SEWER RULES AND REGULATIONS
2016

RULES AND REGULATIONS
AND
MAIN EXTENSION POLICIES AND PROCEDURES
FOR
THE CITY OF SANDPOINT SEWER DEPARTMENT

SECTION I:	DEFINITIONS	3
SECTION II:	NEW SERVICE CONNECTIONS	
	A. APPLICATION FOR NEW CONNECTION	4
	B. DENIAL OF APPLICATION FOR NEW CONNECTION	5
SECTION III:	MAIN EXTENSION POLICIES AND PROCEDURES	
	A. BASIS OF DESIGN REPORT	5
	B. DESIGN REQUIREMENTS	6
	C. PROFILE DRAWING REQUIREMENTS	8
	D. LINE OVER SIZING	9
	E. FINAL ACCEPTANCE BY CITY	10
SECTION IV:	BUILDING SEWER AND SERVICE CONNECTION CONSTRUCTION POLICIES AND PROCEDURES	
	A. GENERAL	10
	B. CONNECTION TO MANHOLES	12
	C. CROSSING CESSPOOLS AND CONNECTIONS TO CESSPOOL PIPES	13
	D. BASE AND BACK FILLING	13
	E. CATCH BASINS	14
	F. DEPTH OF SIDE SEWERS	14
	G. LOCATIONS RELATIVE TO WATER SERVICE PIPES AND MAINS	14

SEWER RULES AND REGULATIONS
2016

	H. PERMITS	15
	I. INSPECTIONS	15
SECTION V:	SEWAGE PUMP STATION DESIGN POLICIES AND PROCEDURES	
	A. DESIGN REQUIREMENTS	15
	B. SUBMITTAL AND REVIEW REQUIREMENTS	18
	C. FINAL ACCEPTANCE BY CITY	19
	EXHIBIT A: CHARGES, RATES AND FEES	20
	EXHIBIT B: SEWER AGREEMENT	

THESE RULES AND REGULATIONS are to be a part of the contract between the City of Sandpoint (hereinafter referred to as "City") and every New User or User for the delivery and use of any sewer service within the City's sewer service area as designated by that map denominated "City of Sandpoint Sewer Service Area", and every New User or User agrees in making application for sewer service to be bound thereby.

Charges, rates and fees applicable to the City of Sandpoint's sewer system and the Equivalent Resident (ER) schedule are found in **Exhibit "A"**. Prior to connecting to the City's sewer system, a Sewer Agreement (**Exhibit "B"**) shall be executed between the City and the applicant and all applicable fees paid.

SEWER RULES AND REGULATIONS
2016

SECTION I

DEFINITIONS

Unless the context specifically indicates otherwise, the meaning of terms used in these rules and regulations shall be as follows:

APPLICANT:	The person who submits an application to the City for any connection to or for sewer service from the domestic sewer system.
CITY:	The City of Sandpoint or its authorized representative.
DOMESTIC SEWER SYSTEM:	All mains, pipes and structures through which domestic sewerage is distributed, including pumping stations, treatment plants, reservoirs, storage tanks and appurtenances collectively or severally, actually used or intended for use for the purpose of furnishing sewer for domestic use.
EQUIVALENT RESIDENTIAL SEWER USER:	A sewer user who has discharged 6,000 gallons of sewerage during any month of a calendar year.
MAIN EXTENSION:	All proposed extensions of the sewer mains of the domestic sewer system to serve the City of Sandpoint sewer service area.
MUNICIPAL SEWER SYSTEM PLAN:	Maps, plans, and outlines for extension of the domestic sewer system, as they may be set by resolution adopted by the Sandpoint City Council.
NEW USER OR USER:	Any person, individual, firm, company, association, society, corporation, owner or occupant who is connected to the domestic sewer system.
OCCUPANT:	The tenant or leaseholder who occupies the property of an owner which is served by the domestic sewer system.
OWNER:	The holder of real property served by the domestic sewer system.

SEASONAL SEWER USER:	Any sewer user, as herein defined, who uses sewer only at certain seasons, or fairly definite portions of the year, and does not use sewer throughout the entire year.
SERVICE CONNECTION:	That portion of a sewer service line that runs from its connection with the sewer main.
SHALL/MAY:	"Shall" is mandatory; "may" is permissive.
SEWER MAIN:	Any pipeline owned by the City for the purposes of transportation and/or distribution of sewerage to serve more than one (1) sewer user.

SECTION II

NEW SERVICE CONNECTIONS

A. Application for New Connection

All proposed extensions of the municipal sewer system shall comply with all City ordinances, policies, rules and regulations as the same may be adopted from time to time by the Sandpoint City Council. The latest edition of the Idaho Standards for Public Works Construction shall control all work involving sewer construction, except as may be specifically stated herein.

All applications for service connections shall be made in writing on a form provided by the City for that purpose by the applicant or authorized agent of the applicant for the premises to be served. Where the City has mains of sufficient size in place along the street or road adjacent to the applicant's premises to furnish the service desired, the service connections may be installed.

B. Denial of Application for New Connection

Except as otherwise provided by these rules and regulations, the City may refuse:

1. To permit installation of a service connection of larger size than, in its opinion, is necessary to properly serve the premises;

2. To permit installation of a service connection which the City reasonably determines will work an undue hardship on the City or its existing users;

3. To permit installation of one service connection to serve more than one (1) building or premises, except in specific instances as approved by the Public Works Director;

4. To permit connection of a service connection to the user's plumbing where the depth of the service line is less than four feet (4') deep;

5. To permit connection to any service, main or other appurtenances which the City reasonably determines does not conform to good engineering design or meet the standard specifications of the City as set forth hereinafter; or

6. To permit installation of individual service connections within a newly developed area unless the connections conform with the standards as set forth hereinafter.

SECTION III

MAIN EXTENSION POLICIES AND PROCEDURES

A. Basis of Design Report

A typewritten report outlining the scope of the project shall be submitted with the application. The report shall include the following:

1. Name and address of owner and engineer.

2. Number of dwelling units and population for residential connections and/or population equivalents for industrial or commercial connections.

3. Flow projections shall be based on 200 gallons per capita per day. Proposed and ultimate service areas shall be considered for residential, commercial and industrial.

4. Construction schedule and cost summary, including inspection methods and City involvement relative to inspection requirements.

5. Fees for application and inspection by City staff or representative.

6. Steps included in the project to protect the public from injury and/or damage (e.g., insurance limits, signs and barricades, lights, detour route, etc.).

B. Design Requirements

All sewer system designs shall conform to the latest edition of the Idaho Standards for Public Works Construction. In addition, the following criteria shall be met:

1. Flow: Sanitary sewers shall be designed on a peak design flow basis utilizing the following criteria: collection peak factor of 4; interceptor peak factor of 2.5; ½ to 7/10 full.

2. Size: Minimum size shall be 8" for public sewers and minimum depth to invert shall be five feet.

3. Slope: Although slopes greater than these are desirable, the following are the minimum slopes which must be provided:

Sewer Size (Inches)	Minimum Slope (Feet per 100')
6"	0.60
8"	0.40
10"	0.28
12"	0.22
15"	0.15
18"	0.12
21"	0.10
24"	0.08
27"	0.07
30"	0.06
36"	0.05

4. Manholes: Manholes shall be pre-cast sections of at least 48" in diameter and 4" minimum wall thickness. Maximum spacing shall be 400'. Bases shall be pre-cast unless it can be demonstrated that ground water can be controlled during construction. Manhole extensions shall be made with concrete grade rings of 6" or less in height. Extensions will be limited to a maximum height of 12". Finished grade for manholes shall conform to finished ground or street surface unless otherwise directed by the Public Works Director. Whenever possible the pipe shall extend through the manhole to form the flow channel; otherwise, a 0.1' drop shall be provided through the manhole. Manholes shall be constructed as indicated on the standard drawings.

5. Pipe and Bedding: All pipe and fittings shall be PVC meeting ASTM D 3034 SDR 35, and bedding shall be Class B (APWA Specs).

6. Service Connections: Pipe and fittings shall be PVC meeting ASTM 3034 SDR 35 with solvent welded joints. Service connections shall be installed using a wye and marked as shown on the standard drawings.

7. Testing: All pipe and service connections must be tested for leakage. This may include appropriate water or low pressure air testing. The leaking outward or inward (exfiltration or infiltration) shall not exceed 200 gallons per inch of pipe diameter per mile per day for any section of the system. An exfiltration or infiltration test shall be performed with a minimum positive head of 6'. The air test, if used, shall, as a minimum, conform to the test procedure described in ASTM C-828-76T, entitled "Tentative Recommended Practice for Low-Pressure Air Test of Vitrified Clay Pipe Lines." The testing method selected should take into consideration the range in ground water elevations projected and the situation during the test. Sewer pipe shall be lamp tested with at least 75% full circle visible between manholes (e.g., at least 0.75 x 12 = 9" opening of a 12" line should be observed at the opposite end of the pipe when viewed from the center of the pipe. The pipe shall be installed true to grade with no sags, and variance from established grade shall not be greater than one/thirty-second of an inch (1/32") per inch of pipe diameter with a maximum total deflection of one-half inch (½") provided that such variation does not result in a level or reverse sloping invert.

8. Prior to acceptance by the City all main extensions shall be videotaped and recorded for the City by the developer at the developer's expense.

C. <u>Profile Drawing Requirements</u>

1. Horizontal Scale: Not more than 1" = 50'.

2. Vertical Scale: Not more than 1" = 10'.

3. Stationing shall originate on south/west section line (Station 0+00) and continue to the north/east section line.

4. North arrow shall be located lower right hand corner of sheet above the title block.

5. The plan view shall show:

a. Center line location of proposed sewer improvement referenced to right-of-way and existing sewer system.

b. Existing platting, property lines, right-of-way easements, etc., with appropriate dimensions.

c. Existing utilities and improvements (i.e., water mains, gas mains, storm drains, telephone and power conduits).

d. Horizontal curve data: radius, deflection angle, length of curve and tangent distance and stationing of PC and PT.

6. The profile view shall show:

a. Center line profile of sewer flow line, existing ground and proposed street grade, if applicable.

b. Invert elevations and stations.

c. Below grade flow line profile indicate length of pipe (manhole to manhole), grade, pipe, size and type, and number of tees or wyes.

d. Types of manholes; stations of manholes.

e. Existing elevations of houses or basements.

f. Vertical curve data: Length of curve (horizontal distance), elevations and stationing of VPC, VPI and VPT.

g. Existing utility crossings, including all water crossing.

h. If possible, soil type.

7. As-built Drawings: Prior to acceptance by the City, one set of reproducible drawings and two (2) sets of blue line prints of the as-built system shall be submitted to the Public Works Director for approval. In addition, a video record shall be provided and all drawings shall be provided in digital form in a .dwg format.

D. Line Over Sizing

The City may require line sizes greater than 8" if the flow from the ultimate service area exceeds the needs of the particular area under consideration. The City may participate in the project amount to the extent of the incremental cost of materials for the line oversize of a line greater than 12" in diameter is required.

E. Final Acceptance by the City

Prior to accepting the sewer system, the applicant shall submit the following:

1. Results of the testing, inspections and engineer's certification that the system passed all tests.

2. Dedication of the ownership of the lines and appurtenances to the City, free and clear of all liens and encumbrances.

3. A bond ($1,000.00 minimum) to cover all maintenance and repair for one year after written acceptance by the City.

4. As-built drawings and approval of the Public Works Director, in digital form (.dwg) as well as (2) hard copies.

5. All rights-of-way and/or easements for construction, operation and maintenance of new, existing and/or future sewer systems.

6. Approval by the Idaho Department of Environmental Quality.

7. All applicable fees as may be required by the City shall have been paid.

SECTION IV

BUILDING, SEWER AND SERVICE CONNECTION CONSTRUCTION POLICIES AND PROCEDURES

A. General

1. Side Sewer

A side sewer shall mean the connecting sanitary sewer between any building and any public or private sewer or of such a sewer.

2. Pipe: All pipe shall be PVC with solvent welded joints meeting ASTM 3034 specifications or other pipe equal or superior to ASTM 3034 and approved by the Public Works Director.

3. Pipe Sizes: No part of a side sewer shall be smaller than 4". Single family dwellings, duplexes, small apartments and small business normally shall be served by a 4" sewer.

4. Pipe Fittings: All fittings shall be made of approved material. The use of 1/4 bends shall be limited to long sweeps and only by special permission.

5. Pipe Laying: Side sewers must be laid in a workmanlike manner and shall be laid in a straight line except where change of direction is made with the proper fitting.

   Minimum grade shall be 1/4" per foot unless specifically otherwise authorized by the Public Works Director.

   The contractor is responsible for any damage to public or private facilities incurred by or during construction of side sewers. The Public Works Director shall be notified of such damage and shall make a thorough inspection of repairs performed by the appropriate agencies.

   In cases where a side sewer is connected to a previously constructed side sewer, such as a side sewer previously laid to a property line, the contractor is responsible for the proper functioning of the joined side sewer. It shall also be his responsibility to ascertain that any cesspool or septic tank piping used in connecting is functioning properly from the building drain to the point of connection. The contractor must take proper measures to protect an uncovered side sewer from damage by cave-ins, vandalism and weather conditions, and to protect the public from injury and/or damage, i.e., insurance limits, signs and barricades, lights, detour routes and other related facilities.

   Connection of footing or roof drains or any other type of ground or surface water collection installations to a side sewer is prohibited.

   Clean outs will be required on all side sewers and are to be located within ten (10) feet from the building, on long runs and/or unusual changes of direction, and must be extended to grade.

6. Taps: All taps shall be made with an approved tapping fitting, made by a manufacturer for that purpose. No taps shall be made until a sewer permit is obtained. The Public Works Director may refuse permission for more than one tap in a single length of pipe in a public sewer if, in his judgment, the condition of the public sewer warrants such precaution. The connection shall be left exposed to allow the City to make inspection.

   A deposit for tapping the sewer main shall be made to the City whenever a sewer main that has been lined with CIPP technology. The amount of the deposit shall be as adopted by Resolution of the City Council. City personnel shall perform the tap after the main has been exposed and the trench is safe per OSHA trenching standards.

   The City of Sandpoint, or its designated agent as approved by the Public Works Director, may, upon application received by the City, construct all sewer service lines within the public rights-of-way as may be necessary whether requested by the property owner or not.

   The costs for materials and labor incurred in either construction or repair shall be the responsibility of the property owner and said property owner shall be billed for and be liable for the payment of said costs. The City of Sandpoint shall guarantee their work performed within the public rights-of-way against defects in materials or deficiencies in workmanship for a period of one (1) year from the date of completion at which time the ownership and maintenance of the service line to and including the saddle will revert to the property owner.

   Any construction or repair of sewer service lines within the public rights-of-way, including alleys and utility easements, by anyone other than the City of Sandpoint shall require an encroachment permit and shall be subject to inspection and reconstruction as necessary by the City of Sandpoint and the property owner shall be billed for time and materials.

B. <u>Connections to Manholes</u>

Any side sewer connecting to a manhole in a public sewer shall require a sewer permit. When connecting to a dead end hub in a manhole, the hub must be extended at a grade designated by the Public Works Director, with pipe of the same size and material as the hub. This extending pipe shall contain a "wye" of the size

to serve the side sewer being constructed. The dead end shall be extended in a direction suitable for the extension of the public sewer and properly plugged. In cases where a drop is required to permit a side sewer to connect to a manhole, the re-requirements of APWA Standard Specifications will be complied with. Interior drops, if authorized, shall be entirely of cast iron, PVC or ABS pipe, details to be furnished by the Public Works Director in each case. A proper invert shall be built in all cases where a side sewer enters a manhole.

C. Crossing Cesspools and Connections to Cesspool Pipes

Where a side sewer crosses a cesspool, the cesspool shall be cleaned and filled with earth and tamped. Crossing a cesspool shall be done either with a 4" or 5" cast iron pipe in such a manner that there are no joints between the walls of the cesspool. Where a cesspool is bypassed, care shall be taken to avoid future settlement of the ground around the cesspool and the pipe to the cesspool shall be sealed with concrete.

D. Base and Back Filling

Provide a minimum 4" thick base of imported pipe base material under all service connection pipe. Hand grade base to proper grade ahead of pipe laying. Base shall provide a firm, unyielding support along the entire pipe length. The pipe zone shall be considered to extend from the top of the pipe base to 8" above the top of the pipe and for the full width of the trench. Back fill the pipe zone with imported pipe zone material, hand-placed simultaneously on both sides of the pipe for the full trench width and hand-tamped with approved tamping sticks supplemented by "walking in" and slicing with a shovel.

In untraveled areas on private property and public areas such as parks, back fill the trench above the pipe zone with excavated trench materials and leave the trench with the back fill material neatly mounded not more than 6" above the existing ground for the entire width of the trench. In lawn or garden areas, back fill the trench and maintain its level with the existing adjacent grade. In all other locations, estimate and provide the amount of back fill material required so that, after normal settlement, the finished surface will meet the existing grade. Neatly windrow the material over the trench, and remove all excess. Any excess or deficiency of back fill material which becomes apparent after settlement and within the warranty period shall be corrected by regrading, disposal of excess material, and adding additional material where required. Within public rights of way, back fill and surfacing shall be in conformance with the City of Sandpoint specifications.

E. Catch Basin (Storm and Surface Drainage)

No catch basin, roof drain or surface drain may be connected to a side, private or public sewer. Catch basins or other non-roof storm water catching devices on private property connecting to a side, private or public sewer are prohibited.

F. Depth of Side Sewers

All side sewers shall have at least 3.5 feet of cover in all public ways or other locations where the weight of vehicular traffic might crush the pipe and not less than 3 feet of cover in all other areas. Any deviation from the above must be specifically authorized by the Public Works Director.

G. Locations Relative to Water Service Pipes and Mains

A horizontal separation of at least ten (10') feet shall be maintained between water lines and any sanitary sewer, storm sewer or sewer manhole. When a ten-foot horizontal separation cannot be provided the following condition shall be met:

The water line shall be at least eighteen (18") inches above the sewer. If the water line is not at least eighteen inches above the sewer, the sewer shall be constructed or reconstructed with pipe which conforms to water main standards. Under normal conditions, water lines shall cross eighteen inches above any sanitary sewer or storm sewer. When an eighteen inch vertical separation between the bottom of the water line and the top of the sewer cannot be maintained, the sewer lines shall be constructed or reconstructed with pipe which conforms to water main standards for a distance of at least ten (10') feet horizontally on both sides of the water main. The water pipe shall be centered at the crossing so that the joints will be an equal distance and as far as possible from the sewer. If the water main is located below the sewer, it shall be at least eighteen (18") inches below the sewer and the sewer shall be supported to prevent excessive deflection and settling on or breaking of the water main. In lieu of constructing or reconstructing the sewer with pipe which conforms to water main standards, the water line or sewer line or both may be encased in four (4") inches of concrete measured at the bell.

H. Permits

Permits will be issued by the Public Works Department located at Sandpoint City Hall, 1123 Lake Street, Sandpoint, Idaho.

I. Inspections

The Public Works Director or his authorized agent shall, make all inspections, authorize taps, specify special requirements, and enforce these policies. Calls for inspection of side sewers shall be made before 9:00 a.m. Inspections may be made on any day that the City Hall is open. Side sewer inspections shall be refused where any required sewer permit is not in order. Calls for inspections and matters pertaining to methods of construction shall be to the Public Works Department. Side sewer failures attributable to the contractor's operations shall be repaired by the contractor at his sole expense.

SECTION V

SEWAGE PUMP STATION DESIGN POLICIES AND PROCEDURES

The following design policies and procedures are developed to provide guidelines for sewer pump stations designed and built by others for eventual acceptance and operation by the City of Sandpoint. Design shall be in accordance with these policies and procedures unless otherwise permitted by the Public Works Director.

A. Design Requirements

1. Pumps

At least two pump units shall be provided, each capable of handling the expected maximum flow and equipped with a pump alternator. Where three or more units are provided, they shall be designed to fit actual flow conditions and handle maximum sewage flow with one unit out of service.

a. Pumps shall be capable of passing spheres of at least three inches in diameter. Pump suction and discharge openings shall be at least four inches in diameter.

b. Wet well design shall be such as to avoid solids accumulation on the bottom and to avoid turbulence near the intake. Valves shall not be located in the wet well. Minimum wet well size shall be 72 inches.

c. An audible alarm with sixty second sounding each hour and red alarm light shall be provided. The alarm and alarm light shall be activated in cases of high water in the wet well or pump seal failure.

d. Submersible pumps shall include an effective method to detect shaft

seal failure or potential seal failure. Submersible pumps shall be readily removable without dewatering the wet well or disconnecting any piping in the wet well. Hydraulic connectors and guide rails shall be provided.

e. Only pump brands with local sales and service; i.e., Sandpoint, Coeur d'Alene and Spokane, shall be installed as specifically approved by the Public Works Director.

f. Pumps should be protected from freezing temperatures.

g. Three phase electrical service shall be required.

h. Level sensors (noncontacting ultrasonic) shall be for high water, low water, pump failure and seal failure. Controller shall be Milltronics Multiranger, or approved equal.

i. Automatic dialer shall be Raco Chatterbox, or approved equal. Dialtone telephone line shall be provided.

j. Panel stand and control panel shall include lightning suppression, phase failure and protection, motor saver, 110V outlets and anti-condensation heater. All panels shall be enclosed in a NEMA rated enclosure.

k. Panel shall include backup generator plug and transfer switch.

l. Lift station components shall be enclosed by a suitable building per the Public Works Director direction.

2. Emergency Power Supply

Provision of an emergency power supply for pumping stations shall be made, and may be accomplished by connection of the station to at least two independent public utility sources, or in-place internal combustion engine equipment that will generate electrical energy.

Emergency power may be required that will prevent overflows from occurring during any power outage that is equal to maximum outage in the immediate area during the last ten years, of five hours, whichever is greater.

3. Storage

Where storage is provided in lieu of an emergency power supply, wet well and tributary main capacity above the high level alarm should be sufficient to hold the peak flow expected during the maximum power outage duration of the last ten years, or ten hours, whichever is greater. A manual transfer switch and receptacle for the City standby generator must be provided.

4. Force Mains

a. Size: Minimum size force mains should be not less than four inches in diameter, except for grinder pumps or septic tank effluent applications.

b. Velocity: At pumping capacity, a minimum self-scouring velocity of two feet per second (fps) should be maintained and flushing facilities or clean outs provided. Velocity should not exceed eight feet per second.

c. Air Relief Valve: An air relief valve should be placed at the necessary high points in the force main to relieve air locking.

d. Pressure Tests and Material: All force mains shall be tested at a minimum pressure of at least 80 psi. Force mains shall be constructed of Class 160 PVC water main.

5. Site Details

a. Provisions shall be made for lifting pumps.

b. The lift station shall be on dedicated right-of-way or approved easement with approved all weather access.

c. A one inch diameter non-freeze post hydrant and lock with cross connection device, four feet bury minimum, shall be required within five feet of the lift station.

d. Building enclosing lift station shall be approved by Public Works Director.

e.

B. Submittal and Review Requirements

1. An Idaho licensed engineer authorized to perform design of pump stations shall be required for design.

2. Upon completion of preliminary design, the engineer shall submit the following to the Public Works Director for review.

   a. Two (2) blue line copies of the design which show:

      (1) Site layout and easements, public safety equipment in order that the public is protected from injury and/or damage; i.e., insurance limits, signs and barricades, lights, detour routes and other related facilities.

      (2) Cut away of station and wet well showing design elevations.

      (3) Necessary details needed for construction and inspection.

   b. General site location outlining service area and point of connection to existing sewer line.

   c. One (1) copy of construction specifications.

   d. A copy of complete design calculations which must include:

      (1) All design assumptions and parameters.

      (2) Pump performance curves, operation and maintenance data, electrical wiring schematic.

      (3) Force main performance curve (head loss and velocity data).

      (4) Conclusive data showing impact of discharge on existing system.

      (5) Calculations and plans shall be stamped by a Professional Engineer, licensed by the State of Idaho, signed and dated.

3. Reproducible drawings of the as-constructed facility shall be submitted to the Public Works Director within thirty days of completion of the project.

C. Final Acceptance by the City

Prior to acceptance of the lift station, the applicant must submit the following:

1. Results of testing, inspections and certification by the engineer that the system passed the tests and that the pumps pump at the rated capacity.

2. Dedication of the ownership of the force main and pump station to the City free and clear of all liens and encumbrances.

3. A bond to cover all maintenance, power, pump replacement and repair costs for one year following written acceptance by the City.

4. As-built drawings and approval by the Public Works Director.

5. All rights-of-way and/or easements for construction, operation and maintenance of the system.

6. Approval by the Idaho Department of Environmental Quality.

7. All applicable fees shall have been paid in full.

SEWER RULES AND REGULATIONS
2016

EXHIBIT "A"

CHARGES, RATES AND FEES
APPLICABLE TO THE SEWER SYSTEM
OF THE CITY OF SANDPOINT, IDAHO

I. New User Facility Fee
II. Sewer Service Fees
III. Inspection Fee for Subdivision Developments
IV. Engineering Fee for Main Extensions
V. Pretreatment Monitoring, Inspection and Surveillance Procedure Fees
VI. Industrial Waste Water Acceptance (IWA) Fee
VII. Fee for Filing an Appeal
VIII. Accidental Discharge Procedure Review and Construction Review Fees
IX. Sampling and Laboratory Analysis Fee
X. Disclosure Fee
XI. Miscellaneous Utility Department Fees

I. NEW USER FACILITY FEE (NUFF)

A. The NUFF shall be **$4,413.42** per ER and shall be paid as prescribed by resolution adopted by the City Council.

EQUIVALENT RESIDENT (ER) SCHEDULE AND ASSOCIATED FORMULAE

Accessory apartments	ER = 0.50 ER
Apartments	0.85 ER per apartment
Auto dealerships	2
Bowling alleys	# of lanes x 0.29
Business offices or offices	0.04/100sf
Churches w/o schools	1
Churches w/ schools	1 + school calculation
Condominiums	0.85 ER per condo
Duplexes	2
Government office buildings	# of FTE=s x .2
Grocery Store w/ garbage disposal	0.02/s.f.
Hospitals	# of beds x .7 plus # of employees x .17
Laundromats	# of machines x .56
Medical or dental offices	0.04/100 sf
Mobile home parks	1 ER per mobile home
Motel units w/kitchen	# of units x 0.5
Motel units w/o kitchen	# of units x 0.25
Multiple non-metered businesses with separate street entrances, all on one water line	1 ER per business

Multiple non-metered businesses with single entrance, all on one water line	0.5 ER per business
Nursing homes	# of beds x 0.7
Institutions (not hospitals)	# of beds x 0.5/bed
Restaurants	# of seats x 0.08
Retail Sales	0.02/100 s.f.
Schools	# of students & staff x .08
Service station/Convenience Store w/o car wash	# of pumps x 1
Service station/Convenience Store w/ car wash	# of pumps x 1.5
Single family dwelling	1 ER
Taverns	# of seats x .033
Theaters	# of seats x .007
Warehouse	0.15/1000 s.f.
Miscellaneous	Any sewer use that cannot be classified in one of the above classes shall have its ER computed on an individual basis by the City.

An Equivalent Resident (ER) is defined as a sewer user who consumes 6,000 gallons of water in any month of a calendar year. Formulae presented above are based on national averages for sewer discharges for each type of establishment. ER designations for individual users may be further refined at the discretion of the City where meter records are available for similar establishments. Criteria for determining ER designations for establishments not listed above are found in Title 7 Chapter 7 of Sandpoint city code. ER computations containing a decimal or fraction shall be rounded up to the nearest .5 ER. The minimum ER rating for any user shall be one (1.0).

B. NUFFs shall be paid by each person or entity making application to the City for sewer service.

C. Discounted NUFF: In order to encourage low and moderate income families presently on septic systems to hook up to the City's sewer system, a forty percent (40%) discount on the NUFF will be available to qualified resident property owners. Qualified applicants may be allowed up to ten (10) years to pay the reduced NUFF, provided they pay interest and fees as described in section E.

D. Resident property owners on septic systems who do not qualify for the low or moderate income family reduced NUFF may also be allowed the ten (10) year payment plan, provided they pay interest and fees as described in section E.

E. Extended Payment Plans:

1. An administrative fee of $5.00 will be billed monthly for the cost of sending each notice, per City Code 7-6-10. This charge will be re-evaluated as needed.

2. Interest rates will be the legal rate of interest due on judgments as annually calculated by the Idaho State Treasurers office per Idaho Code 29-22-104.

3. New development with a NUFF exceeding $100,000.00 shall have the option to pay the NUFF over a period not to exceed five (5) years provided a written contract is executed and a lien against the property is recorded specifying that the contract must be paid in full upon sale or change in ownership of the property.

II. SEWER SERVICE FEES

A. Sewer service charge: (effective for the January 2015 billing cycle – Resolution No. 14-60)

CITY OF SANDPOINT
SEWER Rate Schedule

City of Sandpoint
Sewer Rates

Rates		2015	
Single Family			
Base Charge ($/Month)	[1]	$29.36	[2]
All Consumption up to AWWC ($/1,000 gal)		$9.55	
Multi-Family			
Base Charge ($/Month)	[1]	$23.47	[3]
All Consumption up to AWWC ($/1,000 gal)		$9.55	
Commercial I (Non Grease)			
Base Charge ($/Month)	[4]	$29.36	[5]
Volume Charge ($/1,000 gal)			
0-6,000 Gallons		$7.67	
Over 6,000 Gallons		9.06	

Commercial II (Grease Producer)			
Base Charge ($/Month)	[4]	$29.36	[5]
Volume Charge ($/1,000 gal)			
0-6,000 Gallons		$7.75	
Over 6,000 Gallons		10.25	

[2] Minimum charge includes base charge and a minimum volumetric charge of 2,000 gallons.
[3] Minimum charge includes base charge and a minimum volumetric charge of 1,600 gallons.
[4] Minimum charge includes base charge and a minimum volumetric charge of 3,329 gallons.
[5] Minimum charge includes base charge and a minimum volumetric charge of 3,500 gallons.

S.C.R.U.B. = 60% of total sewer service fee.

III. MAIN EXTENSION AND INSPECTION FEE FOR SUBDIVISION AND OTHER DEVELOPMENTS

This fee shall be $50.00 per subdivision lot, per multi-family residential unit, and $50.00 plus actual costs @ $30.00 per hour for commercial and shall be paid by the developer at the time request for water service is made. A deposit of **$150** shall be applied toward the cost for Cured in Place Pipe (CIPP) Lined Sewer Main Connection for new construction only.

IV. MAIN EXTENSION ENGINEERING FEE:

There shall be collected by the city a non-refundable fee of Fifty Dollars ($50.00) as an engineering review fee at the time of application for a sewer main extension on per lot for subdivisions, per unit for multi-family residential, and per 1,000 square feet for commercial.

V. PRETREATMENT MONITORING, INSPECTION AND SURVEILLANCE PROCEDURE FEES

This fee shall include all costs incurred by the City in the performance of its pretreatment monitoring, inspection and surveillance duties, plus an administrative fee of $25.00.

VI. INDUSTRIAL WASTE WATER ACCEPTANCE (IWA) FEE

$25.00 for each IWA.

VII. FEE FOR FILING AN APPEAL

$50.00 for each appeal filed plus actual costs incurred.

VIII. ACCIDENTAL DISCHARGE PROCEDURE REVIEW AND CONSTRUCTION REVIEW FEES

Actual costs incurred plus a $25.00 administrative fee.

IX. SAMPLING AND LABORATORY ANALYSIS FEE

The City hereby adopts such current fees as they may be set by the Department of Health, State of Idaho, and the same as they may be amended by the State, plus an administrative fee of $25.00. When a private laboratory is used actual costs plus the administrative fee shall be charged.

X. DISCLOSURE DECLARATION

$25.00 for each disclosure declaration.

XI. MISCELLANEOUS UTILITY DEPARTMENT FEES (effective 10/1/04)

New Account Fee	$ 10.00
Door Hanger	$ 15.00
Late Charge	$ 15.00
Returned Check Fee	$ 25.00
Digital Phone Reminder	$ 7.00

SEWER RULES AND REGULATIONS
2016

Exhibit B

CITY OF SANDPOINT SEWER AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 20___, by and between the CITY OF SANDPOINT, an Idaho municipal corporation, hereafter known as "SANDPOINT", and _____, hereafter known as "USER".

WHEREAS, Sandpoint Code 7-7-12 provides that a New User Facility Fee (NUFF), in the amount of $_____ shall be paid as prescribed by resolution and adopted by the Sandpoint City Council;

WHEREAS, Sandpoint Code 7-7-12 C provides that Service CONNECTION Fee in the amount of ** $_____ (**deposit towards cost for Cured in Place Pipe [CIPP] Lined Sewer Main Connection for new construction only), shall be paid as prescribed by resolution and adopted by the Sandpoint City Council;

WHEREAS, the USER requests connection with the municipal sewer system and agrees to pay said fees; and,

WHEREAS, the USER owns or is purchasing the following described property:

_____

_____

NOW, THEREFORE, it is hereby agreed as follows:

(1) SANDPOINT shall allow the USER to use the municipal sewer system subject to all applicable provisions of the Sandpoint Code, and the Rules and Regulations of the City.

(2) USER remits to SANDPOINT with this Agreement sewer fees in the **TOTAL** amount of $_____.

(3) The USER shall pay to the CITY OF SANDPOINT any costs incurred by the City in the construction of the sewer service in the public right-of-way.

(4) The Owner and User hereby consent to obey all City of Sandpoint laws and regulations related to the Sandpoint sewer system and shall open a sewer account with SANDPOINT'S utility department PRIOR to using the sewer system.

_____ _____
(User Acknowledgement) (date)