

**RULES FOR ADMINISTRATION**  
**CASTLE ROCK COUNTY WATER DISTRICT May 16, 2020**  
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## **ELIGIBILITY FOR MEMBERSHIP**

- Property must be within the District boundaries.
- Directors will approve any new members based on the then existing conditions of supply.
- A start- up fee of \$500.00 will be assessed for new service connections.
- New Members are expected to install and maintain at their expense: **(1) a meter debris screen (ahead of the meter); (2) a lock-off device**, and **(3) a meter in gallons** all as shown on the attached diagram. It is desirable, and encouraged, that existing members conform to these standards as well.
- All Members who supply, occasionally or routinely, CCWD's (Contra Costa Water District's) treated water to their irrigation system normally supplied by CRCWD's untreated water must install an **isolation shut-off valve** after the CRCWD meter. (See explanation under "OPERATION OF YOUR SYSTEM").

## **ADMINISTRATION**

Each member agrees to install a meter and devices specified above (and in conformance with the diagram attached) on their property at their own expense. The meter will be inspected by a District director at start of service and periodically thereafter to ensure suitability for billing, and to install a lock on the lock-off device if service is no longer provided.

CRCWD is responsible for the integrity of the water supply line (1) up to, but not including the **lock-off device** or valve; (2) If no device or valve is ahead of the meter, then up to, but not including, the meter.

Members will be responsible for cleaning the meter debris screen at such time intervals as they may determine to be optimum for their particular location and usage rate.

Bypassing the meter in any way is not permitted.

Members will be billed for their pro rata share of the District fixed costs, (maintenance, insurance, etc.). This is currently estimated to be about \$20.00/month and may increase or decrease based on actual costs and the number of members utilizing the system. Fixed costs will include any volumes of water, purchased from CCWD that exceeds the sum of water billed to customers.

The fixed cost part of billings will be due and payable regardless of whether the individual meter records water usage since the prior billing. The fixed cost part of billings will therefore also become the “standby rate” for Members wishing to go on a “standby” status. Standby rates previously agreed to with certain Members will be honored until those arrangements expire by agreement between the Member and CRCWD.

CRCWD will require a “lock off” (lock provided by the board) of members who go on a standby basis, or whose right to purchase untreated water is suspended or terminated by CRCWD.

Each member will be required to pay their proportionate share of water, power, and other variable costs based on periodic readings of their individual property meter.

It is currently contemplated that billing will continue to be on a quarterly basis, but this may change at the direction of the Board of Directors.

Payments are expected to be made within 30 days following the invoice date. Late payment penalties will be assessed according to the following schedule:

30 days from invoice date	.....	no penalty
60 days from due date	.....	\$25.00 late fee charge to member's account
90 days from due date	.....	10 day notice sent to member
100 days from due date	.....	CRCWD reserves the right to discontinue service

Members agree that service can be “locked off” by CRCWD when and if payments are in arrears by 90 days.

Members agree that a representative of CRCWD may have access to their property, as needed, to read and inspect meters in connection with operation and administration of the system.

## **OPERATION OF YOUR SYSTEM**

Members are encouraged to use CRCWD's untreated water for irrigation at night, early morning or late evening to minimize peak power rates for pumping water from the canal into the CRCWD system.

Members who have the connections that permit supplying their irrigation system with CCWD's treated water are responsible for ensuring the isolation of the untreated water supplied by CRCWD from their domestic/household drinking water. This isolation typically involves both valve controls and a back-flow preventer to avoid accidental contamination.

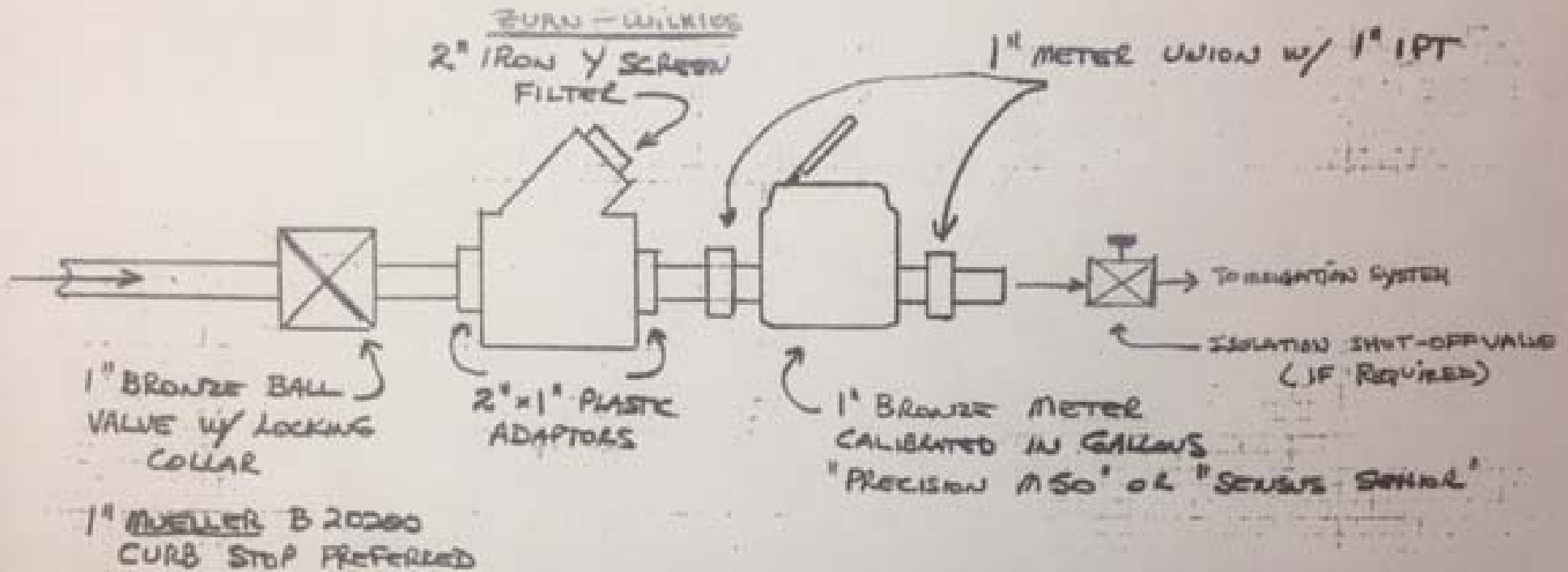
CRCWD assumes no responsibility if any Member fails to prevent untreated water from entering the household water system; that is entirely the responsibility of the Member.

The **isolation shut-off valve**, installed after the meter, and referred to above and on the diagram attached, should be closed prior to permitting CCWD's treated water to run through your irrigation system.

Closing the **isolation shut-off valve** prevents CCWD's treated water, under pressure, from damaging your meter, causing it to run backwards, and potentially backfilling the CRCWD's untreated water storage system with treated water at your expense.

Please note that closing the **LOCK-OFF device** (which is ahead of the meter) prevents treated water from entering the untreated water system but it **does not protect the meter from a flash impact, running backwards, or damage.**

# CRCWD (CASTLE ROCK COUNTY WATER DISTRICT)



## NOTES:

1. INSTALL METER AS CLOSE TO CRCWD MAIN AS IS PRACTICABLE.
2. NO METER BYPASS IS PERMITTED.
3. UNDERGROUND VAULT INSTALLATION OK.
4. CONSIDER PROTECTION FROM FREEZING FOR ABOVE GROUND INSTALLATIONS.
5. A LARGER FILTER IS OK.

CASTLE ROCK COUNTY WATER DISTRICT  
STANDARD RETAIL METER