PUBLIC WATER RULES AND REGULATIONS

The Ottawa County Sewer District Public Water Rules and Regulations and Construction Specifications are approved by the Board of Ottawa County Commissioners in accordance with the Ohio Revised Code, Section 6103. These public water rules and regulations and construction specifications shall be administered by the Ottawa County Sanitary Engineering Department for the Ottawa County Regional Water supply system.

BOARD OF OTTAWA COUNTY COMMISSIONERS

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OTTAWA COUNTY SANITARY ENGINEER

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HISTORY OF THE RULES AND REGULATIONS

The following shall be a historical record for tracking amendments approved by the Board of County Commissioners to these public water rules and regulations:


June 1, 1999  Mtn.  Revision in monthly billing schedule. (Section 3.12, Item A)

June 29, 1999  Mtn.  Revision #2 in monthly billing schedule. (Section 3.12, Item A)

February 3, 2000  Mtn.  Amendment to future service extension policy. (App. B, Sec. III, Item K)

March 28, 2000  00-29  Addition of reduced water rate for limited service line breaks (App. A, Sec. 1, B).

March 28, 2000  00-30  Specifying Dist. 7 meter pits are owned by County (3.03, B)

September 26, 2000  Mtn.  Defining-establishing equalization capital charge (App. B. Sec. 1. B. 16)

April 17, 2001  Mtn.  Modifications to Billing Methods and Delinquent Accounts (Section 3.12)

May 10, 2001  Mtn.  Revision to Appendix “D”, Figure #4...replaces Figure #4A and #4B.

May 21, 2002  Mtn.  New (additional) language to Section 5.01, Item B 1 requiring one (1) year warranty from the property owner/installer of new service connections and appurtenances.

May 21, 2002  Mtn.  New standard specifications drawing for fire line detector checks and their vaults Appendix “D”, Figure #7.

July 2, 2002  Mtn.  Modifications & clarifications to Sections 3.08, 3.09, and 3.12

February 11, 2002  Mtn.  Modifications & clarifications to Section 3.10 and additional language to Appendix B

March 13, 2003  Mtn.  Modifications & clarifications to Appendix A Section B (lowest user rate – problems)

April 22, 2003  Mtn.  Modification of language in Appendix A, Section B

September 20, 2003  Mtn.  Modification to Appendix “B”, Section 1.B.13 (Re-Establishment Fee requirements)

November 18, 2003  Mtn.  Modification to Appendix “B”, Section 1.B.13 (Re-Establishment Fee requirements)

April 29, 2004  Mtn.  Modification to Sections 3.1.1, 5.01, 5.09, and revised figures in Appendix “D”.

November 23, 2004  Mtn.  Amend Appendix “A” Section 1 A., 5% rate increase.

September 20, 2005  Mtn.  Amend Section 3.04 by adding new Item D language on Backflow/Cross Connections

October 6, 2005  Mtn.  Amend Section 5.07 to modify backflow prevention specifications.

October 11, 2005  -  Updated Section 5.08 to reflect currently used meter specifications.
# Table of Contents

<table>
<thead>
<tr>
<th>Chapter I</th>
<th>Definitions</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter II</td>
<td>General Conditions</td>
<td>5</td>
</tr>
<tr>
<td>Chapter III</td>
<td>Public Water Supply System Operations</td>
<td>7</td>
</tr>
<tr>
<td>3.01</td>
<td>Guarantee of Supply and Service</td>
<td>7</td>
</tr>
<tr>
<td>3.02</td>
<td>Permit Requirements</td>
<td>7</td>
</tr>
<tr>
<td>3.03</td>
<td>Water Meters/Meter Pits</td>
<td>9</td>
</tr>
<tr>
<td>3.04</td>
<td>Backflow Prevention/Cross Connection Control Program</td>
<td>12</td>
</tr>
<tr>
<td>3.05</td>
<td>Hydrants</td>
<td>12</td>
</tr>
<tr>
<td>3.06</td>
<td>Fire Protection Services</td>
<td>13</td>
</tr>
<tr>
<td>3.07</td>
<td>Contractor Licensing Requirements</td>
<td>16</td>
</tr>
<tr>
<td>3.08</td>
<td>Turn-Off with Notice</td>
<td>17</td>
</tr>
<tr>
<td>3.09</td>
<td>Turn-Off without Notice</td>
<td>18</td>
</tr>
<tr>
<td>3.10</td>
<td>Tampering with the Public Water System</td>
<td>19</td>
</tr>
<tr>
<td>3.11</td>
<td>Locating Water Mains/Service Connections (taps) and Construction Regulations (Existing Water Mains/Services)</td>
<td>20</td>
</tr>
<tr>
<td>3.12</td>
<td>Billing Methods and Delinquent Accounts</td>
<td>21</td>
</tr>
<tr>
<td>Chapter IV</td>
<td>Water System Improvements</td>
<td>25</td>
</tr>
<tr>
<td>4.01</td>
<td>Private Water Main Extensions (on private property)</td>
<td>25</td>
</tr>
<tr>
<td>4.02</td>
<td>Public Water Main Extensions (privately installed project)</td>
<td>26</td>
</tr>
<tr>
<td>4.03</td>
<td>Public Water Main Extensions (publicly installed project)</td>
<td>28</td>
</tr>
<tr>
<td>4.04</td>
<td>Public Water Treatment System Capacity</td>
<td>29</td>
</tr>
<tr>
<td>Chapter V</td>
<td>Standard Water Specifications</td>
<td>31</td>
</tr>
<tr>
<td>5.01</td>
<td>Service Line Specifications</td>
<td>31</td>
</tr>
<tr>
<td>5.02</td>
<td>Public Water Main Pipe Specifications</td>
<td>39</td>
</tr>
<tr>
<td>5.03</td>
<td>Public Water Main Valve/Valve Box Specifications</td>
<td>41</td>
</tr>
<tr>
<td>5.04</td>
<td>Public Water Main Blow-Off Specifications</td>
<td>41</td>
</tr>
<tr>
<td>5.05</td>
<td>Public Water Main Pressure/Bacteria Testing Specifications</td>
<td>41</td>
</tr>
<tr>
<td>5.06</td>
<td>Public Hydrant Specifications</td>
<td>44</td>
</tr>
<tr>
<td>5.07</td>
<td>Backflow Preventer Specifications</td>
<td>45</td>
</tr>
<tr>
<td>5.08</td>
<td>Meter Specifications</td>
<td>45</td>
</tr>
<tr>
<td>5.09</td>
<td>Corrosion Control Requirements</td>
<td>46</td>
</tr>
</tbody>
</table>
## TABLE OF CONTENTS (CONT’D.)

### APPENDIX “A”  WATER SYSTEM USER RATES  47
- Section I  County Customer Rate Schedule  48

### APPENDIX “B”  SCHEDULE OF FEES AND CHARGES  50
- Section I  Regional Water System Fees and Charges  51
- Section II  Equivalency Factors  56
- Section III  Application of Regional Water Project Assessment Policy and New Construction Policy  61
- Section IV  Application of S.R. 163/53 Water Main Extension Project Assessment Policy  64
- Section V  Application of Dani-Donn Acres Subdivision Plat II & III Water Extension Assessment Policy  66
- Section VI  Application of Perryview Estates Subdivision Plat V & VI Water Extension Assessment Policy  67

### APPENDIX “C”  STANDARD FORMS  69
- Payment Agreement  70
- Indemnification Agreement  71
- Established Water Service Turn-On / Turn-Off Request  72
- Final Notice of Water Shut-Off (residential)  73
- Final Notice of Water Shut-Off (commercial)  74
- Depth Variance Form  75
- Customer Penalty Waiver Form  76

### APPENDIX “D”  STANDARD SPECIFICATIONS DRAWINGS  77
- Figure #1 Typical Water Service Line
- Figure #2 5/8” Meter Pit Setting Drawing
- Figure #2A ¾” & 1” Meter Pit Setting Drawing
- Figure #3 1 ½” – 2” Meter Pit Setting Drawing
- Figure #4 Typical 3” and Larger Meter Vault
- Figure #5A (Standard) Type “A” Hydrant Setting
- Figure #5B Type “B” Hydrant Setting (parallel to water main)
- Figure #6 3” Water Main Blow-Off Detail
APPENDIX “E”  PROJECT ASSESSMENT POLICIES

- Ottawa County Regional Water Project Assessment Policy
- State Route 163/53 Assessment Policy
- Dani-Donn Acres Subdivision Plat II & III Assessment Policy
- Perryview Estates Subdivision Plat V & VI Assessment Policy
CHAPTER I

1.0 DEFINITIONS – Unless the context specifically indicates otherwise, the meaning of terms used in these “Rules and Regulations” and by the governing body of the Ottawa County Regional Water Supply System shall be as follows:

1.01 A.W.W.A. – shall mean the AMERICAN WATER WORKS ASSOCIATION.

1.02 BACKFLOW – shall mean the flow of water or liquids, mixtures, or substances into the distribution pipes of a potable water supply from any source other than the intended source of the potable water supply.

1.03 BACKFLOW PREVENTION DEVISE – shall mean any device, method, or type of construction, approved by the Department, Ohio E.P.A., and A.W.W.A., intended to prevent backflow into a potable water supply.

1.04 BOIL ADVISORY (ALERT) – shall be an official notice to consumers when the public water system pressure drops below 20 p.s.i. or when other abnormal conditions warrant such a notice. Consumers are advised to boil the water before consumption as a precautionary measure in the event contamination of the water has occurred as a result of the abnormal condition within the public water system. This advisory is in accordance with the Ohio E.P.A. regulations, requirements, and recommendations.

1.05 CONSUMER – shall mean the person, persons, firm, or corporation having the use or benefits of services rendered by the Department.

1.06 CONSUMER EMERGENCY CALL – any call from a consumer or a consumer’s acting agent that is considered an emergency.

1.07 COMMON CUSTOMER FACILITIES – facilities or appurtenances used “commonly” or generally by all customers served (i.e. elevated tanks, pump stations, transmission mains, etc.)

1.08 CONTAMINATION – shall mean an impairment of the quality of the water which could create an actual hazard to the public health.

1.09 CONTRACTORS – shall include building, plumbing, paving, sidewalk, sewer, water, etc., or others who perform work of this or similar type as individuals or partnerships, and doing work for private or governmental agencies.

1.10 COUNTY – shall mean Ottawa County, Ohio.

1.11 COUNTY COMMISSIONERS – shall mean the Board of County Commissioners of Ottawa County, Ohio.

1.12 CROSS CONNECTION – shall mean any arrangement whereby backflow can occur.
1.13 CUSTOMER – shall also be used to mean “CONSUMER.”

1.14 CUSTOMER SPECIFIC FACILITIES – facilities or appurtenances servicing a “specific” customer or group of customers.

1.15 DEGREE OF HAZARD – is a term derived from an evaluation of the potential risk to health and the adverse effect upon the potable water system.

1.16 DEPARTMENT – shall mean the Sanitary Engineering Department of Ottawa County, Ohio, the Sanitary Engineer and employees duly authorized to act for it.

1.17 DETECTOR CHECK – a valve designed to prevent the reverse flow of water or fire protection system substances. This valve also incorporates a meter which allows the Department to detect leaks in the fire system and also provides a detection point for determining unauthorized use. This valve shall meet or exceed the following standards for double check assemblies:

   A.W.W.A. Standard…………….C 506

1.18 DOUBLE CHECK VALVE ASSEMBLY – means an assembly composed of two single, independently acting, check valves including tightly closing shutoff valves located at each end of the assembly and suitable connections for testing the water tightness of each check valve.

1.19 EASEMENT – shall mean a grant by the owner of land for a specified use of land for the installation and maintenance of water lines and appurtenances for an indefinite period of time.

1.20 FIRE PROTECTION SERVICE CONNECTION – any connection to the water distribution system used for the purpose of fire fighting or fire prevention.

1.21 HEALTH HAZARD – shall mean any condition, device, or practice in a water system or its operation that creates, or may create, a danger to the health and well being of the general public and the Department’s employees. The word “severe” as used to qualify a “health hazard” means a hazard to the health of the consumer that could reasonably be expected to result in significant harm or death.

1.22 INSIDE SPLIT – shall mean any physical connection made to a single service line inside a structure, for the purpose of serving more than one customer.

1.23 INSPECTOR – a duly authorized representative of the Department who is responsible for the enforcement of the specifications, standard construction methods, and other related duties.

1.24 MAY = Permissive

1.25 NON-POTABLE WATER – means water not safe for drinking (consumption), personal or culinary use.
1.26 OWNER – shall be defined as the person who holds actual, not merely equitable, title to property. Executors, administrators of estates, and persons who hold property in trust shall be considered owners.

1.27 PERMIT – a document issued by the Sanitary Engineering Department giving permission to connect to the water supply system, repair existing connections to the water supply system, or to extend any public or private portions of the water system.

1.28 PERSON – any individual, firm, company, association, society, corporation, or group.

1.29 POLLUTION – shall mean the presence in water of any foreign substance that tends to degrade its quality so as to constitute a hazard or impair the usefulness or quality of the water.

1.30 PRIVATE SERVICE (or MAIN) – any water system and appurtenances that are privately owned, operated, and maintained but have water conveyed to the system by an adjoining County water main.

1.31 PROCESS FLUIDS – shall mean any fluid or solution which may be chemically, biologically, or otherwise contaminated or polluted in a form or concentration such as would constitute a health, pollution, or system hazard if introduced into the public or a consumer’s potable water system. This includes, but is not limited to:

A. Polluted or contaminated water;
B. Process water;
C. Used water originating from the public water system which may have deteriorated in sanitary quality;
D. Cooling waters;
E. Contaminated natural waters taken from wells, lakes, streams, or irrigation systems;
F. Chemicals in solution or suspension;
G. Oils, gases, acids, alkalis, and other liquid and gaseous fluids used in industrial or other processes or for fighting fires.

1.32 SANITARY ENGINEER – A registered professional engineer who is employed by the County Commissioners to act as the Sanitary Engineer.

1.33 SERVICE (LINE) – the pipe or conduit by which water is conveyed or drawn from the water main to the premises (structure) to be served. The service line consists of a service connection and a service lateral. NOTE: Some service lines are connected to private water mains and therefore are not maintained by the Department.

1.34 SERVICE CONNECTION – shall mean that part of the service line situated between the water main to and including the curb stop/box or to and including any meter pits installed at or within three (3) feet of the property line.

1.35 SERVICE LATERAL – shall mean that part of the service line between the curb stop/box or any meter pits located within three (3) feet of the property line and the premises (structure) to be served.
1.36 SHALL = mandatory.

1.37 SUPPLIER OF WATER – shall mean the owner or operator of the County-owned public water system.

1.38 TAP/WATER TAP – the physical connection (corporation stop) into the water main.

1.39 TRANSMISSION (WATER) MAIN – shall mean the principle piping or conduit through which water is conveyed from the water treatment plant to specific entities or areas.

1.40 WATER MAIN (DISTRIBUTION WATER MAIN) – shall mean the principle piping or conduit owned and maintained by the County through which water is conveyed or drawn to private water mains and/or service lines. NOTE: Not all water mains are owned or maintained by the County. Some are privately owned and maintained.

1.41 WATER SERVICE – shall mean the readiness to supply or actual supplying of water for drinking, sanitation, or fire protections to a premises on which a water service connection has been installed.

1.42 WORK DAYS – shall mean days on which work is performed by the Department, normally weekdays, excluding holidays.
CHAPTER II

2.0 GENERAL CONDITION

2.01 AUTHORITY – The Ohio Revised Code, Sections 6103.02 and 6117.01 enables the County Commissioners to adopt rules and regulations governing policies essential to the operation of the public water system under their jurisdiction in the Ottawa County Sewer District.

2.02 OPERATION – The public water supply systems of the Ottawa County Sewer District, including all appurtenances, are under the operation of the County and its authorized agents and employees. Such operations shall include all treatment facilities, water mains, and appurtenances of the public water supply systems except for public and private water mains and services not maintained by the County.

No person, firm, corporation, public agency, partnership, or association whatsoever shall connect, or cause to be connected, either directly or indirectly, any building, structure, or other applications with the water supply system for the purpose of purchasing water from the regional water supply system without first securing written permission, in the form of a permit, from the Department.

2.03 EFFECTIVE DATE – These “Rules and Regulations” shall be effective on the date of adoption of a resolution by the County Commissioners and may be amended from time to time.

2.04 VALIDITY – Should any section or individual provision of the “Rules and Regulations” be decided by the Courts to be unconstitutional or invalid, such a decision shall not affect the validity of the “Rules and Regulations” as a whole or any part thereof, other than that particular portion so held to be unconstitutional or invalid by the Courts.

2.05 ENFORCEMENT – These “Rules and Regulations” shall be enforced by the Sanitary Engineering Department, as directed by the County Commissioners, in accordance with The Ohio Revised Code.

2.06 VIOLATION – Any infractions of the “Rules and Regulations” is a violation. Any person, firm, group, or corporation, either owner or agent, who tampers with or attempts to use facilities provided by the County without first obtaining the necessary permits and approvals is in violation of the “Rules and Regulations.” Any person, firm, group, or corporation, either owner or agent, that obtains a permit or approval based on false information made in order to deceive the County shall be held in violation of the “Rules and Regulations.”

2.07 PENALTIES – Any person, firm, group, or corporation, either owner or agent, committing a violation of the “Rules and Regulations” shall be guilty of a misdemeanor, and upon conviction, shall be fined by the County in accordance with The Ohio Revised Code. To insure that remedial action will be taken to rectify the violation, this fine shall be in effect until the violation is corrected. The violator of the
“Rules and Regulations” shall be liable and responsible for any and all damages incurred as a result of the violation. Any violation of any Section of the “Rules and Regulations” for which no penalty is specified provided shall be punishable by a fine or termination of service with each day or act of violation considered a separate offense.

2.08 JURISDICTION – These “Rules and Regulations” are applicable to all water system users, public and private, within the Ottawa County Sewer District as established or amended.

2.09 AGREEMENT – All persons, successors, and assigns obtaining a permit from the Sanitary Engineering Department shall be bound by the “Rules and Regulations.”

2.10 INTERPRETATION – The provisions of these “Rules and Regulations” shall meet or exceed the minimum requirements adopted for the promotion of health, safety, and welfare of the constituents of the County. These “Rules and Regulations” are not intended to repeal, abrogate, annul, or in any manner interfere with any laws or rules of any governmental agencies having jurisdiction that are more stringent. Where these “Rules and Regulations” impose greater restrictions than those of other governmental laws or rules, then the provisions of these “Rules and Regulations” shall govern. These rules may be expanded or revised by the County Sanitary Engineer to cover situations not explicitly detailed herein.

2.11 PERSONNEL – Inspectors, meter readers, employees, or representatives of the County whose duty constitutes entrance upon private property shall have access to the premises for the proper operation and maintenance of the County facilities and appurtenances. Should access of the premises be denied, the County shall discontinue service and will not restore the same until such time as access is granted. The County shall not accept keys for the purpose of gaining access to read a customer’s meter.
CHAPTER III

3.0 PUBLIC WATER SUPPLY SYSTEM OPERATIONS

3.01 GUARANTEE OF SUPPLY AND SERVICE

A. The County does not guarantee any fixed pressure or a continuous supply of water, but will, in an emergency, endeavor to notify affected customers of variances from normal operations when possible.

B. Persons or entities using steam boilers, gas engines, or other equipment or whose operations depend on a supply of water direct from the service pipe, should have in mind ITEM “A” of this Section and provide a storage of sufficient water to operate for a reasonable length of time.

C. In case of a serious fire(s) or water shortage or when, for any cause, it is necessary to conserve the water supply by limiting the use thereof, such an order shall be made and shall be obeyed by all users of water affected by such an order and the County shall not be responsible for any damages resulting from any such limited use.

D. Every reasonable effort will be attempted to restore service as soon as possible should an interruption of service occur. The County shall not be liable for any accidents or damages resulting from interruption of service. Whenever possible and as time permits, customers will be notified prior to shut down.

E. The County shall have the right to shut off water service for nonpayment of bills, routine maintenance, emergency repairs, water main extensions, tests, water system improvements or whenever necessary. The County disclaims any responsibility for damages or accidents arising from the same. All privately owned valves and service lines are to be maintained in such condition as to allow termination and reinstatement of service at any time. Whenever possible and as time permits, customers will be notified prior to discontinuance of service.

F. The County disclaims any responsibility for damage by water to any personal or real property caused by leaks, broken pipes, meters, or fixtures whether privately or publicly owned.

3.02 PERMIT REQUIREMENTS

A. No unauthorized person(s) shall uncover, make any connection with, or opening into, use, alter, or disturb any public water main, appurtenance, private water distribution system, private service line without first obtaining a permit issued by the Sanitary Engineering Department. Repairs and extensions of said water system appurtenances shall also require the issuance of a permit.

B. Prior to the issuance of a permit to connect, install, or repair, an application for permit shall be completed, signed, and submitted to the Sanitary Engineering Department along with all applicable permit fees and charges. The application for permit to connect or install shall be signed by the property owner. An
application for a repair permit or permit renewal may be signed by the property owner’s duly authorized agent. Application forms are available in the Sanitary Engineering office.

C. Permits shall only be valid for the property or project identified on the permit form. Any special conditions or requirements noted on the permit form or an “exhibit” attached to the permit form shall be adhered to by the property owner and/or his agents. All construction shall be in accordance with these Rules and Regulations.

D. Permits shall be available on the job site at all times until the job is completed and approved by the inspector. Posting of the permit is recommended.

E. Permits shall be valid for 120 days from the date of issuance unless otherwise designated by the Sanitary Engineer for specific projects. The expiration date of the permit shall be noted on the permit form issued. If a permit expires and work has not been completed, the inspector shall stop all work and the property owner or his duly authorized agent shall be required to renew the permit prior to any further work being completed. A permit renewal application shall be completed, signed, and returned to the Sanitary Engineering office along with a permit renewal fee and any other applicable (additional) fees and charges.

F. Permits to connect individual service laterals to newly extended water mains shall not be issued until all testing has been completed and approved by the County and final construction inspection of the water main has been made by the County inspector and submitted in writing to the Sanitary Engineering office.

G. All cost and expense incident to the installation, connection, or repair of water service lines, appurtenances, or parts thereof shall be borne by the property owner. The property owner shall indemnify the County from any loss or damage that may directly or indirectly be occasioned by the installation or repair of a water service line or appurtenance.

H. Applications for installation of water mains and appurtenances for new subdivisions, public/private water main extensions, or any special projects shall be made on a special project application form furnished by the Sanitary Engineering Department. The application shall be signed by the property owner. A permit shall not be issued until all applicable improvement drawings, easements, approvals, general requirements, and fees and charges have been submitted by the property owner and approved by the Department.

I. Before a permit to raise, demolish, or move a building is issued by the Department, proper provisions shall be made to disconnect all water connections and verification of such shall be provided to the Department.

J. The issuance of a permit to connect, install, or repair by the Department does not relieve the permit holder of the responsibility of securing permits/approvals from the governmental or private agencies that may be affected by the scope of work for which this Department’s permit was secured. Permission must be secured for working in public or private right-of-ways or easement areas.
3.03 WATER METERS/METER PITS

A. Once water meters (including backflow prevention devices) are properly installed and approved, the County assumes ownership and standard maintenance responsibilities of the meters in accordance with these “Rules and Regulations” and the standard policies of the Department.

1. A determination of the meter and service line size required for service to a property shall be made by the customer and reviewed by the Sanitary Engineer or his representative. The Department does not assure any liability for improper meter and/or service line sizing, levels, or variations in water pressure or other problems caused by improper sizing of the meter or service line.

2. All water services shall be metered unless specifically exempted by these “Rules and Regulations.”

3. All meters installed after January 1, 1998 shall be installed in a meter pit within three (3) feet of the public right-of-way or easement line. If such a location is not practical or would jeopardize the integrity of the public water system, the location may be revised upon approval of the Sanitary Engineer or his authorized representative.

4. All primary meters (read by the Department and billed accordingly) shall be of the radio read type meter and as specified in Chapter V (Standard Specifications) unless otherwise approved by the Sanitary Engineer. All costs associated with the water meter and meter appurtenances shall be borne by the property owner unless otherwise stated in these Rules and Regulations.

5. All water that passes through the customer’s meter shall be billed to the customer whether the water is used, wasted, or lost due to leakage or other means.

6. Secondary meters, for the purpose of metering water within a property or premises, may be purchased and installed by the property owner, at his own expense, wherever the property owner wishes individual metering. However, the Department will not routinely read these meters, nor be responsible in any way for their accuracy, maintenance, or replacement. It shall be the property owner’s sole responsibility to read and maintain secondary meters.

   Upon request from a property owner, the property owner may contract with the County to read secondary meters and send separate bills out for said secondary meters. A written contract shall be established between the two parties before the service is initiated.

7. Each meter of two (2) inch in diameter or larger shall be a compound or turbine type meter. By-passes around meter settings shall be required for
two (2) inch and larger meter installations not used for fire protection. Such by-pass installations shall be in accordance with the County’s standard specifications. By-passes shall be sealed by the Department or its authorized agents.

8. Meters or meter pit appurtenances owned by the County shall only be removed or altered by authorized employees of the Department except as otherwise approved by the Sanitary Engineer or the Operations Manager.

9. If a meter fails to register or is found to be out of order, the customer will be charged at the average consumption rate for comparable periods, as shown by the meter records, when the meter is registering accurately.

10. The Department may test and correct meters at its discretion. The Department will guarantee its accuracy within 2 percent plus or minus on all flows above 20 gallons per minute (GPM) and within 10 percent plus or minus on ½ gallons per minute (GPM).

The Department may test meters upon a written request of a consumer to verify the meter’s accuracy. The written request shall include authorization from the consumer to debit the customer’s account with a meter charge if the test proves the meter to be within the guidelines shown above. The customer should make arrangements to be present to witness the test. If the customer chooses not to witness the test, the findings of the Department personnel conducting the test shall be accepted as final. Proper refund shall be made if the test shows the customer has been over charged. In order to protect the Department against unreasonable demands for this service, a charge shall be made if the test shows the meter to be registering properly (see Schedule of Charges in Appendix “A”).

11. If damage occurs to a water meter or its appurtenances due to negligence on the part of the consumer (or property owner), the consumer (or property owner) shall be billed for all costs incident to the repair or replacement of the damaged items.

12. The cost of repairs to meters and appurtenances owned by the County made necessary because of normal wear and deterioration will be assumed by the County.

13. Existing inside water meters (or approved new inside installations) shall have a drain installed in the area of the water meter to carry off all water that may leak from a meter or meter setting. The County is not responsible for any damage caused by water leaking from an inside meter or meter setting. The property owner is responsible for protecting the inside meter from any damage including freezing.

14. Meters and appurtenances attached thereto shall not be tampered with. If the Department finds that a meter seal has been broken or there is evidence that a meter has been tampered with, the water will be shut-off and not turned on again until a payment, determined by the County, has been made
to pay for the resealing of the meter, any water loss that may be detected, and any damage that may have occurred.

B. All **meter pits** (and their appurtenances) installed or upgraded to the specifications of these Rules and Regulations on or after January 1, 1998 shall be owned and maintained by the County. Meter pits installed prior to January 1, 1998 shall be owned and maintained (including protection from freezing) by the property owner unless the meter pit is upgraded to meet the specifications of the regional water system and approved by the Department. This language does not apply to the meter pits (and their appurtenances) located in the area formally known as “Sewer District No. 7”. These meter pits, regardless of when they were installed are owned, operated, and maintained by Ottawa County.

1. All new or upgraded meter pits, including frames and lids, shall be installed in accordance with the Regional Water system standard specifications (see Chapter V, Standard Specifications).

2. Even though the County owns and maintains the meter pit, consumers (property owners) shall take every precaution to protect the water meter pit on their property from damage and potential damage to help reduce maintenance costs for the public water system.

3. Damage to the water meter pit or appurtenances due to the property owner’s (or property owner’s tenant or guest) negligence, abuse, or misuse may be billed to the property owner by the Department.

C. All officially read **remote registers** will be operated and maintained in accordance with the same general provisions that apply to the meters.

1. Existing remote register systems may remain in place until the property’s water service is upgraded to the Regional Water standards at the Department’s discretion. No new inside meters with remote registers shall be permitted except for extreme circumstances that are pre-approved by the Sanitary Engineer.

2. In the event of a malfunction of the remote register, a visual reading of the register dial on the meter shall govern.

3. All remote registers shall be sealed by the Department. In the event a seal has been broken, the Department shall investigate to determine who broke the seal and why. Violations may be issued as they warrant. Visual verification that the meter and the remote shall be conducted prior to re-sealing the remote register.

4. Occasionally (at least once a year), the Department shall verify that the remote register and the meter are on the same reading. If adjustments are needed to make the remote register equal to the meter register, either a debit or credit shall be applied to the following billing cycle, whichever is appropriate to properly “equalize” the account for the associated water meter.
3.04 BACKFLOW PREVENTION/CROSS CONNECTION CONTROL PROGRAM

A. All new or upgraded water service lines shall be required to have a double check backflow preventer, as specified in Chapter V Standard Specifications.
B. The property owner and/or occupant who purchases water from the public water system is liable for any installation of devices or actions taken on the premises that may endanger the quality or integrity of the public water system.
C. The Department reserves the right, at any time, to order a property owner to install an approved backflow preventer on any existing water service line.
D. To provide an effective means for protecting the public water system from contamination due to the backflow of contaminants through the water service connection into the public water system, all water service lines shall conform to the Ohio Administrative Code Chapters 3745-95 and 3745-99. The Department reserves all rights specified therein.

3.05 HYDRANTS

A. All new publicly owned hydrants shall conform to AWWA C502 and shall be as specified in Chapter V, Standard Specifications, of these Rules and Regulations. Public hydrants shall only be installed on water mains that are eight (8) inches in diameter or larger. The location of new hydrants shall be approved by the Department and the local fire chief or authorized representative of the local fire department.

B. No private hydrants receiving water supply from the regional water system shall be set without approval and inspection from the Department. Private hydrants shall meet AWWA standards and are highly recommended to meet the standards for public hydrants. The Department shall not assume ownership, operations, or maintenance of any hydrant now or in the future that does not meet the publicly owned hydrant specifications shown in Chapter V, Standard Specifications, of these Rules and Regulations.

C. Only authorized representatives of the Department or members of the fire department carrying out their official duties may draw water from a hydrant.

D. “Soft suction” (soft jacketed) type hoses should be used to connect to a public or private hydrant. This standard is to prevent anyone from suctioning water (via a pump) out of a hydrant at a faster rate than what the hydrant is regulated to flow which jeopardizes the integrity of the public water system. Fire departments who must use “hard suction” type hoses to connect to a hydrant shall not allow the pump to draw more water from the hydrant than what the hydrant can provide from static flow.

E. Hydrants shall be opened and closed very slowly to prevent water hammer from developing within the water mains. Due to serious consequences of water hammer within the water system, quickly opening or closing hydrants shall be considered a violation of the Rules and Regulations. When opening a hydrant to draw water, the hydrant shall be opened to its fully open position. If less water is
required than supplied by the hydrant in its open position, an external valve as approved by the Department must be inserted to regulate flow.

F. The authorized operator of the hydrant being used must remain in the immediate vicinity of the hydrant at all times while the hydrant is being used (in the open position). The hydrant wrench used to operate the hydrant must be in the possession of the authorized operator while the hydrant is in use.

G. Fire departments shall notify the Department of any hydrant used for carrying out their official duties. Notification shall be made the same day when possible or as soon as reasonably possible. The fire department shall also supply the Department with an estimate of the amount of water used for the purposes of calculating water loss within the public water system.

H. If a hydrant, or any part of the water system, is damaged by any person, group, or firm, the Department shall prepare an invoice for the necessary repairs, including labor and material costs, and send it to the responsible party who shall have thirty (30) days to remit payment to the Department.

I. A ten (10) feet minimum diameter clearance shall be maintained around public hydrants at all times. No person, firm, or group shall place or cause to be placed any permanent/stationary or temporary/mobile objects within ten (10) feet of a hydrant.

### 3.06 FIRE PROTECTION SERVICES

A. Improvement drawings and specifications for fire protection service lines and systems shall be submitted by the property owner to the Department for approval prior to the issuance of a permit to connect or install. The improvement drawings shall show projected flow rates for the fire protection line and/or system and the estimated size of meter and service line needed to meet the demands of the system. An application for permit shall be completed, signed, and returned to the Department along with all applicable fees and charges.

B. It shall be the responsibility of the property owner to install the fire service line from the public water main to the point of application including all material and labor to install the tap on the water main. All construction shall be under the supervision of the Department.

C. Fire protection service lines four (4) inches or larger are required to be monitored with a detector type check valve, but will not be charged for usage in the event of a fire. The detector check valve and backflow preventer shall be installed in a vault(s) at or near the property line closest to the public water main.

D. The domestic or process water supply for the structure shall not be connected at any point on the fire protection service line after the detector check valve.

E. All fire protection systems shall have a backflow preventer installed within the system. The location shall be easily accessible for continuous inspection and
maintenance. The type and locations shall be shown on the improvement
drawings approved by the Sanitary Engineer.

F. Fire protection service lines outside of building foundations shall have a
minimum of forty-two (42) inches of cover over the crown of the pipe, no
exceptions. Maximum freeze protection shall be afforded all fire protection
service lines due to the lack of regular flow through the pipe(s).

G. The property owner shall provide the primary control valve for the fire protection
service line at the property line nearest the public water main. All appurtenances
shall be in accordance with the Department’s Standard Specifications shown in
Chapter V of these Rules and Regulations.

H. Fire pipes, valves, and other accessories which are part of the fire protection
system shall be so installed as to be accessible for purposes of inspection by the
Department at all times. Termination of underground construction of the fire
service line will be at the first joint above the floor line.

I. The use of drip or blow-off valves for draining fire systems shall be allowed only
in cases of absolute necessity (as determined by the Department), and in no case
shall their installation be permitted unless furnished with a County specified
valve and the end of every such pipe shall be exposed to view at all times. The
size of the drip or blow-off pipes shall be as approved by the Sanitary Engineer
in each case.

J. Where a riser is installed in a building to provide fire protection through hoses in
racks, the supply of water must come from the monitored fire protection service
line.

K. All fire pumps used to maintain pressure on an unmetered fire service line shall
be supplied from a monitored source.

L. All tanks, cisterns, or reservoirs maintained for fire protection purposes shall be
metered for billing purposes at the expense of the premises or parties supplied.

M. Fire protection service lines having a looped system with more than one source
of supply from the public water main shall have a double check backflow
preventer valve at each source. The check valve shall be located on private
property and within ten (10) feet of the public right-of-way unless otherwise
approved by the Sanitary Engineer. A standard manhole or vault shall be
constructed over each check valve.

N. All “anti-freeze” type fire protection systems shall have a “Reduced Pressure
Backflow Preventer” in the system at a location acceptable to the Department.

O. The property owner shall submit to the County for its approval, the name of the
contractor(s) employed to install the system. Any work to be done on the public
portion of the water main (water main, service connection, meter) shall be
completed by a contractor licensed with this Department. Once approval is
granted, the property owner or the owner’s contractor shall notify the Department at least three (3) days in advance of any work on the system so an inspector may be assigned to the job. All inspection costs incurred by the Department shall be the responsibility of the property owner.

**P.** Upon completion of construction, two (2) consecutive passing bacteriological tests shall be made by the property owner at his expense. The tests shall be conducted in accordance with the A.W.W.A. standards for testing new water mains/services and the test results shall ensure that all drinking water standards have been met. The fire protection service line shall be pressured tested in accordance with Chapter V of these Rules and Regulations. The pressure test shall be witnessed by an authorized representative of the Department.

**Q.** Private fire systems and the appurtenances connected therewith may be tested by parties owning the same or by the insurance inspectors under the following conditions:

1. Notice shall be given to the Department, in writing, that such a test is desired. The notice shall be given five (5) working days in advance of when the test has been scheduled. The Department may have a representative present for the test.

2. The property owner is responsible for all water used to conduct the test. A charge based upon usage (or estimated usage) shall be billed at the current water rates.

3. Copies of the results of all tests conducted shall be submitted to the Department as soon as reasonably possible.

**R.** Operations, maintenance, and repair of the fire protection system or service line and all appurtenances shall be the responsibility of the property owner.

**S.** If at any time a fire protection system or service line is found to be in violation of these Rules and Regulations, all changes necessary to make said systems comply therewith must be made within thirty (30) days after written notice to do so is given by the Department. A copy of the written notice will be sent to the interested insurance company, if known. Failure to comply as directed will result in discontinuance of water service after a five (5) day period. Any violation that may result in risk to the health, safety, and/or welfare of persons shall be corrected immediately.

**T.** When requested by the Sanitary Engineer, plans and specifications for existing fire protection systems shall be furnished to the Department within thirty (30) days after notice to do so. The plans shall include the profile of the fire service within the public right-of-way.

**U.** The Department does not guarantee, and will not be responsible for, a given volume of water or pressure at any time. Property owners with fire protection systems should keep this in mind when in the planning stages of installing a fire suppression system.
V. No changes, alterations, or extensions of any fire protection system or service line shall be made without first securing approval from the Sanitary Engineer. All changes, alterations, or extensions shall be inspected by the Department.

3.07 CONTRACTOR LICENSING REQUIREMENTS

A. Any water improvements or repairs to the public portion of the water supply system (or any portion that will become part of the public water supply system) shall be completed by a contractor licensed with the Department unless the contractor is acting under a legally executed contract for the Board of County Commissioners, Ottawa County, Ohio. The public portion of the water supply system shall include (but not limited to) the following appurtenances:

- Water main pipes which are owned, operated, and maintained by the Department and located within public road right-of-ways or easement areas.
- Water main valves, hydrants, blow-offs, or other water main appurtenances.
- Water taps on the public water mains.
- Service connections located within the public road right-of-ways or easement areas.
- Service connection curb stop and curb box.
- Meters, meter pits, and meter pit appurtenances which are owned, operated, and maintained by the Department (installed after January 1, 1998).
- Backflow prevention devices (and their vaults for larger units) which are owned, operated, and maintained by the Department.

B. Any water improvements or repairs on private property such as private water mains or the private portion of service lines (service lateral) may be completed by the property owner or by any person or contractor approved by the property owner. Although the option for a non-licensed person or contractor is available to property owners installing or repairing private water mains or service laterals, it is highly recommended that all property owners utilize a contractor licensed (and bonded) with this Department if they do not complete the work themselves.

C. All Sanitary Engineering Department contractor’s licenses shall expire on the 31st day of December in the year in which the license was issued. A contractor’s license may be revoked at any time by the Sanitary Engineer or his authorized representative for any violation of these Rules and Regulations.

D. The names of all contractor’s currently licensed with the Sanitary Engineering Department shall be recorded on a master list of licensed contractors and provided as public information for all inquiries. If a contractor does not want his company’s information published on the master list, the contractor must inform the Department of his request to not have the information published.

E. The following is a list of requirements that shall be met prior to the issuance of a contractor’s license from the Sanitary Engineering Department:
1. Complete, sign, and return an Application for Contractor’s License; and,
2. Payment of a Contractor’s License Fee (see Appendix “A”)
4. Properly executed Performance Bond in the amount of $15,000 on a bond document provided by the Sanitary Engineering Department.
5. Proof of Insurance Certificates showing the following minimum amounts:
   - Comprehensive General Liability $300,000 each occurrence
   - Completed Operation and Products Liability $15,000 each occurrence
   - Comprehensive Auto Liability Insurance and Bodily Injury coverage $300,000 each occurrence
   - Liability coverage $300,000 each occurrence
   - Property Damage Liability $300,000 each occurrence
6. Provide a list of the names of all persons employed by the company.
7. Provide a list of all the companies that will be working under the license as sub-contractors.
8. Provide proper documentation if using explosives.

F. Any person or contractor doing work under these Rules and Regulations and who is responsible for the use of explosives or other dangerous materials shall abide by all applicable laws which include Section 2923.18 of The Ohio Revised Code. Application shall be made to the Ottawa County Sheriff, and upon approval of a qualified applicant and payment of the appropriate fees, a license or temporary permit will be issued. A copy of the license or temporary permit shall be supplied to the Sanitary Engineer by the person or contractor.

3.08 TURN-OFF WITH NOTICE

A. The supply of water through any service may be turned off with prior notice from the Department for any of the reasons listed below. The Department shall provide notice to the customer by any of the following methods: regular mail, telephone, or by personal visit of an employee or authorized agent of the Department to the premises. The reason for the turn-off and the measures the customer can take to prevent the turn-off or recover the service shall be provided to the customer. The reasons for turn-off with notice are as follows:

1. Non-payment of water or other charges assessed under the terms of these “Rules and Regulations.”
2. Failure to pay the water bill at any location for which a customer has a valid contract, or the water bill at any property for which a customer has guaranteed payment.
3. When access to the premises cannot be achieved to inspect/verify an inside meter with a remote reader or when an inside meter cannot be accessed to
obtain a reading and the customer has not called the reading into the Department for three (3) consecutive billing periods.

4. Failure to redeem a returned check or automated bank plan debit.
5. Failure to make designated payments in accordance with a signed Payment Agreement.

B. The supply of water through any service may be turned off with prior notice from the Department for any of the reasons listed below. The Department shall provide notice to the customer not less than one (1) time by any of the following methods: regular mail, telephone, or by personal visit of an employee or authorized agent of the Department to the premises. The reason for the turn-off and the measures the customer can take to prevent the turn-off or recover the service shall provided to the customer. The reasons for turn-off with notice are as follows:

1. Cross-connections or interconnecting with any other supply of water when not approved by the Department. This includes installation of pipe and fixtures such that a possibility of back siphonage or backflow, in the opinion of the Sanitary Engineer or his authorized representative, exists.
2. Failure to properly repair a leaking service lateral within forty-eight (48) hours after notice is given from the Department to do so.
3. The use of water on any premises other than that recorded in the application, except as may herein otherwise be provided for.
4. Misuse, abuse, or illegal use of any service pipe, meter, curb stop, corporation stop, any appurtenance, or the seal on any water system appurtenance.

C. The supply of water, turned off under this Section, will not be turned on again until the cause of the turn off has been corrected and either (1) all charges, including a standard service charge, have been paid; (2) a Payment Agreement is entered into; or (3) the current Payment Agreement is brought up to date. Water to a premise shall be turned back on only by employees or authorized agents of the Department.

3.09 TURN-OFF WITHOUT NOTICE

A. The supply of water through any service may be turned off by the Department without any notice for, but not limited to, the following reasons:

1. Any situation deemed by the Department as jeopardizing the integrity of the public water system or has the potential to harm the public’s health, safety, or welfare.
2. Willful waste of water, as determined by the Sanitary Engineer.
3. Making any additions or alterations in or about the service line without notice thereof being previously given to and permission obtained from the Department.
4. Theft of service.
5. Failure to follow the terms of a payment agreement.
6. Water to vacant property may be turned off by the Department as soon as such vacancy becomes known, unless otherwise arranged before hand by the property owner.

7. When mail to an address has been returned repeatedly, when other efforts to obtain a good address have been unsuccessful, and when a bill is delinquent for two (2) billing periods for that property.

B. The supply of water, turned off under this Section, will not be turned on again until the cause of the turn off has been corrected and either (1) all charges, including a standard service charge, have been paid; (2) a Payment Agreement is entered into; or (3) the current Payment Agreement is brought up to date. Water to a premise shall be turned back on only by employees or authorized agents of the Department.

3.10 TAMPERING WITH THE PUBLIC WATER SYSTEM

A. Tampering with the public water system by unauthorized persons is prohibited and is a violation of these Rules and Regulations. Actions which constitute violations include, but are not limited to, the following:

1. Unauthorized connections or reconnections of water service(s);
2. Removing or reversing a meter;
3. Unauthorized bypass of a meter;
4. Tampering with locks, locking valves, and/or seals;
5. Unauthorized water taps;
6. Disconnections of the remote register;
7. Unauthorized hydrant usage;
8. Tampering with public or private valves, curb stops, apparatus, or facilities for the purpose of obtaining service without authorization from the Department;
9. Preventing access of County personnel to curb boxes and meter pits;
10. Unauthorized entrance into meter pits or any tampering with the meter, meter pit, meter pit cover, locking device, radio read equipment, or any other equipment attached thereto.
11. Any obstruction of the electronic radio transmission from the water meter which prevents the Department from obtaining water meter readings using the standard methods for radio read meters, including, but not limited to: gravel, asphalt, concrete, topsoil, structures placed over the meter pit, etc.

B. Violations may result in the termination of service without notice, assessment of investigation and billing costs related to the termination of service, penalties, restitution for metered and/or unmetered water use and criminal prosecution.
A. Property owners and contractors shall comply with all Ohio Revised Code (ORC) sections concerning guidelines for locating existing utilities including, but not limited to, ORC 3781.25 through 3781.32. The Department is a member of the Ohio Utilities Protection Service (OUPS) who can be reached at 1-800-362-2764. The Department will locate County owned service connections (taps) and County owned water and sanitary sewer mains at no cost, providing the following is complied with:

1. The Department shall be notified, in writing, a minimum of three (3) working days prior to the start of the project (earlier notification is suggested when possible). The notification shall contain the following:
   a. Name/Address/Telephone Number of the Contractor.
   b. Name/Telephone Number of the Owner.
   c. Start date of the project and type of project.
   d. All streets involved.
   e. All addresses of the services involved.

2. After the stakes, symbols, and/or paint markings have been placed by the Department, the maintenance of the same becomes the responsibility of the contractor. Any subsequent relocation or restaking will be charged to the contractor at the Department’s direct cost.

B. Failure to follow the above procedure will place the responsibility for damage on the contractor.

C. Information furnished to the contractor is based on records of the County. The absolute accuracy of these records cannot be guaranteed. The contractor is directed to take every precaution possible so water facilities are not damaged and service to customers is not interrupted.

D. If the contractor requires a more accurate location, it is suggested that he secure pipe locating equipment for this purpose.

E. Generally, the service connections (taps) will be located in a straight line from the curb box to the water main at right angles. However, since this does not hold true in all cases, deviations of several feet are possible.

F. County approved procedures are to be followed where property owners or contractors are permitted to disconnect water services for the purpose of the installation of sewers, etc. Under no circumstances will this work be permitted without prior consultation and approval by the Department. A representative of the Department must be present at all disconnections and/or reconnections. The general procedures are as follows:

1. The property owner or contractor may disconnect water services when using a construction trench box. He may roll services out of the way and
reconnect the service when passed. Extreme care shall be taken not to cause leaks in the services.

2. All service lines are to be plugged and capped to prevent contamination.

3. The property owner is to be notified by the contractor prior to the disconnection. Also, the property owner is to be temporarily served with water (by the contractor) if service is to be disrupted for more than two (2) hours. The method of temporary water service shall be agreed upon by the property owner and the Department.

4. The Department shall inspect and approve all water lines prior to backfilling. The full circumference of the service pipe is to be available for inspection.

5. It is necessary to support the service pipe or water main across the ditch or other excavation in a manner approved by the Department.

6. Any water services that are backfilled prior to inspection shall be uncovered for inspection by the property owner or contractor (at their cost).

7. The property owner or contractor shall be charged for all expenses incurred by the County on all work, including inspection, correction of faulty installation, damage to piping and meters due to foreign material, and other necessary work.

3.12 BILLING METHODS AND DELINQUENT ACCOUNTS

A. Meters shall be read on a monthly basis (between the 20th and 25th of the month) and water bills should be processed and sent out on or before the first (1st) day of each calendar month. Water bills shall be due and payable at the Sanitary Engineering Department office or authorized collection center on or before the twentieth (20th) of the month in which the bills are postmarked. A late penalty of 10% shall be added to the charge if the amount due is not paid or postmarked on or before the due date. If the due date is a Saturday, Sunday, or a holiday, the bill shall be due on the following regular business day.

1. The customer can make payment in full with cash, check, money order (made out to the OTTAWA COUNTY SANITARY ENGINEER [O.C.S.E.]), or direct payment plan from a checking or savings account; or,

2. The customer can agree to make a partial payment by signing a “Payment Agreement”, acceptable to the Sanitary Engineer or his authorized representative and pay a minimum of $10.00 of the past due amount at that time. The Sanitary Engineer or his authorized representative has the right to alter this requirement if just cause is shown. A tenant shall be required to obtain the property owner’s approval prior to the execution of a payment agreement. The Department may shut the water off until the property owner’s approval has been granted.

All payments received from a customer who has both public water and sanitary sewer service from the County shall be first posted towards the sanitary sewer fee and the remaining amount will be posted towards the water fee. Therefore, in order for customers to be assured of continued water and sanitary sewer service, it is imperative that payment be made in full on or before the due date.
B. If the customer does not comply with Item A-1 or A-2 shown above, and the account becomes more than sixty (60) days delinquent, a “Shut-Off Notice will be sent to the customer, via regular mail, 2-3 business days after the due date. The shut-off notice shall indicate the date of discontinuation of water service and the amount due. This notice shall specifically state that this will be the only notice sent to the customer of the pending water shut-off. If the property is used for rental purposes and the monthly water bill is mailed to the tenant, a duplicate copy of the shut-off notice will be mailed to the property owner of record. A listing of those water services that remain shut-off 2-3 days after the shut-off date will be sent to the Ottawa County Health Department.

C. In the event delinquency in payment continues after the due date and the issuance of a “Shut-Off” notice, the water service billed for will be discontinued on the date stated on the “Shut-Off” notice (10 days after shut-off notice). Service can only be resumed upon full payment of all delinquent charges, penalties, and any other applicable fees and charges or by entering into a Payment Agreement as stated in Item A-2.

D. The customer, who has entered into a payment agreement (A-2), agrees to pay the current amount due each month plus an additional payment on the past due amount. The additional payment amount (minimum of $10.00) on the past due amount is determined by the customer when signing the Payment Agreement.

Failure of a customer to honor the Payment Agreement may result in discontinuation of service immediately and without prior notice. Service shall be restored to the property only when all delinquent charges, penalties, and any other applicable fees have been paid or a new Payment Agreement has been entered into by the customer, or an existing Payment Agreement is brought current. A new Payment Agreement may be entered into only one time after defaulting on a prior Payment Agreement until such time as all delinquent charges, penalties, and other applicable fees are paid by the customer.

E. Water service and water billing may be discontinued to a property, at the property owner’s written request, by completing a special form in the office of the Department. When the property owner makes a written request in the future to have the water turned back on, a re-establishment fee (and all delinquent charges, if applicable) shall be paid-in-full prior to restoring water service to the property (see APPENDIX “B”, Section I).

F. Requests for discontinuance of service, in occupied premises in which the customer of record is not the property owner, will not be honored or accepted for such purposes as eviction, enforcing collection of rents, or as a result of differences between the property owner and the occupant.

G. In the case of older existing private water systems (prior to May 6, 1999) where more than one party is supplied with water from the same service pipes, and one of the parties so supplied fails to pay the bills when due, or fails to comply with the “Rules and Regulations” the water shall be shut off from such service laterals
without County liability in damages to any of the other parties serviced by such service laterals.

G. Should the Department be unable to render water bills because of labor shortage or some other deficiency, the bill may be rendered for a longer period but at the same monthly rate.

I. When water has been turned-off for any violation of the “Rules and Regulations” or failure to pay charges, the customer shall pay a turn-on fee.

J. All invoices for water service shall be mailed to the property owner of record. If the water invoices are to be mailed to someone other than the property owner of record, the record property owner shall complete and sign an Indemnification Agreement prior to a change being made. It is the property owner’s responsibility to notify this office, in advance, of any change of tenant. All address changes must be submitted in writing.

K. All water that passes through a meter shall be charged for, whether used, wasted, stolen, or lost by leakage, at the standard water rate. Water charges may be adjusted for the following reasons:

1. An inaccurate meter.
2. A monitor meter adjustment.
3. An improper billing of the account.
4. Any other adjustment required to correct proven inequities in billing.
5. When a property owner or County personnel discover a problem on the customer’s property, such as a service line break, which causes significant increase in water usage to the property, above the normal average usage, and the problem was not caused by the negligent actions of the property owner, the Sanitary Engineering Department may, depending upon the specific documented circumstances, charge the property owner for the water that passed through the meter at the County’s lowest user rate of $2.99 per 1,000 gallons instead of the standard customer rate, subject to the Board of County Commissioner’s approval. The lost unused water shall be considered to be the amount of water passing through the meter which is greater than the highest use for any billing period over the previous twelve (12) months.

L. The following procedures shall be used for appeal of disputes to water and miscellaneous billing:

1. An Adjustment Committee shall be created within the Department to consider requests for adjustments to water and miscellaneous billings. The Committee may consist of the Sanitary Engineer, Operations Manager, Administrator, Billing Specialists, Superintendent, field personnel or other appointees of the Sanitary Engineer. Other personnel may be called on as needed, in order to provide input that is necessary to resolve the matter at hand.
2. A request for an adjustment from a customer shall be considered by the Adjustment Committee which will investigate the matter before it and
consider all pertinent facts in reaching a conclusion of the matter. The customer will be answered in writing advising him/her of the decision.

3. Rulings of the Adjustment Committee may be appealed in writing to the Board of Ottawa County Commissioners.

M. Water customers contesting the 10% late penalty charged to their account(s) may be granted a one (1) time waiver of said charge during a two (2) year period providing the following conditions are met:

1. Requests for waiver must be submitted in writing, signed, and dated by the property owner or person on record with the Department as being responsible for payment; and,
2. No prior requests have been made and granted for a waiver during the previous two (2) year period; and,
3. All delinquent charges for water and/or sewer service shall be paid in full prior to the next billing cycle for said service.

N. Upon written notification of inadequate funding by a banking institution covering a check or automated bank plan debit issued for payment of water services, said account will be charged an additional service charge per occurrence over and above pending payments due for water service (see APPENDIX “B”, Section I).

O. The Ohio Revised Code, Section 6117.02, provides that when water service charges are not paid, the Board of County Commissioners shall certify the same together with any penalties to the County Auditor, who shall place them upon the real property tax list which shall be considered a lien on such property and shall be collected in the same manner as other taxes. The Board of County Commissioners shall charge a $50.00 processing fee to each account certified to the County Auditor for collection from the real property taxes. This processing fee shall pay for expenses relating to the coordination of activities relating to the certification process.
CHAPTER IV

4.0 WATER SYSTEM IMPROVEMENTS

4.01 PRIVATE WATER MAIN EXTENSIONS (on private property)

A. Property owners may install new private water main extensions or upgrade existing private distribution systems located on their own property which will receive water from the Regional Water system.

B. Prior to making any improvements or repairs to water mains or services on private property, the property owner shall secure a permit from the Department. All applicable fees and charges shall be paid at the time of application for permit. The property owner shall supply the Department with a line drawing (layout) showing the proposed improvements. Plan and profile improvement drawings certified by a professional engineer are recommended but not required.

B. Ohio E.P.A. written approval is not required for private property water improvements unless the property owner re-sells the water from the private distribution system.

D. The County shall only read and bill off of a master meter for the private distribution system unless the property owner is under contract with the Department. The master meter shall be located at (or within) three feet of the property line (or easement line) in which the private distribution system connects to the public distribution system and as agreed upon by the Department. An approved backflow prevention devise shall also be installed by the property owner at or near the County master meter.

F. The property owner shall be responsible for properly testing and disinfecting any new private installations in accordance with A.W.W.A. standards to ensure the quality of the water being dispensed through the private distribution system.

F. The property owner shall be responsible for any and all leakage that occurs in the private distribution system. The property owner shall also be responsible for the proper operations, maintenance, and integrity of their private distribution system.

G. It is highly recommended that the property owner strictly adhere to the Regional Water material specifications listed in these Rules and Regulations to ensure proper installation of the private distribution system to protect the system from leaks, contamination, and unnecessary damage, but in no case shall the improvements be less than AWWA standards. Property owners allowing variations from the Department’s standard specifications do so at their own risk and discretion.
A. A public water main may be extended as a private project by a person, group, or organization by utilizing private planning, funding, and construction. Upon completion and approval, the water main shall be turned over to the County for public ownership, operations, and maintenance provided all the provisions of the Rules and Regulations and project approval letter have been met by the private person, group or organization.

B. All new water mains and appurtenances that will be owned, operated, and maintained by the County shall have written Ohio E.P.A. approval prior to the issuance of a permit from the Department.

C. All water mains and appurtenances that will be owned, operated, and maintained by the County shall meet the specifications and requirements set forth by these Rules and Regulations, the Ohio E.P.A., the A.W.W.A., and the approval letter issued by the Department. The Department reserves the right to require a larger diameter water main than what the developer initially proposes.

D. The developer shall submit one (1) complete set of plan and profile improvement drawings as designed and stamped by an Ohio professional engineer for approval from the Department. The improvement drawings shall show all existing and proposed utilities for the project area. Upon review of the improvement drawings, the Department shall issue an approval or disapproval letter stating any comments or deficiencies noted during the review process. The developer shall make all necessary corrections to the improvement drawings and submit two (2) complete sets of revised drawings to the Department prior to the issuance of a permit.

E. PERFORMANCE BOND/ESCROW/GUARANTEE LETTER OF FUNDS

Developers platting new subdivisions may have the option of installing proposed public water main improvements after the plat is signed by the Board of County Commissioners and the Sanitary Engineer. The developer shall be required to secure a performance bond, establish an escrow account, or provide a guarantee letter of funds from a credible financial institution prior to the plat being signed. The developer shall be responsible for submitting a professional engineer’s cost estimate (signed and sealed by the engineer) for the water main improvements. Once the construction cost estimate is approved by the Sanitary Engineer, twenty-five percent (25%) of the approved estimate shall be added to the construction cost estimate to help cover Ottawa County’s administrative cost to complete the project if required to do so by default of the developer. Ten percent (10%) of the construction cost estimate shall be required to remain secured by the performance bond (as a maintenance bond), escrow account, or guarantee letter of funds for warranty purposes for a period of one (1) year from the date of final construction approval (as documented by Ottawa County). The developer shall also be required to enter into an agreement with the Board of Ottawa County Commissioners for the administration of the performance bond, escrow account, or guarantee letter of funds.
Periodically, the developer may request a draw, upon written request to the Sanitary Engineer, on the performance bond, escrow, or guarantee letter of funds for work that has been completed to date. The amount of each draw on the bond, escrow, or guarantee letter of funds must be approved by the Sanitary Engineer after reviewing the work completed as documented and approved by the inspector. The Board of County Commissioners shall make the final decision upon the recommendation of the Sanitary Engineer to release money or a guaranteed amount to the developer via the agent.

The ten percent (10%) warranty amount shall be held for one (1) year past final construction inspection. After the one year warranty period, the O.C.S.E. shall make an inspection of the water main improvements. Upon written approval by the Sanitary Engineer, the Board of County Commissioners shall cause the bond, escrow, or guarantee letter of funds to be released to the developer provided the improvements pass final inspection. During the one year warranty period, the developer shall be responsible for all operations and maintenance of the distribution system. After final inspection has been approved and the County has accepted the dedication, the County will assume ownership, operations, and maintenance of the water main improvements.

F. Prior to the issuance of a permit, the developer shall enter into a standard “Public Water Agreement” with the Board of Ottawa County Commissioners. The agreement document may be supplied by the Department and it shall specify the responsibilities of the developer and the County for the project and the transfer of ownership from the developer to the County.

H. Prior to construction, the developer shall secure a permit from the Department. An application for permit shall be completed, signed, and returned to the Department with all necessary fees, charges, and the required items set forth in these Rules and Regulations and the Department project approval letter. The developer shall be responsible for all inspection costs incurred by the Department. An inspection fee deposit shall be required at the time of application for permit. Upon completion and final approval of the project, any overrun in inspection costs shall be paid by the developer, or any remaining balance of inspection fees shall be returned to the developer.

I. The Department reserves the right to make field changes to ensure consistency and the integrity of the public water system. All changes shall be the responsibility of the developer.

J. The developer shall be responsible for the proper testing and disinfection of the new water main and appurtenances prior to final approval. Testing and disinfection procedures shall be in accordance with these Rules and Regulations and the A.W.W.A. Standards.

K. Regardless of whether an escrow account was established for the improvements or not, the developer shall be responsible for all problems encountered with the new water main for a period of one (1) year from the date of final approval.
L. The developer shall be responsible for obtaining approvals and/or permits prior to construction from other affected agencies outside of the Department. A permit from the Department does not relieve the developer the responsibility of obtaining other required permits or approvals.

M. The developer shall be responsible for securing and recording any easements that may be necessary or required from private property owners or other agencies. Copies of all necessary recorded easements for the purposes of the proposed public water main shall be submitted to the Department prior to the issuance of a permit. Easements for public water mains shall be a minimum of twenty (20) feet in width.

N. If the proposed water improvements are being installed as part of a proposed (new) subdivision, the subdivision plat shall have the following dedication language before the Sanitary Engineer will sign the plat:

PUBLIC WATER IMPROVEMENTS DEDICATION

(owner/developer), as owner, hereby dedicates the water mains (within the platted area) to the Board of County Commissioners of Ottawa County, Ohio exclusively to public use and access this ___(day)___ day of ___(month)___, ___(yr)___.

4.03 PUBLIC WATER MAIN EXTENSIONS (publicly installed project)

A. Water main extensions into established subdivisions or areas may be petitioned for by the property owners who will be affected by the desired extension. A petitioned project will be financed by special assessments to all the benefited properties. Petitions shall be on the form provided by the Department and must be signed by seventy-five (75) percent of the benefited property owners. All benefited property owners shall be responsible for any planning costs incurred by the County regardless if the project is constructed or not.

B. A project petitioned by 75% or more of the benefited property owners shall be financed by special assessments levied on the tax duplicate for the benefited property. Procedures for financing a water improvement project are regulated by the Ohio Revised Code. If 100% of the benefited property owners sign “Waivers of Service of Notice of Hearing,” as provided in Section 6103.11, Ohio Revised Code, the Board of County Commissioners may proceed with construction without following the procedure outlined in the Ohio Revised Code.

B. The Board of County Commissioners may order the construction of water improvements pursuant to a mandate by the Ohio Environmental Protection Agency, County Health Department, or other agencies who may have jurisdiction related to such matters, without a petition filed by benefited property owners. Such ordered projects may be financed, in full or in part, by special assessments.
C. Special assessments levied on benefited properties may include a connection fee (see Appendix “B”, Section I) per equivalent dwelling unit for the cost of “buying-in” to the existing Regional Water system. The cost of the improvement, whether petitioned or mandated, shall be charged to the benefited property owners in addition to the connection fee. Such costs shall be distributed to the benefited property owners in a fair and equitable manner as prescribed by law. However, total special assessments levied, including the total tentative assessment for the proposed water improvement, on any parcel of property, shall not exceed 35% of the appraised value of said parcel as determined by the County Auditor at the time the project is petitioned.

E. Procedures outlined in the Ohio Revised Code, include, but may not be limited to the following actions:

1. County Commissioners establish Sewer and Water District, if necessary.
2. County Commissioners order detailed plans for the improvement.
3. County Commissioners approve plans, specifications, estimates of cost, and tentative assessments.
4. County Commissioners send notice of intent to adopt resolution to proceed with the improvement to all benefited property owners listed in current agricultural use value taxation and not located in an agricultural district.
5. County Commissioners declare necessity of project and establish date and time for a public hearing and notices are mailed to all benefited property owners with notice of tentative assessment.
6. County Commissioners conduct a public hearing to hear testimony for or against the proposed project and receive written comments for or against the project.
7. County Commissioners determine if project shall proceed.
8. If it is determined that the project shall proceed and no proper appeals have been filed within the appropriate time frame, the County Commissioners authorize advertising and the receiving of bids.
9. County Commissioners award contracts to the best and lowest bidder and authorize construction of the improvement.
10. Upon completion of the improvement, final assessments are determined based on the final project costs and benefited property owners are allowed thirty (30) days to pay special assessments in cash. Any unpaid balance of the final special assessment is certified to the County Auditor for collection on the tax duplicate.

D. The water main improvement shall be as required by the General Plan of the Sewer District or as approved by the County Sanitary Engineer.

G. All work shall be inspected by an authorized agent of the County

4.04 PUBLIC WATER TREATMENT SYSTEM CAPACITY

A. During preliminary design, the developer shall contact the Department and discuss any potential capacity problems within the public water supply system. The Board of Ottawa County Commissioners and the County Sanitary Engineer
reserve the right to deny access to developers and property owners requesting to connect and/or place an additional demand on the public water supply system if treatment plant capacity does not exist. If treatment plant capacity exists, but if the water distribution system or appurtenances does not exist, the County shall require the developer to upgrade the necessary water mains and/or appurtenances to allow connection into the water supply system.
CHAPTER V

5.0 STANDARD WATER SPECIFICATIONS

5.01 SERVICE LINE SPECIFICATIONS

A. A water “service line” is the combination of a service connection (public portion) and a service lateral (private portion). A service connection is the conduit which conveys water from the public water main to the curb stop/meter pit (property line). A service lateral is the privately owned conduit which conveys water from the meter pit (located within three [3] feet of the property line) to the structure to be serviced.

B. The service connection (public) portion of the service line shall be installed in strict accordance with these specifications as duly noted throughout this Section. It is required that the service lateral (private) portion of the service line be installed in accordance with the specifications of these Rules and Regulations, unless otherwise provided for in these “Rules and Regulations.”

1. Property owners or licensed contractors installing/connecting a new service connection (public portion), including all public appurtenances, to a public main shall guarantee the workmanship and materials of said service connection and appurtenances for a period of one (1) year from the date of final inspection by the O.C.S.E. inspector. In the event a problem occurs within the one (1) year warranty period, the installer and/or property owner shall make all necessary repairs as soon as reasonably possible. If any problems occur that constitute an emergency which may jeopardize the public system, the O.C.S.E. may elect to make the emergency repairs and invoice the original installer of the service connection and/or the property owner for all labor, equipment, and materials cost incurred by the County. Said invoice shall be due and payable by the installer and/or property owner within 30 days of the date of said invoice. Invoices not paid in the designated time period shall be assessed a 10% penalty.

C. Installation and maintenance of water service laterals (private portion) shall be the responsibility of the property owner. All construction shall be inspected for documentation purposes and to ensure integrity is maintained to the public water system. The property owner is responsible for all water, at the standard rate, that passes through the meter whether it is used, lost, wasted, or stolen. Therefore, the property owner shall ensure that the highest quality service lateral is installed to service the property. The installation or repair of private service laterals or private water mains shall be completed by the property owner or a professional plumber or contractor. If a professional plumber or contractor is utilized, it is highly recommended that you utilize a professional who is licensed (and bonded) by the Sanitary Engineering Department. A complete list of currently licensed contractors is available upon request from the Department.
The installation of new service connections (public portion), public water mains, or any appurtenances of the public water distribution system (to be owned and operated by the County) shall be completed by a contractor who is licensed with the Sanitary Engineering Department unless the contractor is directly under contract with the Board of Commissioners to complete the work.

D. Property owners installing or repairing service lines (or parts thereof) shall be required to secure a permit with the Sanitary Engineering Department regardless if it is the public or private portion (See Chapter III, Section 3.02).

E. All work shall be inspected by an authorized representative of the Sanitary Engineer. The property owner, or contractor, shall give the Department twenty-four (24) hours notice prior to commencing work. No work shall be covered until the inspector has reviewed, documented, and approved the work. Any work covered prior to approval shall be uncovered as directed by the inspector by the property owner or contractor at their expense.

E. All locations of service lines and appurtenances shall be subject to the approval of the Sanitary Engineer or his authorized representative.

G. The service line shall not be installed within ten (10) feet horizontal distance of a sanitary sewer. If the ten (10) feet horizontal distance cannot be maintained, one of the following conditions shall be met:

1. The service line shall be installed in a separate trench from the sanitary sewer and shall be maintained at eighteen (18) inches (minimum) vertical distance above the crown of the sanitary sewer (while maintaining service line depth requirements); or,
2. The sanitary sewer pipe shall be constructed of (or encased in) water line quality pipe which will withstand a 50 p.s.i. water pressure test (i.e. PVC SDR 21 or 26).

The water service line shall also maintain a three (3) feet minimum horizontal distance from all other utilities (other than sanitary sewer).

H. Service Connections (public portion) and Public Water Mains to be owned and operated by the County shall meet the following standard specifications (AWWA approved material):

SIZE: Service connections shall not be less than three quarter (3/4”) of an inch in diameter. Public water mains shall not be less than three (3) inches in diameter.

DEPTH: Service connections shall have forty-two (42) inches of cover over the pipe. In no case shall the service connection or main have less cover.

SERVICE SADDLES:

Stainless steel service saddles as specified shall be required when tapping any PVC water main:
¾” - 2”  FORD METER CO., Romac 306 Series, Style FS303
- when water main is 12” diameter or less.

FORD METER CO., Romac 305 Series, Style FC202
- when water main is greater than 12” diameter.
- with stainless steel double strap.

CORPORATION STOPS:
¾” - 1”  Mueller Company, Model H-15000

1 ½” - 2”  Muller Company, Model H-15013

3” & larger  Muller Company, Stainless Steel Tapping Sleeve (4”-24”)
or as approved by the Department.

SERVICE CONNECTION AND PUBLIC WATER MAIN PIPE:
¾” - 1”  Type “K” Copper with flared fittings only.

1 ½” - 2”  Polyethylene Tubing (AWWA C901, SDR 9)
- Pressure Class 200 (CTS) ASTM D2737
- Mechanical compression connections
- Insert stiffeners for connections required

3” & larger  PVC  AWWA C-909 (4” and larger diameter),
- Gasketed joints  (AWWA C111/A21.11)
PVC  ASTM D2241, SDR 21 (3” diameter pipe only)
Ductile Iron  ANSI/AWWA  C151/21.51

CURB STOPS:
¾” - 1”  Mueller Company, Model H-15151 (Minneapolis Style)
- with copper tubing flared connections

1 ½” - 2”  Mueller Company, Model B-25155 (Compression Style)
- with inlet to match the service connection pipe
- with outlet to match copper tubing

3” - 12”  Kennedy, “Ken Seal II” Gate Valve
- resilient wedge seated gate valve w/non-rising stems

CURB BOXES:
¾”  Mueller Company, Model H-10387 (Minneapolis Style)
- minimum of 54” extended length
- lid shall read “WATER”
I. It is highly recommended that **Service Laterals** (private portion) and **Private Water Mains** be installed in accordance with the following standard specifications to help ensure “long term” quality of the private systems. Although it is not recommended, property owners may vary, at their own discretion, from this list of standard specifications unless otherwise noted. If the property owner chooses to vary from the standard specifications, it is required that all materials and methods used meet, at a minimum, A.W.W.A. standards. The inspector will not disapprove variations unless it jeopardizes the integrity of the public water system or the materials or methods used do not meet A.W.W.A. standards. The inspector shall make note of all variations on a standard form which will be kept in the property’s (customer) file for future reference.

**SIZE:**
Service laterals shall not be less than three quarters (3/4”) of an inch in diameter (No variations permitted).

**DEPTH:**
For superior frost protection and increased protection from accidental damaging of private water mains and service laterals, forty-two (42) inches of cover shall be over the water conduit. Although it is not recommended, the property owner may vary, at their own discretion, from the forty-two (42) inch depth requirement if a “Depth Variance Form” is signed by the property owner (see Appendix “C”).

**SERVICE LATERAL AND PRIVATE WATER MAIN PIPE:**

- **¾” - 1”** Type “K” Copper with flared or compression fittings; or, Polyethylene Tubing AWWA C901, SDR 9  
  - Pressure Class 200 (CTS) ASTM D2737  
  - Mechanical compression connections  
  - Insert stiffeners for connections

- **1 ½” - 2”** Polyethylene Tubing AWWA C901, SDR 9  
  - Pressure Class 200 (CTS) ASTM D2737  
  - Mechanical compression connections  
  - Insert stiffeners for connections

- **3” & larger** PVCO AWWA C-909 (4” and larger diameter),  
  - with gasketed joints AWWA C111/A21.11; or,
J. **Meter Pits** and **Meter Pit Appurtenances** to be owned and operated by the County shall meet the following standard specifications:

**METER PITS/VAULTS:**

**LOCATION:** All County read, owned, operated, and maintained meter pits shall be installed within three (3) feet of the curb stop/box (property line) unless otherwise approved by the Sanitary Engineer based on a location conflict.

3/4” - 1”
- Mid States Plastics, Inc. (meter pit housing)
- 5/8” minimum 18” in diameter and 42” in depth (length)
- 3/4” & 1” minimum 21” in diameter and 42” in depth
- 4” diameter cut outs in bottom to accommodate service line

5/8”
- Meter Box Covers, Inc. (M.B.C.), Model M32W frame/lid
- ¾” – 1” Ford Meter Box Co. W4
- lid opening shall be 11 ½” in diameter minimum
- minimum 10” high “hat shaped” frame casting
- Mid States Plastics, Inc. (lid)
- MS-1L1-SN plastic meter lid w/radio read module

1 ½” - 2”
- PVC pipe or reinforced concrete pipe material
- minimum 30” in diameter and 42” in depth (length)
- Meter Box Covers, Inc. (M.B.C.) Model frame/lid; or
- Ford Meter Box, Co. Model MC-24-MB-T for 1 ½”; or
- Ford Meter Box, Co. Model MC-36-MB-T for 2”
- radio reading ERTS hole (1 27/32” or 1 7/8”) and recessed area to accommodate the ERTS
- “Ottawa County Regional Water” shall be cast in lid

3” & larger
- Precast concrete manhole ASTM C478; or,
- Precast concrete vault ASTM C858 or ASTM C857
- typical internal dimensions shall be 7’ 6” x 6’ 6” unless otherwise approved by the Operations Manager - shall have a concrete “solid” bottom - shall have water tight boots where pipes go through walls
- piping shall be ductile iron
- East Jordan Model 1670 frame/lid or approved equal
- shall be able to accommodate a radio read ERTS for each meter in the manhole or vault.
- radio reading ERTS hole (1 27/32” or 1 7/8”)
- lid shall read “WATER METER” or “WATER”
METER SETTING:

5/8”, ¾”, & 1” FORD METER BOX CO., Y-500 series meter yoke
- shall have integral angle yoke ball valve inlet
- shall have cartridge style angle dual check valve outlet

1 ½” - 2” FORD METER BOX CO., 70 series copper meter setter
- shall have integral angle yoke ball valve
- shall have angle dual check valve outlet

3” & larger As agreed upon by the meter manufacturer and the County
- typically a flanged connection on each end
- shall have an inlet and outlet gate valve (see Curb Valves)
- shall have an approved dual type check valve (separate)

METERS:

SEE SECTION 5.08 FOR METER SPECIFICATIONS

K. The following are Installation Standards for water mains and service lines.

1. Service lines ¾” - 3” in diameter shall be bedded with fine granular material (fine dirt, sand, fine stone) free of lumpy, frozen, sharp, or other large material that may cause damage to the service line.

Service lines and mains of four (4) inches in diameter or larger shall be installed as recommended by the pipe manufacturer. All service lines and mains shall be required to be bedded with at least four (4) inches of fine granular material (as described above) when the service line or main is being installed in areas with rock. The inspector shall have final determination in whether the bedding material meets the requirements set forth in this paragraph.

Water main and service line trenches shall be backfilled with material free of lumpy, frozen, sharp, or other large material that may cause damage to the pipe. Extreme care shall be taken when backfilling the trench so as to not damage the pipe.

2. Although it is not recommended, existing private water mains and service laterals may be used by property owners at their own risk/discretion. The property owner is responsible for all water loss costs after the meter at the standard rate regardless of service line materials used or whether the water is used, lost, stolen, or wasted.

3. Soldered connections are not recommended outside the building foundation, but their use will not be disapproved. No lead or lead soldered connections shall be allowed to be connected to any portion of the public or private water distribution systems.
4. All new service lines shall be installed (or caused to be installed) by the property owner. If the property owner hires a contractor to install the service line, the contractor installing the service connection (public portion) shall be licensed with the Sanitary Engineering Department. Although a non-licensed contractor may install the service lateral (private portion), it is highly recommended that the property owner hire a contractor who is licensed (and bonded) with the Department.

SERVICE CONNECTION (TAP): For standard ¾” and 1” service connections, the property owner’s licensed contractor shall excavate and carefully expose the public water main. The licensed contractor shall provide adequate shoring protection by proper slopes, bracing, or trench boxes and he shall provide proper dewatering equipment, etc. to provide a safe working environment in accordance with the Occupational Safety and Health Act (O.S.H.A.) and other applicable rules and regulations. Once the public water main has been exposed and proper safety precautions have been taken by the licensed contractor, the County shall physically make the tap on the water main by installing a saddle (if required) and a corporation stop. The licensed contractor shall be responsible for installing the proper piping and appurtenances from the corporation stop to the structure to be serviced. The property owner and licensed contractor shall ensure that County personnel will be available to make said tap on the public water main before excavating the water main. Arrangements shall be made with the County at least forty-eight (48) hours prior to the work being done. Verification shall also be made in the morning of the day the tap is scheduled to be completed.

For service connections (taps) 1 ½” and larger, the property owner shall contract with a contractor licensed with the Department to make the “tap” on the water main. The tapping method shall be in accordance with these Rules and Regulations and shall be pre-approved by the Department. The tap on the water main shall only be completed under the direct supervision of an authorized representative from the Department. Twenty-four (24) hours notice shall be given to the Department prior to making the tap on the public water main.

5. It is recommended that property owners install and maintain a pressure reducing valve in their service lateral to reduce potential problems on their premises that may occur due to high and/or fluctuating pressures in the water distribution system.

6. It is recommended that property owner install and maintain a pressure (expansion) tank in their service lateral to control the potential build-up of pressure in their service lateral and/or hot water tank since pressure reducing valves and backflow prevention devices (in meter pit) will not allow for expansion of heated water back into the public water main.

7. It is recommended that the property owner install a “tracer” wire over top of any non-metallic service lateral conduit or private water main (i.e. polyethylene tubing, PVC...) so the service lateral can be “located” in the
future, if needed. It is suggested that #12 AWG THHN/THWN insulated copper wire be installed over the conduit.

8. Property owners should ensure the highest quality of workmanship and materials when installing and maintaining their service lateral. Any water that passes through the meter, whether used, wasted, lost, or stolen, shall be billed to the property owner, at the standard rate, for the water registered on the County water meter.

9. Property owners installing a new service line that is to be connected to a privately owned water main (such as a private subdivision) which is supplied by the Regional Water System shall first obtain written permission from the owner of the private water main prior to construction. Written authorization shall be presented to the Department before a permit will be issued from the Department. The County shall not be liable for issuing a permit to a property owner who has not received written permission from the owner of the private water main. The issuance of a permit from the Department simply allows the property owner to receive water from the Regional Water System.

10. Connections to private service lines and/or private water mains not intended to be utilized by multiple property owners shall not be permitted. Such connections that were installed prior to January 1, 1998 may remain until such time as a connection can be made directly into the public water main.

11. Water service laterals shall remain on the property of the permit holder only unless an easement has been signed and recorded by the adjoining property owner granting permission to construct and maintain a water service lateral through the adjoining property. A copy of the recorded easement shall be submitted to the Department prior to the issuance of a permit. The County shall be held harmless from any property owner or property owner’s contractor trespassing on private property where permission is not granted.

12. In extraordinary circumstances, two (2) adjacent property owners may share the same trench in order to install individual service laterals to their respective structures. The trench shall be excavated directly on the property line which must be established by the property owners according to their recorded property deeds. The inspector shall reasonably concur with the established property line to make sure that each service lateral is located on its respective property. The County shall not assume any liability and shall be held harmless for ensuring the service laterals are on their respective properties.

13. Contractors and property owners installing water mains and service lines shall abide by all safety standards in accordance with applicable O.S.H.A. and O.D.O.T. regulations. The County shall not be liable and shall be held harmless for property owners or contractors who violate safety standards. All trench excavations shall be adequately guarded with barricades, lights, and any other acceptable methods so as to protect the public from hazards.
14. Upon completion of the service line, the inspector shall visually inspect the service line and all fittings under normal operating system pressure as a text for leaks in the system. The inspector shall also observe the low water usage indicator on the meter to determine if there are any leaks in the water service line.

15. Upon completion of new public water mains, the inspector shall witness the standard testing and disinfection methods as set forth in Section 5.05.

16. Five (5) feet of horizontal clearance shall be maintained between water mains/service lines and any other public or private utility service structure, including but not limited to telephone, cable, electric, storm sewer, and gas piping. In the case of sanitary sewers and septic systems, a minimum of ten (10) feet horizontal clearance is required. If ten (10) feet of horizontal clearance cannot be maintained, see Section 4.1.9, Item 11 of the Wastewater Construction Specifications Manual for alternatives.

All existing utilities, when encountered, shall be adequately supported, shored up, or otherwise protected whenever exposed in the excavation. Timber supports shall be a minimum of six (6) inches square. Supports shall extend into undisturbed earth a minimum of twelve (12) inches each side of the trench and the pipe, conduit, etc., banded or tied to the bridging for its full length. Where bridging cannot be supported by a firm foundation, the contractor shall provide vertical support for the bridging, including any lateral bracing necessary to provide a firm and substantial support.

### 5.02 PUBLIC WATER MAIN PIPE SPECIFICATIONS

**SIZE (diameter):** New public water mains shall be a minimum eight (8) inches in diameter unless all of the following requirements are met, then the public water main diameter shall be no less than three (3) inches in diameter.

1. The proposed water main is less than 1,000 feet in total length; and,
2. The proposed water main will serve no more than twenty (20) equivalent dwelling units; and,
3. Each equivalent dwelling unit is within 1,000 feet (road distance) of a public fire hydrant; and,
4. There is no possibility of future extensions of the water main, as determined by the County.

The County reserves the right to require a larger diameter water main than what a developer is proposing if the County anticipates future growth in the area beyond the proposed water main extension.

Public fire hydrants shall be supplied by public water mains that are a minimum of eight (8) inches in diameter.
DEPTH: Public water mains shall be installed with a minimum of four (4) feet of cover from the surface of the existing ground to the crown of the water main pipe.

MATERIAL: PVCO AWWA C-909 (4” and larger diameter), - with gasketed joints meeting AWWA C111/A21.11; or, Ductile Iron Pipe ANSI/AWWA C151/21.51 - shall be wrapped in polyethylene in accordance with ANSI/AWWA C105/A21.5 ANSI/ASTM D1248; or PVC ASTM D2241, SDR 21 (3” diameter mains only) H.D.P.E. AWWA C-906, SDR 13.5, Class 200, ASTM D3350, cell class. 345434C ASTM D1248 for Type III, Category 5, Grade 34, Class C, PE3408

FITTINGS: Ductile Cast Iron Fittings ANSI/AWWA C110/A21.10; or Ductile Iron ANSI/AWWA C153/A21.53 (Class 250 min.) - shall be coated and lined as specified for the pipe. - shall be mechanical joint type ANSI/AWWA C111/A21.11 - shall be wrapped in polyethylene ANSI/AWWA C105/A21.5 Push-On Joints (gasketed) ANSI/AWWA C111/A21.11

LOCATION: Public water mains shall be located within public road right-of-ways, private road right-of-ways with written authorization to allow access and maintenance by the County, or in pre-recorded easements. Approvals shall be secured from all affected governmental agencies when installing in public road right-of-ways. Necessary easements shall be recorded prior to the issuance of a permit.

METHOD: Road crossings shall be completed as directed and approved by the owner/agency of the roadway to be crossed. The approved crossing method shall be noted on the drawings.

Detectable tracer tape and tracer wire shall be installed over and on center of PVC water mains for its entire length to provide a reflection path (inductive) to determine pipe alignment and location.

DECTECTOR TAPE: ALARMATAPE (by Paul Potter Warning Tapes, Inc.) - #AT-3100-BW (3” x 1,000 ft. rolls) - shall read “BURIED WATERLINE BELOW” - shall be buried 18” deep from surface of ground

TRACER WIRE: Copper Wire w/red colored insulation - #12 AWG THHN/THWN - installed along top of and continuously along pipe - shall be terminated inside of all valve boxes
5.03 Public Water Main Valve/Valve Box Specifications

VALVES:
3” - 12” Kennedy “Ken Seal II” RWG-92
- resilient wedge seated gate valve w/non-rising stem
- geared to open in a counterclockwise direction
- two (2) inch operating nut

16” & larger Kennedy Butterfly Valve AWWA C504, Class 150B
- flanged ends for installation in manholes ANSI B16.1 (125)
- geared to open in a counterclockwise direction
- two (2) inch operating nut

VALVE BOXES:
3” - 12” Tyler Brand (Buffalo Style) or equal and as approved
- lid shall read “WATER”

16” & larger Precast Concrete Manhole ODOT 604, 706.13
- “Kor-N-Seal” Watertight Flexible gasket joints
- manhole shall be designed to withstand truck traffic
- casting lid shall read “WATER”

5.04 Public Water Main Blow-Off Specifications

BLOW OFFS - “Aquarius” One-O-One GHS 2” Slim Line Hidden Hydrant
(for 3” water mains) - 2” Brass Nipple
- 8” PVC Pipe for Outer Casing
- East Jordon Casting (lid) Model #1570
- Solid Concrete Blocks
- for drawing, see Appendix D, Figure #6

5.05 Public Water Main Pressure/Bacteria Testing Specifications

A. Disinfecting Public Water Mains

1. All new water mains shall be disinfected in accordance with procedures outlined in AWWA C651. All pipe interiors shall be cleaned before laying and shall be kept clean thereafter. Chlorination may be accomplished by the continuous feed method or the slug method.

2. After a water main has been completed, it shall be filled with potable water while exhausting air from the other end and at intermediate places along the main (i.e. fire hydrants). After filling, the residual chlorine strength of the solution of clean water and chlorine in the main shall be determined. All filling operations must be conducted under the supervision of the inspector.
2. Disinfection can be accomplished with a solution of clean water and chlorine having a residual strength of 50 ppm. The solution shall be tested at the extremities of the main and at intermediate points to make sure the solution has the required strength. If the solution in the main contains less than 50 ppm chlorine, a solution of clean water and chlorine having residual strength of 50 ppm shall be pumped into the main from a cleaned and sterilized container, while exhausting the existing solution, until a chlorine residual of 50 ppm is obtained throughout the main.

4. During the disinfection process, the main shall be isolated from existing adjacent water mains and extreme care shall be used to prevent the pressure in the main from rising about 20 psi. This low pressure is to prevent any possibility of highly chlorinated water from entering adjacent water main which are in service. After the main has been filled with the chlorine solution, the solution shall remain in the main for at least 12 hours to assure complete sterilization.

5. After disinfecting the water main, it shall be thoroughly flushed with potable water until the water in the main has approximately the same chlorine content as water in the existing mains. Bacteriological samples shall not be taken for testing until the main has been tested for leakage.

6. When the water runs clear, shut off the main and let the water remain in the pipe for at least three (3) days. At the end of at least three (3) days, flush out the entire contents of the water main. Care shall be taken during this operation to completely remove the old water from the water main. After this is done, shut off the main and let water remain the pipe for twenty-four (24) hours. The contractor shall hire an independent testing lab to test the water for a determination of the alkalinity and pH. In case the alkalinity and pH are not satisfactory, the main shall be flushed again to remove the old water. After this is done, shut off the main and let the water remain in the pipe for at least four (4) hours. At the end of at least four (4) hours, repeat the alkalinity and pH tests. This procedure shall be repeated until the alkalinity and pH are approved by the Department.

7. In all cases, tests for chlorine content shall be in accordance with DPD Test in APHA Standard Methods, 16th Edition, (1985). The contractor shall furnish all materials, corporations stops, labor, and equipment required to sterilize the water main.

B. Pressure and Leakage Testing for Public Water Mains

1. All new water mains shall be pressure and leakage tested in accordance with procedures outlined in AWWA C600 (Ductile Iron Pipe) or C605 (PVC Pipe), latest edition. After a water main has been sterilized and flushed, a leakage test shall be performed. The main shall remain isolated from adjacent mains and a pressure of at least 150 pounds per square inch (psi) shall be applied by pumping clean water containing 10 ppm chlorine from a cleaned and sterilized
container through a one (1) inch corporation stop installed in the ends of the water main, with the contractor to provide an initial pressure of 150 - 160 psi.

2. The pressure test shall be started in an afternoon and the pressure shall be on for eighteen (18) hours and then the pressure shall be maintained at 150 psi or more for an additional six (6) hours by pumping water from the container. A minimum test pressure of 150 psi shall be assured by pumping until a pressure of 150 -160 psi is attained. At the end of the six (6) hour period, the water shall be measured and the loss by leakage shall not exceed that as determined by the following formula:

\[ L = \frac{S \times D \times (P)^{1/2}}{133,200} \]

in which the L is the allowable leakage, in gallons per hour; S is the length in feet of water main being tested; D is the nominal diameter of the pipe in inches; and P is the average test pressure during the leakage test in pounds per square inch gage.

2. When fire hydrants are in the test section, the test shall be made against the closed hydrant.

4. Pressure testing of each side of the intermediate valves shall be done at this time by shutting each valve and exhausting the pressure on one side and then applying the test pressure of 150 psi or more to the main on the opposite side of the valve. This procedure shall be repeated for each intermediate valve.

5. If the main valves do not pass the leakage test, the main shall be thoroughly flushed with potable water until the water in the main has approximately the same chlorine content as water in the existing water main.

6. Upon completion of the leakage tests, the water main shall be thoroughly flushed with potable water from the public supply until the water in the main has approximately the same chlorine content as water in the existing main.

7. The contractor shall furnish all material, labor, and equipment for testing.

C. Bacteriological Testing

1. After a water main has been disinfected and tested for leakage, bacteriological samples shall be collected from the extremities and intermediate points along the water main (under supervision of a County representative).

2. If results of two consecutive sets of bacteriological tests show the water to be safe, the water main may be placed in service. If the bacteriological results show the water to be unsafe, the water main shall be completely disinfected and retested again. Disinfecting of the water main is the responsibility of the contractor who shall provide all necessary materials and labor. The water main will not be placed in service and accepted until the bacterial quality of
the water has been approved by the laboratory certified by the Ohio E.P.A. All testing shall be at the expense of the contractor.

3. After the bacteriological tests are satisfactory, a representative of the Ottawa County Sanitary Engineering Department will open all valves to place the water main in service.

5.06 Public Hydrant Specifications

A. New public fire hydrants installed in the Regional Water System shall meet the following specifications:

Model # K81D as manufactured by Kennedy

B. Public fire hydrants shall be of the compression type, opening against and closing with the water pressure in the water main. Hydrants shall have a 5 ¼” valve opening, two 2 ½” hose nozzles and one 4 ½” pumper nozzle. Hydrants shall conform to AWWA C502, latest revision.

C. The hydrant rubber main valve and drain seals shall be made of synthetic rubber with a molded-in steel insert. All brass parts are to be made of AWWA Bronze (85-5-5-5). The seat ring shall thread into a bronze seat ring bushing in the shoe. All seals shall be accomplished by rubber O-rings. The main valve assembly must be removable through the upper barrel by use of a light weight wrench that engages the lower part of the stem coupling at a point below the union of the upper and lower stem. All bolts and nuts must be made of 18-8 stainless steel.

D. The bonnet casting shall be a one piece casting forming a grease lubricant chamber. Pressure, lubricant, and dirt seals shall be made of rubber O-rings. There will be no rubber seals exposed to climatic conditions or tampering.

E. The hydrant shall have a traffic safety feature that will be designed to break cleanly upon impact and will consist of two part breakable safety flange and breakable stem coupling.

F. Every public hydrant shall have a six (6) inch watch (gate) valve and valve box between the water main and the hydrant. The watch (gate) valve shall be as specified in Section 5.03.

G. Hydrants and watch valves shall be positions as shown in Appendix “D”, Figure #5 of these Rules and Regulations.

H. The final installed color of County owned fire hydrants shall be red with white caps and a white (top) bonnet.
5.07 Backflow Preventor Specifications

A. All new water services connecting to the public water system shall be installed with a backflow prevention device as specified below to protect the public system from contamination. Where applicable, air-gap separations shall conform to ANSI A112.1.2 1991.

- ¾" - 1 ½" Cartridge style angle dual check valve which is an integral part of the meter setter (as specified in Section 5.01, J). Further protection may be required in accordance with Section 3.04.

- 2" Device to conform to AWWA C511 or ASSE 1013.

- 3" & larger Device to conform to AWWA C511 or ASSE 1013.
  - may be installed in a separate concrete structure
  - precast concrete manhole ASTM C478
  - precast utility vault ASTM C858
  - concrete pits shall have a sealed concrete bottom

5.08 Meter Specifications

A. The Regional Water System utilizes a radio read metering system. All meters are to register in U.S. gallons. The meters shall be as specified below:

- 5/8” & ¾” SENSUS SR with ECR-WP head potted with ITRON cord Positive displacement, magnetic drive, ext. threaded spuds

- ¾” x ¾” SENSUS SR with ECR-WP head potted with ITRON cord Positive displacement, magnetic drive, ext. threaded spuds

- 1” SENSUS SR with ECR-WP head potted with ITRON cord Positive displacement, magnetic drive, ext. threaded spuds

- 1 ½” SENSUS SR with ECR-WP head potted with ITRON cord Positive displacement, magnetic drive, flanged ends

- 2” (regular) SENSUS SR with ECR-WP head potted with ITRON cord Positive displacement, magnetic drive, flanged ends
  - used for consistent flows

- 2” (compound) SENSUS SRH with ECR-WP head potted with ITRON cord COMBO bronze magnetic drive, oval flanged ends
  - used for applications w/fluctuating flows
  - only one ERT is needed for this application

- 3” (compound) SENSUS SRH with ECR-WP head potted with ITRON cord COMBO bronze, magnetic drive, round flanged ends
  - used for applications w/fluctuating flows
- one ERT is needed for this application

3” (turbine) SENSUS W-350 DRS with WP head potted w/ITRON cord
Bronze, magnetic drive, round flanged ends
- used for occasional low & moderate to high sustained flows

4” - 8” (compound) SENSUS SRH with ECR-WP head potted with ITRON cord
COMBO bronze, magnetic drive, round flanged ends
- used for applications w/flushing flows
- only one ERT is needed for this application

5.09 Corrosion Control Requirements

All new construction shall be properly protected from corrosion by following the following requirements and any instructions given in the field by OCSE personnel:

A. Ductile/Cast Iron – Corrosion control of ductile or cast iron components shall be accomplished by the use of cathodic protection. See Appendix “D”, Figures 8 – 17. Magnesium anodes shall be installed at all ductile/cast iron fittings, valves, hydrant assemblies, and curb boxes. The anodes shall be 32 pounds prepackaged, high potential magnesium anodes with ten (10) feet of #12 TW lead wire attached. The thermal weld process shall be used to attach the anode lead wire to the components. Test stations shall be installed at all magnesium anode locations.

B. Service Connections – In meter pits, place a five (5) pound Bare Zinc Anode on the floor of the pit. Connect the lead wire to the grounding clamp on the meter yoke. In master meter pits, place a thirty-two (32) pound Bare Magnesium Anode on the floor of the pit. Connect the lead wire to one of the metallic fittings. Where copper service lines are connected to ductile or cast iron mains, dielectric nylon insulators shall be installed in accordance with Appendix “D”, Figures 9 – 10.
OTTAWA COUNTY
REGIONAL WATER SYSTEM

APPENDIX “A”

WATER SYSTEM RATES
WATER SYSTEM USER RATES

SECTION I

A. Effective JANUARY 1, 2005, the following rates shall be charged for being connected to the Regional Water system and for water consumption or use as measured and recorded by the primary water meter in use for the premise or area. Said charges to be billed monthly and based on the metered amount as read or estimated. A minimum rate shall be charged for each service (primary meter) connected to the public water system.

<table>
<thead>
<tr>
<th>METER SIZE</th>
<th>MONTHLY MINIMUM</th>
<th>GALLONS OF WATER (Included as part of the minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8” - ¾” (standard single family dwelling size)</td>
<td>$ 21.00/mo.</td>
<td>4,500 gallons</td>
</tr>
<tr>
<td>1”</td>
<td>$ 34.86/mo.</td>
<td>7,680 gallons</td>
</tr>
<tr>
<td>1 ½”</td>
<td>$ 71.25/mo.</td>
<td>16,500 gallons</td>
</tr>
<tr>
<td>2”</td>
<td>$ 127.54/mo.</td>
<td>30,469 gallons</td>
</tr>
<tr>
<td>3”</td>
<td>$ 287.72/mo.</td>
<td>74,054 gallons</td>
</tr>
<tr>
<td>4”</td>
<td>$ 511.94/mo.</td>
<td>140,073 gallons</td>
</tr>
<tr>
<td>6” and greater</td>
<td>$ 1,153.45/mo.</td>
<td>334,028 gallons</td>
</tr>
</tbody>
</table>

GRADUATED RATE SCHEDULE:

- First 4,500 Gallons $ 21.00 minimum
- Next 5,500 Gallons $ 4.36 per 1,000 gallons
- Next 20,000 Gallons $ 4.04 per 1,000 gallons
- Next 60,000 Gallons $ 3.68 per 1,000 gallons
- Next 270,000 Gallons $ 3.31 per 1,000 gallons
- > 360,000 Gallons $ 2.99 per 1,000 gallons
B. When a property owner or County personnel discover a problem on the customer’s property, such as a service line break, which causes a significant increase in water usage to the property, above the normal average usage, and the problem was not caused by the negligent actions of the property owner, the Sanitary Engineering Department may, depending upon the specific documented circumstances, charge the property owner for the water that passed through the meter at the County’s lowest user rate per 1000 gallons instead of the standard customer rate, subject to the approval of the Sanitary Engineer or Administrator of the Department. The lost unused water shall be considered to be the amount of water passing through the meter which is greater than the highest use for any billing period over the previous twelve (12) months.
OTTAWA COUNTY
REGIONAL WATER SYSTEM

APPENDIX “B”

SCHEDULE OF FEES AND CHARGES
SCHEDULE OF FEES AND CHARGES

SECTION I      REGIONAL WATER SYSTEM FEES AND CHARGES

A. No person, firm, corporation, public agency, partnership, or association whatsoever shall connect, or cause to be connected, either directly or indirectly, any building or other structure with the waterworks system for the purpose of purchasing water from the Regional Water system without first securing from the County Sanitary Engineer or his authorized representative a permit for such purpose in a form prescribed by said Engineer, and, prior to the issuance of any such permit, having paid the applicable fees and charges provided for in Item B of this Section and in accordance with the policies set forth in Section III or IV.

B. FEES AND CHARGES

1. Permit Fee  $ 25.00
   - For the purpose of reimbursing the County for administrative costs related to the issuing of a permit for the public water system (See Chapter 3.02)

2. Permit Renewal Fee  $ 25.00
   - Administrative costs related to issuing a renewed permit.

3. Repair Permit  $ 25.00
   - Administrative costs related to issuing a repair permit (See Chapter 3.02)
   - This charge is waived for meter pit repairs/upgrades to meter pits installed prior to January 1, 1998 which are owned and maintained by property owner.

4. Inspection Fee  $ 100.00
   - This fee is effective as of January 1, 2001
   - Inspection costs for each new service line being connected to the public water main or appurtenance.

5. Plan Review/Inspection Fee Deposit  $ 750.00
   When new water mains (public or private) are installed or extended into new subdivisions, developments, or other special projects by private developers, the developer shall reimburse the Department for all inspection and plan review costs incurred by the Department on the project. An plan review/inspection fee deposit shall be required from the developer at the time of application for permit. When final construction approval has been granted by the Department’s inspector, all Department plan review and inspection costs shall be calculated by the Department. The Department shall include one (1) hour of inspection time for the final visual inspection of the water improvements to be made after one (1) year of operation (warranty period). Any overrun in plan review/inspection costs over the original amount deposited shall be billed to and paid by the developer. Thirty (30) days shall be given to remit payment by the developer. If total plan review/inspection costs are less than the original amount deposited, the Department shall refund
the difference to the developer as soon as reasonably possible after construction.

6. Licensed Contractor’s Fee / Annual Renewal $ 50.00

7. Processing Fee (when certifying delinquent charges) $ 50.00

8. Bad (returned) Check Charge (per check) $ 25.00

9. Turn-on and Turn-off Fee (during normal working hours) No Charge
- does not apply to turn-on due to non-payment or violations

10. Turn-on and Turn-off Fee (during non-working hours) $ 25.00

11. Turn-on service due to non-payment or violation $ 25.00

12. Meter Testing Fee $ 25.00
- If meter is found to working properly after a property owner has requested the meter to be tested.

13. Billing Re-establishment Fee

A billing re-establishment fee shall be charged for a property that has an existing service, but the service and water billing have been discontinued and the property owner requests that the service be re-established for use. The fees shall be based upon meter size. The fees per meter size are shown below:

- 5/8” - ¾” $ 240.00
- 1” $ 400.00
- 1 ½” $ 815.00
- 2” $ 1,460.00
- 3” $ 3,290.00
- 4” $ 5,850.00
- 6” or greater $ 13,185.00

In the event of a catastrophic occurrence (i.e. fire, flood, tornado...) that severely damages or destroys a structure utilizing the Regional Water supply, the County will, upon written request from the property owner, shut off the public water supply and discontinue water billing until such time that a new structure is constructed. The billing re-establishment fee shall be waived for catastrophic events.

If construction of the new replacement structure requires a modification and/or repair of the water service, a water repair permit will be required. The standard repair permit fee shall be waived for catastrophic events that severely damage or destroy a structure to the point of being uninhabitable. If the water service does not require any modification or repair, the property owner will
simply need to call the office and request the water service to be re-established.

14. Connection Fee $1,617.00/E.D.U.

A connection fee shall be charged for properties in which the use is being expanded greater than what the original Regional Water assessment role unit charge indicates. All uses will be converted to an equivalency factor computed on the basis of the probable demand that a user places on the public water system. The base rate shown above is multiplied by the equivalent dwelling units (E.D.U.s) the parcel/lot will have (see Appendix “B”, Section II). The connection fee shall cover the cost of the County for over sizing, treatment, and storage tank capacity of the public water system and to equalize the original assessments.

CONNECTION FEE FORMULA:

\[
\text{Connection Fee} = (\$1,617.00 \times \text{equivalency factor} \times \# \text{ of units}) - \text{(orig. 1999 unit charge assessment)}
\]

15. Front Footage (FF) Connection Charge $10.50 x 60 ft. x multiplier (minus original [FF] assessment)

Properties originally assessed with a Land Use Code (assigned by the County Auditor) 100 thru 199 without a residence and 100 thru 199 with a residence with frontage greater than 200 feet and which the use of said property has changed so the original Land Use Code of 100 thru 199 is no longer applicable, shall pay a Front Footage Connection Charge.

The Front Footage Connection Charge shall be the base of $10.50 per foot times the base of sixty (60) feet times a staged multiplier (as shown below) minus the amount previously assessed for front footage (according to the final assessment role):

<table>
<thead>
<tr>
<th>FRONTAGE:</th>
<th>MULTIPLIER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>60.99’ and less (base)</td>
<td>1.0</td>
</tr>
<tr>
<td>61’ - 80.99’</td>
<td>1.14</td>
</tr>
<tr>
<td>81’ - 100.99’</td>
<td>1.40</td>
</tr>
<tr>
<td>101’ - 120.99’</td>
<td>1.66</td>
</tr>
<tr>
<td>121’ - 140.99’</td>
<td>1.92</td>
</tr>
<tr>
<td>141’ - 160.99’</td>
<td>2.17</td>
</tr>
<tr>
<td>161’ - 180.99’</td>
<td>2.43</td>
</tr>
<tr>
<td>181’ - 200.99’</td>
<td>2.69</td>
</tr>
<tr>
<td>201’ - 220.99’</td>
<td>2.95</td>
</tr>
<tr>
<td>221’ - 240.99’</td>
<td>3.20</td>
</tr>
<tr>
<td>241’ - 260.99’</td>
<td>3.47</td>
</tr>
<tr>
<td>261’ - 280.99’</td>
<td>3.72</td>
</tr>
<tr>
<td>281’ - 300.99’</td>
<td>3.98</td>
</tr>
</tbody>
</table>
Property over 300.99’ buildable frontage shall be assessed in accordance with the schedule shown above plus $10.50 per foot for front footage over 300.99’.

16. Equalization Capital Charge (E.C.C.) \[\text{Base E.C.C. Rate} \times \text{E.D.U.} \times \#\text{ units}\]

An Equalization Capital Charge is charged per equivalent dwelling unit (E.D.U.) for every new connection receiving water from the Regional Water system after December 31, 2000. The charge is to recover a portion of the revenue collected to repay the County’s debt service bonds established to pay for a portion of the Regional Water system improvements. The Equalization Capital Charge base rate is based upon debt retirement costs from December, 2000 and will increase annually, on January 1st of each year.

Based upon the initial eighteen (18) month budget of the Regional Water Operations, the base Equalization Capital Charge for the initial period of January 1, 2001 through December 31, 2001 shall be $200.00 per equivalent dwelling unit. Thereafter, the Equalization Capital Charge shall increase by $125.00 per equivalent dwelling unit annually on January 1st of each subsequent year. These changes shall be reviewed and approved by the Board of Ottawa County Commissioners during the budget process on an annual basis. The review shall be based upon a report furnished by the Sanitary Engineer.

If a permit to connect or re-establish service expires prior to completion of the work, the property owner shall be required to pay Equalization Capital Charges equal to the number of months elapsed from the month after the month in which the permit was issued to the month in which the renewed permit is issued.

NOTE: Any water assessment that was previously levied against a parcel shall be credited to the parcel when determining water permit connection fees for either new development or a change in use of the property. Parcels will not be assessed (charged) twice for the same units or frontage. Previous water assessments that were agriculturally deferred and paid by the State of Ohio, will be repaid back to the State of Ohio out of the fees and charges collected for new development.

Annual Equalization Capital Charge Amount History:
This sub-section shall serve as a historical record of the Regional Water Capital Charges and shall be updated each time the Capital Charge changes:

<table>
<thead>
<tr>
<th>Annual Increase:</th>
<th>Charge per E.D.U.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1, 2001 thru December 31, 2001</td>
<td>N/A</td>
</tr>
<tr>
<td>January 1, 2002 thru December 31, 2002</td>
<td>$125.00</td>
</tr>
<tr>
<td>January 1, 2003 thru December 31, 2003</td>
<td>$125.00</td>
</tr>
<tr>
<td>January 1, 2004 thru December 31, 2004</td>
<td>$125.00</td>
</tr>
<tr>
<td>January 1, 2005 thru December 31, 2005</td>
<td>$125.00</td>
</tr>
</tbody>
</table>
C. Property owners in violation of these Rules and Regulations’ standards for
treatment of meters, meter appurtenances, or any part of a service connection shall
be billed for all incidental repair or replacement costs incurred by the County.
This includes, but is not limited to, items detailed in Chapter 3.03, Section “A”,
Items 11 and 14; Chapter 3.03, Section “B”, Items 2 and 3; and Chapter 3.10,
Section “A”, Items 1 through 11.
The following equivalency factors are based upon the Ohio Environmental Protection Agency guide and are computed on the basis of the probable demand a user places on the public water system. The probable flow rate demand is correlated to the demand expected by a single family dwelling by the use of equivalency factors shown below. The minimum equivalency factor that shall be met is one (1) when computing fees and charges (unless one [1] E.D.U. already exists on the property). Equivalency factors for types of users not listed must be determined by the Sanitary Engineer on an individual basis.

<table>
<thead>
<tr>
<th>Type</th>
<th>Count</th>
<th>Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family Dwelling</td>
<td>per dwelling</td>
<td>1.000</td>
</tr>
<tr>
<td>Apartments</td>
<td>per apartment</td>
<td>1.000</td>
</tr>
<tr>
<td>Condominiums</td>
<td>per unit</td>
<td>1.000</td>
</tr>
<tr>
<td>Mobile Homes (free standing)</td>
<td>per unit</td>
<td>1.000</td>
</tr>
<tr>
<td>Mobile Home Parks</td>
<td>per home space/lot</td>
<td>0.750</td>
</tr>
<tr>
<td>Rental Cottages</td>
<td>minimum per cottage</td>
<td>0.250</td>
</tr>
<tr>
<td>Efficiency Rental</td>
<td>per unit</td>
<td>0.625*</td>
</tr>
<tr>
<td>Assembly Halls</td>
<td>per seat</td>
<td>0.005*</td>
</tr>
<tr>
<td>Boat Docks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- indiv. owned w/o dwelling</td>
<td>per dock space</td>
<td>0.100</td>
</tr>
<tr>
<td>- indiv. owned w/dwelling</td>
<td>per dock space/parcel-lot</td>
<td>1.000</td>
</tr>
<tr>
<td>Bowling Alleys (no food serv.)</td>
<td>per lane</td>
<td>0.188</td>
</tr>
<tr>
<td>Car Wash</td>
<td>per automatic bay</td>
<td>1.500</td>
</tr>
<tr>
<td></td>
<td>per manual bay</td>
<td>1.000</td>
</tr>
<tr>
<td>Churches</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- with no kitchen</td>
<td>per seat</td>
<td>0.011*</td>
</tr>
<tr>
<td>- with kitchen</td>
<td>per seat</td>
<td>0.017*</td>
</tr>
<tr>
<td>Country Clubs</td>
<td>per person</td>
<td>0.125*</td>
</tr>
<tr>
<td>Dance Halls</td>
<td>per person</td>
<td>0.005*</td>
</tr>
<tr>
<td>Dormitories/Barracks</td>
<td>per bed</td>
<td>0.0625</td>
</tr>
<tr>
<td>Drive-In Theaters</td>
<td>per car space</td>
<td>0.013*</td>
</tr>
<tr>
<td>Factories</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- with no showers</td>
<td>per employee</td>
<td>0.063*</td>
</tr>
<tr>
<td>- with showers</td>
<td>per employee</td>
<td>0.088*</td>
</tr>
<tr>
<td>Food Service Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Restaurant (not 24 hour)</td>
<td>per seat</td>
<td>0.088*</td>
</tr>
<tr>
<td>- Restaurant (24 hour serv.)</td>
<td>per seat</td>
<td>0.125*</td>
</tr>
<tr>
<td>- Banquet Rooms</td>
<td>per seat</td>
<td>0.013*</td>
</tr>
<tr>
<td>- Tavern</td>
<td>per seat</td>
<td>0.088*</td>
</tr>
<tr>
<td>- Drive-in Service</td>
<td>per space</td>
<td>0.125*</td>
</tr>
<tr>
<td>- Restaurant (along freeway)</td>
<td>per seat</td>
<td>0.250</td>
</tr>
<tr>
<td>Gas (fuel) Station</td>
<td>first pump island</td>
<td>2.500</td>
</tr>
<tr>
<td></td>
<td>per add’l pump island</td>
<td>1.250</td>
</tr>
<tr>
<td>Hospitals</td>
<td>per bed</td>
<td>0.750</td>
</tr>
<tr>
<td>Institutions</td>
<td>per person</td>
<td>0.250*</td>
</tr>
<tr>
<td>Laundries (coin operated)</td>
<td>per machine</td>
<td>0.350</td>
</tr>
</tbody>
</table>
Marinas

Motels/Sleeping Cab./Guest Rm.
Nursing & Rest Homes
Office Buildings
R.V. Parks & Camps (primative)
R.V. Park & Camps (full service)
Recreation Parks
Retail Store
School (elementary)
School (junior & high)
Shopping Center
Swimming Pool (w/no showers)
Swimming Pool (w/showers)
Youth and Recreation Camps

per dock rack & storage sp. 0.100**
per unit 0.250*
per patient 0.375*
per resident employee 0.250*
per non-resident employee 0.125*
per employee 0.050*
per space 0.125*
per space 0.313*
per park capacity 0.010*
per employee 0.050*
per pupil 0.038*
per pupil 0.050*
per 100 s.f., no food/laundry 0.050*
per swimmer (capacity) 0.010*
per swimmer (capacity) 0.018*
per person (capacity) 0.125*

* Total equivalent factor per establishment shall be a minimum of one (1).

** If a person owns a mobile home (trailer) or recreational vehicle (travel trailer) and a dock space simultaneously within the same subdivision or parcel of land, that person’s E.D.U. shall be based upon a mobile home or R.V. only.

The following definitions are for the purpose of determining the equivalency factors:

RESIDENTIAL USER CLASS:

Single Family Dwelling - A detached building, mobile home or recreational vehicle located on a subdivided lot or parcel of land that is not licensed by the Ottawa County Health Department as a mobile home park or recreational camp.

Apartments - One or more attached or detached units, located on a parcel of land, used for residential purposes and rented on a monthly or annual basis.

Boat Dock - An individually owned dock space for the exclusive use of the property owner for docking a watercraft identified as a separate lot/parcel tax identification number and does not include an additional residence separate from the watercraft.

Mobile Home Park (trailer park or manufactured home park) - Any site or tract of land under single ownership that is licensed by the Ottawa County Health Department as a mobile home park. If a mobile home park rents dock spaces with the mobile home site, the park will only be billed for the mobile home site.

Rental Cottages - Detached buildings used seasonally for recreational purposes and are not designed for year-round occupancy. Rental cottages are commercial units being rented on a daily or weekly basis.
Efficiency Rental - One of several units split out within a larger establishment with total ownership held by one individual where each unit has a combined kitchen and living area with or without a separate sleeping room. Units are rented on a monthly or annual basis.

COMMERCIAL USER CLASS:

Assembly Halls - A building or structure used to accommodate a gathering of people to deliberate, legislate, worship, or entertain (no kitchen or food service facilities).

Bowling Alleys - A building or structure used to accommodate recreational lanes or alleys for purposes of bowling (does not include a kitchen or food service facilities).

Church (small - no food service) - A building or structure used for religious worship.

Church (large - with food service) - A building or structure used for religious worship, but also is capable of preparing and/or serving food for gatherings.

Country Club - A building or structure used, by members, as a club for social and recreational activities.

Dance Halls - A building or structure used for social dancing.

Drive-in Theater - A parcel of property used as an outdoor theater allowing patrons to be accommodated while remaining in their automobiles.

Ordinary Restaurant (not 24-hour) - A building or structure which is used as a public eating place open for business only during the morning, afternoon, and/or evening hours. Said business is not open overnight.

24-Hour Restaurant - A building or structure which is used as a public eating place open for business 24 hours a day.

Banquet Room(s) - A building or structure which is used to conduct banquets, receptions, and/or formal ceremonies (food service facilities on site).

Restaurant along Freeway - A building or structure, located adjacent to a freeway access point, which is used as a public eating place.

Tavern (has very little food service) - A building or structure which is open to the public and used as an establishment where alcoholic beverages are sold to be consumed on the premises.

Curb Service (drive-in/thru) - A building or structure, located on a parcel of property, which is used as a food service facility catering to persons sitting in parked vehicles or driving through in vehicles.

Gas (fuel) Station - A commercial business that provides fuel to the public and has public restrooms available.
Hospitals - A building or structure used as an institution where the sick and injured are given medical or surgical care.

Institutions - A building or structure used as an establishment that serves to instruct or train individuals.

Laundries (coin operated) - A building or structure used to house a self-cleaning laundry where the machines are operated by coins.

Motels - A building or structure which provides rooms for overnight lodging. The units are rented on a daily or weekly basis.

Guest Rooms - A building or structure which provides room for overnight lodging. Rooms are rented on a daily or weekly basis. A minimum of 1.000 E.D.U. applies to a guest house when a single family dwelling or apartment is not located within the same structure.

Nursing & Rest Homes - A building or structure used as a facility to provide nursing care for the aged or chronically ill who are unable to care for themselves.

Office Building - A building or structure used to house one or more kinds of businesses transacting or supplying a service.

Recreational Vehicle Parks and Camps (travel trailer parks) - Any site or tract of land which is licensed by the Ottawa County Health Department as a recreational camp. If an R.V. park or camp area rents dock spaces with the sites, the camp area will only be billed for the R.V. or camp site. Different E.D.U.’s are assigned to parks with primitive camp sites and camp sites with collection sewers.

Retail Establishment - A building or structure used in a commercial capacity to sell, purchase, or exchange goods and services.

Schools - A building or structure used to provide formal instruction or education to students.

Shopping Centers (without food service or laundries) - A building or structure used to house a group of retail stores and service establishments.

Dormitories/Barracks - A building or structure which provides group sleeping accommodations for short-term or long-term use; i.e. military complex, college dorm.

Youth and Recreational Camps - A tract of land which includes buildings or structures used on a seasonal basis for the harboring of individuals where the owner of the camp provides the habitation for the individuals.

Dock Spaces and Rack Storage - A commercial facility used for the storage of boats during the summer months from which a boat can be made operable within a short period of time. This includes dry rack storage. If a dock space is rented in conjunction with either an R.V. site, mobile home site, or camp site, the dock space will not be billed.
Factories (w/no showers) - A building or structure used to manufacture products and does not have shower facilities for its employees.

Factories (w/showers) - A building or structure used to manufacture products and does provide shower facilities for its employees.
SECTION III  APPLICATION OF THE REGIONAL WATER ASSESSMENT POLICY
AND NEW CONSTRUCTION POLICY

The Ottawa County Regional Water Project was financed, in part, by special assessments levied to benefiting property owners fronting the County’s water distribution system within the Ottawa County Sewer District service area. Tentative assessment notices were issued to benefiting property owners in September, 1995. The tentative assessment consisted of a frontage charge and a unit charge if the parcel or lot was developed. Tentative assessments and final assessments (levied in May, 1999) were calculated in accordance with the Regional Water Assessment Policy (see Appendix “E”, Document #1).

Regional Water special assessments shall remain as certified to the County Auditor and shall remain with the property until the entire payment, along with interest (entire term), is paid in full.

1. Policies/Procedures Prior to Certification of Final Assessments

Prior to certification of final assessments to the County Auditor by the Board of County Commissioners, the following policies shall apply:

A. Transfer of Property Ownership

Consistent with Ohio law, the tentative assessment shall continue to be in effect irrespective of a transfer of ownership. Upon verification of such transfer of ownership by the Ottawa County Auditor, the current property owner, address, and other relative information shall be duly noted on the tentative assessment role. Any future mailings, notices, and other correspondence concerning the proposed improvement shall be sent to the most current property owner’s address on file in the Office of the Ottawa County Auditor.

B. Property Splits

The front footage tentative assessment on a parcel that is split into two or more parcels shall be proportionately divided between the newly created parcels/ lots. Changes in the land use code, except Land Use Codes 100 thru 199 or configuration of the property, shall not be considered in determining the tentative assessments on the newly created parcels/ lots. Unit assessments shall be divided and levied on the parcels/ lots in accordance with the Assessment Policy, dated September 12, 1995. Properties with Land Use Codes 100 thru 199, who initially received the property status multiplier pursuant to the Assessment Policy and now is developed shall be charged a connection fee at the time of application for permit to connect or sign a waiver form, prior to April 15, 1999, to have applicable unit charges added to the tentative assessment role.

C. One or More Parcels Combined into One Parcel

The total front footage and unit charge tentative assessments on parcels of land that are combined to create one parcel shall be levied as the tentative assessment on the newly created parcel. Changes in the land use code or configuration of the
property shall not be considered in determining the tentative assessment on the newly created parcel/lot.

D. New Construction on Vacant Property

Unit charge(s) for new structures built on vacant parcels/lots between September 12, 1995 and April 1, 1999 may be added, at the property owner’s request, to the property’s tentative assessment if the legal property owner(s) sign and submit a “Waiver of Service of Notice of Hearing” form by April 1, 1999. If the waiver form is properly signed and submitted by the deadline, the applicable unit charge shall be added to the property’s tentative assessment and will be eligible to be paid during the thirty (30) day cash-pay-period or be placed onto the tax duplicate for a period of twenty (20) years plus interest. If a waiver form is not signed and submitted by the deadline, a connection fee equal to the unit charge shall be collected, in full, at the time of application for permit to connect along with any other applicable fees and charges.

E. The unit assessment charge for structure(s) purposely removed from the property by the property owner shall be levied on the property as if the structure(s) remained on the property.

F. Errors in Tentative Assessment Calculation

If it is determined by the Board of County Commissioners that an error was made calculating the tentative assessment on a property, the tentative assessment shall be immediately corrected so that the tentative assessment is consistent with the Assessment Policy, dated September 12, 1995. A “corrected” assessment notice shall be sent to the property owner of record by regular first class mail within thirty (30) days after the correction has been duly entered onto the tentative assessment role. A copy of said “corrected” tentative assessment notice shall be filed with the Ottawa County Auditor.

2. Policies/Procedures for Connections after Final Assessments are Levied

After final assessments have been calculated, the following policies and procedures apply for properties connecting to the Regional Water system:

A. The County Sanitary Engineer or his authorized representative shall not issue a permit for the purpose of connecting to the public water system, or allowing expanded use for additional development from existing taps or connections, until the applicant therefore shall have paid all applicable permit fees and charges as specified in this section.

B. A Permit Fee shall be paid-in-full by all persons or groups submitting an application to connect, install, or repair (see Appendix “B”, Section I).

C. An Inspection Fee shall be paid-in-full by all persons or groups submitting an application to connect a simple service line or small improvement other than a repair after December 31, 2000 (see Appendix “B”, Section I).
D. A **Plan Review/Inspection Fee Deposit** shall be submitted by all persons or groups submitting an application to install/connect public or private water distribution system improvements or any special projects greater than the installation of a simple service line (see Appendix “B”, Section I).

E. A **Connection Fee** shall be paid-in-full by all persons or groups submitting an application to connect a structure or water use improvement which increases the property’s use (and places a greater demand on the public water system) greater than the property’s Regional Water final assessment unit charge indicates. The Connection Fee shall cover the cost of the County for over sizing, treatment, and storage tank capacity of the public water system and to equalize the original assessments and shall be based upon equivalent dwelling units (E.D.U.s) and the base E.D.U. fee (see Appendix “B”, Sections I & II).

F. A **Front Footage (FF) Connection Charge** shall be paid-in-full by all persons or groups submitting an application to connect a structure or water use improvement on a parcel/lot that was originally assessed (Regional Water final assessment) with a Land Use Code of 100 thru 199. The Front Footage Connection Charge is to equalize the front footage charge of the original assessment when a Land Use Code has changed from 100 thru 199 to a status that requires the full front footage charge in accordance with the Regional Water Assessment Policy (see Appendix “B”, Section I and Appendix “E”, Document #1). This charge does not apply to properties connecting to a former Portage/Catawba Island Water Operations or District #7 water main.

G. **Beginning January 1, 2001, an Equalization Capital Charge** shall be paid-in-full by all persons or groups submitting an application to connect a structure or water use improvement. The Equalization Capital Charge is a charge to recover a portion of the revenue collected (via monthly water bills) to repay the debt service on the bonds secured by the County to partially finance the original Regional Water system improvements. The charge is calculated based upon a base rate and the property’s equivalent dwelling units (see Appendix “B”, Section I and Section II).

H. Property owners of single family dwellings (or one [1] E.D.U. property use) connecting to the public water system which have an existing **“Unit Charge”** assessment levied against the property, as evident and recorded in the May, 1999 Regional Water Project final assessment role, shall receive a complete meter pit assembly and meter (for ¾” services) after the property owner secures a permit from the Department. The property owner is responsible for properly installing all service line appurtenances. If more than one (1) E.D.U. is being connected to the public water system or if the property owner requires a larger size meter/meter pit to properly service the property, the property owner shall be required to purchase/install a County specified meter, pit, and appurtenances from a private supplier. It is the property owner’s responsibility to install a meter that will properly service their property (see Chapter 3.03).

I. Property owners of single family dwellings (or one [1] E.D.U. property use) required to pay a **“Connection Fee”** at the time of application for permit shall receive one standard (single family dwelling) house meter and one standard size “specially designed meter pit lid” (lid only/not a frame). If more than one (1) E.D.U. is being connected to the public water system or if the property owner requires a larger size meter to properly service the property, the property owner shall be required to purchase a County
specified meter from a private supplier. It is the property owner’s responsibility to install a meter that will properly service their property (see Chapter 3.03).

J. All construction shall be in accordance with the Ottawa County Regional Water Rules and Regulations.

K. In situations where a property owner (1) is located at the end of a water main, and (2) was levied a front footage assessment as part of the original Ottawa County Regional Water Project, the following shall apply:

If the property owner proposes to further develop the assessed property, the County shall (at no additional front footage cost to the property owner) extend the public water main across the buildable front footage of the previously assessed parcel (as it existed at the time of the final assessments) to a point that is perpendicular to the newly proposed structure.

The County will also extend (at no additional front footage cost to the property owner) the public water main the remaining distance of the originally assessed buildable frontage when an adjoining parcel (which was not part of the original Ottawa County Regional Water Project and was not assessed a part of the project) requests service and is contiguous to a parcel that was assessed frontage at the end of a water main where the water main was not extended the full length of the originally assessed parcel.* The contiguous parcel is responsible for extending the water main (in accordance with the rules and regulations of the Ottawa County Sanitary Engineer’s Office) for the full length of their own parcel if there is potential for additional development beyond the contiguous parcel. However, if property cannot be developed beyond the contiguous parcel, the contiguous parcel property owner will be responsible for a front footage equalization fee based on the Ottawa County Regional Water Assessment Policy.

The property owner shall be responsible for any unit charges that were not previously assessed as part of the original Ottawa County Regional Water Project.

- When parcels have been reconfigured, split and/or combined, the County will only be responsible for extending the water main across a parcel’s front footage the distance equal to the parcel’s frontage as it existed at the time of the construction of the original Ottawa County Regional Water Project.

SECTION IV  APPLICATION OF THE S.R. 163/53 WATER MAIN EXTENSION PROJECT ASSESSMENT POLICY

Properties connecting to the public water main installed as part of the S.R. 163/53 Water Main Extension project (as designated by the improvement drawings) shall be governed by the following policies and procedures:

A. The County Sanitary Engineer or his authorized representative shall not issue a permit for the purpose of connecting to the public water system, or allowing expanded use for additional development from existing taps or connections, until the applicant therefor shall have paid all applicable permit fees and charges as specified in this section.
B. A **Permit Fee** shall be paid-in-full by all persons or groups submitting an application to connect, install, or repair (see Appendix “B”, Section I).

C. An **Inspection Fee** shall be paid-in-full by all persons or groups submitting an application to connect a simple service line or other small improvement other than repairs after December 31, 2000 (see Appendix “B”, Section I).

C. A **Plan Review/Inspection Fee Deposit** shall be submitted by all persons or groups submitting an application to install/connect public or private water distribution system improvements or any special projects consisting more than just a simple service line (see Appendix “B”, Section I).

E. **Frontage Assessments:** Each property fronting the S.R. 163/53 Water Main Extension Project was assessed for $22.31 per foot of frontage. Prior to issuing a permit to connect, the Sanitary Engineer or his authorized representative shall reference the S.R. 163/53 Water Main Extension Project final assessment role to ensure that the entire front footage assessment was paid or certified to the tax duplicate. If the property’s assessment was deferred at the time of final assessments, $22.31 per foot of the frontage of the property being connected shall be paid-in-full by the property owner at the time of application for permit. If the property being connected is a split from a property with a deferred assessment, the property owner shall submit a legal survey of the split showing the exact frontage.

F. Beginning May 6, 1999, a **Connection Fee** shall be paid-in-full by all persons or groups submitting an application to connect a structure or water use improvement which increases the property’s use (and places a greater demand on the public water system). The Connection Fee shall cover the cost of the County for oversizing, treatment, and storage tank capacity of the Regional public water system and to equalize the original unit charge assessments of the Regional Water Project and shall be based upon equivalent dwelling units (E.D.U.s) and the base E.D.U. fee (see Appendix “B”, Sections I & II).

G. Beginning January 1, 2001, an **Equalization Capital Charge** shall be paid-in-full by all persons or groups submitting an application to connect a structure or water use improvement. The Equalization Capital Charge is a charge to recover a portion of the revenue collected (via monthly water bills) to repay the debt service on the bonds secured by the County to partially finance the original Regional Water system improvements. The charge is calculated based upon a base rate and the property’s equivalent dwelling units (see Appendix “B”, Section I and Section II).

H. Each original parcel/lot fronting the original water main improvement is entitled to one (1) ¾” or 1” water meter provided by the Department at no charge. Any parcel/lot connecting to the public water main requiring a larger sized meter shall be purchased by the property owner from a private supplier. Water meters that will be owned, maintained, and read by the County shall meet the Regional Water meter specifications. Splits off of an original project parcel (that have already received their ¾” or 1” County provided meter) shall be required to purchase and install their own meter. It is the property owner’s responsibility to install a meter that will properly service the
property’s use. The County will supply one ¾”-1” “specially designed meter pit lid” (lid only/not a frame).

I. All construction shall be in accordance with the Ottawa County Regional Water Rules and Regulations.

SECTION V APPLICATION OF THE DANI-DONN ACRES SUBDIVISION PLAT II & III WATER EXTENSION ASSESSMENT POLICY

Properties connecting to the public water main installed as part of the Dani-Donn Acres Subdivision Plat II & III Water Main Extension project (as designated by the improvement drawings) shall be governed by the following policies and procedures:

A. The County Sanitary Engineer or his authorized representative shall not issue a permit for the purpose of connecting to the public water system, or allowing expanded use for additional development from existing taps or connections, until the applicant therefor shall have paid all applicable permit fees and charges as specified in this section.

B. A Permit Fee shall be paid-in-full by all persons or groups submitting an application to connect, install, or repair (see Appendix “B”, Section I).

C. An Inspection Fee shall be paid-in-full by all persons or groups submitting an application to connect a simple service line or other small improvement other than repairs after December 31, 2000 (see Appendix “B”, Section I).

D. A Plan Review/Inspection Fee Deposit shall be submitted by all persons or groups submitting an application to install/connect public or private water distribution system improvements or any special projects consisting of more than just a simple service line (see Appendix “B”, Section I).

E. Project Assessments: Each property fronting the Dani-Donn Acres Subdivision Plat II & III Water Main Extension project was assessed an equal portion of the total cost of the project. Total cost of the project was $49,784.41. At the time of construction, there was one (1) lot in Plat II, twenty-two (22) lots in Plat III, a 10+ acre parcel of land in Lot 6, Section 2, and a 25+ acre parcel of land in Lot 5, Section 2 of Danbury Township. Total assessments for each of the twenty-four (24) lots/parcels amounted to $2,074.35 of which the amount was either paid-in-full at the time of the (30) day cash-pay-period or placed onto the lot/parcel’s tax duplicate. Assessments placed onto the tax duplicate (principle & interest at a factor of 0.083957/yr.) are for a twenty (20) year period (1999 - 2018).

F. Beginning July 17, 1998, a Connection Fee shall be paid-in-full by all persons or groups submitting an application to connect a structure or water use improvement which increases the property’s use (and places a greater demand on the public water system). The Connection Fee shall cover the cost of the County for over sizing, treatment, and storage tank capacity of the Regional public water system and to equalize the original unit charge assessments of the Regional Water Project and shall be based upon equivalent dwelling units (E.D.U.s) and the base E.D.U. fee (see Appendix “B”, Section I and Section II).
G. Beginning January 1, 2001, an **Equalization Capital Charge** shall be paid-in-full by all persons or groups submitting an application to connect a structure or water use improvement. The Equalization Capital Charge is a charge to recover a portion of the revenue collected (via monthly water bills) to repay the debt service on the bonds secured by the County to partially finance the original Regional Water system improvements. The charge is calculated based upon a base rate and the property’s equivalent dwelling units (see Appendix “B”, Section I and Section II).

H. The Department shall provide one standard (single family dwelling) house meter and one ¾”-1” “specially designed meter pit lid” (lid only/not a frame) to each permit holder who is required to pay a Connection Fee to connect a structure or water use improvement equal to one (1) E.D.U. to the public water system. If more than one (1) E.D.U. is being connected to the public water system or if the property owner requires a larger size meter to properly service the property, the property owner shall be required to purchase a County specified meter from a private supplier. It is the property owner’s responsibility to install a meter that will properly service their property (see Chapter 3.03).

I. All construction shall be in accordance with the Ottawa County Regional Water Rules and Regulations.

**SECTION VI  APPLICATION OF THE PERRYVIEW ESTATES SUBDIVISION PLAT V & VI WATER EXTENSION ASSESSMENT POLICY**

Properties connecting to the public water main installed as part of the Perryview Estates Subdivision Plat V & VI Water Main Extension project (as designated by the improvement drawings) shall be governed by the following policies and procedures:

A. The County Sanitary Engineer or his authorized representative shall not issue a permit for the purpose of connecting to the public water system, or allowing expanded use for additional development from existing taps or connections, until the applicant therefor shall have paid all applicable permit fees and charges as specified in this section.

B. A **Permit Fee** shall be paid-in-full by all persons or groups submitting an application to connect, install, or repair (see Appendix “B”, Section I).

C. An **Inspection Fee** shall be paid-in-full by all persons or groups submitting an application to connect a simple service line or other small improvement other than repairs after December 31, 2000 (see Appendix “B”, Section I).

D. A **Plan Review/Inspection Fee Deposit** shall be submitted by all persons or groups submitting an application to install/connect public or private water distribution system improvements or any special projects consisting of more than just a simple service line (see Appendix “B”, Section I).

E. **Project Assessments:** Each property fronting the Perryview Estates Subdivision Plat V & VI Water Main Extension project was assessed an equal portion of the total cost of the project. Total cost of the project was $77,382.45. Total assessments for each of the thirty-four (34) lots/parcels amounted to $2,275.95 of which the amount was either
paid-in-full at the time of the (30) day cash-pay-period or placed onto the lot/parcel’s tax duplicate. Assessments placed onto the tax duplicate are for a twenty (20) year period (2000 - 2020).

F. Beginning July 17, 1998, a **Connection Fee** shall be paid-in-full by all persons or groups submitting an application to connect a structure or water use improvement which increases the property’s use (and places a greater demand on the public water system). The Connection Fee shall cover the cost of the County for over sizing, treatment, and storage tank capacity of the Regional public water system and to equalize the original unit charge assessments of the Regional Water Project and shall be based upon equivalent dwelling units (E.D.U.s) and the base E.D.U. fee (see Appendix “B”, Section I and Section II).

G. Beginning January 1, 2001, an **Equalization Capital Charge** shall be paid-in-full by all persons or groups submitting an application to connect a structure or water use improvement. The Equalization Capital Charge is a charge to recover a portion of the revenue collected (via monthly water bills) to repay the debt service on the bonds secured by the County to partially finance the original Regional Water system improvements. The charge is calculated based upon a base rate and the property’s equivalent dwelling units (see Appendix “B”, Section I and Section II).

H. The Department shall provide one standard (single family dwelling) house meter and one ¾"-1” “specially designed meter pit lid” (lid only/not a frame) to each permit holder who is required to pay a Connection Fee to connect a structure or water use improvement equal to one (1) E.D.U. to the public water system. If more than one (1) E.D.U. is being connected to the public water system or if the property owner requires a larger size meter to properly service the property, the property owner shall be required to purchase a County specified meter from a private supplier. It is the property owner’s responsibility to install a meter that will properly service their property (see Chapter 3.03).

I. All construction shall be in accordance with the Ottawa County Regional Water Rules and Regulations.
OTTAWA COUNTY
REGIONAL WATER SYSTEM

APPENDIX “C”

STANDARD FORMS
PAYMENT AGREEMENT

I, ________________ agree to pay the water service bill incurred at ___________________________.

The delinquent amount due as of the above date is ________________. Payment will be made as follows:

- Down payment: ______________________
- In full on: ____________________________

Account number ___________ Installsments of $ ________________

I understand that failure to adhere to this payment plan will result in water service being shut off without notice. The water will not be turned back on again until all delinquent bills are paid in full, or a payment agreement is entered into. Furthermore, future charges must be kept current.

RENTAL PROPERTIES:

I further understand, that the property owner must approve this payment agreement prior to the county’s acceptance. If the property owner fails to approve this agreement, the county will proceed with water turn-off procedures.

Tennant’s signature ___________ Property owner’s signature ___________

Date ___________ Date ___________

Witnessed by:

______________________________  ______________________________

Sanitary Engineer

Cc: Property Owner
    File
INDEMNIFICATION AGREEMENT
(for Ottawa County Sanitary Engineering Department)
315 Madison Street, Rm 105, Port Clinton, OH 43452
(419) 734-6725

I (We) the undersigned owner(s) of __________________________
(insert address and legal description)
in Ottawa County, Ohio, recognize that water and sewer services are furnished to such property by
Ottawa County for the benefit of __________________________ or any person(s) (name of tenant)
who succeed them in the future, as tenant(s) of such property. In consideration of Ottawa County
providing such service for my such tenant(s), I (We) agree to indemnify Ottawa County for any
unpaid bills for water service furnished to such property from this time forth so long as I (we) are
owner(s) thereof, and in the event I (we) transfer such property, I (we) promise to notify Ottawa
County Sanitary Engineering Department of such transfer.

DATE: __________________________

________________________________________
(Owners)

________________________________________
TELEPHONE NUMBER

________________________________________
MAILING ADDRESS
OTTAWA COUNTY SANITARY ENGINEERING DEPARTMENT
ESTABLISHED WATER SERVICE TURN-ON / TURN-OFF REQUEST

TODAY’S DATE: ________________________________

DATE OF TURN-ON or TURN-OFF: ________________________________

ADDRESS OF WATER SERVICE: ________________________________

NAME OF LEGAL PROPERTY OWNER: ________________________________

Please turn-off the water to the above mentioned property on the date stated.

Please continue sending me a monthly minimum water bill.

Please discontinue billing to this property (see NOTE below).

Please turn-on the water to the above mentioned property on the date stated and re-establish billing* if billing was discontinued at an earlier date.

BILLING ADDRESS: ________________________________

* NOTE:
A billing re-establishment fee shall be charged for a property that has an existing service, but the service and water billing have been discontinued and the property owner requests that the service be re-established for use. The fees shall be based upon meter size. The fees per meter size are shown below:

<table>
<thead>
<tr>
<th>Meter Size</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8” - ¾”</td>
<td>$ 240.00</td>
</tr>
<tr>
<td>1”</td>
<td>$ 400.00</td>
</tr>
<tr>
<td>1 ½”</td>
<td>$ 815.00</td>
</tr>
<tr>
<td>2”</td>
<td>$ 1,460.00</td>
</tr>
<tr>
<td>3”</td>
<td>$ 3,290.00</td>
</tr>
<tr>
<td>4”</td>
<td>$ 5,850.00</td>
</tr>
<tr>
<td>6” or greater</td>
<td>$ 13,185.00</td>
</tr>
</tbody>
</table>

I HEREBY STATE THAT THE ABOVE INFORMATION IS TRUE AND I WILL ABIDE BY THE RULES AND REGULATIONS OF THE PUBLIC WATER SUPPLY SYSTEM, OTTAWA COUNTY, AND I UNDERSTAND THE RE-ESTABLISHMENT FEE (if billing is discontinued).

PROPERTY OWNER

DATE

FOR OFFICE USE ONLY:
RE-ESTABLISHMENT FEE: ___________ DATE RECEIVED: ________________

CHECK # or CASH AMT.: ___________ RECEIPT NO.: ________________

cc: Ottawa County Health Dept. (if water service has been discontinued)
Property Owner
file
FINAL NOTICE OF
WATER SHUT-OFF

Dear Water Customer:

As of this date, we have not received payment, or an executed payment agreement from you for water service in the amount of $____________________________, which has been past due since _______________________.

The amount shown above must be paid by _______________________. If this amount cannot be paid in full, please contact this office at (419) 734-6725 to make arrangements for a payment agreement. The property owner shall be required to sign the payment agreement.

Please be advised, according to Section 4.4 of the Ottawa County Premises Regulations:

“Every dwelling and dwelling unit shall be supplied with a potable water supply. There shall be adequate water supply and pressure of all installed hot and cold water outlets.” Failure to comply with this regulation may result in condemnation of the dwelling by the Ottawa County Health Department.

This is your FINAL NOTICE of the delinquent water bill. Your water service is scheduled to be SHUT-OFF on ______________________ if payment is not made, or a payment agreement has not been executed with the property owner’s signature. Please make the appropriate arrangements as soon as possible to avoid discontinuation of your water service.

If your payment has been remitted, please disregard this letter. Thank you.

Sincerely,

Billing Specialist
Ottawa County Sanitary Engineering Department

cc: Health Department
Customer file
(Commercial Service - other than food service)

FINAL NOTICE OF
WATER SHUT-OFF

Dear Water Customer:

As of this date, we have not received payment, or an executed payment agreement from you for water service in the amount of $________________, which has been past due since ____________________.

The amount shown above must be paid by _________________________.
If this amount cannot be paid in full, please contact this office at (419)734-6725 to make arrangements for a payment agreement. The property owner shall be required to sign the payment agreement.

This is your FINAL NOTICE of the delinquent water bill. Your water service is scheduled to be SHUT-OFF on ________________________ if payment is not made or a payment agreement has not been executed with the property owner’s signature. Please make the appropriate arrangements as soon as possible to avoid discontinuation of your water service.

If your payment has been remitted, please disregard this notice. Thank you.

Sincerely,

Billing Specialist
Ottawa County Sanitary Engineering Department

cc: Customer file
OTTAWA COUNTY SANITARY ENGINEERING DEPARTMENT
PRIVATE WATER MAIN & SERVICE LATERAL
DEPTH VARIANCE FORM

This form is to be read, signed, and returned to the Sanitary Engineering Department or its authorized representative by the current legal property owner of the property in which the depth variance is requested in order for a depth variance to be granted and the water turned on.

I, ______________________________ as the current legal property owner of ______________________________

(Enter name of property, if applicable, address, parcel I.D. number and/or lot number)

hereby understand that the forty-two (42) inch depth requirement is in place to protect the water service lateral or private water main from freezing and potential damage due to future excavations, drillings, vehicular traffic, or other potential damaging circumstances on my property. I further understand that varying from this depth requirement is against the recommendations of Ottawa County and the American Water Works Association (A.W.W.A.) standard guidelines.

As legal property owner, I hereby request a variance from the forty-two (42) inches minimum depth requirement on the property stated above. I understand that I, and all future owners of said property, assume full responsibility for any damage and all water loss on my property as a result of this depth variance. I realize that any water that passes through the meter shall be billed (and paid in full) at the standard County water rate. It is my responsibility to inform the new owner of this property, in the event the property is transferred, of this variance and the responsibilities stated hereinabove.

______________________________  ______________________________
DATE  PROPERTY OWNER

______________________________
PROPERTY OWNER

______________________________
WITNESS TO PROPERTY OWNER(‘S) SIGNATURE

PERMIT #_____________________
OTTAWA COUNTY SANITARY ENGINEERING DEPARTMENT

CUSTOMER PENALTY WAIVER FORM

Customer Name     Date

Account Number    Service Address

On February 6, 1996, it was moved and amended by the Board of Ottawa County Commissioners to authorize an addition to the Rules and Regulations of the following sewer and water districts and systems effective January 1, 1996:

Ottawa County Sewer District
• Wastewater Section 3.11.5.8
• Public Water Supply Section 3.12 “M”

Water and/or sewer customers contesting the 10% late penalty charged to their accounts may be granted a one time waiver of said charge during a two year period of Ottawa County providing the following conditions are met:

1. Requests for waiver must be submitted in writing, signed and dated by the property owner or person on record with the Sanitary Engineering Department as responsible for payment of charges.

2. No prior requests have been made and granted for a waiver during the previous two year period.

3. All charges for water and/or sewer service shall be paid in full prior to the next billing cycle for said service.

Customer notified on __________________________ and informed of the following:

_______ Waiver of 10% late penalty was granted. Waiver will not be considered and/or granted again until two years following the current consideration.

_______ Waiver will not be granted. Previous waiver granted __________________________.

________________________________________
Sanitary Engineering Department

cc: file
OTTAWA COUNTY
REGIONAL WATER SYSTEM

APPENDIX “D”

STANDARD SPECIFICATIONS
DRAWINGS
OTTAWA COUNTY
REGIONAL WATER SYSTEM

APPENDIX “E”

OFFICIAL ASSESSMENT
POLICIES