

GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT

Policy and Procedures Manual

POLICY TITLE: TEMPORARY WATER USE POLICY

POLICY NUMBER: 2220

Adopted: July 11, 2023

Amended:

Section 2220.01 Purpose

The purpose of this policy is to establish the requirements and procedures governing the granting of permission to temporarily use water from a Georgetown Divide Public Utility District (GDPUD or District) connection (fire hydrant, blow-off valve, etc.) through the issuance of a permit for temporary water use. Such temporary water use may become necessary during new construction or major renovation.

Section 2220.02 Definitions

For the purposes of this policy, unless otherwise apparent from the context, certain words and phrases used in this policy are defined as follows:

Hydrant Wrench – shall refer to the specific tool used to operate a fire hydrant.

Jumper Pipe - shall refer to fittings/connections/pipe utilized for connection between existing facilities.

Meter Assembly - shall refer to equipment supplied by the District equipped with metering device, couplings, and valve(s).

Permit – shall refer to the official document that authorizes an individual to temporarily use water from a District connection.

Permittee - shall refer to the holder of the permit authorizing temporary use of District water.

Section 2220.03 Temporary Water Use Policy and Procedures

Persons shall be granted revocable, personal permission to temporarily use water from the GDPUD connection (i.e., fire hydrant) subject to the terms and conditions of a temporary water use permit and all other applicable rules and regulations of GDPUD.

Section 2220.03.01 Terms and Conditions of Temporary Water Use Permit

The terms and conditions of a temporary water use permit shall include the following:

- A. The permit may not be transferred or assigned in whole or in part to anyone else without the express written consent of GDPUD, which may be withheld in its sole discretion. Any attempt to transfer or assign this permit without such consent of GDPUD shall be null and void. This permit is valid for a maximum term of one year from the date of issuance. The District reserves the right in its sole discretion to accept or reject any application for a permit for use of temporary water and/or to suspend, revoke or modify any such permit at any time after issuance.
- B. The permittee must make this permit available for inspection by the District, any local, state, or federal environmental health agency, the fire department, and/or law

enforcement at all times while the permit is in effect.

- C. The permittee shall cease using temporary water under this permit immediately upon receipt of verbal or written notice from GDPUD, which may be issued at any time at GDPUD's sole discretion. If the permittee ceases to address the verbal or written notice the District reserves the right to remove the meter at any time.
- D. The meter assembly and/or backflow prevention assembly will hereinafter be referred to as GDPUD hardware. The meter assembly includes both the meter and the backflow prevention device. GDPUD hardware will be installed and removed only by GDPUD personnel. The configuration of this hardware shall not be changed or modified. The hardware shall not be bypassed or jumped under revocation of permit.
- E. GDPUD valves shall not be opened or closed by the permittee. Only the meter gate valve can be used to control the flow of water. This does not apply to jumper pipe installations. Hydrants can be operated, but only opened by a hydrant wrench. Flows are required to be regulated by a gate valve attached to the District hardware. Operational valves cannot be operated.
- F. The permittee shall, to the fullest extent permitted by law, indemnify, defend and hold harmless GDPUD, and its officials, employees, agents, and representatives, from and against any and all claims, damages, loss, and/or liabilities for injury to any person(s) (including death) or damage to any property (real or personal) arising out of or related to, directly or indirectly, any activity of the permittee under this permit, including without limitation any damage, loss or theft of any GDPUD hardware or GDPUD connection used hereunder. The obligations under this paragraph shall survive expiration or termination of this permit.
- G. The permittee shall, at all times, maintain District-approved backflow protection through the required method as directed by a GDPUD Inspector during installation. Failure to maintain strict adherence to District requirements including, but not limited to, unauthorized modification, removal or bypass of approved backflow protection will result in immediate termination of permit and seizure of District hardware. Such actions may be subject to a revocation of the permit and the inability to rent a water meter for up to two years.
- H. The permittee shall notify GDPUD of any missing, broken, damaged or otherwise malfunctioning GDPUD hardware immediately upon discovery. Broken, damaged or otherwise malfunctioning GDPUD hardware shall not be used to take any water.
- I. Without in any way limiting the permittee's obligations under paragraph F above, prior to issuance of any GDPUD hardware hereunder, the permittee shall submit a deposit to the District in the amount then required to cover the cost of repair or replacement of the GDPUD hardware or any damage to GDPUD facilities caused by permittee's activities under or in violation of this permit. GDPUD personnel will recover the GDPUD hardware immediately upon expiration or termination of this permit. The deposit may be refunded in whole or in part within 60 days of inspection and repair or replacement (if needed) of the returned GDPUD hardware or any damaged GDPUD facilities.
- J. The permittee shall comply with all terms and conditions of this permit and all applicable rules and regulations of GDPUD at all times hereunder, including without limitation all fees and charges for issuance of this permit and use of water hereunder.
- K. For jumper pipe installations GDPUD will provide a meter, which will be installed by the permittee. GDPUD personnel will deliver the meter to the project site upon approval of permit. For all jumper pipe installations permittee shall be responsible for providing and

installing a USC-approved reduced pressure principle backflow prevention assembly (RP) downstream of meter. The permittee shall not operate GDPUD hardware until the jumper pipe has been activated and successfully tested by GDPUD personnel.

- L. For jumper pipe installations not associated with hydrant connections the permittee shall be responsible for any damage or loss of GDPUD hardware and shall take all appropriate measures to secure GDPUD hardware as necessary to guard against such damage or loss.
- M. Charges are subject to change. The permittee is responsible for paying the charges in effect at the time of use.
- N. If connected to a blow-off, the customer must provide the necessary fittings to install District hardware 18"-30" above finished grade.

Section 2220.04 Temporary Water Use Permit Application

To apply for a temporary water use permit, the applicant must complete the Temporary Water Use Permit Application Form (Appendix A). This form is available at the GDPUD District Office. The completed Temporary Water Use Permit application should be submitted by email to info@gd-pud.org.

Section 2220.05 Temporary Water Use Fees and Charge

Permittee shall pay all fees and charges for the issuance of this permit and use of water as authorized:

- A. Hardware/Invoice Deposit.** Applicants for a temporary water use permit shall be required to pay a hardware and invoice deposit of Three Thousand Dollars (\$3,000.00) as security should the hardware be lost, stolen, or damaged.
- B. Damage/Repair Costs.** District hardware is inspected upon return. The permittee will be charged for parts and labor to repair any damage found to return the hardware to fully operational condition or to replace the hardware if it cannot be repaired. The costs of such repairs shall not exceed the amount of the hardware deposit.
- C. Permit Fee.** A permit fee of Forty Dollars (\$40.00) is assessed to offset the cost of processing and conducting the cross-connection inspection.
- D. Daily Rental Fee.** A daily rental fee of Four Dollars (\$4) per day is assessed to cover the costs of initial testing, depreciation, replacement of parts, and loss coverage for the hardware.
- E. Commodity Charge.** A commodity charge of Five Cents (\$0.05) per cubic foot is assessed for the amount of water used. A meter read is required to be submitted to the District Office on the third week of February, April, June, August, October, and December. A photo of the meter read, company name, and permit number can be submitted by email to accountspayable@gd-pud.org, texted to (530) 317-8069, or delivered to the District Office.

Section 2220.06 Cross-Connection Inspection of Receiving Vessels

The District requires an inspection of the applicant's receiving vessels at the District Office by the Cross-Connection Control Specialist prior to the issuance of a permit.

Section 2220.07 Approved Hydrant Locations

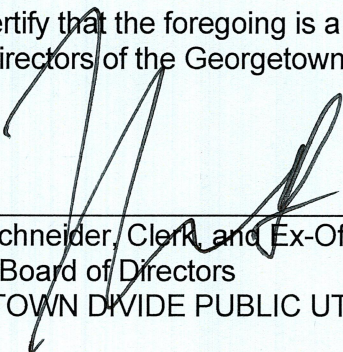
Permit applicants will be provided with a list of approved hydrant locations for temporary water use.

Section 2220.08 Safety and Security of District Facilities

Permit applicants must take the greatest care when utilizing the temporary hardware provided by the District. This includes contamination to the system, vandalism to the system, and unintentional damage to the system. It is recommended by the District that the meter be removed after every fill of the applicant's tank and only an approved hydrant wrench shall be used and not left on the hydrant unattended. All efforts will be utilized to minimize erosion around or near the hydrant and debris from entering the road.

Certification

I hereby certify that the foregoing is a full, true, and correct copy of Policy 2220 amended by the Board of Directors of the Georgetown Divide Public Utility District on July 11, 2023.



Nicholas Schneider, Clerk and Ex-Officio
Secretary, Board of Directors
GEORGETOWN DIVIDE PUBLIC UTILITY DISTRICT