



Hartstene Pointe Water-Sewer District
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WATER SYSTEM POLICY AND REGULATIONS

INTRODUCTION

These policies are regulations necessary to provide and maintain the best service possible for all customers of the Hartstene Pointe Water-Sewer District. Additionally, adherence to these regulations are a condition for receiving water service and are necessary for meeting certain conditions of our Water Operating Permit issued by the Washington State Department of Health. This Water Policy is intended to establish Rules, funding Guidelines and Enforcement Procedures that are fair and equitable for all concerned.

A. GENERAL INFORMATION

1. No plumber or other person(s) are authorized to make connections to the District water mains or make alterations without prior approval of the District General Manager. **Approvals must be confirmed in writing.**
2. **New Residential Construction and Property Development:** Property owners within District boundaries (all areas within the Hartstene Pointe Residential Community) are required to connect to District water and sewer service at the time of residential construction. Water and sewer service is also available to property owners developing lots for recreational use. For any new construction and property development the property owner must submit a completed application for water-sewer service to the District office prior to initiating construction.
3. **Connection Fees and Capital Facilities Charges:**
Owners of real property within the District seeking to connect improvements of real property to the District's water system shall pay, as a condition of the District's grant of the right to so connect, connection charges and General Facilities Charges as established by the current District Rate Schedule:
 - a. **Water Connection Fee:** Applicants are required to pay a **non-refundable Water Connection Fee**. Water Connection Fees are established to cover costs of meter and related appurtenances and costs associated with plan review, installation inspection and service set-up. The Water Connection Fee is due at time of application.
 - b. **Capital Facilities Charge: A Capital Facilities Charge is due before a Determination of Water Adequacy will be made.** The Capital Facilities Charge is the required financial contribution of new customers to fund existing and future capital improvements

necessary for an efficient and proper functioning utility. The Capital Facilities Charge is established so that property owners bear an equitable share of the cost of the District water system. The Capital Facilities Charge shall be paid before a Determination of Water Adequacy is issued.

4. Determination of Water Adequacy

A determination of Water Adequacy is required to obtain a building permit from Mason County Building Department. The County-issued Application for Determination of Adequacy is must be signed and dated by the General Manager. The application letter will not be signed until all Capital Facilities Charges and Water and Sewer Connection Fees and Developer's Deposit is paid.

5. The current property owner is responsible for advising the District of any change of status, upgrade of lot, sale of lot, etc.
6. All attachments to, repairs, disconnects or reconnects shall comply with the appropriate Revised Code of Washington (RCW's), Washington Administrative Codes (WAC's), Uniform Plumbing Code and the Washington State Drinking Water Act.
7. Approved check valves or other back-flow prevention or cross-connection devices shall be installed on any connection as determined by the current, state approved Water System Plan and/or the Cross Connection Control Program and WAC 246-290-490.
8. Water service line pipe size shall be no less than ½ inch diameter or greater than 1 inch diameter.
9. Due to the requirements of the Cross Connection Control Program property owners are advised to install a private shutoff valve somewhere within two (2) feet of their District meter box. Due to Cross Connection Control regulations, said shut off valves shall not be a waste and drain type valve.
10. Costs of labor plus materials (minimum of \$100.00) will be charged to property owners for District water line breaks caused by contractors, repairmen, property owners, or anyone not associated with the District.
11. The water may be turned off at anytime without notice for repairs and other necessary purposes. The District will make every effort to notify affected lot owners or residents of **anticipated** water shut off, whenever possible.
12. The District will not be responsible for the safety of fixtures on any lot.
13. District designated representative(s), shall have reasonable access to all property supplied by the Hartstene Pointe Water-Sewer District water within District utility easements as specified in the District Cross Connection Control Policy for the purpose of inspecting the conditions of outside pipes and faucets and the manner in which the water is used. (Note: Washington State Regulation WAC 246-290-490 requires water conservation and the prevention of wasteful practices.)

14. Each meter box shall be kept clear and visible to provide easy access to District designated representatives. Any person not keeping the service valve clear will be charged an hourly labor fee if District designated representatives are required to clear away any debris, dirt, landscaping, fence, etc. to reach the valve. The hourly rate will equal 200% of the current hourly water operator/manager pay scale.
15. No service connections shall be permitted to any lot from any other source.