

**MOOSE LAKE AND WINDEMERE AREA  
SANITARY SEWER DISTRICT:  
POLICIES AND PROCEDURES MANUAL  
AS ADOPTED BY MOTION NOVEMBER 18, 2009**

**REVISED BY MOTION MARCH 16, 2011**

# **SECTION 1: OVERVIEW AND DEFINITIONS**

## **OVERVIEW**

### **PURPOSE**

The purpose of this Uniform Policies and Procedures (UPAP) manual is to establish uniform and non-discriminatory regulations, policies, standards and fees for the proper administration of the Moose Lake Windemere Sanitary Sewer District (District). The District will, at all times, conduct itself in accordance with the intent of this UPAP.

The District provides Wastewater service to Users located within its designated service area, and to other Users or service areas as requested, on a uniform and non-discriminatory basis.

### **VALIDITY**

The policies and the procedures specified herein supersede and replace any prior policies, procedures, regulations, fees, etc., governing provision of service unless such prior specification is protected by valid agreement or otherwise protected by law or action of the District or the State of Minnesota. In the event that a portion of this UPAP document is declared unconstitutional or void for any reason by any court of competent jurisdiction, such decision shall in no way affect the validity of the remaining portions of this UPAP.

### **PERIODIC REVIEW**

The District shall periodically review this UPAP to evaluate the adequacy of its provisions.

### **AUTHORIZED RESPONSIBILITIES**

The District hereby delegates and authorizes the Superintendent to perform those functions necessary to properly conduct the business of the District in conformance with the policies, procedures and regulations set forth in this UPAP, as well as under applicable law and regulation. Consistent administrative procedures may also be adopted by the District without further approval.

### **APPLICATION OF CURRENT LAWS**

The District shall abide by and adhere to all current Federal, State and local laws, rules and regulations as applicable.

### **USER FOCUS**

The District is committed to providing consistently superior services to its Users, considering each User's needs on an individual basis. User concerns will be handled in a professional manner with due

consideration being given to the individual circumstances, the User's previous billing/payment history, the District's policies and procedures, and the cost/benefit of the actions being proposed to resolve the User's concern.

## **DEFINITIONS**

The following definitions are used in or are useful in interpreting and understanding this UPAP. Technical terms used in this UPAP will be defined in accordance with standard references if not defined herein to the contrary. Any term used but not defined herein shall be given the meaning as defined by District ordinances. Such reference sources include, but are not limited to the Water Environment Federation and Minnesota State Statutes.

This manual is gender neutral. Masculine gender shall include the feminine and vice versa. "Shall" is mandatory. "May" is permissive or discretionary. The use of the singular shall be construed to include the plural and the plural shall include the singular as indicated by the content of its use.

### **AT COST**

The current applicable direct cost of all equipment, labor, fringe benefits, and materials used to perform a defined task plus a 25% general and administrative fee, with a minimum specified as appropriate.

### **BASE CHARGE**

A flat monthly fee payable by all Users. Base Charges are payable year round, for all Users. The Base Charge addresses the fixed and non-variable operating expenses of the District and may include the OM&R Charge and the Debt Service Charge.

### **BIOCHEMICAL OXYGEN DEMAND (BOD)**

The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures in five (5) days at 20 degrees Centigrade and as expressed in terms of milligrams per liter (mg/l). It represents the breakdown of carbonaceous materials as distinct from nitrogenous materials.

### **BOARD**

The sanitary sewer board which governs the District. The Board is the governing body of the District.

### **BUSINESS HOURS**

As determined and published by the Board from time to time.

## **CODE OF FEDERAL REGULATIONS (CFR)**

A codification of the general and permanent rules published in the Federal Register by the executive Districts and agencies of the Federal Government.

## **COMMERCIAL USER**

Any User that consists of stand alone structures providing a place of business and discharging either up to NDSW or in excess of NDSW.

## **CONNECTION FEE OR SEWER ACCESS CHARGE (SAC)**

The fees and charges established from time to time for access or connection to the Public Sewer.

## **CONVENTIONAL POLLUTANT**

Any of five Wastewater Pollutants including B.O.D., suspended solids, fecal coliform, pH, and oil and grease.

## **DEVELOPER**

Has the meaning given to it in Minnesota State Statutes.

## **DEVELOPMENT**

Has the meaning given it in Minnesota State Statutes.

## **DISCHARGE**

To dispose, deposit, place, emit, unload, release, or cause or allow to be disposed of, deposited, placed, emitted, unloaded or released into the District Wastewater system.

## **DISCHARGE LIMITS**

The level of contaminants allowed to be discharged into the District Wastewater system as proscribed by federal, state or local laws, or by ordinance of the District.

## **DISHONORED CHECK FEE**

A fee established by the District in accordance with Minnesota State Statutes to be assessed for dishonored checks.

## **DISTRICT**

The Sanitary District.

## **ENFORCEMENT**

Actions taken by the District in response to non-compliance with any provisions of this UPAP and/or any rules or regulations of the District.

## **ENVIRONMENTAL PROTECTION AGENCY (EPA)**

The United States Environmental Protection Agency.

## **EQUIVALENT RESIDENTIAL UNIT (ERU)**

A unit of wastewater volume of 260 gallons per day at a strength not greater than NDSW.

## **HEALTH HAZARD**

An actual or potential threat of contamination to potable water.

## **HOLDING TANK WASTE**

Waste from holding tanks including, but not limited to, vessels, chemical toilets, campers, trailers, septic tanks, and vacuum-pump tank trucks.

## **INCOMPATIBLE WASTE**

Waste that either singly or by interaction with other wastes interferes with any Sewage treatment process, constitutes a hazard to humans or animals in spite of the treatment method used by the District, create a public nuisance or create any hazards in the receiving waters of the Wastewater Treatment Facilities.

## **INDUSTRIAL USER (IU)**

Any User who produces Industrial Waste and/or whose discharges singly or by interaction with other wastes:

- a. contaminate the sludge of the Wastewater Treatment Facilities;
- b. injure or interfere with the treatment process;
- c. create a public nuisance or hazard;
- d. have an adverse effect on the waters receiving Wastewater Treatment Facilities discharges;
- e. exceed NDSW limitations; or
- f. exceed normal residential unit volumes of Wastewater as established by the State.

## **INDUSTRIAL WASTE**

The liquid, gaseous and solid wastes from industrial manufacturing processes, trade, or business.

## **MINNESOTA ADMINISTRATIVE CODE**

A codification of the rules and regulations of the various regulatory agencies in the State of Minnesota.

## **NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT**

A permit issued by the United States Environmental Protection Agency/MPCA setting limits on pollutant strength that a permittee may

legally discharge into the waters of the United States pursuant to Sections 402 and 405 of the Clean Water Act.

**NON-RESIDENTIAL USER**

A User of the Wastewater Treatment Facilities whose building is not used as a private residence and discharges NDSW.

**NORMAL DOMESTIC STRENGTH WASTE (NDSW)**

Wastewater that is introduced primarily by Residential Users with the following characteristics:

- a. Flows are not to exceed 260 gallons per average day in the month of maximum annual discharge;
- b. Flows exhibit Loads not to exceed 250 milligrams per liter (mg/L) of biochemical oxygen demand (BOD) and 250 mg/L of total suspended solids (TSS), or such other characteristics as may be established by the City from time to time.

**PERMANENT DISCONNECT**

The disconnection of service to a structure or parcel on a permanent basis.

**PERSON**

Any individual, firm, company, association, society, corporation (municipal or otherwise) or other group discharging Wastewater to the Wastewater Treatment Facilities.

**pH**

The logarithm of the reciprocal of the weight of hydrogen ions in grams per liter of solution.

**POINT OF SERVICE**

The District’s responsibility for ownership operation and maintenance shall end at the following location:

Wastewater Gravity System: the point at which the District’s Wastewater service lateral connects to the Building Drain or Building Sewer as defined by District ordinance.

Private Lift Stations and Force Mains: The Point of Service shall be the point where the User’s force main is connected to the District’s force main.

**POLLUTANT**

Any dredged spoil, solid waste, incinerator residue, Wastewater, garbage, sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discharged equipment, rock, sand, cellar dirt, industrial, municipal, or agricultural waste, or any other pollutant as

defined by federal, state, or local law or by ordinance of the District, discharged into the Wastewater Treatment Facilities.

## **PRETREATMENT**

The treatment of Wastewater prior to introduction thereof into the District or the City Treatment Works (City of Moose Lake).

## **RESIDENTIAL USER**

A User of the Wastewater Treatment Facilities whose building is used primarily as a private residence and discharges NDSW. A Residential User's property consists of a stand alone structure providing temporary, seasonal, or permanent housing to a single household.

## **SAND AND OIL INTERCEPTOR (SOI)**

A device used to prevent sand and oil from entering the Wastewater stream.

## **SANITARY DISTRICT**

The Moose Lake Windemere Area Sanitary Sewer District formed and operated pursuant to Laws of Minnesota for 1974 Chapter 400—S.F. No. 3240, as amended by Laws of Minnesota for 1976, Chapter 293 – H.F. No. 2534, Sections 2 through 7; Laws of Minnesota for 1980, Chapter 507 – H.F. No. 2185, Sections 4 through 8; Laws of Minnesota for 1982, Chapter 514 – S.F. No. 536, Sections 5 and 6; and Laws of Minnesota for 1987, Chapter 402 – H.F. No. 735, Section 3; and Laws of Minnesota for 1999, Chapter 145 – S.F. No. 376, Section 2.

## **SEPTAGE**

Wastewater generated by an On-site Wastewater Disposal System. The term "Septage" also includes the wastewater derived from holding tanks, recreational vehicles; campers; portable toilets; boats, ships and other marine vehicles, and the like.

## **SERVICE ACTIVATION**

The date the District establishes Wastewater service.

## **SERVICE CONNECTION**

The point at which the Building Sewer meets and is connected to the Public Sewer as further described under Point of Service.

## **SERVICE INITIATION**

The date applicable fees, if any, are paid for a Wastewater connection.

## **SEWER ACCESS CHARGE (SAC) OR CONNECTION FEE**

See definition of Connection Fee.

## **SLUDGE**

Any solid or semisolid waste generated from a county, municipal, commercial, or industrial Wastewater treatment plant, water supply treatment plant, or air pollution control facility exclusive of the treated effluent from a Wastewater treatment plant.

## **SLUG**

A discharge of water or Wastewater which in Load or Flow exceeds for any period of duration longer than 15 minutes, more than 5 times the average 24 hour concentration of Flow or Load during normal operation.

## **SUPERINTENDENT**

The Superintendent of the District or his duly authorized representative.

## **SUSPENDED SOLIDS**

The total suspended matter that either floats on the surface of, or is in suspension in water, Wastewater or other liquids, and is removable by laboratory filtering as prescribed in Standard Methods.

## **TOXIC POLLUTANT**

The concentration of any pollutant or combination of pollutants which upon exposure to or assimilation into any organism will cause adverse affects as defined in standards issued pursuant to Section 307(a) of the Clean Water Act or Section 115.01, Subdivision 20 of Minnesota Statutes.

## **USER**

Those Residential Users, Commercial Users, Non-residential Users and Industrial Users which are connected to the Treatment Facilities.

## **WASTEWATER**

A combination of the liquid and water carried wastes from the Users, including water-carried wastes from residences, business buildings, institutions, and industrial establishments. The term "Wastewater" also includes Septage.

## **WASTEWATER TREATMENT FACILITIES OR TREATMENT FACILITIES**

The land, devices, facilities, structures, equipment and processes owned or used by the District, the City, the Town of Moose Lake and the Town of Windemere for the purpose of the transmission, storage, treatment, recycling and reclamation of municipal Wastewater, or structures necessary to recycle or reuse water including interceptor Sewers and the disposal of residues resulting from such treatment, or the devices



necessary to determine the underground location of any of the foregoing. Outfall Sewers, collection Sewers, pumping, power, and other equipment and their appurtenances; extension, improvements, remodeling, additions, and alterations thereof; elements essential to provide a reliable recycled water supply such as standby treatment units and clear well facilities, and any works including land which is an integral part of the treatment process or is used for ultimate disposal of residues resulting from such treatment.

## **SECTION 2: USER SERVICE POLICIES**

### **SERVICE INITIATION PROCEDURES**

#### **(1) Property Previously Receiving Service**

Persons requesting Wastewater service to a parcel previously having service should proceed as follows:

- a. Contact the District's office prior to the date the service is required and provide any necessary information, including a mailing address if different from the service address.
- b. The person should check with the District to ensure that there are no unpaid User Charges, special assessments or Connection Fees. A current or previous property owner owing any outstanding fees and attempting to open a new account with the District shall pay the fees due prior to the new service initiation.
- c. The District reserves the right to inspect any District property on the parcel prior to transfer of service.
- d. Written applications for service are necessary for any parcel seeking reconnection to the system. All costs associated with reconnection to the system shall be the responsibility of the property owner, including any changes to the system to accommodate an increase or decrease in Flow. A parcel that previously paid a Connection Fee will not be required to pay a Connection Fee upon reconnection unless the reconnection results in an increase in the ERU(s) assigned to the parcel. Any parcel that has not previously paid a Connection Fee will be required to pay a Connection Fee prior to reconnection.

#### **(2) Property or Structure Not Previously Receiving Service**

Prior to Service Initiation, Persons desiring the provision of Wastewater service to a parcel not previously having service should proceed as follows:

- a. Ascertain from the District's Superintendent that there is Wastewater service available within a reasonable distance to their property.
- b. Obtain the applicable permit application from the District and submit the application for approval.
- c. Review completed application with the District and pay applicable Connection Fees and Permit Fees.
- d. Contact the District when the service line is ready to be connected to the District's sewer main. Wastewater service lines from the District's main to the Point of Service will normally be installed by the District along a property line at a point determined by the District.
- e. The User is responsible to connect his plumbing to the Point of Service at his cost.
- f. Contact the District when the connection is ready to be inspected prior to any backfilling.

(3) Single-Connection Projects and Multiple-Connection Projects

For projects with only one connection, the District will only permit Service Initiation on a one-time, full completion (final acceptance) basis.

For projects with more than one connection, the District will authorize Service Initiation on a partial basis subject to accomplishment of all prerequisites imposed by the Board.

A conditional final inspection or partial acceptance which will allow partial Service Initiation does not constitute an acknowledgment by the District that a project is complete, but rather that there remain deficiencies or other unaccomplished requisites.

The District may authorize Service Initiation on a project or phase of a project on a conditional basis, dependent upon full satisfaction of all final acceptance requirements or proof of an adequate performance bond (110% of construction cost), as estimated by the property owner's engineer and verified by the District, to cover all outstanding requisites. The bond may be used to bring the Facilities up to District standards or repair any damage to the District's Facilities during final construction prior to release of the bond.

The property owner shall provide a warranty for the constructed Wastewater Treatment Facilities for one year (or five years in the case of lift station pump and motor assemblies) from date of final acceptance. Property owner will ensure transferability of the warranty to the District.

## **SERVICE CLASSIFICATION**

Service will be classified as Residential, Non-residential, Commercial or Industrial, as defined by District ordinance.

A Residential User or Non-residential User may include an attached structure with internal plumbing such as a cabana, guest quarters, accessory building or mother-in law suite, and shall not be required to pay an additional Connection Fee or User Charge provided that structure does not exceed 400 square feet of living space.

Detached structures on any parcel that include plumbing or any attached structure that exceeds 400 square feet of living space shall be assigned a minimum of 1 ERU and billed an additional User Charge. Detached structures on a parcel that has already paid a Connection Fee will not be required to pay an additional Connection Fee unless Flow from the detached structure will result in an increase in ERU(s).

The owner of any new parcel not previously subject to a Connection Fee and on which a structure exists or is expected to be constructed must pay a Connection Fee if a Connection Fee has not already been paid.

## **BASE CHARGE**

A User hooked up to the system will be billed and is obligated to pay minimum monthly fees for service availability, whether or not consumption has occurred. The minimum monthly fees, identified as the Base Charge, is necessary to recover the ongoing expenses required to keep service available to the Property. The Base Charge is payable unless a Property is permanently disconnected.

## **LIMITATION OF USE**

Service purchased from the District shall be used by the User only, and the User shall not sell or otherwise dispose of such service supplied by the District. In no case shall User, except with the written consent of the District, extend piping across a street, alley, lane, court, property line, avenue or other way, in order to furnish utilities service for adjacent property, even if such adjacent property is owned by him.

A User shall not interconnect his/her internal Wastewater plumbing system with any other private water supply system (i.e., private irrigation well, storm drainage system).

## **CONTINUITY OF SERVICE**

The District will at all times use reasonable diligence to provide continuous service, and having used reasonable diligence, shall not be liable to the User for failure or interruption of continuous service. The District shall not be liable for any act or omission caused directly or indirectly by labor troubles, accidents, litigation, breakdowns, shutdowns, repairs, adjustments, acts of sabotage, wars, Federal, State, Municipal or other Governmental legislation, regulation or other interference, acts of God or other causes beyond its control.

## **CHANGE OF USER'S INSTALLATION**

Changes to the User's service installation will be made when deemed necessary by the Board at the District's expense. If requested by the User, or if a User's service installation needs to be moved due to User's construction (i.e., driveway), said changes will be at User's sole cost and expense and will be charged "At Cost" as defined in Section 1.

If the change is requested to replace an inadequate service line, the District will have such proper sizes installed. Costs for such installation will be borne by the User "At Cost."

## **INDEMNIFICATION**

Under certain circumstances, field conditions may require the User to place landscaping and/or other encroachments over, upon or across District easements, rights-of-way or other access facilities or to seek a modification from the District's standard easement requirements. Under no circumstances shall a User construct structures or other facilities within an easement. In consideration of a User's encroachment existing or continuing within a District easement and to induce the District to allow such encroachment or to modify standard easement requirements, the User shall agree to indemnify and hold the District harmless from any and all damage, including but not limited to, total destruction of such encroachment that may result from the District's use of any District easement or right-of-way.

## **INSPECTION/ACCESS TO USER'S PREMISES & INSTALLATIONS - PROCEDURE**

- 1) All User's service installations or changes may be inspected by the District, at the District's sole option, upon completion of the work to insure that User's piping, tape wire and other equipment have been installed in accordance with accepted standard District practices.
- 2) All new service installations shall comply with the Service Initiation Procedures listed above and shall be inspected by the District. The District must be contacted by the User before any physical connection is made to a District sewer main and prior to any digging near District mains.

- 3) Contact District to confirm the location of all utilities before conducting any digging within District easements.
- 4) Where other governmental inspection is required by local rules or codes, the District cannot render service until such inspection has been made and a formal notice of approval from the inspecting authority has been received by the District.
- 5) The duly authorized agents of the District shall have access at all reasonable hours to the premises of the User for the purpose of installing, maintaining, repairing and inspecting or removing District's property and other purposes incident to performance under or termination of the District's agreement with the User, and in such performance shall not be liable for trespass.

## **LIABILITIES**

The User is responsible to properly protect the District's facilities serving the User's premises, and shall permit no one but the District's personnel or agents, or person(s) authorized by the District, to have access to these facilities. In the event of any loss, or damage to property of the District caused by carelessness, neglect, abuse or misuse on the part of the User, the cost of making good such loss or repairing such damage shall be assessed to the User "At Cost." The Board reserves the right to require a written agreement to such affect.

## **WASTEWATER SERVICE AVAILABILITY PER REGULATION**

Whenever service is available to a property, the property owner shall connect all available services to the property if required by local, state or federal regulation.

## **RECORDING**

By adoption of this Uniform Policies and Procedures Manual (UPAP), the District specifically authorizes the recording of all easements, rights, indemnities, deeds, liens, maintenance agreements, or permits granted, acquired, or authorized pursuant to the provisions of this manual.

## **RIGHTS-OF-WAY OR EASEMENTS**

The User shall grant or cause to be granted to the District, and without cost to the District, any rights or easements or permits which are necessary for rendering service to or through the User's property.

## **WASTEWATER BACKUP - PROCEDURE**

Most Wastewater backups are caused by plugging of the User's service line by deleterious objects such as tree roots which have grown into the service line.

The following procedures will apply:

- 1) Contact the District office immediately upon noticing any backup into structures.
- 2) Avoid any contact with the raw sewage. Do not attempt to walk through standing raw sewage due to risk of electrocution.
- 3) The District will respond and investigate the cause of the backup, will clear the District's Wastewater line of obstructions, if any, up to the Point of Service.
- 4) If the District's Wastewater line is clear, the District will so advise the User, and the User will be responsible for any work required on the User's side of the Point of Service.

### **UNAUTHORIZED CONNECTION, USE, OR TAMPERING**

Unauthorized or fraudulent use of, connection to, or tampering with District facilities is a violation of State Law and this UPAP and violators will be prosecuted. Upon a determination by the District that a User is in violation of Minnesota State Statutes, the District may initiate a civil proceeding in accordance with that statute in order to collect the fines listed therein.

Connection to the District's facilities without specific approval in writing, receiving service without legal payment for same and otherwise circumventing specifications herein for provision of service are prohibited. In addition to the above, additional charges will be assessed for all estimated costs or losses borne by the District.

### **BILLING**

#### **TRANSFER OF SERVICE**

Service may be transferred from one User to another by written request of either the outgoing or incoming User pursuant to the service Initiation Procedures listed above as well as the Identity Theft Prevention Program adopted by the District. In the event the new occupant information is not provided to the District, the property owner shall be deemed the new User for purposes of billing by the District. The Base Charge will continue to accrue and become the responsibility of and be billed to the property owner along with any unpaid Connection Fee, special assessment or unpaid User Charges.

The District reserves the right to obtain occupant and/or owner information from any reliable source for the purpose of complying with the billing requirements of this UPAP. The date of account transfer will be the date of ownership, occupancy, or vacancy change as determined by the District through such sources.

## **RENTAL PROPERTY**

A tenant may establish service in his or her own name; however, the property owner remains liable for any unpaid bill or charge due to the District.

Property owners of vacant rental property are responsible for all fees associated with the service address during periods of vacancy including the Base Charge until the property is sold, rented, or permanently disconnected.

## **MOBILE HOMES**

Wastewater service to a mobile home shall be billed to the owner of the mobile home park or the owner of the property on which the mobile home is located.

## **BILLING CYCLE**

Each User shall be billed four times per year, with a billing cycle consisting of approximately three months. Notwithstanding, any applicable finance charges will be applied on a monthly basis.

A District bill will be mailed to the User quarterly. The District must receive payment by the bill due date to insure proper credit to the account prior to the next bill. Non-payment prior to the beginning of the next billing period shall result in the unpaid amount being carried forward as a past-due balance. Unpaid bills will be rendered monthly and shall be considered as received by the User when mailed to their service or mailing address. Non-receipt of bills by the User does not release nor diminish the obligation of the User with respect to payment thereof. Transactions received after 1:45 p.m. are considered as having been received the next business day. Finance charges shall apply to unpaid balances after 30 days from the billing date.

## **DISHONORED CHECKS**

When the District receives notice of a dishonored check, the transaction will be reversed and a Dishonored Check Fee, a past due fee, and accrued interest may be applied to the User's account.

## **TERMINATION LIABILITY**

There shall be no liability of any kind against the District for service termination due to the User's failure to pay any bill in full and on time.

## **ADJUSTMENT OF BILL FOR BILLING ERROR**

The District will provide User account adjustments for the services that were billed but were not provided to the User or were billed at too high of a rate. Said account adjustments will not exceed three (3) years and will be further limited to the current User's account and will be applied as a credit to User's account.

The District may also provide User account adjustments for services that were provided but were not billed to the User or were billed at too low of a rate. Said account adjustments will not exceed three (3) years except for unauthorized connection, use, or tampering by the User. In instances where the District finds cause, said account adjustments will be made from the date the services were first provided but not billed. In either event, the account adjustments will be limited to the current User's account. Additionally, repayment of any amount owed to the District will be paid over one year in four quarterly installments.

A temporary disconnect will not be honored except if required for purposes of construction or other extraordinary circumstances as determined by the Board in its sole discretion. Any temporary disconnect should be undertaken by a bonded plumber to ensure that no flow enters the sewer system during the period of temporary disconnection. District ordinance as well as the State of Minnesota requires that any person who contracts to do plumbing work within the state of Minnesota, regardless of population of city or town, whether a licensed plumber or not, must provide evidence of a \$25,000 plumbing code compliance bond. Failure to do so may result in monetary penalties.

### **PERMANENT DISCONNECT**

A property owner may elect to permanently disconnect service by notifying the District, in writing utilizing the “Contractors Permit Application” of the owner’s intention to permanently disconnect. The application will be reviewed by the District and if approved the Contractor will be issued a permit. All costs associated with the Permanent Disconnect shall be the responsibility of the property owner.

A Permanent Disconnect shall consist of: Permanently capping and sealing of the outside sewer connection at the main (or other location as determined by the Board) and capping and sealing of the vent pipe.

District ordinances as well as the State of Minnesota require any person who contracts to do plumbing work within the State of Minnesota, regardless of the population of the jurisdiction in which the work is located, whether a licensed plumber or not, to provide evidence of a \$25,000 plumbing code compliance bond. Failure to do so may result in monetary penalties. [Contractor must obtain a Permanent Disconnect permit from the District and submit the appropriate fees.]

District reserves the right to complete an inspection of the property prior to and after a Permanent Disconnect. The District also reserves the right to annually inspect the property to ensure the property remains disconnected and that no wastewater is being generated.

Any structure that is permanently disconnected from service and subsequently seeks to reconnect service will be treated as a new connection previously receiving service. All applicable fees shall be paid at the time of application for reconnection, including but not limited to the



Permit Fees, past due User Charges, special assessment charges and if applicable, a Connection Fee.

## **CERTIFICATION OF UNPAID FEES TO COUNTY AUDITOR**

Pursuant to Minnesota State Statutes §444.075, any unpaid and past due fees or charges may be certified to the County Auditor to be collected as other taxes are collected after notice and an opportunity to be heard.

### **FINAL BILLS LESS THAN \$3.00**

Upon termination of service, a final balance of less than or equal to \$3.00 will not be billed to the User. Also, any credit balance of less than or equal to \$3.00 will not be refunded unless specifically requested by the User.

## **SECTION 3: SEWER SYSTEM EXTENSIONS**

### **FACILITIES EXTENSION**

#### **GENERAL**

The District owns and operates a wastewater collection system; treatment of waste is provided by the City of Moose Lake at its treatment facilities in Moose Lake, MN. The capacity of waste that the District can transfer to the City for treatment is limited pursuant to a Treatment Agreement.

The Board reserves the right to approve or deny any request for extension of service to an area not already having access to Wastewater Treatment Facilities. If extension is approved, the Board may require the following:

- 1) Provision of easements by the property owner at no cost to the District pursuant to the requirements and specifications of the District. Facilities up to the Point of Service shall be conveyed to the District by a bill of sale, free and clear of all encumbrances. Related cost documentation, the no lien affidavit, perpetual rights-of-ways and easements for said Facilities, and the completed as-built drawings for all such Facilities shall be conveyed to the District prior to acceptance by the District and the initiation of service thereto.
- 2) In the event that construction of certain major facilities is necessary to provide service to a project, the property owner may be required to pay for the design, construction and inspection of such facilities with said design, construction and inspection to be conducted by the District and/or its engineers and agents.
- 3) In order to facilitate service to all properties within the District's service area, Wastewater gravity mains and Wastewater force mains may be required to be extended along the full length of the property frontage for properties obtaining service. Furthermore, the Board may

require line extensions through said property if an adjacent property is to be served in the future.

- 4) Board review and approval of the plans and specifications for, and inspection of the installation of all Wastewater Treatment facilities installed by property owner and/or property owner's contractors, which facilities are proposed to be transferred to the District for ownership, operation and control. Such inspection by the District's engineer is designed to help assure the District that the Wastewater facilities are installed in accordance with approved designs and are further consistent with the criteria and specifications governing the kind and quality of such installation. The District will be present at tests of component parts of the Wastewater Treatment Facility for the purpose of determining that the facilities, as constructed, conform to the District's criteria for infiltration, filtration, pressure testing, line and grade. Such tests will be performed by the District, or the property owner's contractor at the direction and under the supervision of the District's authorized inspector and engineer. No connection to an existing District facility shall be made except in the presence of the District's authorized inspector.
  
- 5) The Board may set and charge fees based on the actual cost of plan review and inspection, depending upon the magnitude of the project.

## **Section 4: ERU Manual for Commercial Properties**

### **Criteria for Commercial Properties**

Facility	Parameter	ERU
Animal Clinic (humane societies, animal research, boarding, etc.)		
Animal holding areas	17 fixture units	1
Animal runs (kennels)	34 fixture units	1
Apartment complexes	1 unit per apartment or individual condo unit	1
Archery (6 feet / lane)	6 lanes	1
Arenas (bleachers 18 inches / person)	110 seats	1
Auditoriums (7 square feet per person)	110 seats	1
Automobile Service		

Facility	Parameter	ERU
Fast Service (less than 4 hours per car)	2 service bays	1
Major Service (more than 4 hours per car)	14 employees	1
Car Dealership (charges for office, retail, etc. are separate at established rates)	2 service bays	1
Fast Service (Number of service bays x 30%)	2 service bays	1
Major Service (number of service bays x 70% x 1 employee/bay)	14 employees	1
Ballroom (exclude dance floor)		
Facility without liquor service	825 square feet	1
Facility with liquor service	590 square feet	
Bank (exclude bank vault)	2400 square feet	1
Banquet Room (15 square feet/person)		
Food catered	2,060 square feet	1
Food catered with dishwashing	1,180 square feet	1
Food catered with liquor	1,028 square feet	1
Food catered with dishwashing and liquor	750 square feet	1
Food preparation and dishwashing	825 square feet	1
Food preparation with dishwashing and liquor	590 square feet	1
Barber	4 chairs	1
Batting Cage (6 feet / lane)	6 lanes	1
Beauty Salon	4 cutting stations	1
Bingo Hall (used only for bingo)	110 seats	1
Boarding House (dorm rooms)	5 beds	1
Body Shop (major service – more than 4 hours/car, no vehicle washing)	14 employees	1
Bowling Alleys (does not include bar or dining area)	3 alleys	1
Camps (number of gallons x occupant or site)		
Children's camps (central toilet and bath; overnight, primitive cabins; number of occupants x 50 gallons/occupant)	260 gallons	1
Day camps (no meals served; number of occupants x 10 gallons/occupant)	260 gallons	1
Labor/construction camps (number of occupants x 50 gallons/occupant)	260 gallons	1
Resorts (housekeeping cabins; number of occupants x 60 gallons/occupant)	260 gallons	1
Travel trailer parks		
With water and sewer hookup (number of sites x 100 gallons/site)	260 gallons	.25
Car Wash	To be determined on a case-by-case basis	
Catering	To be determined on a case-by-case basis	
Churches (for sanctuary, nave, chancel; 7 square feet/person seating area; remainder use other criteria; sacristy and ambulatory)	275 seats	1

Facility	Parameter	ERU
at no charge)		
Cocktail lounge (no food service)	23 seats	1
Coffee shop (no food service)	23 seats	1
Correction facility (prison)	2.5 inmates	1
Court rooms	1,650 square feet	1
Dorm rooms (on and off campus; charge for classrooms is additional)	5 rooms	1
Daycare		
Number of children for which facility is licensed	14 children	1
Child/adult play area (not licensed)	490 square feet	1
Dry Cleaners (retail)	3,000 square feet	1
Exercise Area/Gym (juice bars at no charge; sauna and whirlpool included)	700 square feet	1
No showers	2,060 square feet	1
Fire station (charges for office, meeting rooms, etc. are separate, at established rates)		
Washing (hose tower, truck)	260 gallons	1
Full time, overnight people (75 gallons/person)	260 gallons	1
Volunteer (occasional overnight stays)	14 volunteers	1
Funeral Home (charge for viewing areas only; i.e. chapel)	770 square feet	1
Apartment	1 apartment	1
Game room (billiards, video, pinball)		
With bar	590 square feet	1
Without bar	2,060 square feet	1
Golf course (if facility has showers, use Locker Room criteria for those areas)		
18 hole		2
9 hole (par 3)		1
Miniature		3
Country Club (private)		
Dining room (used only evenings & weekends)	15 seats	1
Bar and grill (with bar and grill separate)	23 seats	1
Bar only	15 seats	1
Grill		
Golf dome or driving range	6 driving stations	1
Greenhouse	15,000 square feet	1
Area not open to public		1
Area open to public	5,000 square feet	1
General retail area	3,000 square feet	1
Group Home		
Secondary treatment (residents leave during the day)	5 beds	1
Primary treatment (residents stay all day)	3 beds	1
Guest Rooms (in an apartment or condominium complex; charge hookup fee as apartment)		
Washer and dryer	100% of ERU rate	
No washer or dryer	80% of ERU rate	
No kitchen	50% of ERU rate	

Facility	Parameter	ERU
Handball or racquetball courts	1 court	2
Hospitals (licensed beds or baby cribs)	1 bed	1
Outpatient clinic	17 fixture units	1
Sterilizers (4 hours x gallons/minute x 60 minutes)		
X-ray film processors (9 hours continuous operation; 4 hours intermittent operation; operation time (hours) x gallons per minute x 60 minutes)	260 gallons	1
Dental clinic vacuum device (9 hours x gallons per minute x 60 minutes)	260 gallons	1
Ice arena		
Showers (see Locker Rooms)		
Team rooms (plumbing fixture units)	17 fixture units	1
Bleachers	110 seats	1
Ice resurfacers (if discharge to sanitary sewer)		4
Laundromat (required water volume for cycle time x 8 cycles/day)	260 gallons	1
Library (subtract book storage areas, file areas; charge for common plumbing fixture units in public areas)	17 fixture units	1
Loading dock	7,000 square feet	1
Locker rooms (if showers – 20 gallons/locker)	14 lockers	1
Medical Clinic (see Hospitals, Outpatient clinics)		
Meeting rooms (conference rooms)	1,650 square feet	1
Mini-storage (storage area – no charge)		
Living area		1
Public restroom	17 fixture units	1

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