



Little Thompson Water District

RULES AND REGULATIONS

**Adopted September 5, 1996
Version December 2023**

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SECTION 1

INTRODUCTION

- 100 GENERAL** The Little Thompson Water District is organized as a single purpose Special District under the laws of the State of Colorado. It has been in existence since 1961. Its purpose is to provide reliable water service to its tapholders. It is a, quasi-municipal government, and a subdivision of the State of Colorado. The District is governed by C.R.S. Revised Statutes Title 32 Special Districts.
- 101 BOARD OF DIRECTORS** The District's Board of Directors is elected by the persons designated under state statute. This board sets the policies for the District and these policies are contained within these Rules and Regulations.
- 102 MANAGER OF THE DISTRICT** The Manager of the District is an employee of the District and is hired by the Board. The District Manager is responsible to the Board to implement the policies established by the Board.
- 103 FUTURE CHANGES TO THESE REGULATIONS** As changes are necessary and made to these regulations, the section will be updated, and the revision date will be noted. New or revised rules and regulations must be approved by the Board of Directors.
- 104 APPROVAL AND DATE OF ADOPTION** These Rules and Regulations were approved and adopted by the Little Thompson Board of Directors at a regular scheduled meeting.

~ END OF SECTION 1 ~

These Rules and Regulations were revised, adopted, and approved by the Little Thompson Board of Directors on September 5, 1996.

Revised: May 4, 2006.

SECTION 2

LEGAL AUTHORITY AND RESPONSIBILITY

200 GENERAL The Little Thompson Water District (“District”) is organized and functions as a Colorado Special District and a quasi-municipal corporation under the laws of the State of Colorado. The District has formed an Enterprise entitled the “Little Thompson Water District Water Activity Enterprise.” The District has established and has agreed to continue to maintain its water system (“System”) as an “enterprise” within the meaning of Article X, Section 20 of the Colorado Constitution, and as a “water activity enterprise” within the meaning of Title 37, Article 45.1, C.R.S.; provided, however, the District may disqualify the System as an “enterprise” in any year in which said disqualification does not materially, adversely affect the enforceability of the covenants made pursuant to any Bond Resolution. In the event that the System is disqualified as an enterprise and the enforceability of the covenants made pursuant to any Bond Resolution are materially adversely affected, the District will immediately take all actions necessary to (i) qualify the System as an enterprise within the meaning of Article X, Section 20 of the Colorado Constitution; and (ii) permit the enforcement of the covenants made in the Bond Resolution.

201 ORGANIZATION AND POWERS OF THE BOARD OF DIRECTORS

201.1 Organization of the Board: The Board of Directors (“Board”) is composed of seven members and represents seven designated wards within the District. (See Appendix 1 for a ward map.) The ward boundaries are determined by the Board from time to time based on the area of service of the District and the location of taps within the District.

201.2 Election of the Board: The election of the Board is accomplished in accordance with the laws of the State of Colorado. Board members are elected to four-year terms by electors of the District at large.

A. Oath of Board of Directors:

1. Each director, within thirty days after the director’s election except for good cause shown, shall appear before an officer authorized to administer oaths and take an oath that the director will faithfully perform the duties of the director’s office as required by law and will support the constitution of the United States, the constitution of the State of Colorado, and the laws made pursuant thereto. The oath will be administered by the President of the Board or other authorized person.
2. When the oath is filed the District shall provide a Public Official Bond for each director in the amount of \$1,000.00 or in such other minimum amount as is provided by law.

3. If any director fails to take the oath or furnish the requisite bond within the period allowed, except for good cause shown, the director's office shall be deemed vacant, and the vacancy thus created shall be filled in the same manner as other vacancies in the office of director.

201.3 Officers and Compensation:

- A. After taking the oath and filing bonds, the Board shall elect one of its members as President of the District, one of its members as a Treasurer of the Board and District, and a Secretary who may be a member of the Board. The Secretary and the Treasurer may be one person, but if such is the case, such person shall be a member of the Board. Additionally, the Board shall appoint three of its members as representatives to the Carter Lake Filter Plant Board.
- B. The Treasurer shall keep strict and accurate account of all money received by and disbursed for and on behalf of the Special District in permanent records. The Treasurer shall file with the Clerk of the Court, at the expense of the District, a corporate fidelity bond in an amount determined by the Board of not less than \$5,000 conditioned on the performance of the duties of the office.
- C. Each director may receive as compensation for the director's service the maximum amount allowed in accordance with the Colorado Revised Statutes. No director shall receive compensation as an employee of the District, other than that provided in this section.

201.4 Board Matters Involving Conflict of Interest: Each director has the responsibility to inform the Board of matters which come before the Board in which the director has a personal financial interest, either directly or indirectly. The facts about the basis for the conflict shall be given orally or in writing by the director prior to or during the initial discussion on the matter, and the director shall notify the Board that the director will abstain from voting on the matter. Directors shall abide by Colorado statutes regarding conflicts of interest. ¹

201.5 District Employees and Board Members: An employee of the District may not serve as a Board member. The District shall not employ any close relative of a Board member. In the event that an employee becomes a Board member, then the employee shall be deemed to have voluntarily resigned as an employee on the date the employee signs the oath of office as a Board member.

201.6 Close Relative: A director shall not have or be:

- A. an existing, nor a Close Relative of an existing, non-director Officer, employee, agent, or representative;
- B. employed by, materially affiliated with, nor sharing a material financial interest with, any other director; or
- C. engaged in any business, nor employed by, materially affiliated with, nor having a material financial interest in any individual or entity, other than an

Entity in which the District owns an interest:

1. is, either by blood, law, or marriage, including half, step, foster, and adoptive relations, a spouse, child, grandchild, parent, grandparent, or sibling; or
2. resides in the same residence (collectively, "Close Relative").
3. any individual properly qualified and elected or appointed to any position does not become a Close Relative while serving in the position because of any marriage or legal action to which the individual was not a party.

¹ Colorado Revised Statutes Section 18-8-308. Failing to disclose a conflict of interest.

(1) A public servant commits failing to disclose a conflict of interest if he exercises any substantial discretionary function in connection with a government contract, purchase, payment, or other pecuniary transaction without having given seventy-two hours' actual advance written notice to the secretary of state and to the governing body of the government which employs the public servant of the existence of a known potential conflicting interest of the public servant in the transaction with reference to which he is about to act in his official capacity.

(2) A "potential conflicting interest" exists when the public servant is a director, president, general manager, or similar executive officer or owns or controls directly or indirectly a substantial interest in any nongovernmental entity participating in the transaction.

(3) Failing to disclose a conflict of interest is a class 2 misdemeanor.

Source: L. 71: R&RE, p. 461, § 1. C.R.S. 1963: § 40-8-308. L. 79: (1) amended, p. 744, § 1, effective July 1.

201.7 General and Special Powers: The District has all of the powers granted by Colorado statute.

201.8 Meetings of the Board: Meetings of the Board shall be conducted in accordance with the requirements of the Special District Act and in accordance with the requirements of any other applicable law. ²

² Colorado Revised Statutes Section 32-1-903. Meetings.

(1) The board shall meet regularly at a time and in a place to be designated by the board.

Special meetings may be held as often as the needs of the special district require, upon notice to each director. Special meetings include study sessions at which a quorum of the board is in attendance and notice of the meetings has been given in accordance with subsection (2) of this section or section 24-6-402 (2)(c), and at which information is presented but no official action can be taken by the board. All special and regular meetings of the board shall be held at locations which are within the boundaries of the district or which are within the boundaries of any county in which the district is located, in whole or in part, or in any county so long as the meeting location does not exceed twenty miles from the district boundaries. The provisions of this subsection (1) governing the location of meetings may be waived only if the following criteria are met:

(a) The proposed change of location of a meeting of the board appears on the agenda of a regular or special meeting of the board; and

(b) A resolution is adopted by the board stating the reason for which a meeting of the board is to be held in a location other than under the provisions of this subsection (1) and further stating the date, time, and place of such meeting.

(2) Notice of time and place designated for all regular and special meetings shall be provided in accordance with section 24-6-402. Special meetings may be called by any director by informing the other directors of the date, time, and place of such special meeting, and the

purpose for which it is called, and by providing notice in accordance with section 24-6-402. All official business of the board shall be conducted only during said regular or special meetings at which a quorum is present, and all said meetings shall be open to the public.

- (3) The notice posted pursuant to subsection (2) of this section for any regular or special meeting at which the board intends to make a final determination to issue or refund general obligation indebtedness, to consolidate the special district with another special district, to dissolve the special district, to file a plan for the adjustment of debt under federal bankruptcy law, or to enter into a private contract with a director, or not to make a scheduled bond payment, shall set forth such proposed action.

Colorado Revised Statutes Section 32-1-902 (3)(a)(I) and (II). Organization of board - compensation - disclosure.

- 1) For directors serving a term of office commencing prior to January 1, 2018, each director may receive as compensation for the director's service a sum not in excess of one thousand six hundred dollars per annum, payable not to exceed one hundred dollars per meeting attended. For directors serving a term of office commencing on or after January 1, 2018, each director may receive as compensation for the director's service a sum not in excess of two thousand four hundred dollars per annum, payable not to exceed one hundred dollars per meeting attended.

Colorado Revised Statutes Section 32-1-905(1)(g). Vacancies.

- 1) A director's office shall be deemed to be vacant upon the occurrence of any one of the following events prior to the expiration of the term of office:
- (g) If the person who was duly elected or appointed fails to attend three consecutive regular meetings of the board without the board having entered upon its minutes an approval for an additional absence or absences; except that such additional absence or absences shall be excused for temporary mental or physical disability or illness;

201.9 Notice of Board Meetings: Notice of any Board Meeting shall be given in accordance with Colorado law by the Secretary of the Board and such notice shall be posted on the District website. In addition to any requirement of Colorado law, the following provisions shall apply to any Board Meeting:

- A. Regular Board Meeting. The Board shall regularly meet at the date, time, and location determined by the Board ("Regular Board Meeting"). A Director not attending a Board Meeting at which the Regular Board Meeting date, time, or location is changed is entitled to receive notice of the Regular Board Meeting change no less than twenty-four hours before the next Regular Board Meeting.
- B. Special Board Meeting. The Board or any Director may call a special meeting of the Board ("Special Board Meeting") by providing each Director notice no less than twenty-four hours prior to such meeting indicating the date, time, and location and purpose of the Special Board Meeting.

201.10 Conduct of Board Meetings:

- A. Except as otherwise provided by law or by these Rules and Regulations, a Regular Board Meeting or Special Board Meeting ("Board Meeting") may be conducted with Directors physically absent from the place of the Board Meeting participating, and deemed present in person, through a means of communication by which all Directors participating in the Board Meeting may simultaneously hear and reasonably and verifiably identify themselves, and approximately simultaneously and approximately instantaneously communicate with each other during the Board Meeting.

- B. All Board Meetings shall be open to the public.
- C. All official business of the Board shall be conducted only during a Board Meeting at which a Director Quorum is present.
- D. The Agenda for each Regular Board Meeting shall be initially determined by the President and the District Manager. The Agenda shall be delivered [delivery may be accomplished by mail, physical delivery or by electronic delivery] to each Board Member no less than twenty-four hours prior to each Board Meeting. The Board may change the Agenda at any time during a Board Meeting.
- E. Except as otherwise provided by the Board at any time, and except as otherwise provided by law a Board Meeting shall be conducted in accordance with generally accepted rules of parliamentary procedure. The latest edition of Robert's Rules of Order may be used as a generally accepted set of rules of parliamentary procedure in the conduct of a Board Meeting. No informality of conduct of a Board Meeting will affect the substantive action of the Board.

201.11 Director Quorum and Voting: A quorum of Directors is a majority of the Directors in office immediately before a Board Meeting begins ("Director Quorum"). If a Director Quorum is present at the Board Meeting when a matter is voted or acted upon [and unless the vote of a greater number of Directors is required], then the affirmative vote of a majority of Directors present at the Board Meeting and voting is the act of the Board. A Director who is not physically present at the place of the Board Meeting shall be counted as "present" for determination of a Director Quorum and for voting. A Director who participates in the Board Meeting but who is not physically present at the place of the Board Meeting as provided in these Rules shall be considered to have attended the Board Meeting under the provisions of the Special District Act.

201.12 A Director may not vote by proxy.

202 DUTIES AND RESPONSIBILITIES OF THE DISTRICT MANAGER The District Manager is the full-time chief management employee of the District and is directly responsible to the Board for the overall operation of the District.

202.1 The District Manager is granted the authority to act on behalf of the District on all matters including employment of employees of the District, except those that are:

- A. reserved for action by the Board by statute,
- B. relating to establishment of District policy, or
- C. those items specifically identified within these Rules and Regulations as requiring Board action.

The District Manager is generally appointed as the Secretary of the District; however, the District Manager is not a member of the Board. The District Manager is appointed as the "designated election official" (DEO) of the District

but has the authority to delegate the duties to another District staff member, in which case the District Manager shall maintain supervision of that staff member and shall not relinquish the responsibilities of the position of DEO.

202.2 Job Description: Acts as the chief management employee of the District and is directly responsible to the Board for the overall operation of the District.

- A. Status: Exempt, full-time.
- B. Reports to: The Board of Directors.
- C. Education and Experience: Bachelor's Degree in Public Administration, Business, Engineering, or other related discipline; Ten years of responsible Senior Management level experience.

Primary Responsibilities:

- A. Initiates and implements the policies, rules, and regulations of the District.
- B. Responsible for the prudent and sound financial operation of the District.
- C. Responsible for employment, management, and direction of all District employees.
- D. Serves as the Secretary of the District.
- E. Oversees the Designated Election Official (DEO) for the District.
- F. Sets the preliminary agenda for each Regular and Special Board Meeting.
- G. Informs the Board on all items of importance relative to the District.
- H. Performs other tasks as needed or may be assigned by the Board.
- I. Responsible for the short-term, mid-term and long-range planning of the District.
- J. Responsible for seeking opportunities that will benefit the District in the future.
- K. Promotes District relationships with other entities.

202.3 The District Manager is responsible for preparation of and timely submittal to appropriate governmental authorities of all required reports including but not limited to:

- A. Annual certification of mill levies to the appropriate county authorities in the Colorado counties of Larimer, Weld and Boulder.
- B. Annual certification of the Northern Colorado Water Conservancy District that all Colorado Big Thompson Project Water utilized by the District is being used within the boundaries of the Northern Colorado Water Conservancy District.
- D. Annual submission of a certified copy of the adopted budget to the Colorado Division of Local Government.
- E. Annual submission of financial audit to the Colorado State Auditor.
- F. Annually, provide the following information to the below listed persons, as required by the Colorado Revised Statutes:

Information to be provided:

- A. Name of the District President.
- B. Name of the primary and secondary contact person for the District.
- C. Telephone number and business address for the District.

Information to be provided to:

- A. Board of County Commissioners, Larimer, Weld and Boulder Counties.
- B. County Assessors for Larimer, Weld and Boulder County.
- C. County Treasurers for Larimer, Weld and Boulder County.
- D. County Clerk and Records for Larimer, Weld and Boulder County.
- E. Governing body of all municipalities in which the District is located.
- F. Annually, provide the Colorado Division of Local Government with the following information:
- G. Names and addresses of all Board members.
- H. Any changes in boundaries of the District.
- I. Names of all officers of the District.
- J. Name of the primary and secondary contact person for the District.
- K.. Telephone number and business address for the District.
- L. Annually provide and/or maintain a current and accurate map of the District with the County Assessors of Larimer, Weld and Boulder counties. A copy of this map must also be filed with the Colorado Division of Local Government.

203 FINANCIAL OPERATIONS:

- 203.1 The District Manager is normally designated as the Assistant Treasurer for the District. As the Assistant Treasurer the District Manager is directly responsible to the Board member designated as Treasurer for the District. In this capacity the District Manager will carry out any additional duties which may be assigned directly by the Treasurer.
- 203.2 The District Manager is responsible for the overall financial operations of the District.
- 203.3 An annual budget shall be prepared and adopted in accordance with the laws of the State of Colorado ("Budget"), as briefly outlined below:
 - A. The District Manager shall prepare a proposed Budget and submit the proposed Budget to the Board by October 15 of each year for the ensuing calendar year.
 - B. After the initial review of the proposed Budget by the Board, the District Manager shall be responsible to see that the District publishes a legal notice to establish a public hearing date for the Budget.
 - C. The Board will, prior to December 31, adopt a Budget for the next calendar year for the continuing operations of the District. This adoption of the Budget will be by formal resolution and a formal resolution appropriating the funds to

support the Budget is also required.

D. A copy of the adopted Budget and accompanying resolutions shall be submitted to the appropriate Colorado state agencies as required by statute.

203.4 The District financial records shall be examined annually by a certified public accountant as required by law and by any Bond or loan of the District. The audit shall be presented to the Board by the auditor annually for review and action by the Board. The District Manager shall be responsible to see that a copy of the audit is sent to the appropriate Colorado state authorities and any other person that is required to have a copy of the audit.

203.5 It is the policy of the District not to make any donations of District property to any person, entity, charity, or community project. The District may donate to a charity any property of the District that is of no value only after action by the Board after receiving the recommendation of the District Manager.

203.6 Investment Policy: Appendix 2. Investment policy adopted by the Board of Directors on May 1, 2008.

203.7 Reserve Policy: Appendix 3. Reserve policy adopted by the Board of Directors on July 9, 2009.

203.8 Cost Management Policy: Appendix 4. Cost Management policy adopted by the Board of Directors on August 13, 2009.

204 INSURANCE AND BONDING REQUIREMENTS:

204.1 The District Manager shall be responsible to see that all facilities and operations of the District are adequately insured. This insurance will include but is not limited to insurance to cover the amount of liability of the District and its employees and agents under the Colorado Governmental Immunity Act.

204.2 In addition, the District Manager shall recommend to the Board the purchase and maintenance of additional liability or casualty or fidelity or other insurance coverage for other claims for the District. It is the policy of the District to maintain adequate insurance coverage for payment of the costs of defense and claims against the District in a reasonable amount, but not in excess of any claim amount that the District would otherwise be required to pay under state or federal law.

205 IDENTITY THEFT PREVENTION POLICY Appendix 5. Identity Theft policy adopted by the Board of Directors on October 24, 2008.

206 PUBLIC RIGHT TO INFORMATION The Little Thompson Water District Board of Directors fully supports and complies with the inspection of public records as permitted by Section 24-72-203, Colorado Revised Statutes, Appendix 6, Public Right to Information Policy adopted by the Board of Directors on May 12, 2016.

207 LEGAL NOTICES The following newspapers are hereby designated as the official newspapers for the District:

1. Loveland Reporter Herald - Loveland, Colorado
2. Longmont Times Call - Longmont, Colorado

Legal notices of the District shall be published in all designated official newspapers however, the failure to publish in more than one designated official newspaper shall not affect the validity of the publication of such notice if such notice was published in one newspaper.

208 FEE AND RATES - PROCEDURES FOR CHANGES The Board from time to time establishes and amends the Fee and Rate Schedule for any commodity or services provided by the District. Section 15 (Fee and Rate Schedule) of these Rules and Regulations contains the amount of any rate, fee, surcharge, or other amount due for furnishing of any commodity or service of the District. These Rules and Regulations may contain any other provision for charges for any commodity or service of the District that is not contained in Section 15. Any change in any rate for any commodity or service of the District that may be considered by the Board will be subject to at least one public hearing at which testimony of any affected person may testify and present documentary evidence. The conduct of the hearing shall be by the President and the President may impose such limits on the length of testimony and documents as the President determines. The District shall publish notice of such public hearing at least 30 days prior to such public hearing.

209 REGULAR MEETINGS The Board will meet on a monthly basis on the date and time noticed and posted. The regular Board meetings will be held at the District's business office. The District Manager is responsible to see that the schedule for each year's Board meetings is properly noticed and is posted in the following locations, as well as on our Website per the guidelines CRS 24-6-402(2):

1. County Court Houses of Larimer, Weld and Boulder counties.
2. District business office at 835 East Highway 56, Berthoud, Colorado.
3. Town Halls of Berthoud, Firestone, Johnstown, Mead, and Milliken, and the City of Loveland, Colorado.
4. Masonville, Colorado post office.

210 SPECIAL BOARD MEETINGS A special meeting of the Board may be called by any director by informing the Secretary of the purpose for which it is called. The Secretary shall notify the Board and the public of the date, time, and purpose of the special meeting of the Board and shall see that notice of such meeting is given as required by law. All special meetings shall be held at the District's business office unless the Board designates a different location as provided by Colorado statute.

211 NORMAL WORKING HOURS The District office shall be open from 7:00 a.m. to 5:00

p.m. on Monday thru Friday. The District office will be closed on:

1. New Year's Day
2. Presidents Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Veterans' Day
7. Thanksgiving Day
8. Day After Thanksgiving
9. Christmas Eve
10. Christmas Day

212 PLACE OF BUSINESS The official office and place of business for the District shall be at 835 East US Highway 56, Berthoud, Colorado, 80513.

~ END OF SECTION 2 ~

Original adoption: September 5, 1996.

These Rules and Regulations were revised, accepted, and approved by the Little Thompson Board of Directors on December 7, 2006, and October 4, 2007.

Section 202 Duties and Responsibilities of the District Manager amended and approved by the Board of Directors on October 4, 2007.

May 1, 2008, Section 203.6 Appendix 2 - Investment Policy.

October 24, 2008, Section 205 Appendix 5 – Identity Theft Policy.

July 9, 2009, Section 203.7 Appendix 3 - Reserve Policy.

August 13, 2009, Section 203.8 Appendix 4 - Cost Management Policy. Section 201.3 Meeting of Board.

May 12, 2016, Section 206 Appendix 6 - Public Right to Information Policy.

December 12, 2019, Director Wards Section 201.1 Appendix 1 – Director Wards.

Section 2 of the Rules and Regulations were revised, accepted, and approved by the Little Thompson Board of Directors on June 11, 2020.

Christmas Eve (starting in 2022) and Veterans' Day (starting in 2023) were added to Section 2 as paid holidays. Accepted and approved by the Little Thompson Board of Directors on November 10, 2022.

Additional physical posting places, as requested by the Little Thompson Water District Board of Directors, accepted and approved by the Little Thomson Water District Board of Directors on

January 19, 2023.

SECTION 3

WATER TAPS

300 GENERAL The purpose of this section is to establish the policies and procedures governing the issuance and installation of water taps.

- 300.1 The purchase of a water tap provides the right to receive water service for the specific parcel of property identified in the Property Tap Assignment.
- 300.2 Upon purchase of a water tap, the tap holder does not own any tangible asset, as the meter pit and associated equipment remain the property of the District.
- 300.3 The tap holder's right to receive water service is specifically tied to the land, and the right to service remains with the property. The tap holder has the option to terminate this right to service, and the District will remove the water meter at the tap holder's expense. No refunds will be made to the tap holder.
- 300.4 A water tap must be installed within ninety days of the date of purchase. In the event a tap is not installed by the end of the ninety-day period, and it is apparent that installation is not eminent, the District will contact the tap holder and attempt to resolve the issue or extend the deadline. Otherwise, the District will refund the tap holder's tap fee, less any cost incurred by the District.

301 DEFINITIONS

- 301.1 Accessory Dwelling: a residential unit that is secondary, the size of which is subject to the review and approval of the District Manager, and which is located on the same parcel as the primary residence.
- 301.2 Accessory Structure: a structure which is uninhabited and may still receive water service on the same property as the primary residence.
- 301.3 Cross Connection: any unprotected actual or potential physical connection or structural arrangement of piping or fixtures between a tap holder's water system and the District's potable water system through which it is possible to introduce into any part of the District's potable water system any non-potable water, industrial fluid, gas, liquid, solid or any other substance.
- 301.4 Customer: the person(s) that receives water service on a parcel.
- 301.5 Customer Service Line: the portion of service line that is located downstream of the meter pit and provides service to the customer's facilities where ownership, maintenance, and location is the responsibility of the customer.
- 301.6 Developer: any party that desires a change in number or size of service(s),

- including increased water allocation for one or more parcels.
- 301.7 District's Backflow Specialist: personnel designated by the District to manage and address backflow requirements, conduct backflow surveys, and report compliance of backflow requirements to the State.
- 301.8 District Service Line: the portion of service line which connects the District water main to the meter pit, extending to the downstream end of the meter yoke typically located less than one foot outside the meter pit.
- 301.9 Hardscape: any manmade structure within the landscaping design on a parcel including but not limited to driveways, concrete or brick patios, concrete or asphalt paths, retaining or sitting walls, water features, fire pits, landscape lighting, etc.
- 301.10 Landscaping: ornamental living features such as turf, trees, flowers, and shrubs.
- 301.11 Meter: the device the District uses to measure the quantity of water used by the customer and is the property of the District.
- 301.12 Non-Potable Water: water that is not safe for human consumption or that does not meet the requirements set forth in the State of Colorado Drinking Regulations.
- 301.13 Potable Water: water that is safe for human consumption as determined by being in conformance with the State of Colorado Primary Drinking Water Regulations.
- 301.14 Property Tap Assignment: document that assigns the tap to the parcel.
- 301.15 Tap: (1) the facilities generally known as a (water) tap include the connection to the District's water main, the District's service line to a meter pit, and piping, curb stop, yoke, and accessories inside the meter pit; (2) the granting of which results in the right to receive service to a parcel.
- 301.16 Tap holder: person(s) that is the legal owner of the parcel receiving service.
- 301.17 Temporary meter: a meter that only provides temporary service that is measured, i.e., a fire hydrant meter.
- 301.18 Testing Month: The District will assign a testing month for each backflow assembly. The backflow assembly shall be tested during the assigned month. Late penalties and disconnection of service will be assessed in accordance with Section 1502.2 Schedule C – Miscellaneous Fees.

302 TYPES AND SIZES OF SERVICE:

302.1 Residential:

- A. **Inside Use Only – Multi-Family or Micro-Home (less than 1,000 SF) or Single Family:** service to a parcel with an annual allocation of gallons per year for indoor residential use only as illustrated in Section 1505.5 Schedule D of the Rules and Regulations. Water use surcharges are incurred after the allocation is exceeded per Section 1502.2 Schedule C of the Rules and Regulations.

For developments that wish to utilize the Inside Use Only option, any outside watering needs must be supported by an alternative water source.

Alternative sources can include separate potable water taps for irrigation only, or a non-potable irrigation system. Any design, operation or maintenance of a non-potable irrigation system is subject to the provisions of Section 17 of the Rules and Regulations.

- B. **Conservation (Urban):** service to a parcel with an annual allocation of gallons per year for residential use only as illustrated in Section 1505.5 Schedule D of the Rules and Regulations. Water use surcharges are incurred after the allocation is exceeded per Section 1502.2 Schedule C of the Rules and Regulations. Conservation taps are limited to lots 9,000 square feet in size or smaller, and suggested outdoor use is limited to approximately 2,500 square feet of turf or less.
- C. **Conservation Plus:** service to a parcel with an annual allocation of gallons per year for residential use only as illustrated in Section 1505.5 Schedule D. Water use surcharges are incurred after the allocation is exceeded per Section 1502.2 Schedule C of the Rules and Regulations. Conservation Plus taps are generally appropriate for lots between 9,001 to 13,000 square feet in size, and suggested outdoor use is limited to approximately 5,000 square feet of turf or less.
- D. **Standard:** service to a parcel with an annual allocation of gallons per year for residential use only as illustrated in Section 1505.5 Schedule D of the Rules and Regulations. Water use surcharges are incurred after the allocation is exceeded per Section 1502.2 Schedule C of the Rules and Regulations. Standard taps are generally appropriate for lots between 13,001 and 17,000 square feet in size, and suggested outdoor use is limited to approximately 7,000 square feet of turf or less.
- E. **Estate:** service to a parcel with an annual allocation of gallons per year for residential use only as illustrated in Section 1505.5 Schedule D of the Rules and Regulations. Estate taps are generally appropriate for lots larger than 17,000 square feet in size, and suggested outdoor use is limited to approximately 13,000 square feet of turf or less.
- F. **Multifamily:** multifamily taps shall be sized for the building(s) and are subject to requirements for cross connection control. Annual allocation of gallons per year for indoor residential use only as illustrated in Section

1505.5 Schedule D of the Rules and Regulations or as approved by the District. Outside irrigation shall be provided by a separate non-residential irrigation tap or separate District approved non-potable irrigation system, unless otherwise approved by the District. Any non-potable system used for irrigation shall be subject to the provisions of Section 17 of the District Rules and Regulations.

302.2 Non-Residential: All non-residential taps shall be sized for the type of use and proposed usage. All non-residential taps are subject to requirements for cross connection control.

302.3 Fire Sprinkler Lines:

- A. Residential Fire Sprinkler Line: service provided for residential sprinkler systems, typically 1-inch in size. Installation of fire line shall include a meter and shall be located in the District's meter pit. The District shall operate, maintain, and inspect such service only from the main to the meter pit. Initial and annual fees for residential fire sprinkler lines shall be as prescribed in Section 1502.2 Schedule C of these Rules and Regulations and are subject to requirements for cross connection control.
- B. Non-Residential Fire Line: service provided for non-residential sprinkler systems, typically 6-inch. The District shall operate and maintain such service to the first valve from the District water main on the fire line. The District may, at its option and/or ability, locate the fire line past the first valve; however, such markings shall be for informational purposes only and the District is not liable for damages or injuries resulting from markings past the first valve. Initial and annual fees for non-residential (commercial) fire sprinkler lines shall be as prescribed in Section 1502.2 Schedule C of these Rules and Regulations.

303 APPLICATION FOR SERVICE FOR WATER TAPS:

303.1 Any individual or developer desiring new or altered service from the District will be required to submit a Commitment Letter Request Form for the parcel(s). Altered service shall include, but not be limited to 1) that water use required for an accessory dwelling or accessory structure, 2) to convert a tap from a smaller annual water allocation to a larger water allocation i.e., from a conservation tap to a conservation plus or standard tap or, 3) when a non-residential building has a proposed change in tenant that will have a change in water use. A commitment request for new or altered water service from the District must be submitted in writing on the Commitment Letter Request Form with the appropriate fees and the following information included as part of the request:

- A. Name, address, and phone number of the developer and current property owner.

- B. The existing tap number of the property requesting service, if applicable.
 - C. Legal description, parcel number, and street address of the property to be served. i.e., Section, Township, Range. (May also include a plat map if available.)
 - D. A brief description of the intended use of the water service.
 - 1. Residential to include:
 - I. Type of service (inside use only, conservation, standard, conservation plus, estate, or multifamily).
 - II. Number and size of each type of service.
 - III. Fire flow requirements as requested by the appropriate fire district.
 - 2. Non-residential to include:
 - I. Type of service (irrigation, dairy, manufacturing, etc.).
 - II. Number and size of each type of service.
 - III. Peak flow rate and estimated annual usage for each proposed service.
 - IV. Fire flow requirements as requested by the appropriate fire district.
- 303.2 The District will evaluate each service and determine how service can be provided to the location requested. The District will consider at a minimum the following criteria when evaluating the request for service.
- A. District Service Area. The location to be served must be within the service boundaries of the District or as negotiated with adjacent water providers and municipalities.
 - B. The service requested must not result in decreased water pressure or flows for current customers to the extent that the current customers would have service below District acceptable standards. The developer may be required to provide upgrades to the existing District facilities to mitigate any potential degradation of service to existing customers.
- 303.3 If the District determines that the proposed project has the potential to degrade the existing service to a level below the District's acceptable standards or is of sufficient size that service requirements should be confirmed by a third party, the District may require the developer to pay for the cost of a detailed engineering hydraulic evaluation of the requested service and any applicable upgrade requirements. The evaluation will be done by an engineering consultant engaged by the District who is familiar with the District's facilities and service area.
- 303.4 The District will respond to each request for a water service commitment in writing. The response will include a summary of the fees involved current at the time of the commitment letter issuance, water dedication requirements based on the request, and any requirements for system upgrades necessary to provide the requested service. Fees are subject to change without notice and are not tied to the timing or issuance of the commitment letter.
- A. Fees required for processing of the commitment letter can be refunded, prior

- to issuance of the commitment letter, if requested in writing by the applicant subject to any reduction in payment for costs incurred by the District to date.
- B. Commitments to serve expire two years from the date issued.
- C. Service will be made available only after all conditions of the commitment letter are met.

303.5 The service request must be in the best interests of the District. If the service request is denied by District staff, the Developer may request that the District Board of Directors review any special situations and approve or deny service to a development found not to be in the best interest of the District. The District Board has the authority to approve or deny service.

304 TAP PURCHASE

304.1 Any party desiring water service from the District will be required to meet the requirements of the commitment letter and complete a Property Tap Assignment (Appendix 7), a Domestic Water Agreement (Appendix 8), and pay the respective fees for the tap in order to receive service from the District.

304.2 An application for service will not be considered until such time as infrastructure is available for service and all fees are paid in full to the District.

304.3 The District Manager or authorized District personnel has the authority to execute the Domestic Water Agreement and Property Tap Assignment forms on behalf of the District. The Board will be given a list of all taps purchased since the last Board meeting for inclusion into the District.

304.4 The District will refund the tap fee if requested in writing by the applicant prior to tap installation and subject to any reduction in payment for costs incurred by the District to date.

304.5 It is the District's policy that all individual water services are within the boundaries of the District. The specific requirements and procedures for property inclusions are contained in Section 10 (Property Inclusions and Exclusions) to these regulations.

304.6 The District may refuse to serve a customer for reasons, including but not limited to, any of the following:

- A. The tap holder is found to be in non-compliance with the District's Rules and Regulations.
- B. The tap holder is delinquent in payments to the District for any services previously provided.

304.7 Individual Tap Fees.

- A. All tap fees will be prescribed in Section 1501.1 (Schedule A-Tap Fees) to

these regulations.

305 INSTALLATION AND LOCATION OF METER PITS

305.1 District Supplied Materials Installation

- A. The District, utilizing the tap holder's tap installation fee, will be responsible for all costs of the tap installation and setting the meter, subject to the restrictions contained within these regulations. The costs of installations are meant to include the tapping of the District's mainline, a road crossing if necessary, the District service line from the main line to the meter pit, the piping and accessories in the meter pit, setting the meter, and the cost of all material and labor involved in the installation of the meter pit. In the event the costs of the water meter installation exceed the specified installation charges for that size of meter, the District may require the customer to pay the additional installation charges. The installation fees, by tap size, are itemized in Section 15 (Fee and Rate Schedules).
- B. The meter pit will be located per District Standards and Specifications and shall meet minimum separation from other utilities including from public or individual sanitary sewer service.
- C. The installation of water taps will only be accomplished by District personnel, or those specific agents designated by the District to install water taps. Individual tap holders are not permitted to install any water taps or meters.

305.2 Developer Installed Materials Meter Installation:

- A. The District, utilizing the tap holder's tap installation fee, will be responsible for all costs of the meter installation, subject to the restrictions contained within these regulations. The costs of installation are meant to include the setting of the meter and regulator in the meter pit. The installation fees, by tap size, are itemized in Section 15 (Fee and Rate Schedules).
- B. Developer installations must be approved for service prior to the District setting the meter. Developer installations include the main waterline, the tapping of the District's mainline, the District service line from the main line to the meter pit, the piping, and accessories in the meter pit.
- C. The installation of meters and regulators will only be accomplished by District personnel. Individual tap holders are not permitted to install or modify any water meters or accessories within the meter pit or as a part of the District service line.

305.3 Requirements for meter installation:

- A. Final Grades are established around the meter pit.

- B. The meter pit and lid are easily accessible, are in good condition, and not damaged.
 - C. Lots are clearly marked with the address.
 - D. All fees owed to the District are paid in full and water dedication is complete, as applicable, prior to installation.
- 305.4 The customer is responsible for the following items associated with the installation of a new water tap:
- A. The costs and contracted/professional services associated with an extension of a main water line, if such extension is necessary or identified in the commitment letter, including but not limited to the design of the waterline by a licensed professional engineer; any required easement acquisition and recording; and construction costs and associated inspection fees.
 - B. The installation of the Customer Service Line from the point of connection on the downstream side of the water meter pit to the home or business which will be served.
- 305.5 The schedule for the installation will be determined by the District. Although reasonable efforts will be made by the District to comply with individual tap holder requests, the District will not be bound by these requests.
- 305.6 Meter Pit, Service Line, and Water Main Location - Tap holder Responsibilities:
- A. The meter pit location shall be readily accessible to the District at all times. It is the tap holder's responsibility to plan and maintain hardscaping and landscape elements of concern such as trees and shrubs to a three-foot radius from the meter pit, a three-foot buffer on either side of the District Service Line, and a ten-foot buffer on either side of the Water Main. Grass landscaping shall be permitted within the referenced areas. The hardscaping and landscape elements of concern shall not interfere with either the maintenance or meter reading of the individual meter or repair to the District Service Line or Water Main. Absolutely no buildings or structures shall be placed within ten feet of a Meter Pit, District Service Line, or Water Main.
 - B. In the event the tap holder fails to keep the meter pit, District Service Line, or Water Main accessible as described in Section 305.6 A above, the District has the right to remove and/or trim all restrictions within a three-foot radius of the meter pit, a three-foot buffer on either side of the District Service Line, or a ten-foot buffer on either side of the Water Main, and the cost to remove such landscaping or hardscaping will be charged to the tap holder.
 - C. The District is not responsible for damage to landscape or hardscape as a result of tap holder failure to keep the meter pit, District Service Line, or Water Main accessible as described in Section 305.6 A above, and will not

replace, reimburse, or compensate tap holders for landscaping or hardscaping restrictions within a three-foot radius of the meter pit, three-foot buffer on either side of the District Service Line, or a ten-foot buffer on either side of the Water Main.

- 305.7 The water meter, the external remote readout device (if utilized), and all associated equipment contained within the meter pit are the property of the District and shall not be accessed or altered by anyone other than District authorized personnel. In the event this property is damaged, the District will repair or replace the damaged equipment and if, in the opinion of the District, tap holder deliberately or negligently caused the damage, the repair costs will be billed to the tap holder.
- 305.8 The tap holder is responsible to ensure that the meter pit location is at final grade and level prior to installation of the meter pit and District Service Line. The District will not be responsible for the expense of meter pit relocation (horizontal or vertical), or hardscape or landscape repair over the District Service Line if required after initial installation due to a change in grade level or conditions.
- 305.9 A meter pit and District Service Line will only be installed on a property owned by the tap holder or within a public right-of-way, an existing utility easement, or easement dedicated to the District by the property owner, at the expense of the tap holder.
- 305.10 Relocation of Water Meters.
- A. Relocation of a water meter pit is not allowed, with the following exceptions:
1. The water meter may be relocated on the same parcel of land being served at the expense of the tap holder, including payment of inspection fees. The tap holder shall engage the services of an insured, District preferred contractor to complete the work. The selected contractor will be responsible for coordinating with the District staff for appropriate construction activities and approvals.
 2. The water meter may be relocated to an adjoining parcel of land that is in the same ownership as the original parcel. The tap holder is responsible for the cost of relocation including payment of inspection fees and shall engage the services of an insured, District preferred contractor to complete the work. The selected contractor will be responsible for coordinating with the District staff for appropriate construction activities and approvals.

306 REQUIREMENTS AND RESTRICTIONS ON WATER SERVICE The following general requirements and restrictions apply to all water service provided by the District.

- 306.1 The District will use reasonable care and diligence to provide a constant and

uninterrupted supply of water for customers. The District will not be responsible if the supply of water shall fail, be interrupted, or become affected through an act of God, the public enemy, by accident, strikes, labor troubles, or any cause beyond the reasonable control of the District.

- 306.2 Interruptions of water service will occur periodically for normal maintenance and for reasons beyond the control of the District. The District will make every effort to minimize the inconvenience to the customers. Advance notification of a service interruption will be made to individual customers whenever possible. Exceptions to this procedure will be handled by the District on a case-by-case basis. Customers having a valid requirement for advance notification of service interruptions should make these requirements known to the District in writing. The District will not reimburse customers for any damages incurred as a result of a service interruption.
- 306.3 Tap holders are not permitted to make any alterations or connections to the District's water distribution system or inside any water meter pit and are subject to discontinued service if such alterations or connections are found. Any connections or alterations to the District's system by anyone other than the District staff is considered illegal and will be handled in the following manner:
- A. The illegal connection or alteration will be corrected as soon as possible by the District or District authorized personnel at the tap holder's expense.
 - B. The tap holder will be billed a fee for the illegal use of water as well as for the necessary costs associated with making the necessary repairs. The fee for the illegal use of water will be as prescribed in Section 1502.2 Schedule C of the Rules and Regulations.
 - C. The restoration of the tap holder's water service will be considered by the District, providing that all fees and charges have been paid in full by the tap holder involved.

307 BACKFLOW PREVENTION ASSEMBLY REQUIREMENTS AND CROSS CONNECTION

- 307.1 Cross Connections are illegal and will not be permitted within the District.
- 307.2 All taps shall include installation of an approved backflow assembly commensurate with the degree of hazard determined by the District's Backflow Specialist on each service line that is directly connected to the District's water system.
- 307.3 Backflow Prevention Assembly Requirements:
- A. All non-residential and multifamily taps including fire lines shall install, maintain, and annually test during the assigned test month a reduced pressure backflow prevention assembly (RP) device or air gap (AG) unless

the District Backflow Specialist has verified that no potential for cross connection exists. All backflow assembly testing shall be conducted by a certified tester at the tap holder's expense.

- B. Single family residential tap holders shall install, maintain, and annually test during the assigned test month an approved backflow assembly in each of the following circumstances:
 - 1. Auxiliary water supply such as dual water system for irrigation.
 - 2. Fire suppression system.
 - 3. The premise has materials, chemicals, or other substances introduced or connected to the potable water system that could contaminate the water supply. Examples include but are not limited to:
 - I. chemical feeds on irrigation systems,
 - II. photo processing equipment,
 - III. metal plating.
 - 4. Hydroponic systems.
 - 5. Reclaimed water systems.
 - 6. Greywater systems.
 - 7. Onsite storage tanks.
 - 8. Permanent plumbing to swimming pool, hot tub, etc.
 - 9. Make up supply lines to boiler systems.
 - 10. Hydronic heating and cooling systems.
 - 11. Solar heating systems.
 - 12. Automatic livestock waterers without an air gap.
 - 13. Connections to the water supply system deemed a risk by the District Backflow Specialist.
- C. Consumers that receive water from the District but are billed by another Municipality or agency shall comply with these regulations. Annual backflow assembly test results will be submitted to the billing entity.
- D. Customers on another utility's water system that are billed by the District will submit backflow test results to the District.
- E. Temporary meters are required to have an RP assembly or AG. RP assemblies are to be tested at the time the connection is made by a certified tester unless supplied by the District at the customer's expense or inspected by District personnel.
- F. All assemblies shall be installed within the tap holders potable water system between the service connection and the first branch line leading off the service line, unless it is determined by the specialist to install the assembly at an alternate location for containment protection of in-premise protection.
- G. All required backflow assembly devices shall be inspected and tested by a Certified Cross Connection Control Technician on an annual basis, during the assigned test month. The results of the tests shall be submitted directly to the District by the Certified Technician within 3 days of testing. The District must be notified within 24 hours of a failed test. Test reports shall include the following information:
 - 1. Assembly or Method information.
 - I. Assembly size.

- II. Assembly or method type.
 - III. Assembly make, model and serial number.
 - IV. Assembly or method location.
- 2. Test date.
- 3. Test results (Pass/Fail).
- 4. Certified Cross Connection Control Technician Information.
 - I. Certifying agency.
 - II. Certification number.
 - III. Certification expiration.
- H. The Certified Cross Connection Control Technician shall have all equipment used in the testing of backflow prevention devices and assemblies calibrated and checked for accuracy annually. Proof of compliance shall be submitted to the District's Backflow Specialist upon request.
- I. The District or contractors hired by the District are authorized to conduct surveys to identify actual or potential cross connections and/or problems and to establish a program mandated by the State of Colorado to control and eliminate cross connection hazards.
- J. The District Backflow Specialist, authorized District employees, and persons contracted by the District to perform cross-connection inspections and surveys shall have reasonable access to any premises served by the District for the purpose of inspecting, surveying, or testing any connection or potential connection to the public water system. If access is denied, a reduced pressure backflow assembly shall be required to be installed and tested annually during the assigned test month at the service connection to that premises.
- K. In order to protect the District's water system, the District has adopted and accepted several documents, including amendments and accepted revisions, to comply with State regulations.
 - 1. The Colorado Primary Drinking Water Regulations provide authority for cross connection control programs. These regulations mandate public water suppliers to require installation of containment assemblies on all service connections that pose a potential health hazard to the public drinking water.
 - 2. State and local plumbing codes, as well as local and state health departments regulate backflow prevention requirements after water crosses the service-connection. In Colorado, state and local plumbing codes are based on national standards, such as Uniform Plumbing Codes and the International Plumbing Code.
 - 3. Colorado Department of Public Health & Environment (CDPHE), Water Quality Control Division, Backflow Prevention and Cross-Connection Control Rule Implementation Policy DW-007.
- L. All costs associated with installation, repair, provisions for freeze protection and testing backflow prevention assemblies on a tap holders water system

shall be the responsibility of the tap holder.

- M. Non-compliance penalties will be assessed to the tap holder's water bill per Section 1502.2 Schedule C of the District Rules and Regulations. For irrigation taps, the penalty will be assessed for the months of April through October. If the violation continues beyond a reasonable time period, the District may exercise the right to discontinue service to the customer until such time as the service is brought into compliance.
- N. It is the responsibility of the tap holder to correct, eliminate or control any cross connection within 60 days of discovery of the cross connection.
- O. The District is not responsible for the reduction in pressure of flow due to the required installation of a backflow assembly.

307.4 Water Delivery Pressures and Standards:

- A. The Colorado Department of Health requires that public water systems be kept at a minimum pressure of 20 pounds per square inch (psi) and new services below that figure will not be allowed. The District's standard for water pressure at the meter pit is a minimum of 40 psi. Pressures at the point of use along the Customer Service Line are the responsibility of the tap holder and not the responsibility of the District.
- B. **High Pressure and Damages to Customer's Property.** The District operates main distribution lines at pressures in excess of 200 psi. Individual meters may have a regulator such that the customer's delivered pressure targets 70 psi. In the event this regulator fails, the customer may experience high pressure throughout the residence. For this reason, the customer's service line (all material and equipment from the discharge side of the meter yoke) should be designed and installed appropriately. The District will not guarantee that the regulator or any other equipment will not fail, and the District is not responsible for any damage to a customer's property caused by high pressures. Additionally, any metered water lost because of a leak due to high pressure remains the responsibility of the customer.
- C. **Pressure Settings on Regulators.** Tap holders are not permitted to adjust the regulator or accomplish any modifications within the meter pit. A customer experiencing high or low pressure should contact the District offices so District personnel may correct the situation.
- D. Tap holders shall conduct their own pressure and flow tests prior to design and installation to ensure system performance at point of use. The District will not be responsible for pressure and flow deliveries beyond the meter pit.

308 SERVICE TO MULTIPLE RESIDENCES OR PARCELS

308.1 Service from one meter to more than one residence or parcel is not allowed.

308.2 Each residential tap shall serve only one single family residence. No additional

residence may be connected to any existing water tap.

- A. The exception to this rule is for service to an accessory dwelling that is located on the same parcel as the primary residence and meets the requirements for an accessory dwelling.

308.3 In the event that a tap serving multiple residences is transferred, additional water taps are required to be purchased to serve the multiple residences.

308.4 In the event that a parcel is transferred where the servicing tap serves more than one parcel a new water tap shall be purchased for the new ownership.

~ END OF SECTION 3 ~

These Rules and Regulations were revised, accepted, and approved by the Little Thompson Board of Directors on September 5, 1996.

February 5, 2009, Section 304.1, Relocation of Water Meters, June 4, 2009, Section 303.2.

Appendix 2 Domestic Water Agreement, June 4, 2009, Section 305.8 Water Deliver Pressures, June 4, 2009, Section 305.9 High Pressure and Damages to Customer's Property, April 9, 2020, Section 304.1 Appendix 7 Water Tap Application, April 9, 2020, Section 303.2 Appendix 2 Domestic Water Agreement updated to Section 304.1 Appendix 8.

This section was adopted by the Board of Directors in its entirety on April 9, 2020.

These Rules and Regulations were revised, accepted, and approved by the Little Thompson Board of Directors on June 9, 2022.

These Rules and Regulations were revised, accepted, and approved by the Little Thompson Board of Directors on November 16, 2023.

SECTION 4

ADMINISTRATION OF TAPHOLDERS' ACCOUNTS

400 GENERAL The purpose of this section is to establish policies for the billing of customer accounts, including delinquency and shut off for non-payment, and other billing related activities.

401 BILLING All District meters shall be read and billed at least monthly.

401.1 Customers' bills for service shall be considered as received through the US Postal service or by email billing. The failure of a customer to receive a bill does not excuse the customer from paying for services rendered.

401.2 If for any reason a meter cannot be read by District personnel, the customer's bill will be estimated by the District. This estimate will be based on the best information available to the District, including usage for the same time from the previous year usage. The customer's bill will indicate that it is estimated.

402 DUE DATES AND DELINQUENCY

402.1 Payments are due no later than 25 days after the billing date.

402.2 In the event full payment is not received on or before the due date, the account will be considered delinquent and subject to a late fee per Section 1502.2, Schedule C.

403 SHUT OFF FOR NON-PAYMENT

403.1 The District will shut off the water service for non-payment for an individual customer in accordance with the following procedures:

- A. Customers who have not paid their previous bill by the due date of the subsequent month's bill shall be delinquent in accordance with Section 402.2 and shall be subject to shut off if the delinquent amount, including any late fees, exceeds \$100. The District will mail the delinquent customer a notice of water shut off specifying the date that said customer's water will be shut off. The shut off date will be approximately ten days from the mailing date of the notice. The delinquent customer will also be assessed a shut off letter fee in accordance with Section 1502.2, Schedule C.
- B. Delinquent customers who fail to pay at least the delinquent amount by the open of business on the specified shut off day shall have their water shut off and will also be assessed a shut off fee in accordance with Section 1502.2, Schedule C.
- C. The Notice of Water Shut-off will be sent to the service address of record and to the property owner (landlord) if the bill is in a tenant's name.

- D. Customers are not permitted access to the meter pit to restore water service after such service has been shut off by the District for non-payment. Unauthorized restoration of water service could result in water theft fees starting at \$1,000 per Section 1502.2, Schedule C as well as prosecution under law.

- 404 DELIVERY OF OFFICIAL NOTICES** The District will use the US Postal Service for the delivery of all official notices. Notices will be sent via First Class Mail to the location where service is provided or at some other location that has been mutually agreed upon. The fact that a notice has been deposited in the US Postal Service shall be considered as formal notice.
- 405 CUSTOMER PAYMENTS** Customers' payments will normally be made by mail, check, credit card, electronic transfer, in person, or deposited in the overnight drop box. District personnel will not accept payments outside of the District office.
- 406 SALE OF PROPERTY SERVED BY DISTRICT:**
- 406.1 The District will read the meter and prepare a final billing. A final read fee will be assessed in accordance with Section 1502.2, Schedule C. During the wintertime, final bills may be estimated.
- 406.2 The new owner must execute a Domestic Service Agreement and the District will charge the new owner a transfer fee in accordance with Section 1502.2, Schedule C.
- 407 WATER SERVICE FOR RENTAL PROPERTIES:**
- 407.1 The legal owner of the property is ultimately responsible to the District for payment of the bills for water service. Any balance left unpaid by a tenant is the responsibility of the property owner. The legal owner of the property, and only the owner, will execute a Domestic Water Agreement form with the District for service.
- 407.2 If a property owner designates a property manager to act on their behalf regarding a rental property, such designation must be provided to the District in writing on a Property Owner Authorization Form.
- 407.3 The District will place the billing in the tenant's name if authorized to do so by the owner or property manager, in accordance with a Property Owner Authorization Form.
- 407.4 All bills and notices relative to water service will be mailed or emailed directly to the tenant. The tenant is responsible for making timely payments in accordance with these regulations.

- 407.5 At the request of the property owner, the District will email a copy of the monthly bill to the owner or property manager of record.
- 407.6 If a property in a tenant's name is scheduled for shut off for non-payment, the District will mail a copy of the shut off letter to the property owner or property manager.
- 407.7 When a tenant is moving out, the District will prepare a final bill for the tenant in accordance with Section 406.1. A final read fee in accordance with Section 1502.2, Schedule C will apply. The District will provide a copy of the final bill to the property owner or property manager. The account will revert to the owner or property manager unless the District has received billing information for a new tenant by the final meter read date. There is no transfer fee for an account reverting to the owner or property manager. If the account is subsequently placed in a new tenant's name, a final read fee will apply.

408 PERPETUAL PROPERTY LIEN FOR NON-PAYMENT In accordance with State Law, all fees, penalties, and charges shall constitute a perpetual lien on and against the property served and any such lien may be foreclosed in the same manner as provided by the laws of the State of Colorado for the foreclosure of mechanic's liens.

409 AUTHORITY OF THE DISTRICT MANAGER The District Manager is authorized to make exceptions to these policies and regulations when it is deemed in the best interest of the District to do so.

~ END OF SECTION 4 ~

These Rules and Regulations were revised, approved, and adopted by the Little Thompson Board of Directors on December 5, 2002.

This section was adopted by Board of Directors in its entirety on March 13, 2014.

Water Theft Fees update accepted and approved by the Little Thompson Water District Board of Directors on November 10, 2022.

SECTION 5

FIRE PROTECTION POLICIES

- 500 PURPOSE** The purpose of this section is to define the Little Thompson Water District's policies relative to fire protection service for tapholders.
- 501 ABILITY TO PROVIDE SERVICE FOR DOMESTIC USE** The District's policy is to provide domestic water service for individual water taps at a pressure of twenty pounds per square inch (20 psi) in accordance with the requirements established by the Colorado Department of Health.
- 501.1 Certification of Service/Ability to Provide Service.
- 501.2 The authority to certify fire protection service shall remain with the Board of Directors of the District or their designated representatives.
- 502 LIABILITY OF THE DISTRICT** The liability of the District, insofar as any water service is concerned, is as follows and shall apply to District tapholders and all governmental or nongovernmental institutions and authorities
- 502.1 The District cannot and will not assume liability for the operational integrity and flow rates of any fire hydrant or fire sprinkler system that is currently installed or may be installed in the future.
- 502.2 The District shall continue to exercise reasonable care and diligence in maintaining the domestic water service; however, a failure of the water system at any time, including during use for fire-fighting, will not be the basis of liability of the District for any lack of water volume, lack of water pressure, or otherwise.
- 503 MAINTENANCE OF FIRE HYDRANTS** The routine maintenance and testing of fire hydrants will be accomplished by District personnel in accordance with the American Water Works Association Manual No. 117 (Installation, Field Testing, and Maintenance of Fire Hydrants). This maintenance will be scheduled and performed consistent with the operations and maintenance requirements for the District. The District does conduct annual flow tests on a portion of the hydrants. The results of these tests are available to fire protection agencies upon request.
- 504 COLOR CODING OF FIRE HYDRANTS** The following color codes will be utilized on all of the District's hydrants:

<u>COLOR CODE</u>	<u>STATUS</u>
Light Blue	1500 gallons per minute or greater
Green	1000 to 1499 gallons per minute
Orange	500 to 999 gallons per minute
Red	Less than 500 gallons per minute

The operational status of all hydrants will be maintained and documented by District personnel. The local fire authorities will be kept informed on this status as determined by the District.

504.1 Use of Hydrants. The Districts must be kept informed whenever a fire hydrant is utilized and requires advance notification of this use, except under emergency circumstances. Personnel and agencies authorized to use fire hydrants are:

- A. District personnel in the normal performance of their duties.
- B. Fire Department personnel under emergency circumstances.
- C. Fire Department personnel under normal circumstances, when authorized to do so by the District Manager.

The normal operation of a fire hydrant subjects the water main to severe hydraulic stress. If the hydrant is not opened or closed slowly and properly, the water main may be damaged. Additionally, all hydrants have gravity drains, which must be checked to ensure the hydrant has properly drained after use. For these reasons, the District needs to be informed whenever a hydrant has been used so the proper checks can be accomplished by District personnel. This notification can be made via telephone. Any difficulties encountered during the operation of the hydrant should be brought to the attention of the District.

504.2 Installation of New Hydrants. The District established a fee for each new fire hydrant placed on the system. The purpose of the fee is to provide perpetual maintenance for the individual fire hydrant. This fee is in addition to all other fees, charges, tolls, rental, and assessments charged or imposed now or hereafter by the District. This fee does not include the material or installation.

505 COMMERCIAL AND RESIDENTIAL FIRE SPRINKLER SYSTEMS

505.1 Sanitary Regulations. Fire sprinkler systems have been identified as being a potential source of pollutants or contaminants to the domestic water requirements relative to fire sprinkler systems. The pertinent aspects of these regulations are provided below:

- A. In accordance with the State Health Department requirements, the type of device that must be installed to contain a potential contaminant is listed in the following document: *List of Approved Backflow Prevention Assemblies* promulgated by the University of Southern California (USC), Foundation of Cross Connection Control and Hydraulic Research.
- B. The backflow prevention device must be placed indoors in a location that will protect it from freezing and must be installed in accordance with the recommendations contained in the USC document referenced above.
- C. In accordance with Colorado Health Department regulations, the device must be tested annually by a Certified Cross Connection Control Technician.

This is a State certification administered by the Division of Water Quality Control, which is under the Colorado Department of Health.

- D. State Health Department regulations require the owner of the fire sprinkler system to furnish the annual test results to the following agencies:
 - 1. The Colorado Department of Health.
 - 2. The Water Purveyor, Little Thompson Water District.

Additionally, all records of maintenance and repair work done to the backflow prevention device must be forwarded with the annual inspection reports to the Water Purveyor and to the State Department of Health. The technician conducting the tests and performing the maintenance and repairs will furnish the owner with these documents.

505.2 Sizing and Flow Requirements of Systems. These requirements will be determined by the person requesting service and with the assistance of a registered professional engineer, as necessary. Little Thompson Water District does not provide the service of determining these requirements and will not assume responsibility for these matters.

- A. Prior to Little Thompson Water District installing a fire sprinkler system, the District will require written approval from the local fire authority to confirm their knowledge and approval of the system. The District will not knowingly install a connection that will accommodate the sprinkler system without the written approval from the local fire authority.
- B. The District's main line pressures vary considerably throughout the distribution system. The summertime peak period pressures also vary from the wintertime pressures. An individual designing a fire sprinkler system should contact the District to determine what the main line pressures are for their specific area to ensure that the tap and meter are adequately sized to accommodate the sprinkler system.
- C. The District will not install pressure regulators on the meter serving the fire sprinkler system. The District's main line pressures vary from 40 to 200 pounds per square inch (psi) and on occasion will exceed 200 psi of pressure. Provisions should be made for the occasion when main line pressures exceed 200 psi. The District will not be liable for any damage caused by high pressures.
- D. The District will not assume any liability for an improperly designed sprinkler system. The term improper design included either from a flow or a size standpoint.

505.3 Residential Fire Sprinkler. A fire sprinkler system may be designed to utilize the one domestic water tap servicing the property. A dual metering system may be requested by the individual desiring domestic water service. Normally it takes a larger-sized meter to accommodate the flow requirements of the sprinkler system. If the large meter is only used for the fire sprinkler system, the Water District will reduce the price of the large meter. The following specifics apply

relative to the metering and installation.

- A. The District will install the meter pit and all equipment up to and including the meter pit. The meter pit and all of this equipment will remain the property of the District. The complete cost of this installation is included in the tap fee. A standard installation drawing on a dual meter pit service line assembly is contained in Section 6 of these regulations.
- B. The customer is responsible for all costs incurred from the meter pit to the residence/business and within the building to be served. The fire service line, domestic service line, and internal fire sprinkler system are the property of the owner and must be maintained by the owner. The District's responsibility for maintenance ends at the meter pit.
- C. In order to qualify for the reduced tap fee, the fire sprinkler system must only be used for an actual emergency and normal, periodic testing of the system. The District does not charge customers for water used during an actual fire. However, water used for testing and/or leaks on the system will be billed to the customer at the rates established herein.
- D. The fire sprinkler system is to be used for emergency fire use only and any other use of the domestic water provided is not authorized. If the customer desires to use the water service for other purposes, then a large size meter should be purchased at the normal tap fee when the system is installed. With the dual metering system, the fire service line is metered, and unauthorized use of water will be self-evident. Prior to installing a dual metering system, the District's agreement with the customer will state that the District reserves the right to accomplish the following actions if the unauthorized use of water occurs:
 - 1. The customer will be subject to the normal penalty fee for unauthorized use of water.
 - 2. The District will charge the customer for all water used at the rates prescribed herein.
 - 3. The District may require the customer to pay the normal tap fee associated with the large-sized meter.
 - 4. The District may elect to revoke the tap completely and remove the meter pit.
- E. As a matter of explanation to future tapholders insofar as the above rights are concerned, good judgment shall prevail in these matters. A water leak on the system is unauthorized use of water and although the District will charge for the water used, the customer would neither be penalized nor be required to pay the full tap fee if the leak were repaired in a timely fashion. By the same token, if a homeowner connects their lawn sprinkler system to the fire service line, the water usage is again unauthorized, and the District's corrective action may include one or more of the above described rights. Additionally, there are areas within the District where a large tap will be installed for a fire sprinkler system. However, a normal, large-size-tap request would not be granted due to small line sizes in the area. In these cases, buying a large tap is not an option. If the tapholder continued the

unauthorized use of water, the District may revoke and remove the large meter serving the fire sprinkler system.

505.4 Larger Fire Sprinkler Systems (one-inch and over):

- A. The annual fees are payable in advance and all customers will be billed for the service in the latter part of the year for the next full calendar year. When the dual metering system is installed, the customer will be required to pay this prorated fee for the remaining portion of the calendar year.

506 PRIVATELY OWNED FIRE PROTECTION STORAGE TANKS

- 506.1 The District recognizes that there are privately owned storage facilities designed primarily for fire protection. These facilities are treated in the same manner as any other privately owned water storage facility, such as stock tanks for livestock. The District has no responsibility or liability for privately owned facilities.
- 506.2 An individual desiring to fill a privately-owned water storage facility with the District's treated domestic water may do so. The provisions of paragraph 508 below apply.
- 506.3 The District does not charge for water used by a fire department in an actual emergency. If such occurs on a privately owned storage tank, the District staff should be informed so the storage facility can be refilled under the District's supervision.
- 506.4 There will not be any permanent or temporary connections made between the District's distribution system and a privately owned storage facility.

507 USE OF FIRE HYDRANTS FOR BULK WATER SALES

- 507.1 An individual or entity that desires to purchase bulk water from a District fire hydrant shall contact the District to make arrangements for the delivery of a hydrant meter and backflow prevention device when appropriate. The customer shall sign the standard form of Agreement for Use of a Fire Hydrant for Bulk Water Sales and the standard form of Authority to Bind Entity. See Appendix 10.
- 507.2 Any container, tank, or tanker used for transportation of bulk water shall be equipped with an air gap (AG) or other appropriate backflow prevention device, as determined by the District. The District reserved the right to require an appropriate backflow prevention device in any Bulk Water Sale situation.
- 507.3 The customer shall pay a cash deposit at the time of delivery of the District equipment in the amount established by the District. The customer shall pay for all water used from the District's system at the rate established by the District.

- 507.4 The deposit may be refunded after the hydrant, meter and backflow device have been inspected by a District representative. If the hydrant, meter, or backflow device is damaged or misused, the cost of the repairs will be deducted from the deposit. If the deposit is insufficient to cover the expenses, including water used, the customer shall pay the difference.
- 507.5 All water purchased by the customer shall be used within the combined boundaries of the Northern Colorado Water Conservancy District and the Municipal Subdistrict of the Northern Colorado Water Conservancy District; and the customer shall swear under oath that such use will occur.
- 507.6 Pursuant to the Rules of the Northern Colorado Water Conservancy District, the use of water for well development occurs at the location of the oil and/or gas well associated with that use, not at the point of sale from the fire hydrant.
- 507.7 Any bulk water customer who uses more than 3 acre-feet will be required to transfer water equal to their usage to the District.
- 507.8 Bulk use customers shall follow all Rules and Regulations adopted by the Board of Directors as well as procedures of the District as adopted by District Management.

~ END OF SECTION 5 ~

These Rules and Regulations were revised, approved, and adopted by the Little Thompson Board of Directors on September 15, 2016.

SECTION 6

WATERLINE SPECIFICATIONS

The Little Thompson Water District Waterline Specifications will be promulgated separately and amended from time to time by District Management.

~ END OF SECTION 6 ~

These Rules and Regulations were revised, approved, and adopted by the Little Thompson Water District Board of Directors on April 6, 2006.

Regulations; and Section 600.3-1 of Water Line Specifications June 4, 2009.

These Rules and Regulations were revised, approved, and adopted by the Little Thompson Water District Board of Directors on July 9, 2020.

SECTION 7

MULTIPLE FAMILY UNITS AND MOBILE HOME PARKS

- 700 GENERAL** The purpose of this section is to establish policies and procedures for multiple family units, mobile home parks and other situations that the District determines to be appropriate. In general, all of the other sections of these regulations apply to these types of development. This section is designed to identify and clarify any differences due to the nature of these types of developments.
- 701 SERVICE FOR MULTIPLE FAMILY UNITS** A multiple family unit is defined as a residential unit designed to house more than one family. A duplex, triplex, and apartment building are examples of multiple family units.
- 701.1 Initial Requests for Service. The initial request for service to a multiple family unit will be handled in the same manner as any other new service request.
- 701.2 Tap Fees for Multiple Family Units with more than two combined residential units. Service to a multi-family building with more than two individual units shall be done through a single District tap and shall be for inside use only. Any water for outside use and irrigation would require separate irrigation taps.
- A. There are three components to the District tap fee: plant investment fee, installation fee and water dedication. The tap and meter size to serve each multifamily building will be determined, by the District, based on the number of residential units and the anticipated water demand for each unit.
1. Plant investment fee: The plant investment fee for the multi-family building is calculated by multiplying the number of individual residential units times the multi-family/inside use only unit plant investment fee in the District's fee schedule.
 2. Installation fee: The installation fee for the multi-family tap is determined by the size of meter that is selected by the District to serve the multi-family unit. The developer is required to provide and install the tap, meter pit/vault and all of the required facilities to provide the service. The District will provide the meter to be installed in the meter pit/vault.
 3. Water dedication: Water dedication for the Multi-family tap is calculated by multiplying the number of individual residential units times the multi-family/inside use only water dedication requirement in the District's fee schedule.
- 701.3 Tap Fees for Multiple Family Units with two combined residential units (Duplex): Service to a Duplex will be provided through a District urban tap for each of the residential units, and may include the outside use of water, subject to the limitations and fees for the urban tap.

701.4 Billing for Water Service. The owner of the multi-family building is responsible for the payment of the monthly bill to Little Thompson Water District. The normal billing for water service will be accomplished as prescribed in Section 4 (Administration of Customer's Accounts).

701.5 Existing Service to Multi-Family Units. Any water service to multi-family units in existence at the time these regulations are adopted will not be affected by the provisions of this section.

702 SERVICE FOR MOBILE HOME PARKS The policies contained herein apply equally to one owner (rental parks) parks and those parks where individual lots or spaces may be sold to individual owners.

702.1 Initial Requests for Service. The initial request for service for a mobile home park will be handled in the same manner as any other service request.

702.2 Tap Fees for rental mobile home parks. Service to a rental mobile home park shall be done through a single District tap and shall be for inside use only. Any water for outside use and irrigation would require separate irrigation taps. As an alternative urban taps, for each pad site, could be used for inside and outside use.

- A. There are three components to the District tap fee: plant investment fee, installation fee and water dedication. The tap and meter size to serve each rental mobile home park will be determined by the District, based on the number of residential units and the anticipated water demand for each unit.
1. Plant investment fee: The plant investment fee for the multi-family building is calculated by multiplying the number of individual residential units times the multi-family/inside use only unit plant investment fee in the District's fee schedule.
 2. Installation fee: The installation fee for the multi-family tap is determined by the size of meter that is selected by the District to serve the multi-family unit. The developer is required to provide and install the tap, meter pit/vault and all of the required facilities to provide the service. The District will provide the meter to be installed in the meter pit/vault.
 3. Water dedication: Water dedication for the Multi-family tap is calculated by multiplying the number of individual residential units times the multi-family/inside use only water dedication requirement in the Districts fee schedule.

703 TAP FEES FOR OWNER OCCUPIED MOBILE HOME PARK LOTS Service to individually owned lots in a mobile home park will be provided though a District urban tap for each of the residential units, and may include the outside use of water, subject to the limitations and fees for the urban tap.

- 704 BILLING FOR WATER SERVICE** The normal billing procedures for water service will be accomplished as prescribed in Section 4 (Administration of Customer's Accounts).
- 705 EXISTING SERVICE TO MOBILE HOME PARKS** Any water service to mobile home parks in existence at the time these regulations are adopted will not be affected by the provisions of this section.
- 706 AUTHORITY OF THE DISTRICT MANAGER** The District Manager is authorized to make exceptions to these policies and regulations when it is deemed in the best interest of the District to do so.

~ END OF SECTION 7 ~

These Rules and Regulations were revised, approved, and adopted by the Little Thompson Board of Directors on August 11, 2016.

SECTION 8

MAIN LINE EXTENSION POLICIES

- 800 GENERAL** The purpose of this section is to establish the main line extension policies for the District. The District's policy is that growth and new development will pay for itself. Existing tapholders will not bear an additional financial burden to fund growth or new development.
- 801 NORMAL PROCESSING PROCEDURES** The following describes the normal sequence of events that occurs in processing main line extensions. All required construction, paperwork, and fees shall be completed prior to taps being installed.
- 801.1 Initial Coordination. The prospective developer should contact the District office to determine the location and size of existing water lines and determine what generally will be required to serve the new property. The District staff will be available to assist in determining what, if any, improvements will be required for service. A written request for commitment may be required following initial coordination. The fees for commitment letters are listed on the Schedule of District fees.
- 801.2 Plans and Drawings. The developer must provide the District with a set of detailed drawings on the project. These plans and drawings will be prepared as prescribed in the District Specifications in Section 6 of these Regulations.
- 801.3 Review of Plans. The District will review the plans internally. Plans are reviewed weekly and need to be submitted by noon on Tuesday. The fees for plan reviews are listed on the Schedule of District Fees.
- 801.4 Main Line Extension Agreement Form. Upon final approval of plan and drawings for the project, the District will, at the developer's request, execute a Main Line Extension Agreement (Appendix 12). This document must be signed prior to the actual construction. The Manager of the District is authorized to execute this form on behalf of the District.
- 801.5 Petition for Property Inclusion. All new requests for service must complete Petition for Property Inclusion forms for Little Thompson Water District and the Municipal Subdistrict of the Northern Colorado Water Conservancy District.
- 801.6 Property Easement. Property easements will be provided as necessary using the District's Easement and Right-of-Way Agreement form. A copy of this form is attached (Appendix 10).

- 801.7 Bill of Sale Agreement. The developer or individual will provide a Bill of Sale. This document will reflect the total cost of the line extension, less any reimbursement from the District for over-sizing. A sample copy of a Bill of Sale is attached (Appendix 13).
- 801.8 As Built Drawings. The developer will provide a complete set of "As Built" drawings to the District upon completion of the construction phase. The format and details required on these drawings will be as specified in the District Specifications.
- 801.9 Certification of Bacteriological Tests. The District will require passing the bacteriological tests as specified in the District Specifications.
- 801.10 Certification of Pressure Tests. The District will require the results of the pressure tests conducted on the new line as specified in the District Specifications.
- 801.11 Transfer of Water Rights. For those developments where the transfer of water rights is required, this transfer should be completed prior to water service being initiated.
- 801.12 Payment of Fees. All required fees will be paid prior to water service being initiated.

802 FORMAL ACCEPTANCE BY THE DISTRICT Once the water line has been installed in accordance with the District Specifications and the administrative requirements contained in Paragraph 801 above have been completed, the District will accept the water line improvements. The formal letter of acceptance establishes the commencement date for the warranty period required by the District on the line. Any maintenance performed on the water line during the warranty period will either be accomplished by the developer (or contractor) or will be accomplished by District personnel at the developer's expense. It is important to note that the warranty period does not commence until the District has accepted the line in writing.

803 INITIAL WATER SERVICE PROVIDED VIA A MAIN LINE EXTENSION Water service will not be provided via a main line extension until all requirements under this section of the Rules and Regulations have been satisfactorily completed. The District's formal letter of acceptance provides this notification to the developer or individual installing the main line extension.

804 REQUIREMENTS TO PROVIDE WATER RIGHTS The District requires developers to provide water rights in conjunction with the installation of a water main line extension. The following guidelines apply relative to these water rights.

- 804.1 The water rights that are acceptable to the District are Colorado Big

Thompson Water Rights administered by the Northern Colorado Water Conservancy District and other water rights that are available in our region and approved by the Board of Directors of the District.

- 804.2 All costs associated with the transfer of the water rights from the developer to the Water District will be borne by the developer.
- 804.3 For residential developments (subdivisions) involving three or more lots, the developer will be required to transfer water rights for each lot to be developed or pay cash in lieu up to an amount specified by the Board of Directors on an annual basis.
- 804.4 The District has adopted policies concerning Raw Water Required for Subdivisions with secondary water systems. A copy will be made available upon request.

805 DEVELOPER'S MONETARY REBATES The developer is entitled to receive monetary rebates to recover all of his financial investment in the main line extension/waterworks improvements that have been dedicated to the District, subject to the following restrictions and provisions.

- 805.1 There will be monetary rebate for each additional water tap placed on a main line extension. An additional water tap is defined as one over and above that number of taps identified with the Main Line Extension Agreement. Individual customers purchasing a water tap will be required to pay this fee in addition to all other fees prescribed by the District for a new tap. The fee required will be specified in the Main Line Extension Agreement.
- 805.2 The rebate period is limited to five years from the date of the Main Line Extension Agreement.
- 805.3 The total amount to be rebated will not exceed the developer's cost for the main line extension. The figure for the total cost should be the same amount as specified on the "Bill of Sale" to the District and will be the same amount as detailed in the District's formal written acceptance to the developer/individual.
- 805.4 A new water tap that has been placed on a developer's water main extension that had District participation will be subject to the same monetary rebate as any other new water tap. This monetary rebate will be divided evenly between the District and the developer, and this procedure will continue for the rebate period until either the District or the developer recovers all of their respective costs in the water main extension.
- 805.5 Tap rebates will not be paid for the second or succeeding phase/filing of

the same subdivision or commercial development.

805.6 Any water taps placed directly between the extremities of the original line extension will be eligible for the tap rebate.

805.7 In the event a new line extension is placed on the end of the original line extension, the developer making the new line extension will be required to pay a one-time fee to tie into the original line extension. This fee will be in effect for the same period of time that the line is eligible for tap rebates and will be specified in the original Main Line Extension Agreement.

~ END OF SECTION 8 ~

These Rules and Regulations were revised, approved and adopted by the Little Thompson Water District Board of Directors on April 6, 2006.

Section 8, Appendix 12 – Agreement for Water Main Extensions, was revised, approved and adopted by the Little Thompson Water District Board of Directors on November 10, 2016.

SECTION 9

EASEMENTS

900 GENERAL The purpose of this section is to identify the procedures the District will follow in obtaining property easements from owners.

- 900.1 The District will not trade easements for taps.
- 900.2 All District main lines shall be placed in private easements rather than utilizing county road easements. Any exceptions to this policy will be handled on a case-by-case basis by the Board of Directors.
- 900.3 The following conditions will apply to any easements granted to the District by property owners:
 - A. All permanent easements granted to the District will be twenty feet in width. All construction easements will be thirty feet in width. Variations in easement widths will be dealt with on a case-by-case basis.
 - B. The District is responsible for restoring the property to its original condition, insofar as is possible and reasonable to do so.
- 900.4 The following administrative procedures will be followed in the procurement of easements:
 - A. The form that will be utilized for easements is the Easement and Right of Way Agreement (LTWD Form 200) and a copy of this form is attached as Appendix 8 to these Regulations.
 - B. All easements will be notarized and recorded with the county where the property is located. Upon completion of recording, the District shall provide a copy of the easement to the property owner(s) granting the easement.
- 900.5 Under the Special District Act (Title 32, Colorado Revised Statutes), the Board has the special additional power to acquire an easement without the property owner's consent. Specifically, the law states:

To have and exercise the power of eminent domain and dominant domain and, in the manner provided by Article 1 of Title 38 Colorado Revised Statutes, to take any property necessary to the exercise of the powers granted, both within and without the special district, except for the acquisition of water rights.

Accordingly, the following actions may be taken in the event a property owner refuses to grant an easement or cooperate with the District relative to granting an easement:

- A. The Manager will inform the Board, and the Board, at its option, may elect to proceed with an eminent domain action. This does require a formal resolution by the Board of Directors.

~ END OF SECTION 9 ~

These Rules and Regulations were revised, approved, and adopted by the Little Thompson Water District Board of Directors on April 6, 2006.

SECTION 10

PROPERTY INCLUSIONS AND EXCLUSIONS

- 1000 GENERAL** The purpose of this section is to identify the procedures which will be followed for property inclusions and exclusions. All property served by the District, except for towns and municipalities, will be included in the District, within 120 days from the date water service has been commenced. The primary purpose of having the property included within the District's boundaries is to enable the District to collect ad valorem taxes in the event a mill levy is established on real property as part of the District's Rate and Fee Schedule. Additionally, as contained in Part 1, Title 32, Colorado Revised Statutes, only residents and/or property owners and/or the spouse, or civil union partner, included in a special district are allowed to vote in that Special District's elections or serve on its Board of Directors. If a property is already included in another water district, the property owner(s) shall follow the exclusion process of said district and provide proof of the exclusion to Little Thompson Water District.
- 1001 PROPERTY INCLUSIONS** As part of the tap application process, if a prospective customer's property is not already included in the District, they will be required to complete a Petition for Property Inclusion (LTWD Form 150). A copy of this form is attached as Appendix 14.
- 1001.1 This petition must include the name(s) of property owner(s) as listed in the county Assessor's records; parcel number; full address with city, state, and zip; and the legal description of the property for which service has been requested including the county name, and "State of Colorado". All information provided must be complete and accurate. This petition must be signed by the legal owner(s) of the property and notarized. The original document must be returned to the District office once completed.
- 1001.2 The District will publish a legal notice relative to the petition for inclusion at least 30 days in advance to establish a public hearing date at which time the Board will consider the property inclusion. The public hearing date will normally coincide with a regularly scheduled Board meeting. Interested persons shall appear and show cause in writing why the petition should not be granted. The Board may continue such hearing to a subsequent meeting. There shall be no withdrawal from a petition after notice of publication by the Board without the consent of the Board.
- 1001.3 The various legal options of the Board relative to action taken on the property inclusions are as contained in Part 4, Title 32, Colorado Revised Statutes.
- 1001.4 Assuming the Board approves the petition for inclusion, the Board shall make a Resolution to that effect and file the same with the Clerk of the Court.
- 1001.5 The property inclusion is not effective until the District Judge for Larimer county

orders the inclusion and that order has been recorded by the County Clerk and Recorder of the county in which the change in boundaries took place. The County Clerk and Recorder shall notify the County Assessor of any such action. A certified copy of such notice shall also be filed with the Division of Local Government by the County Clerk and Recorder.

1001.6 The costs associated with property inclusions for individual taps (legal notices, attorney fees and all other costs) will be paid by the District from the tap fees paid by the customer, providing the costs do not exceed \$50. Costs in excess of \$50 on the individual taps will be billed to and paid by the customer concerned.

1001.7 The costs associated with property inclusions for developments, to include subdivisions and business parks, will be paid by the individual developer requesting water service for such development.

1002 PROPERTY EXCLUSIONS The boundaries of the District may be altered by the exclusion of real property by the fee owner(s) of one hundred percent of any real property located in the District. The owner(s) must file a petition with the District requesting that such real property be excluded.

1002.1 The petition for property exclusion must include the reason for the exclusion request; the name(s) of property owner(s) as listed in the county Assessor's records; parcel number; full address with city, state, and zip; and the legal description of the property for which exclusion has been requested including the county name, and "State of Colorado." All information provided must be complete and accurate. This petition must be signed by the legal owner(s) of the property and notarized. The original document must be returned to the District office once completed.

1002.2 The form to be utilized for property exclusion is the Petition for Property Exclusion (LTWD Form 160). A copy of this form is attached as Appendix 15 to these regulations.

1002.3 The District will publish a legal notice relative to the petition for exclusion at least 30 days in advance to establish a public hearing date, at which time the Board will consider the property exclusion. The public hearing date will normally coincide with a regularly scheduled Board meeting. Interested persons shall appear and show cause why the petition should not be granted. The Board may continue such hearing to a subsequent meeting. There shall be no withdrawal from a petition after notice of publication without the consent of the Board. The failure of any person in the existing District to file a written objection shall be taken as an assent on their part to the exclusion of the area described in the notice.

1002.4 The Board, if it deems is not in the best interest of the District that the property mentioned in the petition, or some portion thereof, be excluded from the District,

shall order that the petition be denied in whole or in part as the case may be.

1002.5 Should the Board grant such petition, a Resolution to that effect shall be made and filed with the Clerk of the Court.

1002.6 The property exclusion is not effective until the District Judge for Larimer county orders the exclusion. The District Judge's order will then be recorded by the County Clerk and Recorder of the county in which the change in boundaries took place. The County Clerk and Recorder shall notify the County Assessor of any such action. A certified copy of such notice shall also be filed with the Division of Local Government by the County Clerk and Recorder.

1002.7 All costs associated with the property exclusions shall be paid, in advance, by the person(s) requesting the property exclusions. The District will, upon receipt of a request for property exclusion prepare an estimate of charges involved with the exclusion so the costs may be paid in advance. A final billing will be made to adjust the initial estimate.

1003 EXCLUSION OF PROPERTY WITHIN A MUNICIPALITY The exclusion of District property, when the property lies within a municipality, is handled in a different procedure than described in Paragraph 1002 above. These procedures are described in detail in Title 32, Colorado Revised Statutes and are omitted herein due to the complexity of the procedures. For information, the petition for exclusion may be initiated by the Board of Directors, the governing body of the municipality involved, or fifty percent of the fee owners of the real property involved.

~ END OF SECTION 10 ~

These Rules and Regulations were revised, accepted, and approved by the Little Thompson Water District Board of Directors on September 5, 1996.

These Rules and Regulations were revised, accepted, and approved by the Little Thompson Water District Board of Directors on April 15, 2021.

SECTION 11

DORMANT TAPS

- 1100 GENERAL** The purpose of this section is to identify administrative procedures for various tap options that exist within the District.
- 1101 BACKGROUND** In the past, tap options were granted to individuals in exchange for a variety of reasons including: a property easement relating to water line installation; water rights in support of a specific subdivision; or water tap to be used on a specific parcel or within a specific subdivision. Collectively, these situations are referred to as “dormant taps”. Although the District no longer issues dormant taps, there are still dormant taps in existence from prior years.
- 1102 ACTIVATION AND INSTALLATION** Unless otherwise determined by the District, the activation and installation of a dormant tap is subject to the restrictions contained in the written tap option, when available. Activation of dormant taps shall be reported to the Board on the monthly tap report.
- 1102.1 All dormant taps must be installed where the District has a main line of sufficient size to provide adequate levels of service. The District will not complete a main line extension to install a dormant tap. In the event a main line extension is necessary, the extension shall be done at the owner’s expense and subject to the provisions of Section 8 (Main line Extension Policies) of these regulations.
- 1102.2 Unless otherwise called for in the written tap option, the owner must pay for installation charges.
- 1103 ANNUAL FEE** All dormant taps are subject to an annual dormant tap fee as prescribed in Section 15 (Rate and Fee Schedule) of these regulations.
- 1104 TRANSFER OF OWNERSHIP** If the written option agreement allows the transfer of a dormant tap, the change of ownership must be recorded with the District and the old and new owners should complete an Assignment of Water Tap form (Appendix 16). Prior to the transfer of any dormant tap, the dormant tap owner shall contact the District to determine the status of the dormant tap and to clarify any restrictions associated with the dormant tap.

~ END OF SECTION 11 ~

These Rules and Regulations were revised, accepted, and approved by the Little Thompson Water District Board of Directors on September 5, 1996.

Section 11 of these Rules and Regulations were revised on April 14, 2011.

SECTION 12

ELECTION PROCEDURES FOR THE DISTRICT

1200 GENERAL The purpose of this section is to define, in general terms, the procedures which will be followed for elections within the District. The Special District Act (Title 32, Colorado Revised Statutes) is the basis for the information contained herein and should a conflict arise between the Colorado law and this section of the Rules and Regulations, the Colorado law shall take precedence.

Note: With the passage of House Bill 14-1164, a new Colorado Local Government Election Code was adopted (Article 13.5 of Title 1, C.R.S.) effective February 18, 2014. Certain provisions of the Uniform Election Code of 1992 (Articles 1 to 13 of Title 1, C.R.S.) also apply to special district elections and both the Local Government Election Code and the Uniform Election Code of 1992 should be read in conjunction with Part 8, Article 1 of Title 32, C.R.S. The following is an overview of the election requirements.

A local government may, in lieu of conducting a nonpartisan election under the provisions of the Colorado Local Government Election Code, opt to use the Uniform Election Code of 1992, Article 1 to 13 of Title 1, to conduct the nonpartisan election not coordinated by the County Clerk. § 1-13.5-102(1), C.R.S.

The Legislature amends the election laws regularly. Before conducting an election, check the Election Codes for statutory changes enacted after the adoption of this section of the Rules and Regulations.

1201 DEFINITIONS These Rules and Regulations contain a list of terms which have been defined within the Special District Act. The majority of the terms defined and provided in the Special District Act are applicable to this particular section of the Rules and Regulations.

1202 REGULAR AND SPECIAL ELECTIONS:

1202.1 Regular Elections. Until May 2022, special districts must hold regular elections on the first Tuesday after the first Monday in May in even-numbered years for the purpose of electing Directors to the Board and, as applicable, for the submission of other ballot issues or questions. §1-13.5-111(1), §32-1-103(17), C.R.S. Starting May 2023, such regular elections will be held on the first Tuesday after the first Monday in May of odd-numbered years.

1202.2 Special Elections. Special elections may be held on the first Tuesday after the first Monday of February, May (odd-numbered years through 2022 and even-numbered years after 2023), October, or December; in November of even-numbered years; or on the first Tuesday in November of odd-numbered years. A court having jurisdiction over the District may order a special election to be

conducted on a different election date. §§1- 13.5-111(2) and (3), §32-1-103(21), C.R.S.

1202.3 Coordinated Elections:

- A. Applicability. In a coordinated election, when more than one political subdivision with either overlapping boundaries or the same electors hold an election on the same day, the County Clerk and Recorder is the Coordinated Election Official. All November elections in which eligible electors are the same or boundaries overlap shall be coordinated elections unless the election is to be conducted as an independent mail ballot election. §§ 1-1-104(6.5), 1-1-111(3), 1-7-116, C.R.S.
- B. Regular elections, special elections, and court-ordered elections conducted other than in November may be conducted as coordinated elections if (i) there is an overlap of electors or boundaries; (ii) the County Clerk and Recorder is the Coordinated Election Official; and (iii) the county, District, and other jurisdictions agree. §§1-1-104(6.5), 1-1-111(3), 1- 7-116, C.R.S.
- C. Intergovernmental Agreement. At least 70 days prior to the November coordinated election, the District must enter into an intergovernmental agreement with the County Clerk and Recorder for the conduct of the election and/or mailing of the notice required by Article X, Section 20 of the Colorado Constitution ("TABOR Notice"). The Agreement shall include, but not be limited to the following:
 - 1. An allocation of responsibilities between the District and the County Clerk and Recorder; and
 - 2. A provision for the sharing of expenses based upon "actual cost." §1-7-116(2), C.R.S.

1202.4 TABOR Elections. A TABOR ballot issue election must be conducted as either a coordinated election or as an independent mail ballot election. §1-13.5-111(2), C.R.S. TABOR elections can only be conducted at the regular election date, the general election date, or the first Tuesday in November of odd-numbered years. Article X, Section 20(3)(a), Colo. Const.

1203 INFORMATION ON DIRETOR ELECTIONS The following is designed to provide general information on the election of Directors for the District.

1203.1 Qualifications and Nominations of Candidates for Directors:

- A. A resident of the District and shall be a resident within the boundaries of the respective Director's ward which he or she would represent; or
- B. The owner (or spouse or civil union partner of the owner) of taxable real or personal property situated in the District.

For the purposed of #B above, a mobile or manufactured home qualifies as "real property," and a person who is under contract to purchase taxable property and

is obligated to pay the taxes prior to closing shall be considered an “owner” §32-1-103(5), C.R.S. and shall be an owner within the boundaries of the respective Director’s ward, which he or she shall represent.

Director qualifications must be met at the time of the execution of the self-nomination form or letter or at the time of appointment by the Board of Directors, if filling a vacancy. Director qualifications must be maintained in order to remain qualified as a Director.

Property that is owned by a legal entity such as a corporation, LLC, partnership, or trust does not qualify a person as an eligible elector on the basis of property ownership.

A self-nomination and acceptance form signed by the candidate and one other registered voter of the state must be filed with the Designated Election Official no earlier than January 1 and no later than the normal close of business on the 67th day prior to the regular election. §1-13.5-303(1), C.R.S.

An affidavit of intent to be a write-in candidate must be filed with the Designated Election Official no later than 64 days prior to the date of election. §1-13.5-305, C.R.S.

The Designated Election Official shall provide copies of the self-nomination and acceptance forms and any affidavits of intent to be a write-in candidate to the Colorado Secretary of State no later than 60 days before the special district election. Rule 16.1, Secretary of State Rules Concerning Campaign and Political Finance.

1203.2 Cancellation of the Election. If the only matter before the electors is the election of Directors and if at the close of business on the 63rd day prior to the date of the regular election or at any time thereafter, there are not more candidates than offices to be filled, including candidates filing affidavits of intent, the election may be cancelled by the Designated Election Official (DEO) if so, instructed by resolution of the Board. The DEO shall declare the candidates elected to the Board. §1-13.5-513(1) C.R.S. Notice of the cancellation must be published one time prior to the election and posted at each polling place of the District and in the offices of the County Clerk and Recorder for each county in which the District is located, and in the office of the DEO. A copy of the notice shall be filed with the Division of Local Government. The candidates must be notified that the election was cancelled and that they were elected by acclamation. §1-13.5-513(6), C.R.S.

If the only matter before the electors is the consideration of ballot issue(s) or ballot question(s), the Board may cancel the election no later than 25 days prior to a coordinated November election or at any time prior to any other election. Notice of the cancellation must be published and posted as indicated above. §1-13.5-513(6), C.R.S. No election may be cancelled in part. §1-13.5-513(4), C.R.S.

1203.3 Director's Districts (Wards). The District is divided into seven districts or wards. A detailed description of the boundaries for these districts and a map depicting the areas is contained in Appendix 1 to these Rules and Regulations. The Board in its discretion, but no more frequently than every four years, may reestablish the boundaries of Director Districts created pursuant to Colorado law so that such Director Districts have, as nearly as possible, the same number of eligible electors.

1203.4 Vacancies in Director's Office. A Director's office shall be deemed to be vacant if any one of the below described events occur prior to the expiration of the term of office. Any vacancy on the Board shall be filled by appointment by the remaining Directors, the appointee to serve until the next regular election at which time the vacancy shall be filled by election for any remaining unexpired portion of the term. Events which would create a vacancy include:

- A. If for any reason a properly qualified person is not elected to a Director's office by the electors as required at a regular election.
- B. If a person who was duly elected or appointed fails, neglects, or refuses to subscribe to an Oath of Office or to furnish the bond in accordance with state law.
- C. If a person who was duly elected or appointed submits a written resignation to the Board.
- D. If the person who was duly elected or appointed ceases to be qualified for the office to which he or she was elected.
- E. If a person who was duly elected or appointed is convicted of a felony.
- F. If a court of competent jurisdiction voids the election or appointment or removes the person duly elected or appointed for any cause whatsoever, but only after his or her right to appeal has been waived or otherwise exhausted.
- G. If the person who was duly elected or appointed fails to attend three consecutive regular meetings of the Board without the Board having entered upon its minutes an approval for an additional absence or absences; except that such additional absence or absences shall be excused for temporary mental or physical disability or illness.
- H. If the person who was duly elected or appointed dies during his or her term of office.

Any vacancy shall be filled by appointment by the remaining Directors. If the Board fails to fill the vacancy within 60 days, the Board of County Commissioners may make the appointment. The Director appointed to fill a vacancy shall serve until the next regular election, at which time the vacancy shall be filled by election for the remainder, if any, of the originally vacated term. §32-1-905(2)(a), C.R.S.

Discussions regarding the appointment of a person and his or her qualifications to fill a vacancy on the Board must take place in a public meeting, not in executive session. The appointment must occur by official action of the Board at

a properly convened meeting and must be recorded in the minutes of the Board meeting. A notice of appointment shall be delivered to the person appointed, and the notice along with the mailing address of the person so appointed must be filed with the Division of Local Government. §32-1-905(3), C.R.S.

Typically, there is no legal requirement to post or publish notice of a vacancy prior to the District Board appointing someone to fill it. However, prior to conveying title to taxable property in the name of another or entering into a contract to purchase or sell taxable property for the purpose of qualifying such person as an eligible elector in order to fill a vacancy, notice of such vacancy must be published and ten days must pass after the publication of such notice during which no otherwise qualified eligible elector files a letter of interest in filling such position with the Board. §32-1-808(2)(a)(I), C.R.S.

1203.5 Term Limits. Directors are limited to four consecutive terms of office, unless the voters of the District lengthen, shorten, or eliminate that limitation. Art. XVIII, Sect. 11, Colo. Const. The term-limited elected official cannot run again for election to the same body by moving to a new Director District, redistricting, or a change in the at-large or specific District nature of the seat currently occupied. Attorney General Opinion No. 2000-5 (July 10, 2000). Also see Attorney General Opinion No. 2005-4 (August 16, 2005).

Term limits apply only to elected four-year terms. Term limits do not apply to interim terms that arise due to a vacancy or to elected two-year terms that are created due to a vacancy. Attorney General Opinion No. 2000-2 (February 9, 2000).

1203.6 Directors. Subject to Recall. Any Director who has held office for at least six months may be subject to recall. §32-1-906, C.R.S.

In order to recall a Director, a petition signed by the lesser of 300 or 40% of eligible electors must be filed asserting the grounds for recall, and a recall election must be held pursuant to the provision of Part 9 of Article 1, Title 32, C.R.S. C.R.S. §§32-1-906

The election of a successor is held at the same time as the recall election. §32-1-911, C.R.S.

1204 TIMETABLE OF EVENTS/ACTIONS FOR DISTRICT ELECTIONS Directors are responsible for ensuring that mandatory filings are made, and actions are taken. The timetable of events is available on the Colorado Department of Local Affairs website: <https://cdola.colorado.gov/special-district-elections> or as such website may be updated or amended from time to time by the State of Colorado.

1205 MISCELLANEOUS MATTERS ON ELECTIONS:

1205.1 The Board of Directors, or the County Clerk and Recorder in a November coordinated election, shall govern the conduct of all regular and special elections of the District and shall render all interpretations and make all decisions as to controversies or other matters arising in the conduct of such elections.

1205.2 All powers and authority granted to the Board pursuant to Colorado law for the conduct of regular and special elections may be exercised in the absence of the Board by the Designated Election Official, Secretary or by the Assistant Secretary appointed by the Board.

1205.3 Colorado law provides for the following relative to assisting electors:

- A. If any registered elector declares to the election judges that, by reason of disability, inability to read or write, or difficulties with the English language, he or she is unable to prepare the ballot or operate the voting device or electronic voting device without assistance, the elector is entitled, upon making a request, to receive the assistance of any one of the election judges or, at the elector's option, any person selected by the eligible elector requiring assistance.
- B. Any person other than an election judge who assists an eligible elector in casting his or her ballot shall first complete the following voter assistance self-affirmation form: "I,, certify that I am the individual chosen by the elector to assist the elector in casting a ballot. I further certify that I will not in any way attempt to persuade or induce the elector to vote in a particular manner, nor will I cast the elector's vote other than as directed by the elector I am assisting."

1205.4 In accordance with Colorado law, the statutes governing the conduct of elections shall be liberally construed so that all eligible electors may be permitted to vote and those who are not eligible electors may be kept from voting so that fraud and corruption in Special District elections may be prevented.

~ END OF SECTION 12 ~

These Rules and Regulations were revised, accepted and approved by the Little Thompson Water District Board of Directors on September 5, 1996.

These Rules and Regulations were revised, accepted, and approved by the Little Thompson Water District Board of Directors on April 15, 2021.

Section 1203.5 Term Limits was updated from two consecutive terms to four consecutive terms as voted by the District Electors in the May 3, 2022, Ballot Question.

SECTION 13

SERVICE OF TOWNS, MUNICIPALITIES, AND ACTIVITIES SERVED BY A MASTER METER

- 1300 GENERAL** The purpose of this section is to outline the general terms and conditions under which the District will consider providing service to a town, municipality, or other entity requesting a master meter.

For information, the annual gallons authorized for a 2 inch water meter is 2,400,000 gallons as reflected in Section 15 (Rate and Fee Schedule) to these regulations. It is recognized that the District has existing customers whose annual usage exceeds 2,400,000 gallons and these existing customers will not be affected by the provisions of this section. As a matter of explanation, a two-inch water tap has the capability of 84,000,000 gallons of water annually (257 acre feet) and the tap fee for a 2 inch tap allows the District to acquire eight and one-half acre feet of water.

1301 CONDITIONS OF SERVICE:

- 1301.1 The entity must have the right of perpetual existence and be capable of generating revenues sufficient to meet all costs associated with providing the water service.
- 1301.2 The conditions of providing water service will be specified in a contractual agreement (such agreement to be prepared by the Attorney of the District).
- 1301.3 The water rights necessary to support the new requested water service may be owned by the requesting entity and transferred annually to the District. The amount of water provided to the District will be 115 percent of the actual water used. This additional 15 percent will compensate the District for lost water within the distribution system. Any fees or costs associated with these water rights will be borne by the entity requesting service.
- 1301.4 The entity requesting water service will be responsible for all costs associated with the tie-in to the existing District system. If additional capital improvements are identified and necessary to support the new request, the requesting agency will be responsible for the proportionate share of these capital improvements
- 1301.5 The metering devices installed at the expense of the requesting entity will, upon completion, be dedicated free of charge to the District. Maintenance of these metering devices will be the responsibility of the District. All metering devices will have a flow restricting device installed so that the maximum amount of water provided for in the contract will not be exceeded unless the line sizing accomplished this requirement.

1301.6 The rate structure for water sold under contract as described herein will be reviewed annually by the District, and the District shall retain the authority to modify the rates annually.

1301.7 The entity requesting water service will not be entitled to representation on the Board of Directors in either an official or advisory status by virtue of the contract or water service agreement. The representation on the Board will be as prescribed by state law.

1301.8 All master meters will be billed on a monthly basis.

1301.9 As a matter of policy, it is not deemed desirable for the District and the entity requesting water services to enter into any agreements relative to the joint ownership of waterworks facilities.

1302 SERVICE BOUNDARIES Any contract or water service agreement to provide domestic water service to any entity as described herein will contain a specific boundary area to describe where the District water will be utilized. This will facilitate the capital planning for the District and prohibit the requesting agency from purchasing water wholesale from the District and then competing with the District's retail rates and fees. The water sold by the District under a contractual agreement and at wholesale rates may not be used outside of the boundaries identified within the agreement.

1303 CONSIDERATION OF SERVICE FEE In order to evaluate a request for a master meter, a nonrefundable fee of \$1,000 will be paid in advance by the requested entity. The fee is designed to cover the legal costs, engineering research, District staff work, as well as additional time and effort needed on the part of the Board of Directors to evaluate the request. Any engineering fees incurred by the District in excess of \$300 to evaluate the master meter request will be billed to the requesting entity. These additional engineering fees will be paid prior to the District rendering a decision on the matter. Any changes to this meter will be promulgated and updated in the District's Rate and Fee Schedule as contained in Section 15 to these regulations.

1304 RIGHT TO REFUSAL OF SERVICE The District Board retains the right to refuse to provide service when, in the opinion of the Board, the providing of water service is not in the best interest of the District. The Board's decision in these matters will be final and may be made, notwithstanding any of the provisions of this section or these Rules and Regulations.

~ END OF SECTION 13 ~

These Rules and Regulations were revised, accepted, and approved by the Little Thompson Water District Board of Directors on September 5, 1996.

SECTION 14

EXCESS WATER RESOURCE ALLOCATION PROGRAM

1400 BACKGROUND Based upon the Little Thompson Water District's policies to maximize beneficial use of its resources, the District may rent from time to time the following water resources.

1400.1 Colorado-Big Thompson Project (C-BT) water.

1400.2 Native, local irrigation company shares, including but not limited to, Handy Ditch Company, Highland Ditch Company, Consolidated Home Supply Ditch Company, Big Thompson Ditch and Manufacturing Company and the Supply Ditch Company.

1400.3 Little Thompson Water District allocated C-BT carryover capacity.

1400.4 Other waters as determined acceptable to the District on a case-by-case basis.

1401 AVAILABILITY District Staff will determine if water resource assets will be available for rent each year.

1401.1 The Staff decision will be based upon current and projected water supply including C-BT quota, District reserves in C-BT carryover and Dry Creek Reservoir, climate outlook, projected and actual water demands, and other factors.

1401.2 The Staff shall make an initial determination each year on May 1 and make additional considerations bimonthly throughout the remainder of the year depending on changing water resource conditions.

1401.3 The Staff will notify customers and the general public about available water resources through reasonable methods that may include the District website, customer newsletters, or by phone to those who have requested to be placed on a rental list.

1401.4 The Staff will provide regular water resource availability updates to the Board of Directors through monthly water resource reports.

1402 ALLOCATION District Staff will determine the quantity of each water resource, if any, that will be available for rent. Allocations will be made based primarily upon a wet acre-foot basis but may also be made by share. The District will specify the allocation method for each water resource available.

1403 VALUE The District will determine the value for water resource rentals and may adjust

the value from time to time in order to be effective in making beneficial use of the water resource and maximizing the benefit for District customers.

1404 METHOD The District will determine the appropriate method to annually dispense water resources allocated for rent. Longer term rental agreements must be approved by the District Board of Directors. Appropriate rental methods may include:

1. Water resources rental of native irrigation company shares for rental contracts.
2. Water resource rental to District customers first, and then to the general public.
3. Water resource rental using a first-come, first-served approach based upon a rental request list started January 1 of each year.
4. Water resource rental either in full request amounts or by rationing.
5. Water resource rental using a bid format satisfying requests in order of highest bidder.
6. A combination of the above methods.

1405 CONDITIONS Successful water resource rentals will be based on the following:

1405.1 Water will be transferred for rental agreements only upon completion of a District rental contract and District receipt of rental funds.

1405.2 For native irrigation company shares, additional detailed water usage information including location, crop type, acres irrigated, and irrigation application method will be required.

1405.3 Water may be eligible for transfer to an irrigation company, another water utility company, or to a District bulk water customer account.

1405.4 Customer will be responsible to make all necessary arrangements for water delivery to the desired location. These efforts may include additional agreements, costs and water carriage losses borne by the customer.

~ END OF SECTION 14 ~

These Rules and Regulations were revised, adopted, and approved by the Little Thompson Board of Directors. on September 5, 1996.

Section 14 of the Rules and Regulations were revised and approved on: June 13, 2013.

Section 14 of the Rules and Regulations were revised and approved on: June 11, 2020.

SECTION 15

FEES, RATES, AND WATER DEDICATION

1500 GENERAL The purpose of this section is to establish and define fee and rate schedules governing all charges levied by the District and to establish policies and procedures regarding the dedication and assignment of water to the District.

1501 TAP FEE SCHEDULE:

1501.1 The District's current tap fee schedule is attached as Schedule A.

1501.2 The tap fee for all tap sizes larger than two inches will be determined on a case-by-case basis dependent on water use requirements.

1501.3 The tap fee on Schedule A for each tap size does not include any additional charges which may be due to a third party as a result of a main line extension agreement.

1501.4 A customer whose delivery rate and/or total annual use exceeds the maximum allowed for their tap size may be required to purchase and install the appropriate size tap.

1502 RATE SCHEDULE FOR WATER DELIVERIES AND MISCELLANEOUS CHARGES:

1502.1 Schedule B reflects the current rate schedule for regular taps which are billed monthly.

1502.2 Schedule C reflects the District charges for miscellaneous services performed for customers.

1503 REQUIREMENTS FOR TAP FEE REVIEWS The District Board will conduct tap fee reviews as deemed necessary.

1504 APPLICATION FOR SPECIAL TEMPORARY RATE REDUCTION The District Board has established the rates of the District for provision of water as provided in the Rules and Regulations; however, the District may consider an application for a special one-time temporary rate reduction on the following basis. Temporary rate reductions are limited to one per calendar year.

1504.1 As provided in Section 301.4 of the Rules and Regulations, the customer is responsible for the service line from the point of connection immediately on the downstream side of the water meter pit (including that point of connection). It is the customer's sole responsibility to see to the construction, maintenance, repair, replacement, and operation of all water facilities on the customer's service line.

- 1504.2 If a customer suspects that a failure of their water facilities has occurred causing water to be unknowingly discharged by the customer in a significant amount above the intended and normal water usage of the customer ("leak"), the District will investigate to determine if the water use pattern indicates a leak and if the leak is downstream of the customer's point of connection as described above. If the District discovers a failure of the customer's water facilities, the customer shall have the sole responsibility to repair and replace any and all necessary water facilities downstream of the customer's connection to alleviate the water discharge. The District is not responsible for identifying the location of the failure on the customer's service line. Such repair and replacement shall be commenced and completed forthwith by the customer at the customer's sole expense.
- 1504.3 The customer is solely responsible for payment for all water passing through the water meter, and the District is not responsible to see to the proper intended application of the water by the customer. If the customer has a sustained leak, then the customer may submit a written request for an alteration of the rate otherwise applicable to the water that passed through the water meter during the time of the leak from the customer's water facilities. The customer's request shall be reviewed by the District, and if the request complies with the requirements of this Section, then such temporary rate reduction may be granted to such customer.
- 1504.4 No request shall be considered by the District for a temporary rate reduction under this Section unless the written request is submitted to the District within 180 days after the date that the District determined that the unintended water usage of a customer was on the customer's water facilities. No request of a customer for a temporary rate reduction under this Section shall be for a period of longer than three monthly billing periods (90 days). No request of a customer for a temporary rate reduction under this Section shall be considered unless the customer has fully repaired and replaced all necessary facilities of the customer to remedy the unintended water usage of the customer.
- 1504.5 If the District determines that such customer has fully complied with the provisions of this Section, the rate applicable to the water usage during the time of the special one-time rate reduction shall be that rate per gallon passing through the meter of the customer multiplied by the rate per gallon for the first gallon used under the rate schedule without increase for additional usage within the billing period.
- 1504.6 The District may interpret this Section based on the facts of each request by each customer and may adjust bills as determined by District Management in Management's sole and absolute discretion. Any denial by management of the district of a request by a customer for a special one-time rate reduction may be appealed within 30 days of the decision of management to the board of the District. The decision of the board of the District shall be final regarding the

applicability of this Section.

1505 WATER DEDICATION POLICIES AND PROCEDURES Any individual or developer desiring new or altered service from the District will be required to dedicate raw water to the District to supply the proposed service. The minimum volume of water to be dedicated for residential and non-residential taps is defined in Schedule D which is subject to change at any time by the District's Board of Direction. The quantity of water required for new tap(s) is referred to as the raw water dedication.

1505.1 The District, subject to District review and approval, will accept the following water rights for dedication:

- A. Colorado Big Thompson (C-BT)
- B. Consolidated Home Supply Ditch and Reservoir Company (Home Supply)
- C. Handy Ditch Company (Handy).
 - 1. For ditch company shares, the Developer must provide:
 - I. A share trace from the ditch company for the water share(s) to be dedicated.
 - II. A completed District's Historical Use Affidavit with maps to show the delivery of water from the ditch or lateral to the farm and on-farm water delivery.
 - III. A Water Right Dry-Up Covenant for the proposed water right, if necessary.
 - IV. Native water fees as defined in Schedule C.

1505.2 Procedure for acceptance of water sources or water rights not identified in 1505.1 may occur on a case-by-case basis subject to staff review and recommendation to the District Board of Directors as well as final Board approval is as follows:

- A. Developer must provide detailed information regarding the shares or water right (i.e., decrees, diversion records, by-laws, etc.).
- B. District will evaluate the submitted material and provide the Developer an estimate of costs associated with validating the information and preparing a water resource summary report which shall be produced by the District or their consultant. Should the Developer decide to proceed, the Developer will be responsible for all costs incurred for the evaluation and production of the report, which may be higher or lower than estimated.
- C. District staff will use the prepared water resource summary report to make a recommendation to the District Board of Directors of water credit to be assigned to the Developer for the water resource considered for dedication to the District.
- D. Upon approval by the District Board of Directors, the developer will be responsible for completing the District Historical Use Affidavit and Water Right Dry-Up Covenant (if required) and provide both completed forms for District staff to review and record. The developer shall transfer ditch shares

or water rights to the District and shall pay for all fees associated with the transfer and change of ownership.

- E. Upon completion of ownership transfer to the District, the developer shall receive the Board approved water credit available to apply toward raw water dedication requirements.

1505.3 The District will issue water credit for any acceptable water source dedicated to the District in accordance with Section 1505.1 and 1505.2.

- A. Water credit shall be issued by the District through a Water Credit Receipt to the person or entity that owned the C-BT unit, ditch company share or water right prior to the transfer or person or entity that paid for the cash-in-lieu option if offered.
- B. The Water Credit Receipt is issued with a value assigned in volume of water in acre-feet. The water credit in each receipt is based on the type and volume of shares or units dedicated to the District or credit issued under Sections 1505.1 or 1505.2, respectively.
- C. The water credit can be used to meet the raw water dedication requirement for residential or non-residential taps within the District.
- D. Water credit cannot be used outside of the District.
- E. All or a portion of any water credit assigned in the District with a Water Credit Receipt can be assigned or transferred to another person or entity but must be completed using the District's Water Assignment Form. A statement of authority will be required for any Water Assignment Form where one party is not an individual. Upon assignment, a new Water Credit Receipt shall be issued to the assignee and assignor and the previous Water Credit Receipt shall be invalidated.
- F. The water credit must be assigned to each residential or non-residential lot prior to approval of the water infrastructure for service. The sale of an individual lot without satisfaction of the raw water dedication requirement is not allowed. Water credit assigned to a lot cannot be removed or transferred.
- G. The District has no obligation to compensate the owner of a water credit.

1505.4 All water for multi-lot subdivisions or developments must be dedicated simultaneously and in advance for all lots. Partial dedication for groups of lots (phases or filings) within a subdivision or development will be considered on a case-by-case basis.

1505.5 All water for non-residential taps must be dedicated simultaneously and in advance for each tap. For all non-residential taps the amount of water required shall be based on the actual projected annual water use or the minimum water dedication found in Schedule D, whichever is greater. Non-Residential customers who exceed their estimated annual water use projection may be required to dedicate additional water or curtail water use.

1505.6 Individual lots not located within a multi-lot platted subdivision or development may qualify for cash-in-lieu of dedicating water supplies to meet the raw water dedication requirement. Occasionally development may, on a case-by-case basis, qualify for cash-in-lieu of dedicating water supplies depending on relevant agreements, District opportunities, and available water credit held by the District. Cash-in-lieu rates will be determined by the District based on the market rates of the District's water portfolio approved for dedication at that time. Cash-in-lieu rates are subject to change at any time by the District. Individual lot customers who desire to pay cash-in-lieu of dedicating water rights may contact the District to determine eligibility and additional requirements.

~ END OF SECTION 15 ~

These Rules and Regulations were revised, adopted, and approved by the Little Thompson Board of Directors. on September 5, 1996

Section 15 of the Rules and Regulations were revised and approved on: Added Section 1507 July 06, 2006.

Section 15 of the Rules and Regulations were revised and approved on: January 9, 2014.

Section 15 of the Rules and Regulations were revised and approved on: June 11, 2020.

SECTION 16

EMPLOYEE HANDBOOK

The Little Thompson Water District Employee Handbook will be promulgated separately.

~ END OF SECTION 16 ~

These Rules and regulations were revised, approved, and adopted by the Little Thompson Water District Board of Directors on June 14, 2018.

These Rules and Regulations were revised, approved, and adopted by the Little Thompson Water District Board of Directors on August 19, 2021.

SECTION 17

SERVICE TO DEVELOPMENTS OR OTHER PROPERTY HAVING NON-POTABLE WATER SYSTEMS

1700 APPLICABILITY/PURPOSE This Section applies to new Developments and other properties planning both non-potable and potable water distribution systems. This Section also applies to Developments and other property currently receiving potable water from the District that will be retrofitted with a Non-Potable Water System. This Section establishes the requirements for such Non-Potable Water Systems, including minimum requirements for the District to grant System Approval. System Approval generally results in reduced impact to the District's Potable Water System.

1701 DEFINITIONS For purposes of this Section, the following definitions shall apply:

1701.1 Applicant: The individual or entity that plans to install a Non-Potable Water System on a property.

1701.2 Development: A tract of land or property, on which improvements are proposed and/or that is to be divided into two or more lots. Such actions are typically made to facilitate an addition or change which affects water service on the property. A Development includes, but is not limited to, planned unit developments, condominium developments, commercial or industrial properties, and other areas served or to be served with potable water by the District.

1701.3 Irrigation: Application of water to land to support the growth of vegetation.

1701.4 Managing Entity: The legal entity(ies) or individual(s) (approved by the District) responsible for owning, operating, and maintaining a Non-Potable Water System.

1701.5 Non-Potable Supply Analysis: An analysis prepared at the applicant's expense to allow the District to assess the ability of the Non-Potable Water System to meet the irrigation water demands of a Development for the entire irrigation season.

1701.6 Non-Potable Water System: A separate water system using untreated water to irrigate property, which reduces or eliminates the need for potable water for irrigation purposes. Non-potable water is not safe for human consumption.

1701.7 Potable Water System: The District's treated water distribution system including all facilities under the complete control of the District up to the point where the tapholder's water system begins. Potable water is safe for human consumption.

1701.8 Supplemental Water: Potable water used to ensure the yield of the Non-Potable Water System meets the total irrigation demands of the Development as identified in the District approved Non-Potable Supply Analysis.

1701.9 System Approval: The District's official confirmation that a proposed Non-Potable Water System can meet the full irrigation requirements of the Development it is intended to serve. System Approval is a prerequisite for an Applicant to receive water credit against its overall raw water dedication obligation to the District for both domestic service and non-potable service.

1702 REQUIREMENTS FOR NON-POTABLE WATER SYSTEM APPROVAL At a minimum, the following requirements shall be satisfied prior to, but do not guarantee, the District's approval of any Non-Potable Water System:

- 1702.1 The District's review and approval of a Non-Potable Supply Analysis demonstrating that the Non-Potable Water System can adequately supply the irrigation needs for the Development for the entire irrigation season.
- 1702.2 Applicants' dedication of adequate raw water to the District to supply the Non-Potable Water System in accordance with the Non-Potable Supply Analysis, including Supplemental Water, if required.
- 1702.3 Applicant's submittal of construction plans and specifications prepared by a licensed professional engineer demonstrating that the Non-Potable Water System can supply the outdoor irrigation needs of the Development, and that sufficient easements and access are provided for the operation and maintenance of the Non-Potable Water System.
- 1702.4 The District's receipt of payment for all costs and fees assessed to Applicant related to the Non-Potable Water System.
- 1702.5 The Managing Entity's submittal of certification by a licensed professional engineer that the Non-Potable Water System was built according to the approved plans and specifications and tested to meet the design pressure conditions.
- 1702.6 Applicant's creation or identification of a District approved entity to own, operate, and maintain the Non-Potable Water System.
- 1702.7 Final execution of an operating agreement between the District and the Managing Entity, which delineates operation and maintenance procedures, terms of service, and other requirements necessary to ensure the adequacy of the Non-Potable Water System.

1703 NON-POTABLE SUPPLY ANALYSIS

- 1703.1 Non-Potable Supply Analysis. The Applicant shall submit to the District a Non-Potable Supply Analysis prepared by a qualified professional water resources engineer that quantifies the irrigation requirements of the Development and the yield of the Non-Potable Water System water sources. The irrigation requirements shall be calculated based on the maximum irrigated area for every residential and non-residential lot and shall also accommodate the proposed

landscaping of any outlots, platted tracts, irrigated areas within rights-of-way, or other similar areas within the Development. The Non-Potable Supply Analysis shall address any deficiency in quantity or timing to adequately serve the Development in its entirety, which may require the Applicant to dedicate raw water for potable water supplies to the District for use as Supplemental Water.

Schedule E describes the data collection, analyses, and review required to complete the Non-Potable Supply Analysis. The Applicant shall supply additional information not identified in Schedule E if requested by the District.

- 1703.2 Cost of Non-Potable Supply Analysis Review. The Applicant shall cover the District's external expenses to have an independent water resources engineering consultant review and evaluate the Non-Potable Supply Analysis. The District shall collect a review retainer in the amount defined in Schedule C. The District will invoice the Applicant monthly, utilizing this retainer for payment. If the retainer proves insufficient to cover the total external cost of the Non-Potable Supply Analysis review, the District will pause the review until the Applicant provides sufficient funds to cover remaining costs. The District will refund to the Applicant all funds exceeding the cost of the review within 30 days of the review being completed with either a finding of sufficiency or deficiency for the Non-Potable Water System, or Applicant's termination of the review. If Applicant terminates the review, the District will notify the consultant to stop work and issue a final bill to the District for services rendered prior to termination.

1704 RAW WATER DEDICATION REQUIREMENTS FOR A DEVELOPMENT SERVED BY A NON-POTABLE WATER SYSTEM

- 1704.1 Raw Water Requirement. The Applicant shall dedicate sufficient raw water to meet the potable demand for the Development as required by Section 3 of these Regulations. The Applicant shall also dedicate sufficient water to meet the irrigation demand shown by the Development's Non-Potable Supply Analysis through non-potable water supplies and Supplemental Water, if necessary. The Applicant shall pay all fees associated with any water tap required to serve the Supplemental Water to the Non-Potable Water System. The Applicant shall dedicate all water prior to System Approval. The Managing Entity shall be responsible for monthly water charges associated with any potable tap delivering Supplemental Water to the Non-Potable Water System.
- 1704.2 Ownership of water used in the Non-Potable Water System. The Applicant shall transfer title of the dedicated water to the District upon completion of the Operating Agreement. The District will hold the raw water rights and enter into a perpetual lease with the Managing Entity for use in the Non-Potable Water System for the Development.

1705 APPLICATION REQUIREMENTS

- 1705.1 Pre-Application Meeting. Prior to submitting an application, the Applicant shall meet with District personnel to discuss the planned Non-Potable Water System, as well as the District's requirements and the application process for such systems.
- 1705.2 Construction Documents. The Applicant shall have a licensed professional engineer develop plans, specifications, and other relevant documentation for the construction, operation, maintenance, replacement, and repair of the Non-Potable Water System.
- 1705.3 Metering and Accessibility. Irrigation service to each parcel shall be individually metered with a meter installed near the property line. The Non-Potable Water System shall be generally located in easily accessed areas within easements where appropriate.

1706 SYSTEM REQUIREMENTS

- 1706.1 Backflow Prevention. All Non-Potable Water Systems shall meet the District's Backflow Protection and Cross-Connection Control program. The District may impose additional requirements on a case-by-case basis if the District determines, in its sole discretion, that such additional measures are necessary to protect the District's Potable Water System.
- 1706.2 All pumping and related equipment shall be high efficiency and meet or exceed minimum standards set forth by the American National Standards Institute (ANSI) and the Hydraulic Institute (HI). All other Non-Potable Water System components including, but not limited to, storage, treatment, metering, disinfection, and utility management shall meet or exceed minimum standards set forth by ANSI and the American Water Works Association (AWWA).

1707 PROHIBITION ON CONNECTION TO POTABLE WATER SYSTEM

- 1707.1 Connections between a Non-Potable Water System and the Potable Water System are strictly prohibited. Any connection or attempted connection between such systems shall be subject to fines as an Illegal Connection under Schedule C and may result in termination of service to the associated potable tap. Authorized supplemental water service shall meet approved backflow protection and cross-connection control.

1708 OPERATING AGREEMENT WITH MANAGING ENTITY

- 1708.1 The District and the Managing Entity of the Non-Potable Water System must execute an agreement defining operation and maintenance procedures, terms of service, and other requirements necessary to ensure the adequacy of the Non-Potable Water System prior to System Approval. The District, in its sole reasonable discretion, will determine whether the agreement sufficiently protects

the interests the District and its tapholders. Such an agreement shall contain, at minimum:

- A. A provision requiring that in the event the Non-Potable Water System does not have any non-potable water supply to operate, has a reduced non-potable water supply during the season, or the projected annual use is exceeded, the Operating Agreement shall define how the Managing Entity shall reduce demand so that it can be an be wholly met with the Non-Potable water supplies.
- B. A requirement that the Managing Entity have authority to review and approve or reject landscape and irrigation plans, implement and enforce water demand reduction measures, enter into seasonal water leases, and prevent homeowners from using water from their individual potable taps for outdoor irrigation.
- C. A provision requiring the Managing Entity to dedicate additional water as necessary to meet any landscaping requests or changes outside those submitted and approved with the Non-Potable Supply Analysis.
- D. A provision outlining how the Managing Entity will communicate with its customers regarding non-potable water use (including signage), limiting potable water use to inside purposes, water rates, and watering restrictions.
- E. A provision requiring fees collected by the Managing Entity to be sufficient to ensure proper operation, locating, maintenance, and repair of the Non-Potable Water System, including the requirement for the Managing Entity to register as a Tier 1 utility under the Utility Notification Center of Colorado.
- F. A provision requiring the Managing Entity to inspect the construction of the non-potable system at the start of each irrigation season to ensure the system is maintaining agreed-upon system specification and standards. This provision will further require the Managing Entity to submit to the District an annual letter certifying that the system continues to meet appropriate specifications and standards and identifying any system modifications (including as built drawings of any such modifications).
- G. A provision requiring the Managing Entity to provide the District with an annual report at the start of each irrigation season that includes the prior year's maintenance and operation activities, prior year's monthly use, projected water supplies and demands for the upcoming season, and, if applicable, the water conservation measures required to meet the irrigation demand for the upcoming season.

~ END OF SECTION 17 ~

These Rules and Regulations were revised, adopted, and approved by the Little Thompson Board of Directors on August 12, 2021.

SECTION 18

LIST OF APPENDICES AND SCHEDULES

Appendix Number	Section	Description
1	Section 2	Director Wards
2	Section 2	Investment Policy
3	Section 2	Reserve Policy
4	Section 2	Cost Management Policy
5	Section 2	Identity Theft Policy
6	Section 2	Public Right to Information
7	Section 3	Water Tap Application
8	Section 3	Domestic Water Agreement
9	Section 6	Meter Pit detail with Dual Meters
10	Section 8	Easements and Right of Way Agreement
11	Section 8	Crossing Permit
12	Section 8	Agreement for Water Main Extensions
13	Section 8	Bill of Sale
14	Section 10	Petition for Inclusion
15	Section 10	Petition for Exclusion
16	Section 11	Assignment of Water for Tap

Schedule Number	Section	Description
Schedule A	Section 3	Tap Fee Schedule
Schedule B	Section 15	Monthly Rate Schedule
Schedule C	Section 15	Miscellaneous Fees
Schedule D	Section 15	Water Dedication
Schedule E	Section 17	Non-Potable System Submittal Requirements

~ END OF SECTION 18 ~