



## WATER HOOK-UP POLICY

*[Effective Date: 01/31/2024]*

### Introduction

Water systems use a complex network of equipment, pumps, pipes, valves and people to deliver clean drinking water to taps and remove used water from homes and businesses. States began passing mandatory connection (or "hook up") laws, in an effort to protect public health and the environment. The Leeds Domestic Waterusers Association (LDWA) in order to ~~insure~~ ensure its alignment with the guidance offered by Utah State Code has implemented the following policy.

### POLICY

#### 1. Definitions

- **Applicant:** The owner, renter, or tenant of real property making application for water service.
- **Building:** Any structure, including a roof supported by posts or columns, designed or intended for the support, enclosure, shelter, or protection of persons, animals, chattels or property of any kind.
- **Farm:** A bonafide business for the production of agricultural products, but specifically excluding greenhouses, horticultural nurseries, kennels, incidental use of horses, dogs, or other animals, and other similar operations.
- **Housing Unit:** One room or rooms connected together, constituting a separate independent housekeeping establishment for residential occupancy, and physically separated from any other rooms or housing units which may be in the same building.
- **LDWA:** The Leeds Domestic Waterusers Association
- **Main Line:** The large diameter water distribution line generally following roads and section lines and making up the distribution system of the LDWA.
- **Retail Tap:** Water service classification for service to a single housing unit, a farm, or a business, able to be serviced with an LDWA water meter and conforming to other LDWA criteria.
- **Service Line:** The water line running from the main line and terminating at the water serviced meter.

- **Structure:** Anything constructed or erected with a fixed location on the ground or attached to something having a fixed location on the ground excluding driveways, fences, patios, or sidewalks.
- **Subdivision:** A division or planned division of real property into lots or tracts or a boundary line adjustment to permit division of real property into lots or tracts for the purpose of immediate or future sale or development.
- **Water User:** The person or persons who consume water supplied by LDWA, who may or may not be the property owner, and who have executed a Water User Agreement with LDWA. The water user may, in this LDWA policy, be referred to as “user.”

## 2. New Water Service Application Information Packet

The LDWA does not serve water to “privately owned” main water lines or fire hydrants. All Service Lines, except fire sprinkler flow lines, must be metered. The following information is provided by LDWA to new applicants for water service and provides some guidelines to the process of getting water from the LDWA. It provides general information and is not, nor is it intended to be, the complete policy regarding applications, fees or rates, etc. (Includes access to Shareholder Bylaws, Billing Policies & Provisions, Rates & Fees, Resolutions, Policies, Procedures & Utah State Code)

All LDWA main line extension applications must be:

1. Accompanied by certified engineering drawings meeting LDWA Standards
2. Submitted to the LDWA Corporate Office
3. Reviewed and approved by the LDWA designated Engineering Firm, Water Manager and LDWA Board
4. Bonded
5. All prior to construction

NOTE: LDWA reserves the right to inspect all water line construction, including: hydrants, valves, fittings, etc. during and at the completion of construction to assure proper materials and installation. LDWA reserves the right to reject any and all materials and construction methods not in compliance with the submitted plans and LDWA Standards.

Successful applicants must sign a notarized agreement, transferring complete ownership of all “as built” water system infrastructure to LDWA once all construction is completed and accepted by LDWA which includes an easement for access and maintenance of all waterlines and appurtenances, no narrower in width than 20' (10' each side) for all water lines and extending 10' in all directions of all hydrants, meters and other appurtenances. LDWA may provide an easement template to the applicant as requested. All construction, materials, and infrastructure shall be warranted by the Applicant for one year against failures or defects. LDWA reserves the right to repair or replace such oversites or failures

inhouse or contract out such repairs or replacement to a contractor of LDWA's choice at the Applicants' expense. Repairs are to be completed in a timely manner.

In return, once LDWA has accepted the completed system, and the one year warranty period has expired, LDWA assumes all responsibility for maintaining and repairing said system, on LDWA's side of any meter, including fire hydrant flushing, maintenance and testing.

The entire new system must be sanitized, pressure tested and approved for culinary use according to current DDW codes and procedures prior to LDWA accepting ownership and delivering water from the LDWA system.

Actual connection to the LDWA system will be supervised or completed by the LDWA Water Operator and /or Engineer after final ownership transfer has been signed and recorded. This in no way negates the warranty period or obligations.

### **3. Water Line Extension Agreement**

In specific situations the LDWA may consider a Waterline Extension Agreement between the Association and Applicant.

### **4. Fees for Water Service Applications**

Some or all of the following fees may apply when requesting water service from LDWA. Any fees that may apply will be shown in the "estimated cost to provide service: which is included in the application process.

- a. Application Fee:** An application fee shall be submitted with each completed application. This fee is to offset the cost of providing an estimated cost to provide service. The estimate will be given to the prospective user upon approval of their application. The application fee will be refunded to any prospective user that is deemed by the LDWA as being in an area that cannot be serviced at this time.
- b. Hook-Up Fee:** A hook-up fee shall be charged for each service unit applied for. Any applicant requesting more than one service unit will need to be approved by the LDWA's Board of Directors. Please see Water Demand Classification on the following page for more information on this fee.
- c. Construction Charges:** The applicant is required to pay the entire estimated cost of construction as calculated by the LDWA, in order to provide water service to the location of the meter on the applicant's property.
- d. Landscape/Crop Damage:** It shall be sole responsibility of the new user to negotiate and pay for any landscape/crop damage that occurs during the construction of new waterlines to their residence. LDWA shall not be responsible to pay crop or general

vegetation damage on individual hookups.

- e. **Engineering Fees:** If it is determined by the LDWA, at its sole discretion, to utilize the services of an engineer in order to plan for the provision of water service for an applicant, the applicant shall be required to pay the cost of all engineering services.
- f. **Mainline Extension:** If an extension of the LDWA's main lines must be completed in order to provide water service to the applicant's property, the applicant shall be responsible to pay for the mainline extension.
- g. **Refused Easement:** All easements on past or current must be executed prior to finalizing the acceptance of the project.
- h. **Reconnection of Previous Water Service:** Reconnection of services that have been inactive assessed for reactivation by LDWA engineer. Any services provided to repair or modify the service to make it usable are considered construction costs and the applicant shall be responsible for such costs.

## 5. Approved Application Process Overview

- a. **Estimated Cost to Provide Service:** Once the application has been approved, a representative from the LDWA will be scheduled to meet with the applicant to determine the route the LDWA will take to get water to the applicant. Once the route has been determined an estimated cost to provide service will be completed and sent to the applicant. The estimated cost to provide service will be the maximum amount that the applicant will have to pay to get water service to the meter pit located on their property. Once receiving the estimate the applicant will have 30 days in which to make the decision to move forward to the scheduling phase of the new water service process.
- b. **Scheduling of Construction:** Applicant shall be required to pay 50% of the estimated cost to provide service, to the LDWA before the LDWA will schedule construction of the new service. The applicant's check will be held by the LDWA until the first day of construction at which time the check will then be cashed.
- c. **Completion of Construction:** Upon completion of construction of the new water service LDWA will review the as-built costs of the project before issuing a final bill.

## 6. Water Demand Classification

LDWA has established a rate schedule that takes into consideration the amount of water an applicant expects to use on a monthly basis. According to the state of Utah 7,366 gallons per month is the "normal" amount of water a residence uses each month.

Upon applying for water service the user shall indicate approximately how much water they expect to use on a monthly basis. This information is required in order to make sure that we

have an ample supply of water to feed all the users in the surrounding area.

If application is approved the user will pay the LDWA a Hookup fee for each service unit they are expecting to use.

## **7. Monthly Base Rate Fees**

Monthly Base Rate Fees are used to pay for debt service incurred by the maintenance of the LDWA's infrastructure, including its entire Distributions system and Water Wells/Tanks. The current monthly Base Rate for each Shareholder tap type (Residential, Commercial, Industrial, & Institutional) is listed in the associations rate schedule as a per month fee and is assessed before any water is sold. Once water service is provided, the user will be responsible to pay the monthly minimum even if there has been zero usage.

## **8. Application and Underground Facilities Location**

Each person requesting water service from the LDWA shall fill out the entire application for water service and the underground facilities location worksheet to the best their ability. Once completed the applicant shall mail to the LDWA Office along with the application fee to the following address.

**Leeds Domestic Waterusers Association**  
PO Box 460627  
545 N Main Street, Unit# 7  
Leeds, UT 84746

Applications and Service Inquiries can be made to the LDWA Office between the hours of 8:00am and 4:30 PM by Email: LDWAcorp@infowest.com or Phone # 435-879-0278.

## **9. Meter Pit Policy**

- a. The LDWA shall require that meter pits be installed on all new services.
- b. A circular meter pit, as specified by LDWA, will be the only type of meter installation allowed as per LDWA specifications. The only exception to this would be in cases of large service connections or other connections, which are considered separately.
- ☞ The water user shall be responsible for installing and maintaining the line on the user side of the meter pit. Even if LDWA personnel assist the contractor with the connection on the user's side of the pit, the user or contractor shall be responsible for operating and maintaining the said line and connection.

## **10. Water Rates**

LDWA has in place a tiered water pricing model for each retail tap type. This model and its pricing/usage structure will be evaluated by LDWA periodically to reflect the changes in demographics and water supply.

## **11. Landscape/Crop Damage Policy**

- a. Landscape/Crop damage payments may be made for actual damage to standing landscape/crops during installation of new water main transmission lines but whenever possible LDWA will utilize the LDWA Waterline Easement Reimbursement Agreement.
- b. Landscape/Crop damage will not be paid by the LDWA on damages related to installation of a new service line. Landscape/crop damage to be paid to the land owner in this case shall be the sole responsibility of the new user. All required repairs will be as good or better condition than those prior to construction activities.
- c. The Board of Directors may negotiate offers for settlement of landscape/crop damage with the owner at fair market value of the landscape/crop that was damaged. If the offer is not accepted, the owner may submit a written claim to the Board.

## **12. Procedure for Hookup Requests for a Single Serving Unit**

- a. An application, and a water user agreement are provided to the potential applicant.
- b. Applicant shall complete the application and return all forms to the LDWA with an application fee.
- c. The Board of Directors shall review the application information to determine if the application is within his authority to grant or deny. If it is, the manager shall consider the availability of water, the effect of the grant of such service to the existing users, the effect of the grant of such service to the LDWA's plans for future service, and other information considered relevant by the manager. The Board of Directors may approve, deny, or designate as pending any application.
- d. If the application is complete and is approved by the Board of Directors, a letter shall be sent to the applicant informing the applicant of the approval and the arrangements that must be completed prior to construction of the service being started.
- e. If the application is denied, or placed in a pending status by the Board of Directors, the application will be up taken under consideration by the Board of Directors at the next regular meeting.

## **13. Procedure for requests for larger than a Single Serving Unit**

- a. An application form, and a water user agreement are provided to the potential applicant.
- b. Applicant shall complete the application and return all forms to the LDWA with an application fee.

- c. The applicant may provide any additional information deemed necessary in a letter attached to the application.
- d. The application shall be presented to the Board of Directors at their next regular Board meeting.
- e. The Board of Directors may approve or deny the application, or designate the application as pending. The Board of Directors may request the LDWA's engineer to conduct a study of the request and provide cost estimates for construction of improvements that would need to be made to service the applicant.
- f. At the next regular Board meeting following preparation and presentation of the engineering report by the engineer to the LDWA, the Board of Directors shall consider the engineer's report.
- g. The Board of Directors shall consider the costs of service, the availability of water, the effect of the grant of such service to the existing users, the effect of the grant of such service to the LDWA's plans for future service, the financial impact to the LDWA to providing such service, and any other information deemed relevant by the Board. The Board may decide to provide, deny water service, or place such application in a pending status for a definite or indefinite period of time. If the Board decides to offer water service, the amount of water to be provided may be different than the applicant requested. The Board has the authority to set fees and conditions the applicant must follow to receive service.
- h. Prior to construction of the water, infrastructure the LDWA Board of Directors and /or engineer shall approve the design, material, and routing of all water lines, including water lines within the property of the applicant. LDWA specifications and/or policies relevant to the water service shall be followed.
- i. Prior to final approval of the water service, the LDWA Board of Directors and /or engineer shall ensure that the entire new system has been sanitized, pressure tested and approved for culinary use according to current DDW codes and procedures prior to actually receiving water from the LDWA system.