

**Resolution No. 2024 - 5**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE  
KIOWA WATER AND WASTEWATER AUTHORITY  
CONCERNING DIVISION OF WORK AND EXPENSE**

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WHEREAS, Kiowa Water and Wastewater Authority (the “**Authority**”) is a body corporate and a political subdivision of the State of Colorado; and

WHEREAS, pursuant to 32-1-903, C.R.S., provides the Board of the Directors of the Authority (the “**Board**”) with management, control and supervision of all the business and affairs of the Authority; and

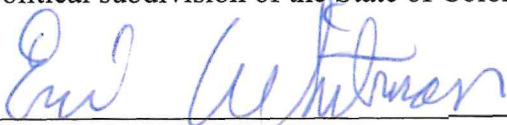
WHEREAS, the Board has determined it to be in the best interests of the Authority, and health, safety and welfare of the residents within and without the boundaries of its service area to adopt the policy regarding Division of Work and Expense attached hereto as Exhibit A.

NOW, THEREFORE, be it resolved by the Board as follows:

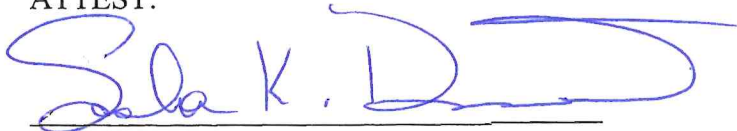
1. The Board hereby approves the policy regarding Division of Work and Expense attached hereto as Exhibit A.

ADOPTED this 9 day of July, 2024.

KIOWA WATER AND WASTEWATER  
AUTHORITY, a quasi-municipal corporation and  
political subdivision of the State of Colorado

  
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Officer of the Authority

ATTEST:

  
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## Exhibit A

### KIOWA WATER AND WASTEWATER AUTHORITY

<b>Policy Area:</b> Water and Sewer	<b>Title of Policy:</b> Division of Work and Expense
<b>Number:</b> 24-100	<b>Number of Pages:</b> 6
<b>Effective Date:</b> May 14, 2024	<b>Revised by:</b>
<b>Approved Date:</b>	<b>Approved by:</b> KWWA Board
<b>Revision Date:</b>	

**General Guidelines**

Any person who desires to connect his or her property to the public water and sewer system shall install, at his or her own expense and after approval from the Authority, water mains and sewer lines from the existing facilities on his or her property. All construction shall be to Authority’s specifications and subject to Authority inspection before final hookup is allowed. All water mains and sewer lines in the public right-of-way are deemed dedicated to the Authority. The Authority shall own and maintain the water line from the main to the curb box and the property owner shall own and maintain the service line from the curb box to the premises served (see Diagram-1 below).

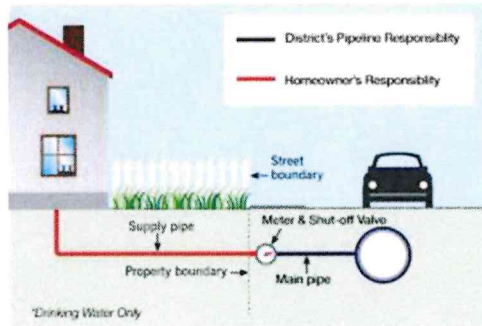


Diagram - 1

The owner shall be responsible for all necessary repairs and maintenance from the curb stop to the point of ultimate use of all pipes and devices used for the delivery of water except for the water meter and meter yoke. The owner shall be responsible for keeping the curb stop, remote readout and meter pit conveniently accessible, properly capped, and clean of debris at all times. The Town shall be responsible for the repair and maintenance of service lines from the main, up to and including the curb stop. The Town will also be responsible for all repairs and maintenance of meters, meter yokes and remote readouts, regardless of location.

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Mains and lines on private property remain private unless other agreements are made with the Authority. Subject to the provisions of listed under **Connection** below, upon application, approval by the Authority, inspection and payment of all required fees, charges and costs, any person may connect his or her property which is located within the town to the Authority's water mains and sewer lines.

In the event the Authority should desire the oversizing of any main or line to provide for future growth, the Authority shall so notify the owner and shall pay the reasonable difference in cost between what the cost would have been to serve the property without oversized lines and the cost with oversized lines.

#### **Site Plans**

Any person who desires to connect his or her property to the public water and sewer system shall submit the following to the Authority for review and approval:

1. The Authority has one (1) original site plan for the property that is noted as approved by the Authority.
2. The Service Line Installer must have one (1) original site plan that is noted as always approved by the Authority at the job site. This original site plan cannot have any notes or markings other than those made by the Authority.
3. The Service Line Installer must follow the site plan exactly. All water and sewer taps must be witnessed by the Authority.

#### **Connection**

- a) No person shall connect his or her premises to the Authority's sewer lines or water mains without first paying fees required hereunder and securing permits for said connections. No more than one (1) building shall be permitted to use a service line.
- b) Only those types of pipes as shall from time to time be approved by the Board of Directors, shall be used for the installation of all water lines. All water lines (mains and service lines) installed from and after December 13, 1994, shall be installed at a depth of at least sixty (60") inches below the surface of the ground; this distance to be measured from that portion of the pipe nearest the surface of the ground.
- c) Each service line shall contain a stop and waste cock where the water may be turned off.
- d) All building permits issued from and after November 1, 2013, for new construction and remodels to existing structures shall be required as a part of and condition to such construction to install a pressure reducing valve as part of the connection to the Authority water system.

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### **Meters**

The applicant shall not be entitled to water service until a water meter to meter quantities of water used shall also be installed. The cost of the water meter and its installation shall be paid by the Authority. Existing unmetred taps may be continued as unmetred taps, but the Authority reserves the right to require conversion from unmetred service to metred service in the future. All water meters shall be owned by the Authority and all repair and maintenance of the water meter shall be the responsibility of the Authority.

### **Water Service Line**

1. Meter pit must be installed at the property line.
2. Meter pit cannot be concrete.
3. Meter pit must be twenty-four (24") inches.
4. Meter pit lid and curb stop must be minimum three (3') feet from driveway. The final elevation of the meter pit is very important.
5. Four to one maximum slope must be maintained three (3') feet around the meter pit vault. The material for the pipe is K-Copper or DR9 HDPE.
6. Lock tight compression fittings must be used.
7. Water and sewer services must be ten (10') feet apart from property line to foundation. Natural bedding, with no rocks can be used after April 1 and before December 1. Road base or Class 6 squeegee must be used between December 1 and April 1. Water marking tape must be installed in trenches, one backhoe bucket above pipe. Water marking tape must be purchased from the Authority for \$55/per roll.
8. A six-foot (6') minimum of coverage is required over the water service line.
9. The water will remain off and the meter pit lid locked until the final / meter pit inspection has been completed.

### **Sewer Service Lines**

1. Clean-outs must be installed at every bend.
2. Property line clean-out must be two-foot (2') from driveway. The sewer pipe must be straight between clean-outs. Forty-five (45°) degrees is the biggest bend allowed.
3. The material for the pipe is SDR-35.

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4. No glue is allowed except for the Authority approved sewer service drop.
  5. Water and sewer service lines must be ten feet (10') apart from property line to foundation. Sewer marking tape must be installed in trenches, one backhoe bucket above pipe. Sewer marking tape must be purchased from the Authority for \$55/per roll.
  6. A three-foot (3') minimum of coverage is required over gravity sewer service line.
  7. A six-foot (6') minimum of coverage is required over a pressurized sewer line.

**Inspections**

- a) Inspections must be scheduled 24-hours in advance.
- b) Cancellation of inspection must be made by 9am the day of the inspection.
- c) Winter inspections (December 1 thru April 1) are scheduled between 10am and 2pm. All other inspections are scheduled between 9am and 3pm.
- d) A failed inspection will result in a \$50 failed inspection fee.
- e) A no-show is considered a failed inspection.
- f) Not having the approved site plan at the inspection is considered a failed inspection. A short notice inspection may be scheduled for a \$50 inspection fee.

**Warranty**

- a) Materials and Labor under warranty for one (1) year.

**Water Tap Fees**

The following charges shall be made for taps and connections to the Authority's water system:

- a) Three-quarter-inch (3/4") taps, the sum of \$6,500.00; and,
- b) One-inch (1") taps, the sum of \$9,500.00; and,
- c) One-half-inch (1 1/2") taps, the sum of \$13,000.00; and,
- d) Two-inch (2") taps, the sum of \$20,000.00; and,
- e) Three-inch (3") taps or larger, a sum to be determined by the Board of Directors.

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### Sewer Use

The owner of every house, building or structure used for human occupancy, employment or recreation situated within the town is hereby required, at his or her expense, to install suitable toilet facilities in accordance with the Uniform Plumbing Code, and to connect such facilities with the POTW or a treatment plant with a valid NPDES permit in accordance with the provisions herein within thirty (30) days after the date of official notice to do so, provided that a sanitary sewer main is within one hundred (100) feet of the owner's property line. Any septic tank, cesspool, privy or similar private disposal facility shall, upon such notice, be immediately emptied and filled with suitable material as determined by the Town. No persons shall discharge, or allow to be discharged, any wastewater except as follows:

1. By a direct service connection to the sewer main, which connection has been authorized by the Authority
2. By transporting in a safe and sanitary manner to a landfill or other disposal site approved by public health officials and capable of accepting the type of harmful wastes involved; or
3. By a service connection to a treatment plant with a valid NPDES permit where such connection is approved by the Town.

No person other than Authority personnel or other persons authorized by the Authority shall undertake maintenance and repair work on, uncover, open into, make service connections with, use, alter or disturb any portion of the Authority's POTW or manhole covers without first obtaining a Town service connection permit. All service connections shall be at the permittee's expense, shall comply with all applicable provisions of this Article and all applicable Town standards and specifications and provisions of this Code, as may be adopted from time to time, and shall be subject to all applicable fees and charges as may be established by the Town.

No person shall erect or maintain any outhouse or privy within the Town; except that chemical toilets shall be permitted at construction sites and as otherwise authorized by the Town.

All sewage shall be discharged to sanitary sewers through authorized connections. No person shall discharge any sewage from any premises within the Town into or upon any stream, watercourse or public property, or into any drain, cesspool or storm sewer.

No person shall make a connection which would allow any storm water, surface water, groundwater, roof runoff, subsurface drainage or cooling water to discharge into any sanitary sewer, except as hereinafter provided. The Town Manager may issue a permit to allow a sump pump in a structure or building to discharge into the sanitary sewer if the installation of a sump pump meets the following criteria:

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**Sewer Tap Fees**

The following charges shall be made for taps and connections to the Authority sewer system:

- a) Three-quarter-inch (3/4") taps, the sum of \$6,500.00; and,
- b) One-inch (1") taps, the sum of \$9,500.00; and,
- c) One-half-inch (1 ½") taps, the sum of \$13,000.00; and,
- d) Two-inch (2") taps, the sum of \$20,000.00; and,
- e) Three-inch (3") taps or larger, a sum to be determined by the Board of Directors.

**Irrigation Tap Fees**

The following charges shall be made for taps and connections to the Authority's water system:

- a) Three-quarter-inch(3/4") taps, the sum of \$6,500.00; and,
- b) One-inch (1") taps, the sum of \$9,500.00; and,
- c) One-half-inch (1 ½") taps, the sum of \$13,000.00; and,
- d) Two-inch (2") taps, the sum of \$20,000.00; and,
- e) Three-inch (3") taps or larger, a sum to be determined by the Board of Directors.

Any installation of irrigation only taps and meters will be at the customer's cost.

**Tap Inspection Fee**

This \$150 fee is intended to cover the cost of the Authority's inspection of the physical tap and to the customer's service line, entering the tap location on the Authority's as-built drawing set, and other ancillary services needed in connection with a new tap.

**Meter Installation fee**

This \$180 fee is to cover the cost of correctly placing and ensuring that the meter works.

**Violations**

It shall be a violation for any person to connect to the Authority's sewer lines or water mains without compliance with this Article. It shall be a violation of this Article to tamper with or otherwise disable the water meter to any premises. Any person who shall violate any of the provisions of this Article shall be subject to the provisions of [Kiowa Municipal Code - Section 1-72](#) and subject of penalties or fines set forth therein.

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