Rules of South Dakota, ARSD 74.53.05 and 74.53.04.
- C. This document is approved by the CPHSD Board of Trustees. District staff and representatives of The District will provide review and enforcement of the requirements.

4.5 Specifications and Details

- A. City of Rapid City Standard Specifications for Public Works Construction, 2022 edition with current amendments (or most current edition). These specifications shall apply unless CPHSD standards issued in this document are more restrictive.

4.6 Review and Plan Submittal

- A. Two (2) sets of construction plans and associated documentation for proposed water system piping and improvement shall be submitted to the Manager of CPHSD for review by the District Engineer and Staff. Plan submittals shall be made directly by the developer to CPHSD and shall not be made from other agencies. Plan submittals are required on all new platting and when the water service extension is for more than one (1) lot.
- B. As-build drawings including plan and profiles shall be prepared by the developer and submitted to CPHSD for review upon completion of the construction. The drawings shall include lot layouts, right-of-way, easements, water mains and services and associated appurtenances.
- C. Plans will be reviewed and returned within ten (10) working days of submittal. Review comments will be made by the District Engineer and Staff. Plans shall be resubmitted for review and comment after modification. Comments made on the original submittal shall be returned with the new plan submittal.
- D. The submittals shall include complete construction plans, profiles, details, detailed specifications, general notes, reports and other information concerning the work. The submittals shall be prepared by a Registered Professional Engineer in the State of South Dakota. Such documents shall be complete, clear, neat, legible, detailed and in a form acceptable to CPHSD and other local, city, county, state for federal review agencies.
- E. The report shall include a water system planning report for the ultimate development to be served. The report shall cover the proposed full-build out of the proposed development and it shall also review how the surrounding areas will be affected. The reports shall also include: pipe capacities, existing conditions, hydraulic network, available fire flows at peak day demands, projected water usage, system pressures and other information required.
- F. CPHSD will approve the proposed water plans after all requirements of the development have been fulfilled.

- G. CPHSD review and approval applies only to water facilities. The project must be reviewed and approved by all appropriate local, county and state governing agencies prior to any construction.
- H. The Whispering Pines Volunteer Fire Department will also review all water projects and will make review comments available to CPHSD. This review will add 3 working days to the review process for a total review duration of 13 working days.
- I. Plans shall be submitted to the South Dakota Department of Agriculture and Natural Resources by the Developer for review and approval prior to construction, if required.

4.7 Construction

- A. Construction of the proposed water facilities must be constructed by a Contractor holding a current City of Rapid City Water and Sewer Installer's License.
- B. CPHSD personnel shall be given access to the work at all times to make inspections of the work. The developer is required to provide construction observation services by a registered professional engineer.
- C. The professional engineer must certify the project was constructed in conformance with the plans and specifications upon completion.
- D. CPHSD will not accept facilities not in conformance with specified standards.
- E. Construction may not proceed until CPHSD approves the final plans.
- F. Water facilities shall be located within the street, alley or right-of-way unless topography dictates otherwise. Easements are required where the water facilities will be located outside of the rights-of-way. The developer is responsible for the acquisition and completion of any needed easements.
- G. All water appurtenances such as curb stops, meter pits, valves and fire hydrants shall be accessible by motorized vehicle.
- H. The developer is responsible for any and all costs and construction required to provide water service to any existing or proposed development within The District boundaries.
- I. The project will be accepted into the CPHSD system upon the following:
 - 1. Construction is complete and facilities can be placed into service for their intended use.
 - 2. All testing has been completed and the required results have been achieved.
 - 3. As-Built plans and electronic files are provided to CPHSD.
 - 4. Facilities are in conformance with plans, specifications and CPHSD standards.
 - 5. Upon completion of the development, all pipelines, service lines, shut-off valves, fire hydrants, and other appurtenances from the tapping saddles to the property shut-off valve outside the right-of-way will become the property of CPHSD. All service lines, valves and equipment pits from the shut-off valve outside the right-of-way into the building becomes the responsibility of the landowner.
 - 6. In all cases, the water meter is the property of CPHSD.

4.8 Quality Control

- A. Source Quality Control: Materials shall be clearly marked with size, class, type, test pressure and manufacturer's name.
- B. Regulatory Agencies: Pipe for potable water service shall bear the National Sanitation Foundation Seal. AWWA and ASTM standards shall be followed where applicable.

4.9 Product Submittals

- A. Developer shall deliver at least four (4) copies of the shop drawings to the District Manager for review and approval prior to material order and delivery.
- B. Drawings shall include dimensional data for all pipe, fittings and appurtenances.
- C. Drawings shall describe materials.
- D. Developer must provide affidavit certifying compliance with applicable standards and specifications.

Part 2 – Water Piping and Appurtenances

4.1 Water Mains

- A. Water mains shall be PVC AWWA C-900 or C-905, DR 18, Class 150.
- B. All main valves shall be mechanical joint non-rising stem resilient seat gate valves. Butterfly valves are not allowed. Bolts shall be stainless steel per City specification.
- C. Ductile iron fittings shall be mechanical joint.
- D. Fittings shall be mechanically restrained at all vertical and horizontal bends, at all fittings on lowerings, reducers, tees and valves. Acceptable joint restraining devices shall be EBBA, Uni-Flange or Romac Field Flange. Concrete thrust blocks are required at all other areas not mechanically restrained; such as connection to existing mains, etc. Pipe joints for PVC water main shall be push-on bell and spigot. Where water main pipe joints are located closer than the restraining length to a restrained valve or fitting, the bell joint shall be restrained with a bell restraint filling. The designer shall provide restraining length designs.
- E. Bolts for mechanical joints shall be NSS "Cor-Ten Blue" corrosion resistant type.
- F. Tapping sleeves shall be stainless steel construction with a 150-psi rating. The branch end shall be flanged and stainless steel bolts and nuts shall be provided. A flange by MJ valve shall be installed on the tapping sleeve. Contractor is responsible for all taps.
- G. Testing and disinfection will be accomplished as per standard specification. The Contractor is responsible for all testing, disinfection and water sampling.

4.2 Water Service Lines

- A. The minimum service line size is one (1) inch. The developer is responsible for sizing of services, but shall meet all minimum sizing requirements. Buildings servicing four (4) meters shall include a two (2) inch service as a minimum.

- B. Tapping saddles and corporation stops are required. Tapping and all materials are the responsibility of the Contractor. CPHSD will not perform taps or provide any material for the work. Permits are required.
- C. Tapping saddles shall be solid band 304 stainless steel construction with stainless steel nuts and bolts. Tapered Buna-N ASTM D-2000 rubber gasketed (Ford FS303 or equal).
- D. One inch (1") through two-inch (2") diameter service lines shall be Type "K" copper piping. Water service piping for three (3") shall be PVC service line pipe and shall comply with ASTM D-2241, 250 psi, SDR 21. Water service piping for four (4") and larger shall meet the water main specifications. Locator wire is required on all non-copper services.
- E. Curb stops with boxes shall be placed on each new service line at the property line.
- F. Curb boxes shall be placed behind the sidewalk (if applicable) and marked with a steel fence post.
- G. All curb boxes shall be adjustable and installed to 1" above finish grade.
- H. Curb boxes shall be Minneapolis pattern No. 5622 (1-1/2")
- I. Individual units shall be metered when there are four (4) or fewer units in a multi-unit building.
- J. Meter pits are required for buildings exceeding four (4) units. The developer is responsible for construction and maintenance of the meter pit. Remote meter touch pad units compatible with The District system are required. Meter pits shall remain the property of the Owner, but The District shall maintain access to the meter pit at all times. The meters shall be calibrated and verified with the Manufacturer on a regular basis, not to exceed five (5) years.
- K. The District shall provide the meter for meters 2" and smaller. Fees shall be paid by the developer for each meter at the current fee schedule. The developer shall perform the plumbing work and coordinate the meter and remote installation.
- L. The developer shall furnish, maintain, and install all meters over 2" and shall pay the hook-up fee per the current fee schedule.
- M. The fee schedule is located in Section 1.9 of this document.

4.3 Minimum Design Standards for CPHSD Water Systems

The following minimum guidelines shall be met or exceeded, unless public drinking water standards and regulation are more restrictive. Refer to Sections 4.1.1 and 4.1.2 and current State of South Dakota drinking water regulations for additional information.

Parameters

- a. Distribution system minimum working pressure at Peak Day is 40 psi.
- b. Normal distribution system working pressure is 50 – 80 psi.
- c. Residential Maximum working pressure (in home) is 80 psi.
- d. Minimum working pressure at peak hour demand is 20 psi.
- e. Water main size is eight (8) inch minimum.
- f. Distribution system valving is to have a valve cluster on all sides of pipe intersections and street intersections with an 800-foot maximum spacing.
- g. Available residential fire flow at peak day with conform with the City of Rapid City criteria of AWWA Manuals of Practice.
- h. Available commercial fire flow at peak day with conform with the City of Rapid City criteria or AWWA Manuals of Practice and the Uniform Fire Code.
- i. Fire hydrant spacing will be 450 feet maximum and all intersections and high points.
- j. All pipelines will be buried to a minimum of six (6) feet and will contain a tracer wire.
- k. Pipe looping is required.
- l. The developer is solely responsible for providing fire flows to any development.

Article 5. General Information

5.1 Understanding Your Water Billing Statement.

CPHSD bills in two different formats. You can request either a mailed postcard statement or an emailed statement, or both. Both have the same information but, depending on the email server, the email statements may be formatted differently.

Below is an example of the Postcard Statement:

Colonial Pine Hills SD
 7806 Croyle Avenue
 Rapid City, SD 57702
 605-348-3113
 Acct: 0104700
 Due: 152.73

Colonial Pine Hills SD
 Date: 2/07/2023
 Account No: [Redacted]
 Service Dates: 01/01/2023
 Terms: Due by Month End
 Pmts Rcvd: 68.89 - Last Pmt Date: 1/02/2023
 Add \$15 when paying after End of Month.
 Service Addr: [Redacted]

Current	Previous	Usage	Description	Amount
15247	14711	536.00	Water	64.56
15247	14711	536.00	Over 4K/8K	
15247	14711	536.00	Septic	.30
15247	14711	536.00	SRF Repay Surchrg	6.00
			Misc Fees	
			Late Charge:	15.00
TOTAL AMOUNT DUE				152.73

Payment Due 02/28/2023

Rapid City, SD 57702

Legend:

1. CPHSD mailing address & phone number
2. User account number
3. User Name (redacted in example)
4. Amount due
5. Payment due date
6. Date of mailing
7. Account number (redacted)
8. Service dates (this example is for the month of January 2023)
9. Records of last payment
10. Current meter reading
11. Previous meter reading
12. Amount of water used (in cubic feet)
13. Description of billing line items
14. Amount charged for each billing item
15. Total amount due (including any previous balance)
16. Name & address of User

Here is an example of an email billing statement. The legend is the same, as above.

cphsd@rapidnet.com

From: team@mail1.absmailserver.com on behalf of CPHSD-NoReply
<team@mail1.absmailserver.com>
Sent: Tuesday, February 7, 2023 4:04 PM
To: cphsd@rapidnet.com
Subject: Statement 0101350

Colonial Pine Hills SD Utility Statement
 7806 Croyle Avenue
 Rapid City, SD 57702

Date: 2/07/2023
 Account No: [REDACTED]
 Service Dates: 01/01/2023
 Terms: Due by Month End
 Pmts Rcvd: 0.00 - Last Pmt Date:
 Add \$15 when paying after End of Month.

Service Addr: 7806 Croyle Avenue

Current	Previous	Usage	Description	Amount
1658	1608	50.00	Water Over 4K/8K Septic SRF Repay Sur'chrg Misc Fees	
TOTAL AMOUNT DUE:				\$0.00

Colonial Pine Hills Sanitary Dist
 7806 Croyle Avenue
 Rapid City, SD 57702

Payment Due 02/28/2023

5.2 Paying Your Water Bill

Payment can be made by check and mailed to our office at 7806 Croyle Avenue, Rapid City, SD 57702. Payments can also be placed in one of five drop-boxes: 1) Our drop-box in front of 7806 Croyle Avenue, 2) The drop-box on Nonanna Street in front of the Nonanna well house, 3) The large silver postal box on Dunsmore Road near its intersection with Alberta Drive on the east side of Dunsmore, 4) Drop-box just north of Langenberg Court on the north end of the row of mailboxes, and 5) on Countryside Blvd near the crest of the Blvd on the east side of the road. All drop-boxes are black except the silver one on Dunsmore.

Payment can also be made in person at our office. If you are going to pay with cash, this method is preferred. We also take Money Orders and Bank Checks. Currently, we do not accept credit or debit cards, nor do we do ACH payments with the bank.

If you do not wish to write checks each month, we encourage you to sign up with Bill Pay at your bank. With this you have the choice of going on-line each month and telling your bank to send us a check and you choose the amount. If you wish to have complete hands off, then you

can have the bank mail us a check for the same amount each month. You would want to check with us to ascertain an average amount for the entire year. Should you choose Bill Pay, please have the bank mail the check at least 10 business days before the end of the month to ensure it reaches us prior to months end and include your account number.

Your water payment is due by the last day of the month. Any bills unpaid 23 days after the billing date shall be considered delinquent. A late payment charge of \$15.00 shall then be assessed on the next billing statement. Should charges are not paid within 45 days from the billing date, The District may shut off the water. Once water is turned off, it will not be turned back on again until the account balance, including delinquent charges and all fees, is paid.

5.3 Severability

If any portion of this Water Services Handbook is determined by a court of competent jurisdiction to be invalid, all valid portions which are severable from the invalid portion remain in effect.