

# CITY OF COEUR d'ALENE

## WATER DEPARTMENT

### BULK WATER USE POLICY

#### DEFINITION

*Bulk Water Use* – Bulk water use shall be defined as the use of small to large quantities of water from supplies other than standard residential or commercial metered services, such as fire hydrants, stand pipes, or designated bulk water stations for purposes other than general consumption such as dust control and soil compaction, street and parking lot cleaning, storm and sanitary sewer flushing, fire fighting and similar purposes.

#### PURPOSE

The purpose of this policy is to bring the City of Coeur d' Alene into compliance with the United States Environmental Protection Agencies Public Health, Security and Bioterrorism Act. This mandate required that all public water systems review their production, storage and distribution systems to determine critical and non-critical access points in the system for potential targets and prepare policies and procedures to minimize the risk of accidental or intentional system contamination. Fire hydrants have been identified as a critical and an extremely vulnerable point of access to the general water system. This policy is designed to minimize our risk of exposure as much as possible in regards to limiting fire hydrant access. Education of the Police, Fire and Utilities departments as well as the general public will be crucial in the success and enforcement of this policy.

#### POLICY

The City of Coeur d' Alene Water Department, by adoption and authorization of this policy by the Mayor and City Council, has established that from the date of adoption forward all contractors and customers wishing to purchase bulk water shall be required to draw water from established permanent or portable metered bulk water stations as supplied by the Water Department. The general use of fire hydrants throughout the City of Coeur d' Alene and surrounding rural areas that are supplied by city water shall be **restricted** to use by City of Coeur d' Alene Utilities Department personnel as well as Authorized Fire Department personnel. No other fire hydrant use shall be authorized or permitted under this policy without the express written consent of the Water Superintendent or his designee. Illegal use of City fire hydrants shall be punishable by fines established by Resolution.

All bulk water use by contractors and customers shall be metered and paid for under rates and fees established by this policy. Bulk water shall be available only at sites designated by the Water Superintendent. Bulk water used by City Utility Departments in the general maintenance of City facilities such as streets and sidewalks, storm drains, sewer main cleaning, and parking lot maintenance shall not be billed to the individual departments. This exemption does not include water used for general irrigation or similar purposes. However, each department will be required to keep track of the general amount of water used which shall be submitted to the Water Department for water loss tabulations on a regular basis. Water used for firefighting purposes shall be exempt from this policy in all emergency situations. Water used for training purposes and equipment maintenance by the individual City and County Fire Departments shall be estimated and provided to the Water Department for loss tabulations on a regular basis or as requested by the Water Superintendent.

### **PROCEDURES FOR PERMANENT STATION USE**

***Description*** - The permanent bulk water stations are housed in buildings located at key sites around the City. The exterior of the station will have a standard 2 ½” NSF fire hose connection port approximately 36” above the ground. A locked access panel will be located on the wall above and behind the hose port. The access panel will house the electric operation controls for the station and a meter register. The contractor or customer will be required to stop at the Water Department office, 3820 Ramsey Rd., and pay a deposit for the key to the access panel.

***Procedure*** - Contractors and customers who wish to draw water from the permanent filling stations will be required to come to the Water Department Office at 3820 Ramsey Rd. and submit a deposit for the access panel key for the fill stations. The customer’s information will be recorded by office personnel and after paying the deposit, the customer will be given an access key, a tabulation sheet, and a sheet of operating instructions. Office personnel will review the station operation instructions with the customer to familiarize them with the system and instruct the customer to record the start and stop readings from the meter register on the tabulation sheet. The customer will be instructed to turn in the sheets on a monthly basis or when they are finished using the station, whichever comes first. The customer will receive the key to the access panel and the customer will be told that it will be their responsibility to ensure that the panel is locked after each use.

### **PROCEDURE FOR PORTABLE STATION USE**

***Description*** – The portable bulk water stations are housed in metal and fiberglass enclosures that can be transported to the customer’s remote site and connected to a fire hydrant by City personnel. Each unit will house a 2 ½” water meter and a backflow prevention device to protect the system, and two 2 ½” NSF threaded ports outside the

enclosure. The units will be connected and chained to a specific fire hydrant and the customer will be responsible for all water used and any damage incurred thereafter.

***Procedure*** – Contractors asking to draw water on site for the large developments where it is not as practical to run a tanker down the City streets, may rent a portable filling station. The contractor will be required to come to the Water Department Office at 3820 Ramsey Rd. and request to rent one of the stations. The contractor's information will be recorded by office personnel and after paying the installation fee and damage deposit, the contractor will be asked for a specific location for the portable station. Office personnel will review the station operation instructions with the contractor to familiarize them with the unit. Water Department personnel will install the station on site and take an initial reading, lock the unit and connect to the fire hydrant. The contractor will then be responsible for all water used from the station thereafter and the safe keeping of the station while on site. It will not be necessary for the contractor to read the meter as this will be a portion of the installation fees. The meter will be read by City personnel on a monthly basis and at the end of the project. The contractor will be billed a monthly rental fee and the water used for the month. The contractor will receive the damage deposit, or any portion not used if repairs are required, upon return of the station. If any damage exceeds the damage deposit, the contractor will be billed for the remainder of the damages.

### **ESTABLISHMENT OF RATES AND FEES**

The Water Department has conducted a preliminary rate analysis to establish a rate and fee schedule for the Bulk Water Use Program. Assumptions used in the analysis were based on the following information:

- The equipment will have an estimated ten year life span and the proposed rates will need to be sufficient for periodic replacement.
- Estimates of initial construction costs for the permanent and portable stations.
- Calculations of the estimated past usage under the current rate schedule.
- A bulk rate fee has been established for the permanent stations that will cover the cost of the water sold, administration costs, daily operation and maintenance, and the eventual replacement of the permanent stations as there are no other permits or fees proposed with the exception of the key deposit.
- A bulk rate fee has been established for the portable stations which will cover the costs of the water sold as well as administrative costs.
- The monthly rental fee for the portable units has been established to cover the cost of operation and maintenance, and eventual replacement based upon the 10 year life expectancy.

- An installation fee has been established to cover the estimated average cost of labor for installation, meter reading, and retrieval by City personnel.
- A damage deposit equal to approximately one third of the replacement cost has been established for the portable stations which should encourage the contractors to be more responsible for their condition.

Please see Attachment #1 for the established Rate and Fee schedule. Any adjustments to the rate and fee schedule in the future will be attached to this policy and shall include a new effective date.

**FINES FOR ILLEGAL USE OF FIRE HYDRANTS, THEFT OF WATER, AND DAMAMGE TO CITY INFRASTRUCTURE**

A Resolution for the establishment of fines for illegal fire hydrant use, the theft of water from fire hydrants and unauthorized services (i.e. irrigation services where no cap fees have been paid), and for damage to mains, services and other city facilities or infrastructure by contractors and customers, shall be assessed under the current City Ordinance as previously adopted by the Mayor and City Council.

## **ATTACHMENT #1 – Rates and Fees**

**EFFECTIVE DATE – January 1, 2009**

### **RATES AND FEES FOR THE PERMANENT STATIONS**

Contractors using the permanent stations shall pay the following:

- **\$25.00 key deposit** to begin using the permanent stations
- **\$1.11 per 1000 gallons** of bulk water drawn from the stations, billed monthly

### **RATES AND FEES FOR THE PORTABLE STATIONS**

Contractors using the portable stations shall pay the following:

- **A monthly rental fee of \$25.00** with a minimum of one month rental
- **An installation fee of \$100.00** for installation and reading by City personnel
- **Damage deposit of \$1,000.00** (amended per Resolution #08-064)
- **\$.70 per 1000 gallons** of bulk water drawn from the stations, billed monthly
- **Set-up fee** for 3<sup>rd</sup> and subsequent requests to move station: \$40.00 per move (added per Resolution #08-064)

## **WATER**

### **Bulk Water Use Fees**

Key Deposit (Permanent Station)	\$ 25.00
Water Drawn from Permanent Stations	\$ 1.11/1,000 gallons
Portable Station Rental	\$ 25.00/month
Installation and Meter Reading for Portable Station	\$100.00
Damage Deposit - Portable Station	\$ 1,000.00
Water Drawn from Portable Station	\$0 .70/1,000 gallons
3 <sup>rd</sup> and Subsequent Requests to move portable stations	\$40.00
Minimum Charge	\$ 5.00

### **Penalty: Failure to Submit Log Sheets**

- 1st month log sheet not turned in by the due date (no later than the 1st of every month): \$40.00
- 2nd month log sheet not turned in by the due date: \$80.00
- 3rd (and subsequent) month(s) log sheet not turned in by the due date: \$120.00

(R 14-041, 13-059, 13-011, 09-050, 08-064, 06-064, 06-048)