



RULES AND REGULATIONS OF
THE SEELEY LAKE- MISSOULA
COUNTY SEWER DISTRICT



Table of Contents

CHAPTER 1.....	5
GENERAL PROVISIONS.....	5
101 PURPOSE & POLICY	5
102 AUTHORITY	5
103 JURISDICTION	5
104 APPLICABILITY.....	6
105 ABBREVIATIONS	6
106 DEFINITIONS.....	7
107 107-110 RESERVED.....	11
111 ADMINISTRATION.....	11
112 REVIEW OF ADMINISTRATIVE ACTIONS.....	11
113 113-121 RESERVED.....	11
122 INTERRUPTION OF SERVICE	11
123 LIABILITY OF DISTRICT	12
CHAPTER 2 (RESERVED).....	12
CHAPTER 3.....	12
WASTEWATER USE REGULATIONS	12
301 PURPOSE & POLICY	12
302 WASTEWATER SERVICE AREAS	12
303 ALLOCATION OF CAPACITY	13
304 OUT-OF-DISTRICT SERVICE	13
305 CONNECTION TO THE PUBLIC SEWER SYSTEM REQUIRED	13
306 CONDITIONS OF SERVICE	14
307 ACCESS TO PREMISES.....	14
308 308-312 RESERVED.....	14
313 PROHIBITED DISCHARGE.....	14
314 LIMITATIONS OF DISCHARGE	15
315 APPROVAL REQUIRED FOR CERTAIN DISCHARGES	16
316 DILUTION PROHIBITION.....	17
317 PRELIMINARY TREATMENT FACILITIES	17
318 MEASUREMENTS, TESTS AND ANALYSES FOR PRETREATED WASTEWATER	17
CHAPTER 4 - RESERVED.....	18

CHAPTER 5 - RESERVED.....18

CHAPTER 6.....18

RATES, FEES AND CHARGES18

601 PURPOSE & POLICY 18

602 WASTEWATER COST APPORTIONMENT METHOD 19

603 603 -610 RESERVED 19

611 SERVICE REQUEST APPLICATION FEE..... 19

612 PRE-DESIGN APPLICATION FEE..... 20

613 CONNECTION APPLICATION FEE..... 20

614 EXTENSION APPLICATION FEE 21

615 ANNEXATION APPLICATION FEE 21

616 INDUSTRIAL DISCHARGE PERMIT FEE 21

617 SYSTEM INVESTMENT FEE (SIF) 22

618 CHARGE FOR DISCONTINUANCE OR REESTABLISHMENT SERVICE..... 22

619 LATE PAYMENT FEE 23

620 BENEFITED PROPERTY CHARGE 23

621 OPERATIONS, MAINTENANCE AND REPAIR (OM&R) CHARGE 24

622 ASSET REPLACEMENT FUND CHARGE..... 24

623 DELINQUENT ACCOUNT FEE..... 24

624 NONCOMPLIANT PROPERTY CHARGE..... 25

CHAPTER 7.....25

BILLING, DELINQUENCIES AND DEPOSITS.....25

701 PURPOSE & POLICY 25

702 RESPONSIBLE PARTY 25

703 BILLING PERIOD 26

704 BILLS DUE..... 26

705 BILL FORMAT..... 26

706 706-710 RESERVED..... 26

711 DELINQUENCIES AND LIENS..... 26

712 REFUSAL OF SERVICE..... 27

713 PAYMENT TRANSFERS 27

714 ADJUSTMENT OF WASTEWATER BILLS 27

715 715-720 RESERVED..... 27

721 DEPOSITS..... 28

CHAPTER 8.....28

APPLICATIONS AND PERMITS28

801 PURPOSE & POLICY 28

802	802-180 RESERVED	29
811	SERVICE REQUEST APPLICATION	29
812	812-820 RESERVED	29
821	PRE-DESIGN APPLICATION	30
822	APPLICATION FOR SEWER CONNECTION	31
823	APPLICATION FOR SEWER EXTENSION	33
824	824-830 RESERVED	35
831	ANNEXATION APPLICATION	35
832	INDUSTRIAL DISCHARGE PERMIT APPLICATION	35

CHAPTER 9 - RESERVED.....37

CHAPTER 10.....37

INITIATION OR TERMINATION OF SERVICE.....		37
1001	PURPOSE & POLICY	37
1002	SERVICE APPLICATION REQUIRED	38
1003	DISCONTINUANCE OF SERVICE BY CUSTOMER	38
1004	DISCONTINUANCE OF SERVICE BY DISTRICT	38

CHAPTER 11.....39

SEWER LATERALS AND EXTENSIONS AND EXISTING SYSTEM ABANDONMENT.....		39
1101	PURPOSE & POLICY	39
1102	UNAUTHORIZED EXTENSIONS PROHIBITED	39
1103	UNAUTHORIZED CONNECTIONS PROHIBITED	39
1104	1104-1110 RESERVED	40
1111	EXCAVATIONS	40
1112	BARRICADES AND RESTORATION	40
1113	1113-1120 RESERVED	40
1121	SEWER EXTENSIONS.....	40
1122	EXTENSION CONSTRUCTION MATERIALS & METHODS.....	40
1123	CONSTRUCTION INSPECTION	41
1124	PLAN MODIFICATIONS	41
1125	FUTURE GROWTH PROVISIONS.....	41
1126	ACCEPTANCE AND TRANSFER OF OWNERSHIP	41
1127	WARRANTY PERIOD.....	42
1128	1128-1140 RESERVED	42
1141	USE OF OLD SEWER LATERALS.....	43
1142	LATERAL CONSTRUCTION MATERIALS & METHODS.....	43
1143	GRADE	43
1144	RELOCATION OF LATERALS	43
1145	SEPARATE CONNECTIONS REQUIRED	43

1146	CONNECTION INSPECTION	44
1147	EXISTING SYSTEM ABANDONMENT.....	44
CHAPTER 12 - RESERVED.....		44
APPENDIX A.....		45
TABLE OF RATES		45
SCHEDULE OF RATES, FEES AND CHARGES.....		45
.....		45
APPENDIX B.....		47
VRU CONVERSION SCHEDULE		47
VOLUME RATIO UNIT CONVERSION SCHEDULE		47
APPENDIX C.....		50
TEMPORARY RIGHT OF ENTRY FOR CONSTRUCTION EASEMENT		50
APPENDIX D.....		53
SEELEY LAKE – MISSOULA COUNTY SEWER DISTRICT SERVICE AREA MAP.....		53

Chapter 1

GENERAL PROVISIONS

101 Purpose & Policy

These rules set forth uniform requirements for Users and Beneficiaries of the publicly owned facilities of the Seeley Lake – Missoula County Sewer District (“District”) and enable the District to comply with all applicable State and Federal laws. The objectives of these rules are:

1. To protect personnel, the general public, and the facilities of the District;
2. To enable the District to comply with Federal or State laws to which the District and its facilities are subject;
3. To prevent the introduction of Pollutants into the District’s facilities that may pass through, inadequately treated into receiving waters or elsewhere; and
4. To provide for fees for the equitable distribution of the cost of operation, maintenance, and improvement of the District’s facilities.

These rules shall apply to all Users of the facilities of the District, and to the owners of property located within the boundaries of the District and benefiting from the existence of the District. The rules authorize use of the facilities; specify parameters for the use of the facilities; provide for monitoring, compliance, and enforcement activities; establish administrative review procedures; and provide for the setting of fees for the equitable distribution of costs resulting from the program established herein.

Statutory References:

Cross References:

History: Enacted 11-21-2019

102 Authority

These rules and regulations are enacted pursuant to the authority granted to the District under MCA Title 7, Chapter 13, Part 21, Part 22 (including but not limited to §7-13-2217) and Part 23. These rules and regulations are enacted to prescribe authority to and work subsidiary to any County, State or Federal laws or regulations which may govern water and wastewater service within Missoula County, the State of Montana and the United States.

Statutory References: MCA 7-13-21,22 & 23

Cross References:

History: Enacted 11-21-2019

103 Jurisdiction

The area of these rules and regulations shall include any territory, whether situated within or outside the District limits, which is presently or in the future located within the District wastewater service areas and/or served with District wastewater service.

Statutory References:

Cross References:

History: Enacted 11-21-2019

104 Applicability

These rules and regulations are hereby made a part of the contract with every person provided with District wastewater service. Further, every person making application for initiation of such service, or accepting such service, shall be bound hereby.

Statutory References:

Cross References:

History: Enacted 11-21-2019

105 Abbreviations

The following abbreviations, when used herein, shall have the designated meanings:

ARM Administrative Rules of Montana

ASTM The American Society for Testing Materials

AWWA The American Waterworks Association

BOD Biochemical Oxygen Demand

CFR Code of Federal Regulations

COD Chemical Oxygen Demand

DEQ Montana Department of Environmental Quality

EDU Equivalent Dwelling Unit

EPA U.S. Environmental Protection Agency

SLMCSD Seeley Lake – Missoula County Sewer District

gpd gallons per day

MCA Montana Code Annotated

mg/l milligrams per liter

TSS Total Suspended Solids

U.S.C. United States Code

WPCF Water Pollution Control Federation

Statutory References:

Cross References:

History: Enacted 11-21-2019

106 Definitions

Unless a provision explicitly states otherwise the following terms and phrases, as used herein, shall have the meanings hereinafter designated.

1. "Asset Replacement Fund" means a reserve fund created to replace system assets based on life-cycle costs.
2. "Base Rate" means the monthly minimum fee based on the Volume Ratio Unit (VRU) for the property, a pro rata share of O M & R.
3. "Benefited Property" means any lot, tract or parcel benefited in any manner by the existence of the District. A lot, tract or parcel is deemed to be benefited if any residential, commercial, industrial, condominium, recreational, apartment, or other development ("improvement") is located on the lot, tract or parcel and connected to the facilities of the District; or if the value of the lot, tract or parcel is enhanced by the fact that the District's facilities are available; or if the lot, tract or parcel benefits in any manner.
4. "Biochemical Oxygen Demand" (BOD) means the quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in 5 days at 20 degrees Centigrade, expressed in terms of weight and concentration (mg/l).
5. "Board" or "Board of Directors" means the Board of Directors of the Seeley Lake – Missoula County Sewer District.
6. "Building Drain" means that part of the lowest horizontal piping of a drain system which receives the discharge from soil, waste and other drainage pipes inside the walls of the building and conveys it to the Sewer Lateral beginning outside of the building wall.
7. "Change in Use" means to change the use of any existing structures so as to cause the wastewater flow to increase or decrease.
8. "District" means the Seeley Lake – Missoula County Sewer District created pursuant to Title 7, Chapter 13, Parts 22 and 23, MCA.
9. "Easement" means an acquired legal right for the specified use of land owned by others.
10. "Equivalent Dwelling Unit" (EDU) is the average characteristics of the single-family in residences within the District's service area. One EDU means a common characteristic of flow from a typical single-family residence. EDU is used when a property does not have a meter to measure volume. National average daily wastewater flow for a single-family home is 250 gpd.
11. "Effluent" means the outflow of treated sewage from the wastewater treatment facilities.
12. "Extension" means the act or process of extending, adding to, or enlarging the District wastewater system on the District's side of the point of delivery/point of connection to provide District wastewater service to a prospective customer or group of prospective customers.

13. "Floatable Oil" is oil, fat or grease in a physical state such that it will separate by gravity from wastewater by treatment in an approved pretreatment facility. Wastewater shall be considered free of floatable oil if it is properly pre-treated and does not interfere with the collection system.
14. "Garbage" means the animal and vegetable waste resulting from the handling, preparation, cooking, and serving of food.
15. "General Manager" means the person authorized by §7-13-2278 MCA and appointed by the Board.
16. "Industrial Waste" means a waste substance from the process of business or industry or from the development of any natural resource, together with any sewage that may be present.
17. "Interceptors" are defined as equipment used as Pretreatment devices for physical removal of undesirable substances prior to discharging into the wastewater system.
18. "Latecomer" means the entity connecting into the District's sewer main who did not share in the funding of the initial cost of the sewer treatment plant and collection system.
19. "Lateral Stub" means a part of the public system which begins as a service tee or wye from the sewer main line and ends at the lot line or the property being serviced.
20. "National Categorical Pretreatment Standards" or "Pretreatment Standard" means any regulation containing pollutant discharge limits promulgated by the State of Montana; or by the EPA in accordance with Section 307(b) and (c) of the clean Water Act (33 U.S.C. Section 1317) that applies to a specific category of Primary Industrial Users; or by the District.
21. "Normal Domestic Strength Wastewater" mean wastewater with concentrations of BOD no greater than 200mg/l, suspended solids no greater than 240 mg/l, phosphorus no greater than 10mg/l and TKN (Total Kjeldahl Nitrogen) no greater than 26 mg/l.
22. "Operation Maintenance & Repair expenses (OM&R)" shall include all costs associated with the operation and maintenance of the wastewater treatment and collection facilities including administration and expenditures of obtaining and replacing equipment, accessories or appurtenances which are necessary during the useful life of the wastewater treatment and collection facilities to maintain the capacity and performance of the public system, OM&R expenses shall be determined from time to time by the Board.
23. "Other Waste" means garbage, municipal refuse, decayed wood, sawdust, shavings, bark, lime, sand, ashes, offal, night soil, oil, grease, tar, heat, chemicals, dead animals, sediment, wrecked or discarded equipment, radioactive materials, solid waste and all other substances that may pollute state waters.
24. "Over-density" as applied to the Sewer System investment Fees, means connections serving more than 1 EDU per lot.

25. "Owner" means one or more persons, jointly or severally, in whom is vested all or part of the legal title to property; or the beneficial ownership and a right to present use and enjoyment of the premises, including a mortgagee in possession.
26. "pH" refers to the negative logarithm of the hydrogen ion concentration in moles per liter of solution. pH is an indicator of the acid or base content of the solution.
27. "System Investment Fee (SIF)" means a variable fee (over time) intended to recover an equivalent user's pro rata share of the capital cost for the construction and provisioning of the sewer system. The SIF consists of two components: 1) Latecomer's Fee, and 2) System Development Charge. The Latecomer's component applies to all new sewer connections and the System Development Charge component, in addition, applies to new Out-of-District sewer connections and/or "over-density" in District sewer connections.
28. "Pollutant" means any dredged soil, solid waste, incinerator residue, sewage, garbage, septic waste, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discharged equipment, rock, sand, cellar dirt, and industrial, district, and agricultural waste discharged into water.
29. "Pollution" means the discharge, seepage, drainage, infiltration, inflow, or flow of liquid, gaseous, solid, radioactive or other substance into state water that will or is likely to create a nuisance or render the waters harmful, detrimental, or injurious to public health, recreation, safety, or welfare, to livestock, or to wild animals, birds, or other wildlife.
30. "Pretreatment" means the reduction of the amount of pollutants, the elimination of pollutants, the alteration of the rate of their introduction into the District wastewater system, or the alteration of the nature of Pollutant properties in wastewater to a less harmful state, prior to or in lieu of discharging or otherwise introduction of such pollutants into the District wastewater system. The reduction or alteration can be achieved by physical, chemical, or biological processes, process changes, or by other means, except as prohibited by 40 CFR Section 403.6(d).
31. "Pretreatment Requirement" means any substantive or procedural requirement related to pretreatment, including National Categorical Pretreatment Standards, imposed on an industrial or commercial user.
32. "Remodel" means to add on to by means of construction, or reconfigure any existing structure so as to increase or decrease the wastewater flows of the structure.
33. "Reserved Capacity" means sewer system capacity reserved for the land parcels within the boundaries of the Sewer District when placed in service in 2020. Existing parcels are allocated one (1) EDU per parcel. Parcels that sub-divide must apply for additional connections and will be assessed System investment Fees. This applies to all parcels within the boundaries of the Seeley Lake Sewer District.
34. "Sewer Lateral" means a conduit or pipe which begins at the Building Drain, and ends at its connection to the public system at the Lateral Stub, generally located at the lot line of the property being serviced.

35. "Sewer Main" means a sewer collector that is designed to convey sewage from more than one structure and has a diameter that is eight (8) inches or more in diameter
36. "Slug" means any discharge of water or wastewater which in concentration of any given constituent or in quantity of flow exceeds for any period of duration longer than fifteen (15) minutes, more than five (5) times the average twenty-four (2) hour concentration of flows during normal operation and/or adversely affects the public system.
37. "Standard Methods" means the examination and analytical procedures set forth in the most recent edition of "Standard Methods for the Examination of Water and Wastewater" published jointly by the American Public Health Association, the American Water Works Association, and the Water Pollution Control Federation.
38. "Suspended Solids" means total suspended matter that either floats on the surface of, or is in suspension in water, wastewater or other liquids, and that is removable by laboratory filtering as prescribed in "Standard Methods of the Examination of Water and Wastewater" and referred to as on-filterable residue.
39. "System Development Charge (SDC)" means the component of the System investment Fee that is intended to cover the cost of ultimately expanding the sewer system (generally at some future time) for the new capacity requirements that the "Reserved Capacity" properties should not be required to fund.
40. "Unit of Government" means local, county, state or federal governmental entities.
41. "Unpolluted water" is water whose quality is equal to or better than the effluent criteria in effect or water quality that would not cause violation of receiving water quality standards and would not be benefitted by discharge to the public system.
42. "User" or "Customer" means any person receiving District wastewater service either directly or indirectly from the District wastewater system.
43. "Volume Ratio Unit" (VRU) means unit of measurement based on the amount of water flow to a building. One VRU means a common characteristic of flow from a 2-bedroom residence. VRU's are used as the basis to equitably distribute costs among residential, commercial and industrial Users. Refer to the VRU Conversion Schedule attached as Appendix B.
44. "Wastewater" or "Sewage" means the liquid and water carrying industrial or domestic wastes from dwellings, commercial buildings, industrial facilities, and institutions, together with any groundwater, surface water, and storm water that may be present, whether treated or untreated, which is discharged into or permitted to enter the District wastewater system.
45. "Wastewater Treatment Facility" means an arrangement of devices and structures for treating wastewater and sludge, which includes the discharge system and structures. Also referred to as wastewater treatment plant or publicly owned treatment works.

Statutory References:

Cross References:

History: Enacted 11-21-2019

107 107-110 Reserved

111 Administration

Except as otherwise provided herein, the General Manger shall administer, implement, and enforce these rules. Any powers granted to or duties imposed upon the General Manager may be delegated by General Manager to a duly authorized District employee.

Statutory References:

Cross References:

History: Enacted 11-21-2019

112 Review of Administrative Actions

Any persons aggrieved by an administrative decision, any rules or regulation adopted, or the application of any rule or regulation governing the operation of the District may petition the Board of Directors for review. The aggrieved shall file a written notice of appeal with the Board of Directors within 10 days after the dated on which the grievance occurred. The notice of appeal shall state the specific action being appealed, the service account number, the reasons for appealing such action, the particular relief sought, the aggrieved person's correct mailing address, and shall be signed by the aggrieved person. The aggrieved person shall be notified in writing by certified mail, return receipt requested, of the date, time, and place the matter will be considered by the Board of Directors. The aggrieved person and all other interested persons may appear at that date, time, and place and be heard. The Board of Directors shall act on the question within 45 days of the hearing on the question.

Statutory References:

Cross References:

History: Enacted 11-21-2019

113 113-121 Reserved

122 Interruption of Service

The District reserves the right to temporarily interrupt service to its customers for the purpose of addressing emergency situations or making connections, extensions, repairs, replacements, and/or additions to the District system. Whenever possible the District shall give reasonable notice to its customers in advance of accomplishing such work.

Statutory References:

Cross References:

History: Enacted 11-21-2019

123 Liability of District

The District shall only be responsible to a customer for providing service in accordance with the conditions set forth herein, irrespective of ownership or the property served. The District shall not be responsible for inconvenience, damage, or injury to person or property resulting from the District’s termination, discontinuance, or interruption of District service to any property in accordance with these rules and regulations. The District is responsible for facilities up to the Sewer Lateral. All facilities from the building up to, but excluding, the Lateral Stub are the responsibility of the property owner. The General Manger shall determine whether a line is a Sewer Lateral, a Lateral Stub or a Sewer Main if a discrepancy occurs.

Statutory References:

Cross References:

History: Enacted 11-21-2019

Chapter 2 (RESERVED)

Chapter 3

Wastewater Use Regulations

301 Purpose & Policy

The purpose of this Chapter is to set forth regulations governing the use of the District’s wastewater collection and treatment facilities. In addition to Title 7, Chapter 13, Parts 22 & 23 MCA, this regulation is the guiding document for the Seeley Lake – Missoula County Sewer District Board of Directors, employees, and Customers of the District applicable to all wastewater and storm drain facilities owned and operation by the District.

Statutory References: 7-13-22 & 23 MCA

Cross References:

History: Enacted 11-21-2019

302 Wastewater Service Areas

The official wastewater service areas for the District are those areas within the boundaries of the District, any areas presently served outside the District, and any subsequently approved additions thereto. The boundaries of the wastewater service area represent an area within which applicants for new service may reasonably expect that the District will have adequate treatment capacity to allow the proposed connection. A map depicting the wastewater service areas adopted herein, and any enlargements that may be from time to time approved by the Board of Directors, is contained in Appendix C.

Statutory References:

Cross References:

History: Enacted 11-21-2019

303 Allocation of Capacity

The District, in consultation with engineers, will conduct a periodic monitoring program to estimate the available facility treatment capacity ('available capacity') for the public system. Based upon the available capacity, the Board will determine from time to time a safe operating capacity ('operating capacity'). The operating capacity of the public system will always be lower than the maximum capacity to provide a margin of safety to ensure that public health and the environment are protected. Until the current flows reach the operating capacity as determined by the Board, there will be available capacity for connecting legal obligations to the public system on a first come, first served basis. Remodeling of existing structures will also be permitted to connect to the public system if capacity is available as defined in Chapter 8.

Statutory References:

Cross References: Chapter 8

History: Enacted 11-21-2019

304 Out-of-District Service

The Board may by contractual agreement provide service to property located outside of the District boundary as allowed by law.

Statutory References:

Cross References:

History: Enacted 11-21-2019

305 Connection to the Public Sewer System Required

The Owner of any house, building, or other property which is used for human occupancy, business, employment or recreation and generates wastewater must connect the structure generating wastewater to the public sewer within 180 days of a sewer main being available.

A sewer main is available when it is located in the street or public right of way that abuts the property or comes within 500 feet of the property line, and the wastewater capacity is available to serve the property. In the Connection Permit, the District may extend the deadline for connection up to 3 months if weather will likely prevent the installation of the service lateral within the 180 days.

The cost of connecting to the public system with a Sewer Lateral and abandoning the existing septic system shall be at the expense of the Owner(s) and shall be done in accordance with the provisions of these Rules and Regulations, except as provided below.

The District will include the cost of constructing the Sewer Lateral to connect any existing house, building or other property that generates wastewater and to abandon the existing septic system, in accordance with the provisions of these Rules and Regulations, during the construction of each Phase of the Collection System if the Owner has provided a notarized Temporary Right of Entry for Construction form, Appendix C, by the noticed deadline for each Phase.

The Owner(s) of a property that is not connected, as part of the Construction of a Phase of the Collection System, must obtain a Connection Permit pursuant to the procedures described in Chapter 8.

Statutory References:

Cross References: Appendix C

History: Enacted 11-21-2019

306 Conditions of Service

Service shall be provided by the District only under and in accordance with the rules and regulations contained herein by modifications or additions thereto lawfully made, and under such applicable ordinances, resolutions, rate schedules, and contracts as may from time to time be lawfully established.

Statutory References:

Cross References:

History: Enacted 11-21-2019

307 Access to Premises

Access at reasonable hours to a customer's premises by authorized District employees shall be deemed to have been granted to the District by the customer during the time the customer accepts district service for the purpose of reading meters, testing repairing, removing or exchanging any or all equipment belonging to the utility, examining pipes and fixtures and the manner the water is used, or for the purpose of ensuring that a customer is in compliance with these rules and regulations. All persons must at all times frankly and without concealment answer all questions put to them by District employees relative to the consumption of water.

Statutory References:

Cross References:

History: Enacted 11-21-2019

308 308-312 Reserved

313 Prohibited Discharge

1. No person shall discharge or cause to be discharged any Unpolluted waters such as storm water, groundwater, roof runoff, subsurface drainage or cooling water to any sanitary sewer.
2. Except as hereinafter provided, no person shall discharge or cause to be discharged any of the following described waters or wastes into any public sanitary sewer:
 - (a) Any gasoline, benzene, naphtha, fuel oil or other flammable or explosive liquid, sold or gas;
 - (b) Any storm water, rainwater, floodwater, or water originating from a sump pump or seepage pit, basement drainage water, or discharge from foundation drains;
 - (c) Any waters or wastes containing toxic or poisonous solids, liquid or gases in sufficient quantity, either singly or by interaction with other wastes, that could injure or interfere with any waste treatment or sludge disposal process, constitute a hazard to humans

- or animals, or create a public nuisance in the receiving waters of the wastewater treatment facility;
- (d) Any substance, which if disposed of in any other method than to the public system, would be classified or defined as a hazardous waste under 40 CFR, Part 261.
 - (e) Any waters or wastes having a pH lower than 5.5, or in excess of 9.0, or having any other corrosive property capable of causing damage or hazard to structures, equipment and personnel of the wastewater treatment facilities;
 - (f) Solid or viscous substances in quantities or of such size capable of causing obstruction to the flow in the public system or other interference with the proper operation of the wastewater treatment facilities, such as, but not limited to, ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, garbage, whole blood, paunch manure, hair and fleshing, entrails, paper dishes, cups, milk containers, etc., either whole or ground by garbage disposals.

Statutory References: 40 CFR 261

Cross References:

History: Enacted 11-21-2019

314 Limitations of Discharge

The following described substances, materials, waters or wastes shall be limited in discharges to the District systems to concentrations or quantities which will not harm either the sewers, wastewater treatment process or equipment, will not have an adverse effect on the receiving waters, or will not otherwise endanger lives, limb, public property, or constitute a nuisance. The District Board may set limitations lower than the limitations established in the regulations below if, in their opinion, such more severe limitations are necessary to meet the above objectives. In forming their opinion as to the acceptability, the District Board will give consideration to such factors as the quantity of subject waste in relation to flows and velocities in the sewers, materials of construction of the sewers, the wastewater treatment process employed, capacity of the wastewater treatment plant, degree of treatability of the waste in the wastewater treatment plant, and other pertinent factors. The limitations or restrictions on materials or characteristics of waste or wastewater discharged to the sanitary sewer which shall not be violated without approval of the District Board are as follows:

1. Wastewater having a temperature higher than one hundred fifty degrees Fahrenheit (150° F) (65° C);
2. Wastewater containing more than 10 mg/l of petroleum oil, non-biodegradable cutting oils or products of mineral oil origin;
3. Wastewater containing more than 25 mg/l of floatable oils, fat or grease;
4. Any garbage that has not been properly shredded. Garbage grinders may be connected to sanitary sewers from homes, hotels, institutions, restaurants, hospitals, catering establishments, or similar places where garbage originates from the preparation of food in kitchens for the purpose of consumption on the premises or when served by caterers;
5. Any waters or wastes containing iron, chromium, copper, zinc and other toxic and nonconventional pollutants in concentrations exceeding levels specified by federal, state and local authorities;

6. Any waters or wastes containing odor-producing substances exceeding limits which may be established by the District or limits established by any federal or state statute, rule or regulation;
7. Any water or wastes which, by interaction with other water or wastes in the public system, release noxious gases, form suspended solids or create a condition deleterious to structures and/or treatment processes;
8. Any radioactive wastes or isotopes of such half-life or concentration as may exceed limits established by applicable State or Federal regulations;
9. Materials which exert or cause:
 - (a) Unusual BOD, chemical oxygen demand or chlorine requirements in such quantities as to constitute a significant load on the wastewater treatment facility;
 - (b) Unusual volume of flow or concentration of wastes constituting Slugs;
 - (c) Unusual concentrations of inert Suspended Solids or of dissolved solids;
 - (d) Excessive discoloration
10. Waters or wastes containing substances which are not amenable to treatment or reduction by the wastewater treatment process employed, or are amenable to treatment only to such degree that the wastewater treatment plant effluent cannot meet the requirements of other agencies having jurisdiction over discharge to the receiving waters;

Statutory References:

Cross References:

History: Enacted 11-21-2019

315 Approval Required For Certain Discharges

1. Authority To Reject, Require Pretreatment Or Control Quantity: If any waters or wastes are discharged or are proposed to be discharged to the public sewers, which waters contain the substances or possess the characteristics enumerated in Section 314 of the Chapter and which, in the judgement of the General Manager, may have a deleterious effect upon the wastewater facilities, processes, equipment, or receiving waters, or which otherwise create a hazard to life or constitute a public nuisance, the General Manager may:
 - (a) Reject wastes;
 - (b) Require a pretreatment system designed and stamped by a Montana licensed professional engineer to treat the waste to an acceptable condition for discharge to the public sewers;
 - (c) Require control over the quantities and rates of discharge to the public sewers;
 - (d) Require payment to cover the added cost of handling and treating the wastes not covered by existing taxes or sewer charges;
2. Permit Required: Significant industrial users may be required to obtain an Industrial Discharge Permit and shall complete and file with the District an application in the form

prescribed by the General Manager and accompanied by the permit application fee. Please refer to Chapter 8 Section 832 of this document.

Statutory References:

Cross References: §3.314; §8.832

History: Enacted 11-21-2019

316 Dilution Prohibition

No industrial user shall increase the use of process water or dilute a discharge as a substitute for adequate treatment to achieve compliance with any Pretreatment Standard or Requirement.

Statutory References:

Cross References:

History: Enacted 11-21-2019

317 Preliminary Treatment Facilities

1. Interceptors Required: Grease, oil, and sand interceptors shall be required when, in the opinion of the General Manager, they are necessary for the proper handling of liquid wastes containing floatable grease in excessive amounts, as specified in Section 314.3 of this Chapter, or any flammable wastes, sand, or other harmful ingredients. All interceptors shall be of a type and capacity approved by the General Manager, and shall be located as to be readily and easily accessible for cleaning and inspection. In the maintaining of these interceptors, the owner shall be responsible for the proper removal and disposal by appropriate means of the captured material and shall maintain records of the dates, and means of disposal which are subject to review by the General Manager. Any removal and hauling of the collected materials not performed by owner's personnel must be performed by currently licensed waste disposal firms.
2. Owner's Expense: Where pretreatment or flow-equalizing facilities are provided or required for any waters or wastes, they shall be maintained continuously in satisfactory and effective operation by the owner at his expense.
3. Control Manhole Required: When required by the General Manager, the owner of any property serviced by a building, sewer carrying industrial waste shall install a suitable structure together with such necessary meters and other appurtenances in the building sewer to facilitate observation, sampling, and measurement of the wastes. Such structure, when required, shall be accessible and safely located and shall be constructed, as approved by the General Manager, in accordance with plans approved and stamped by a licensed Professional Engineer in the State of Montana. The structure shall be installed by the owner at his expense and shall be maintained by the owner so as to be safe and accessible at all times.

Statutory References:

Cross References: §3.314.3

History: Enacted 11-21-2019

318 Measurements, Tests and Analyses for Pretreated Wastewater

1. Standards: All measurements, tests, and analyses to the characteristics of water and wastes as required by this Chapter shall be determined in accordance with 40 CFR Pat

B6, Guidelines Establishing Test Procedures for the Analysis of Pollutants, unless otherwise specified, and shall be determined at the sampling point provided for in Section 317.3 upon suitable samples taken at such sampling point. In the event that no sampling point has been required, the sampling point shall be considered to be the nearest clean out or manhole downstream to a point in the public sanitary sewer at which the building sewer is connected.

2. Responsibility For Testing: All testing, measurements and analyses shall be the sole responsibility of the Customer. The Customer shall bear all expense for the required testing. The Customer shall notify the District, in writing, prior to conducting the required tests. The District shall have the right to witness the testing procedure if it so desires. The Customer shall provide the District with the results of said tests. The required measurements and tests shall be taken at intervals of one year. For intermittent operation, the Customer shall notify the District, in writing, prior to the discharge of Pollutants, and also prior to the termination of said discharge to assure equity of the assessed charges.
3. Additional Testing: If necessary, and at the discretion of the General Manager, testing for grease, oil, fecal coliform, heavy metals or other contaminants may be required.
4. Verification of Tests: If, for any reason, the District suspects the validity of the tests conducted by the Customer, the District may require additional testing done in the presence of the General Manager or other authorized personnel. The costs of additional testing shall be the responsibility of the Customer.

Statutory References: 40 CFR B6

Cross References: §3.317.3

History: Enacted 11-21-2019

Chapter 4 - RESERVED

Chapter 5 - RESERVED

Chapter 6

Rates, Fees and Charges

601 Purpose & Policy

The purpose of this Chapter is to establish rules enabling the District to generate sufficient revenue to:

1. **pay all ongoing expenses of the District;**
2. **make principal and interest payments on the District's debt;**

3. **ensure the continued viability of the District’s facilities, and to ensure the District’s facilities are sufficient to allow the District to comply with all applicable state and federal standards;**
4. **ensure the District’s facilities have sufficient capacity to serve current and projected demand.**

Estimated volume and delivery flow rate shall be considered and included as the basis for the rates, fees and charges assigned to each User. The allocation of rates, fees and charges among Users shall be designed to ensure a proportional distribution of costs, taking into account any other factors the Board may deem pertinent in setting a fair and equitable rate.

All rates, fees and charges shall be adopted by the Board of Directors by ordinance or resolution in accordance with the provisions of §7-13-2275 as such rates, fees and charges may be lawfully changed from time to time. Further, in accordance with the provisions of §6-13-2301 MCA, no person shall be permitted to use or enjoy the benefit of the District’s facilities unless they pay the full and established rates, fees and charges for said service. The rates, fees and charges shall be reviewed as part of the annual budget process and as deemed necessary by the Board.

Statutory References:

Cross References: §7.13.2275 MCA; §7.13.2301 MCA

History: Enacted 11-21-2019

602 Wastewater Cost Apportionment Method

The Volume Ratio Unit (VRU) method of determining user ‘equivalency’ as portrayed in the VRU Conversion Schedule, Appendix B will be used for the establishment of wastewater rates and fees.

The allocation of rates, fees and charges shall assure that each user of the wastewater treatment facilities have a proportionate share of the cost of the facilities. The fixed and variable costs for the system OM&R shall be allocated to all residential and commercial users of the sewer system with a base rate per VRU plus the amount of metered water. Properties without meters or with meter bases that do not meet the adopted MT Plumbing Code shall be charged based on EDUs.

Statutory References:

Cross References: Appendix B

History: Enacted 11-21-2019

603 603 -610 Reserved

611 Service Request Application Fee

1. Purpose: The Service Request Application Fee offsets the cost of establishing a billing and/or Customer account with the District. The fee is applicable any time a change in billing or account information is required.

2. Cost Basis: The basis for the Service Request Application Fee includes the expenses related to establishing or modifying Customer accounts
3. Method of Allocation: The applicant shall bear all costs included in the cost basis. The fee shall be paid to the District at the time an application service is filed with the District. See Appendix A, Schedule of Rates, Fees and Charges for current fee amount Methods and rates in separate future meeting.

Statutory References:

Cross References: §8.811; Appendix A

History: Enacted 11-21-2019

612 Pre-design Application Fee

1. Purpose: The Pre-design Application Fee offsets the cost of assessing capacity, reviewing and processing Pre-design Applications.
2. Cost Basis: The basis for the Pre-design Application Fee includes the expenses related to evaluating, reviewing, publishing and/or other activities necessary to evaluate whether the facilities of the District have adequate capacity and infrastructure to accommodate the applicant's requirements.
3. Method of Allocation: The applicant shall bear all costs included in the cost basis. The fee shall be paid to the District at the time an application for Pre-design is filed with the District. See Appendix A, Schedule of Rates, Fees and Charges for current fee amount future meeting.

Statutory References:

Cross References: §8.821; Appendix A

History: Enacted 11-21-2019

613 Connection Application Fee

1. Purpose: The Connection Application Fee offsets the cost of reviewing and processing Connection Applications; inspecting the Service Lateral during construction; and establishing the Lateral Stub.
2. Cost Basis: The basis for the Connection Application Fee includes the expenses related to evaluating, reviewing, publishing and/or other activities necessary to evaluate whether the applicant's Sewer Lateral and Lateral Stub meet the standards and requirements adopted by the Board. This fee shall include costs of inspecting and tapping by District personnel or others subcontracted by the District to do so in place of District personnel.
3. Method of Allocation: The applicant shall bear all costs included in the cost basis. The fee shall be paid to the District at the time an application for connection is filed with the District. Any charges for connection of service lines to the District wastewater system adopted by the Board of Directors, or as such may be lawfully changed from time to time, shall apply to those wishing to make connections to the existing District wastewater system. See Appendix A, Schedule of Rates, Fees and Charges for current fee amount.

Statutory References:

Cross References: §8.822; Appendix A
History: Enacted 11-21-2019

614 Extension Application Fee

1. Purpose: The Extension Application Fee offsets the cost of reviewing and processing Extension Applications and inspecting extensions during construction.
2. Cost Basis: The basis for the Extension Application Fee includes the expenses related to inspecting, evaluating, reviewing, publishing, and/or other activities necessary to evaluate whether the applicant's proposed Sewer Main meets the standards and requirements adopted by the Board.
3. Method of Allocation: The applicant shall bear all costs included in the cost basis. The fee shall be paid to the District at the time an application for extension is filed with the District. See Appendix A, Schedule of Rates, Fees and Charges for current fee amount.

Statutory References:

Cross References: §8.823; Appendix A
History: Enacted 11-21-2019

615 Annexation Application Fee

1. Purpose: The Annexation Application Fee offsets the cost of processing and reviewing applications and/or petitions for annexation.
2. Cost Basis: The basis for the Annexation Application Fee includes expenses related to reviewing and/or processing applications for annexation. The cost basis also includes any pass-through fees or charges levied by Missoula County required to process the application.
3. Method of Allocation: The applicant shall bear all costs included in the cost basis. If there are multiple petitioners on an application each shall bear a share of the costs included in the cost basis proportionate to the estimated capacity required by each petitioner. The fee shall be paid to the District at the time an application service is filed with the District. See Appendix A, Schedule of Rates, Fees and Charges for current fee amount.

Statutory References:

Cross References: §8.831; Appendix A
History: Enacted 11-21-2019

616 Industrial Discharge Permit Fee

1. Purpose: The Industrial Discharge Permit Fee offsets the cost of reviewing and processing the Industrial Discharge Permit Application.
2. Cost Basis: The basis for determining the fee amount shall be the costs to test, analyze, process and/or other activities necessary to determine the actual or estimated additional cost of treating the wastewater or sludge due to the presence of industrial Pollutants.

3. Method of Allocation: The applicant shall bear all costs included in the cost basis. See Appendix A, Schedule of Rates, Fees and Charges for current fee amount.

Statutory References:

Cross References: §8.832; Appendix A

History: Enacted 11-21-2019

617 System Investment Fee (SIF)

1. Purpose: The purpose of the System Investment Fee is to offset the cost of treatment capacity consumed by the applicant's proposed development or requirement. It is a variable fee (over time) intended to recover an equivalent user's pro rata share of the capital cost for the construction and provisioning of the sewer system.
2. Cost Basis: The System Investment Fee shall be based upon the estimated cost of the treatment capacity consumed by the proposed use. The SIF consists of two components 1) Latecomer's Fee, and 2) System Development Charge. The Latecomer's Fee component applies to all new sewer connections and the System Development Charge component in addition, applies to new Out-of-District sewer connections and/or "over-density" in-District sewer connections.
3. Method of Allocation: The System Investment Fee will be based upon wastewater flow (VRU). If a larger capacity service is required on an existing service, only the difference of capacity shall be charged. Likewise, if a building on a piece of property which has been connected to the wastewater or sewer system is demolished and a new building is construct, the System investment Charge shall only be applied to the difference of capacity. All fees are due and payable before the new or increased service(s) are available for use. A District permit must be issued by the District office prior to the new service(s) being placed in service. The applicant shall bear all costs included in the cost basis. See Appendix A, Schedule of Rates, Fees and Charges for current fee amount.

Statutory References:

Cross References: Appendix A

History: Enacted 11-21-2019

618 Charge for Discontinuance or Reestablishment Service

1. Purpose: The Charge for Discontinuance or Reestablishment Service offsets the costs related to disconnecting or reconnecting Customer services.
2. Cost Basis: The Charge for Discontinuance or Reestablishment Service includes the expenses related to disconnecting or reconnecting Customer services.
3. Method of Allocation: Any charges for reestablishment of service adopted by the Board of Directors, or as such may be lawfully changed from time to time, shall apply to any Customer that has had the service to his/her property discontinued for failure to pay District charges or for failure to comply with the rules and regulations set forth herein. The charge for reestablishment of service shall be subdivided into two classifications, which are normal working hours and outside normal working hours. Once the service to a customer has been discontinued, such service shall not be restored until the customer involved is in full compliance with these rules and regulations and has paid to the District the applicable charge for reestablishment of District services, plus payment of any outstanding charges

and/or deposits for such service. The District may enact a requirement for pre-payment of services in connection with reestablishment of service. See Appendix A, Schedule of Rates, Fees and Charges for current fee amount.

Statutory References:

Cross References: Appendix A

History: Enacted 11-21-2019

619 Late Payment Fee

1. The Late Payment Fee is established primarily to provide incentive for prompt payment of applicable rates, fees and charges; and secondarily to offset tangible expenses related to notification and carrying charges on late payments.
2. Cost Basis: The cost basis related to the primary purpose is intangible and not readily measurable. The Board finds that late payments affect the District's ability to pay current debt, accounts payable and/or other immediate expenses; that the District's inability to pay its obligations may adversely affect interest rates on the District's debt and good will with the District's vendors; and that consequently there are significant costs associated with late payments. Direct costs associated with the District's efforts to collect late payment is also included in the cost basis.
3. Method of Allocation: The District shall apply the maximum allowable late payment penalty to each User and such penalty shall be applied to all bills for public system services that, according to District records, have not been paid prior to the delinquent date.

Statutory References: §7.13.2218.10

Cross References: Appendix A

History: Enacted 11-21-2019

620 Benefited Property Charge

1. Purpose: The Benefited Property Charge is established for the purpose for paying a portion of the District's ongoing general administrative expenses which are not directly attributable to operating, maintaining or repairing the District's wastewater facilities.
2. Cost Basis: General administrative expenses may include, but are not limited to, general liability insurance; errors and omission liability insurance; fidelity and performance bonds required by law and authorized by the Board; provision of public notice of Board action; Board compensation; and professional services that are general in nature such as audit services and general legal services.
3. Method of Allocation: The Benefited Property Charge shall be applied equally to all Benefited Properties. For the purpose of this section, all lots, tracts and parcels located within the boundaries of the District and all lots, tracts and parcels on which a residential, commercial, industrial, condominium, recreational, apartment, or other development ("improvement") is connected to the facilities of the District are deemed to be Benefited Properties. Benefited Properties that are not connected to the facilities will be billed to the owner of the property. See Appendix A, Schedule of Rates, Fees and Charges for current fee amount.

Statutory References: MCA 7-13-2221

Cross References: Appendix A

History: Enacted 11-21-2019

621 Operations, Maintenance and Repair (OM&R) Charge

1. Purpose: The OM&R Charge offsets the expenses related to the ongoing operation, maintenance and repair of the District's wastewater treatment and collection facilities.
2. Cost Basis: Ongoing expenses related to wastewater treatment and collection include a proportionate share of the District's billing system; salaries of wastewater plant operators; maintenance and repair of the treatment and collection facilities; periodic cleaning and flushing of the collection system; short lived assets reserve, etc. Specifically excluded are capital expenses.
3. Method of Allocation: All costs for OM&R shall be determined at least annually by the District Board.

The fixed and variable costs for the public system OM&R shall be allocated uniformly to all residential and commercial users of the sewer system on the basis of VRUs.

Statutory References:

Cross References:

History: Enacted 11-21-2019

622 Asset Replacement Fund Charge

1. Purpose. The Asset Replacement Fund Charge offsets the expenses related to the replacement of the District's wastewater treatment and collection facilities, and Short-Lived Asset (SLA) replacement reserves required by the conditions of the Bonds for the debt incurred during the Wastewater Treatment Facility Project and the Collection System by Phase. The SLA reserves represent restricted income to be used for replacement of equipment purchased in the Treatment Facility and Collections projects.
2. Cost Basis: The basis for the replacement portion of the charge shall be equal to the estimated cost of replacing the District's wastewater related infrastructure divided by the estimated life of said infrastructure and required SLA reserves.
3. Method of Allocation: The Asset Replacement Fund Charge shall be allocated on a VRU basis. Each User shall be responsible for a share of the charge proportionate to the number of VRUs assessed to the User or EDU.

Statutory References:

Cross References: Appendix A

History: Enacted 11-21-2019

623 Delinquent Account Fee

1. Purpose. The Delinquent Account Fee offsets the District's expenses related to securing liens and turning over collection of delinquent accounts in accordance with Section 711. The Board also finds that prompt collections are essential to the viability of the District. Therefore, this fee also provides incentive for prompt payment.
2. Cost Basis. The basis for the fee shall be the actual expenses incurred to secure the lien and to execute the provisions on MCA §7-13-2301 and additional charges to deter delinquencies as may be determined by the Board.

3. Method of Allocation. The Delinquent Account Fee shall be levied on all accounts delinquent under the provisions of MCA §7-13-2301. See Appendix A, Schedule of Rates, Fees and Charges for current amount.

Statutory References: MCA 7-13-2301
Cross References: Appendix A
History: Enacted 11-21-2019

624 Noncompliant Property Charge

1. Purpose. The Noncompliant Property Charge penalizes noncompliance with Section 305 of the Rules and Regulations. Noncompliance with Section 305 detrimentally impacts the environment and may have significant health effects on community residents. Noncompliance also affects the financial viability of the community's infrastructure investment.
2. Cost Basis. The charge is intended to incentivize compliance with the Rules and Regulations. The cost basis to provide this incentive is equivalent to the currently-in-force wastewater service charge(s). The charge shall be no less than the sum of the OM&R Charge and the Asset Replacement Charge.
3. Method of Allocation. The Noncompliant Property Charge shall be applied to all properties not in compliance with Section 305 of the Rules and Regulations. The charge shall be levied on the same schedule as the Wastewater OM&R Charge. See Appendix A, Schedule of Rates, Fees and Charges for current amount.

Statutory References:
Cross References: Appendix A; Section 305
History: Enacted 11-21-2019

Chapter 7

Billing, Delinquencies and Deposits

701 Purpose & Policy

The purpose of this Chapter is to establish billing policies, policies for delinquencies, and policies for the District's handling of deposits.

Statutory References:
Cross References:
History: Enacted 11-21-2019

702 Responsible Party

Owners of property shall be responsible for payment of wastewater services provided to that property regardless of occupancy or residency. The District will not bill tenants, lessees or other persons with a possessory interest in the real property.

Statutory References:
Cross References:
History: Enacted 11-21-2019

703 Billing Period

The charges for District services shall be billed periodically as specified in Appendix A to the Owner of the real property. To meet unusual conditions, such as discontinuances, the District may render bills for service at other than the aforementioned intervals. Recurring rates, fees and/or charges shall be billed to the owner of the property served on the last day of the month.

Statutory References:

Cross References: Appendix A

History: Enacted 11-21-2019

704 Bills Due

All bills are due 30 days from billing date. Bills which remain unpaid 45 days or more from the billing date are considered delinquent and will be assessed a Late Payment Fee in accordance with Section 619.

Statutory References:

Cross References: §6.619

History: Enacted 11-21-2019

705 Bill Format

As a minimum, a bill for district wastewater service shall show the customer's name and mailing address, the billing date, the billing period, the customer's account number, the service address, the number of wastewater VRUs assigned to the property, the current and past due charges, the previous balance, the balance of deposits, and the total amount due.

Statutory References:

Cross References:

History: Enacted 11-21-2019

706 706-710 Reserved

711 Delinquencies and Liens

Bills become delinquent as specified in Section 704. Delinquent public system user fees under this Ordinance shall be a lien upon the property served by the public system. Liens shall be executed against all delinquent accounts in accordance with Montana law and specifically §7-13-2301 MCA. Delinquent accounts which are transferred to Missoula County for collection will be assessed a Delinquent Account Fee in addition to late fees already applied to the account. In the event of foreclosures or other reasons for changes in ownership, unpaid delinquencies, together with interest, costs, and reasonable attorney fees, shall remain a continuing lien upon the property against which each such assessment is made.

Statutory References: §7-13-2301 MCA

Cross References: §7.704; 6.624

History: Enacted 11-21-2019

712 Refusal of Service

The District may refuse service to any delinquent customer or to other members of the delinquent customer's household or firm when the request by such person for service may be a means for evading payment of unpaid district wastewater charges.

Statutory References:

Cross References:

History: Enacted 11-21-2019

713 Payment Transfers

Where a customer is liable to the District for district wastewater service at one address and is thereafter located at some other address, any amounts due to service furnished at any previous location may be transferred to the customer's account at the customer's current location.

Statutory References:

Cross References:

History: Enacted 11-21-2019

714 Adjustment of Wastewater Bills

The District may adjust wastewater rates, charges and fees as applied to a particular premises by the procedure set forth below, where it appears that the character of the wastewater from any manufacturing, industrial, or other plant, building, or premises is such that the wastewater rates provided are unfair, inequitable, unreasonable, or inadequate to pay the cost of wastewater service to such premises.

Any person who considers the wastewater rates, charges, and fees applicable to his/her premises unfair, inequitable, or unreasonable may present his/her complaints to the Board of Directors, stating the facts and grounds of complain. The Board of Directors shall advise the General Manager of any need for investigation and a report of the investigation shall be made to the District. The Board of Directors, or a District appointed complaint committee, shall consider each and all of such complaints and reports and coordinate its recommendations with the General Manager. When the Board of Directors or appointed complaint committee finds that the wastewater rates, charges, and fees applicable to any premises unfair, inequitable, unreasonable, or inadequate, the council shall have the right to order a public hearing as to any such matter, and if convinced that an adjustment of the wastewater rates, charges, and fees for such premises is necessary to provide equality with those charged to others, it shall so provide, either by amendatory ordinance, or by resolutions, special wastewater rates and charges for individual premises during the period or continuance of special circumstances which make the standard rates and charges unfair, inequitable, unreasonable, or inadequate.

Statutory References:

Cross References:

History: Enacted 11-21-2019

715 715-720 Reserved

721 Deposits

1. **When Required:** For the purpose of guaranteeing payment of the district wastewater charges, the District may require any prospective customer to file a deposit with the District prior to providing the prospective customer with District wastewater service. A person desiring to establish an account for District wastewater service to a property not currently supplied with district water service may be required to file a deposit with the district prior to being granted such service. The District may also require a deposit from an existing Customer if said Customer's account becomes delinquent. Such deposit shall be equal to the estimated bill for ninety (90) days of district wastewater service. Provisions can be made in a case of need that the deposit can be paid over a two-month period. If a customer established an account without a deposit, but subsequently develops an unsatisfactory credit history with the District, a deposit may be required as a condition of continuing service. No interest shall be paid on deposits.
2. **Application of Deposits:** The District may apply to a delinquent customer's account any or all of such customer's deposit to offset any outstanding bill at the customer's current or former address. The District may require the customer to immediately restore the deposit to the full amount whenever it has been used for this purpose.
3. **Transfer of Deposits:** Any deposit made under the provisions set forth in this section may be transferred by the District to any address within the District's service area where service is provided in the depositor's name.
4. **Failure to Make Deposit:** Failure to make deposits, increase deposits, or restore deposits after notification shall be due cause for the District to consider the customer involved to be delinquent until such deposit has been made plus the payment of any applicable charges.
5. **Refund of Deposits:** The District may at any time refund a customer's deposit or any part thereof by check or by credit to the customer's account.
6. **Record of Deposits:** The District shall maintain a record of any deposits filed by customers with the District.
7. **Receipt of Deposits:** The District shall issue to a customer from whom a deposit is received a non-assignable receipt. However, the District shall provide reasonable ways and means whereby a deposit may be refunded to a customer who is unable to produce the original receipt. A current picture ID will be required to reclaim deposit.

Statutory References:

Cross References:

History: Enacted 11-21-2019

Chapter 8

Applications and Permits

801 Purpose & Policy

The purpose of this Chapter is to establish and document procedures for potential Users of the District's facilities to apply for said services and to provide review and appeal procedures for provision of District services.

Statutory References:

Cross References:

History: Enacted 11-21-2019

802 802-180 Reserved

811 Service Request Application

A person requesting to establish an account for District service, or who wishes to remodel a structure currently receiving District services or to change the use of an existing facility, must submit a Service Request Application on a form provided by the District and pay the required fees. All applications shall be supplemented by the following information:

1. Name, service address, billing address, emergency contact information.
2. In the case of a request for new service, any information necessary to verify identity of applicant, including ownership or relationship of applicant to other present or former customers of the District at the service address in question.
3. In the case of a remodel or change of use, a sketch of the remodeled facility including intended use for all areas within the facility and any other information requested by the General Manager for the purpose of determining the number of VRUs to be assigned to the remodeled facility.

In the event this information, or any other information required to be submitted under these rules and regulations, is not furnished, service to the applicant or service address involved shall be denied or discontinued until such information is provided.

A Service Request Application shall contain a provision wherein the applicant agrees to pay to the District all charges for service provided by the District to the applicant. In addition, it shall contain a provision wherein the applicant agrees to abide by all the District's regulations, including the rules and regulations contained herein.

Accounts will only be established in the name of the Owner of real property. The applicant must be the adult owner of the property to be served. It shall be the responsibility of the Owner to maintain on file with the District the Owner's current mailing address. The Owner be held ultimately responsible for payment for wastewater service regardless of the amount used by tenants of rental properties.

An application to establish an account for district wastewater service shall be accepted by the District only for property on which a valid Connection Permit has been issued.

Statutory References:

Cross References: §6.611

History: Enacted 11-21-2019

812 812-820 Reserved

821 Pre-Design Application

Any person who wishes to obtain new services from the District must submit a completed Pre-Design Application on a form provided by the District and pay the required fees. All applications shall be supplemented by the following information:

- Estimated project/building size, configuration and location;
- Estimated project/building phases, including estimated starting and completion dates for each phase;
- Intended use for all areas within the project/building;
- Any other information considered pertinent by the General Manager.

The appropriate application fee set forth in the Section 612 and Appendix A or as same may be amended from time to time by the Board of Directors, shall be paid by the applicant to the District at the time the application is filed.

1. Review of Application: The General Manager shall make a determination regarding the completeness of the application within 15 business days of submittal. If the application is deemed to be incomplete the General Manager shall issue a letter to the applicant describing the deficiencies.

Once deemed complete, the General Manager shall have the authority to review and issue or deny a “will serve” letter for the proposed projects up to five (5.0) VRUs that meet the criteria set forth in these rules and regulations. For projects that exceed 5 (5.0) VRUs, the General Manager shall then recommend issuance or denial or a “will serve” letter to the Board at the next regularly scheduled meeting. The District must either approve or deny the application within sixty (60) days after the application is deemed complete.

2. Approval of Application: Approval of a Pre-Design Application results in the issuance of a “will serve” letter. “Will serve” letters are always conditional. The District reserves the right to include conditions on the technical and timing aspects of the project. A “will serve” letter does not grant the applicant authority to connect.
3. Denial of Application: The General Manager or Board may reject any Pre-Design Application where such application does not meet the requirements of these rules by declining to issue a “will serve” letter. If an application is denied, it must be returned to the applicant with the reasons for denial clearly stated. A permit may be denied by the General Manager, or the Board for any of one of the following reasons:
 - (a) Public system has reached allowable allocation of capacity as determined by the process defined in Section 303 of these rules;
 - (b) Applicant’s property is not within the District’s boundaries;
 - (c) Applicant’s proposal is not a legal obligation;
 - (d) Proposed connection fails to comply with the regulations of other units or government;
or
 - (e) Any other information considered pertinent by the General Manager or the Board.
 - (f) Not in substantial compliance with the Seeley Lake Regional Land Use Plan for use and density.

4. Term of “Will Serve” Letters: The of a “will serve” letter issued as a result of a successful Pres-Design Application shall be as stated in the letter, but no less than 180 days.
5. Extension of “Will Serve” Letters: The term of ‘will serve” letters shall not be extended.

Statutory References:

Cross References: §6.612; 3.303

History: Enacted 11-21-2019

822 Application for Sewer Connection

Any person who wishes to connect to the District’s Sewer Main must submit a completed Application for Sewer Connection on a form provided by the District and pay the required fees. All applications shall be supplemented by the following information:

- A valid “will serve” letter issued by the District;
- Project/Building blue print plans for review;
- Estimated construction schedule showing the projected start and completion date and the start and completion date of any phases of the project;
- Applicable permits from units of government including but not limited to state or local building permits and subdivision approval;
- Any other plans, specifications, or information considered pertinent by the General Manager.

The appropriate application fee set forth in Section 613 and Appendix A or as same may be amended from time to time by the Board of Directors, shall be paid by the applicant to the District at the time the application is filed.

1. Review of Application: The General Manager shall make a determination regarding the completeness of the application within 15 business days of submittal. If the application is deemed to be incomplete the General Manger shall issue a letter to the applicant describing the deficiencies.

Complete Connection Permit applications and supplements required under this section must be filed with the General Manager. The General Manager shall then have the authority to approve applications for sewer connections for projects up to 5 (5.0) VRUs that meet the criteria set forth in these rules. For projects that exceed five (5.0) VRUs, the General Manager shall the recommend approval or denial of the application for a Connection Permit to the Board at the next regularly scheduled meeting. The District must either approve or deny the application within sixty (60) days.

2. Approval of Application: Approval of a connection application may be conditional, preliminary or final.
 - (a) Conditional Approval. If final approval from the applicable unit(s) of government have not been issued, the Connection Permit approval shall be conditional until the applicant obtains final approval from the applicable unit of government and supplies written evidence of such approval to the District. The applicant shall have sixty (60) days to submit all applicable approvals required from the date of written notice of conditional approval, to be granted Preliminary Approval. If the applicable documents are not

received within sixty (60) days, the application shall become null and void and the General Manager shall return the application to the applicant.

- (b) Preliminary Approval. If the application is approved by the Board, the General Manager shall notify the applicant in writing that the application has been approved and the amount of fees due to the District. The owner shall have sixty (60) days to pay the applicable fees from the date of written notice for preliminary approval. If the fees are not received within sixty (60) days, the application shall become null and void and the General Manger shall return the application to the applicant. Application fees will not be refunded. If the permit application becomes null and void under this section and if any System investment Charges have been paid by the applicant said System investment Charges shall be refunded.
- (c) Final Approval and Permit Issuance. Final approval and permit issuance is conditioned on payment of applicable fees by the owner, and where applicable, written evidence that final approval from the applicable unit(s) of government have been granted, and a building permit has been obtained. If an application has preliminary approval and all applicable fees have been paid in full, and all requirements of these rules have been met by the applicant, the General Manager is authorized to notify the owner in writing of final approval and issue a Sewer Connection Permit.

All Connection Permits are subject to the construction specifications described in Chapter 11. All costs and expenses incident to the installation and connection of the Sewer Lateral shall be paid by the owner, or the person making the connection. That person shall indemnify the District from any loss or damage that may directly or indirectly be caused by the installation of the Sewer Lateral from the Building Drain to the Lateral Stub at the property line. If no Lateral Stub has been installed to the lot line, then the owner shall be responsible for the entire cost of labor and materials of installing a Lateral Stub.

- 3. Denial of Application: The Board may reject any Application for Sewer Connection where such application does not meet the requirements of these rules. If an application is denied, it must be returned to the applicant with the reasons for denial clearly stated. A permit may be denied by the District for any one of the following reasons:
 - (a) Applicant has not been issued a "will serve" letter for the project;
 - (b) Scope of applicant's project is not consistent with the terms of the "will serve" letter;
 - (c) "Will serve" letter has expired.
 - (d) Applicant's proposal is not a legal obligation;
 - (e) Proposed connection fails to comply with regulations of other units of government; or
 - (f) Any other information considered pertinent by the District.
- 4. Term of Connection Permit: Upon approval by the General Manager, or the Board, the Connection Permit shall be issued for a period of one (1) year for residential, small commercial, or small condominium projects (less than or equal to 5.0 VRUs), and two (2) years for larger commercial and condominium projects (greater than 5.0 VRUs). The Board, at its discretion, will consider longer permit terms for very large projects that are clearly shown to take longer than two years to construct. If construction has not commenced within the term of the Connection Permit said permit shall become null and void.

5. Extension of Connection Permit: The applicant may request a permit extension, 30 days or more prior to permit expiration, by providing a written explanation of the reason for delay, projected timeline for the project, and the term of the requested extension to the District. The applicant must request the extension in writing. Once the written request has been received by the General Manger, the District has 60 days to either approve or deny the written request on a case by case basis.

The General Manger shall have the authority to approve requests for time extensions of Connection Permits for projects up to five (5.0) VRUs. For projects that exceed five (5.0) VRUs, the General Manager shall then recommend approval or denial of the request for time extension of a Connection Permit to the Board at the next regularly scheduled meeting.

The permit shall remain in effect until the District make a decision.

Statutory References:

Cross References: §6.613

History: Enacted 11-21-2019

823 Application for Sewer Extension

Any person who wishes to connect a project involving a Sewer Extension and to obtain an Extension Permit from the District must submit a completed Application for Sewer Extension on a form provided by the District and pay the required fees. All applications shall be supplemented by the following information:

- A valid “will serve” letter issued by the District;
- Project/Building blueprint plans for review;
- Estimated construction schedule showing the project start and completion date and the start and completion date of any phases of the project;
- Applicable permits from units of government including but not limited to state or local building permits and subdivision approval;
- Initial sewer construction plans and specifications which have been designed and stamped by a professional engineer in the State of Montana;
- Final or preliminary plat, whichever is applicable showing the configuration of the parceled land to be served by the sewer extension;
- Plans must show the proposed location of sewer mains, manholes, lift stations, and easements;
- Any other plans, specifications, or information considered pertinent by the General Manager.

The appropriate application fee set forth in Section 614 and Appendix A or as same may be amended from time to time by the Board of Directors, shall be paid by the applicant to the District at the time the application is filed.

1. Review of Application: The General Manager shall make a determination regarding the completeness of the application within 20 business days of submittal. If the application is

deemed to be incomplete the General Manager shall issue a letter to the applicant describing the deficiencies.

Once deemed complete, the General Manager shall recommend issuance or denial of an Extension Permit to the Board at the next regularly scheduled meeting. The Board must either approve or deny the application within seventy-five (75) days after the application is deemed complete.

2. Approval of Application: If the application is approved by the Board, the General Manager shall notify the applicant in writing that the application has been approved and the amount of fees due to the District. Approval of an extension application may be conditional, preliminary or final.
 - (a) Conditional Approval. If final approval from the applicable unit(s) of government have not been issued, the Extension Permit approval shall be conditional until the applicant obtains final approval from the applicable unit of government and supplies written evidence of such approval to the District.
 - (b) Preliminary Approval. The applicant shall have sixty (60) days to submit all applicable approvals required from the date of written notice of conditional approval, to be granted Preliminary Approval. If the applicable documents are not received within sixty (60) days, the application shall become null and void and the General Manager shall return the application to the applicant.
 - (c) Final Approval and Permit Issuance. Final approval and permit issuance is conditioned on payment of applicable fees by the owner, and where applicable, written evidence that final approval from the applicable unit(s) of government have been granted, and a building permit has been obtained. The owner shall sixty (60) days to pay the applicable fees from the date of written notice for preliminary approval. If the fees are not received within sixty (60) days, the application shall become null and void and the General Manager shall return the application to the applicant. Application fees will not be refunded. If an application has preliminary approval and all applicable fees have been paid in full, and all requirements of these rules have been met by the applicant, the General Manger is authorized to notify the applicant in writing of final approval and issue a sewer Extension Permit prior to the start of construction.

All Extension Permits are subject to the construction specifications described in Chapter 11.

3. Denial of Application: The Board may reject any Application for Sewer Extension where such application does not meet the requirements of these rules. If an application is denied, it must be returned to the applicant with the reasons for denial clearly stated. A permit may be denied by the Board for any of one of the following reasons:
 - (a) Applicant has not been issued a “will serve” letter for the project;
 - (b) Scope of applicant’s project is not consistent with the terms of the “will serve” letter;
 - (c) “Will serve” letter has expired;
 - (d) Applicant’s proposal is not a legal obligation;

- (e) Proposed connection fails to comply with regulations of other units of government; or
 - (f) Any other information considered pertinent by the Board.
4. Term of Extension Permit: The term of an Extension Permit shall be one year or as specified by the Board.
 5. Extension of Term for Extension Permit: The applicant may request a permit extension, 60 days or more prior to permit expiration, by providing a written explanation of the reason for delay, projected timeline for the project, and the term of the requested extension to the District. The applicant must request the extension in writing. Once the written request has been received by the General Manager, the District has 60 days to either approve or deny the written request on a case by case basis. The General Manager shall recommend approval or denial of the request for time extension of an Extension Permit to the Board at the next regularly scheduled meeting.

The permit shall remain in effect until the District makes a decision.

Statutory References:

Cross References: §6.614

History: Enacted 11-21-2019

824 824-830 Reserved

831 Annexation Application

Persons desiring water and/or wastewater service to serve properties located either partially or entirely outside the wastewater service areas may petition the District on a form furnished for this purpose by the District. Such application must be accompanied by a Pre-Design Application.

Statutory References:

Cross References: §6.615

History: Enacted 11-21-2019

832 Industrial Discharge Permit Application

Significant industrial users may be required to obtain an Industrial Discharge Permit and shall complete and file with the District an application in the form prescribed by the General Manager and accompanied by the permit application fee. The significant industrial user shall submit, in units and terms suitable for evaluation, all information required by the permit application, a State approved and Montana registered engineer stamped impact study, and any supplemental information requested. All significant industrial users connected to or discharging to the District system who are determined to be subject to Industrial Discharge Permit requirements shall apply immediately. Other significant users proposing to connect to the system who are determined to be subject to Industrial Discharge Permit requirements shall apply at least 60 days prior to any discharges that possess the characteristics enumerated in Section 314.

1. Review of Application: After evaluation of the permit application, the General Manager may issue an Industrial Discharge Permit subject to terms and conditions provided herein.

In determining whether a permit shall be issued and/or what conditions shall be applied, the General Manger shall consider all applicable National Categorical and Local Pretreatment Standards.

2. Approval of Application: Industrial Discharge Permits and significant industrial user permittees shall be subject to all applicable District Rules and Regulations, User charges, and fees. Permits shall contain, but shall not be limited to, the following requirements or terms and conditions:
 - (a) Notice of the general and specific prohibitions required.
 - (b) Prohibitions on discharge of any specific materials.
 - (c) Notice of applicable National Categorical and Local Pretreatment Standards.
 - (d) Limits concerning average and maximum wastewater constituents, and on characteristics of either the individual industrial process wastes or combined industrial wastewater discharge.
 - (e) Limits on average and maximum rate and time of discharge, or requirements for flow regulations and equalization.
 - (f) Monitoring facilities.
 - (g) Monitoring programs, which may include sampling; number, types, and standards for tests; reporting schedules; and pollutants to be monitored.
 - (h) Installation, maintenance, and cleaning of any pretreatment facilities that are necessary to achieve compliance with the requirements including filtration; chemical treatment; grease, oil, and sand traps; and other necessary equipment.
 - (i) Compliance schedules and any periodic progress or compliance reports required by federal pretreatment regulations, including 40 CFR 103.12.
 - (j) Submission of technical reports or discharge reports, as specified by the General Manager.
 - (k) Maintenance and retention of plant records relating to wastewater discharge for a minimum of 3 years or as specified by the General Manger.
 - (l) Notification of any discharge or new wastewater constituents or of any substantial change in the volume or character of the wastewater constituents being introduced into the District wastewater system.
 - (m) Notification of any Slug or accidental discharge.
 - (n) Agreement of the industrial user to
 - i. allow reasonable access to the District to ensure compliance with permit conditions,
 - ii. agree to perform and comply with all permit conditions, and
 - iii. submit to the remedy of specific performance for breach of contract.

- (o) Permit duration and conditions of transfer.
- (p) Penalties for violations.
- (q) Other appropriate conditions, in the judgement of the General Manger, necessary to ensure compliance with regulations.

The terms and conditions of any permit may be subject to modification: by the General Manager during the term of the permit; by the modification of Rules and Regulations set forth herein; or as other just cause exists. The significant industrial user shall be notified of any proposed changes in his/her permit at least 30 days prior to the effective date of change. Any changes or new conditions in the permit shall include a reasonable time schedule for compliance.

Industrial Discharge Permits are issued to a specific significant industrial user for a specific operation. An Industrial Discharge Permit is not transferable and is void if reassigned, transferred, or sold to a new owner, new user, different premises, or a new or changed operation without written approval by the General Manager.

3. Denial of Application: The District may reject any Industrial Discharge Permit Application where such application does not meet the requirements of these rules. If an application is denied, it must be returned to the application with the reasons for denial clearly stated.
4. Term of Permit: Industrial Discharge Permits are valid for a specified time period not to exceed 3 years from the date of issuance or modification. Each significant industrial User shall apply for permit renewal at least 90 days prior to the expiration date of the existing permit.
5. Extension of Term of Permit: The term of an Industrial Discharge Permit may not be extended.

Statutory References: 40 CFR 103.12
 Cross References: §6.616; §3.314; Appendix A
 History: Enacted 11-21-2019

Chapter 9 - RESERVED

Chapter 10

Initiation or Termination of Service

1001 Purpose & Policy

The purpose of this Chapter is to establish procedures for termination and reestablishment of District services.

Statutory References:
 Cross References:

History: Enacted 11-21-2019

1002 Service Application Required

A person requesting to establish an account for District wastewater service with the District shall make written application for such service with District. Applications are available at <http://www.seeleysewer.org>. See Sections 611 and 811 for fees and application procedures. After approval by the District, the application to establish an account for wastewater service shall constitute the agreement between the District and the customer that the rules and regulations provided herein shall serve as the contract between said parties. Existing customers hereby agree to accept the rules and regulations provided herein as their contract with the District upon passage of said rules and regulations by the Board of Directors.

Statutory References:

Cross References: §6.611; §8.811

History: Enacted 11-21-2019

1003 Discontinuance of Service By Customer

Once district wastewater service is initiated, a customer shall be responsible for payment to the District for any water/wastewater service provided, including any minimum charges due, until such time as the customer requests the discontinuance of said service. A customer shall, under normal circumstance, contact the District at least 5 days in advance of the need to discontinue the customer's district wastewater service, Saturdays, Sundays, and holidays, excluded.

Statutory References:

Cross References:

History: Enacted 11-21-2019

1004 Discontinuance of Service By District

The District may discontinue wastewater service to any customer/user as provided below or as may be provided elsewhere herein these rules and regulations:

1. Without Notice
 - (a) In the event of any condition determined to be hazardous to property and/or persons.
 - (b) In the event a customer/User uses equipment in such a manner that adversely affects the District wastewater system or that adversely affects District wastewater service to other customers/Users.
 - (c) In the event of any unauthorized use or diversion of District wastewater service.
2. With Not Less Than 24 Hours Notice
 - (a) For violation and/or non-compliance with any applicable federal, state, or local laws, and rules and regulations contained herein.
 - (b) For failure of a customer to permit representatives of the District reasonable access to the customer's premise for the purpose set forth in Section 307.

(c) For failure of a customer to fulfill his/her contractual obligations for service, including, but not limited to, nonpayment of his/her current wastewater bill.

3. With 10 Days Written Notice

(a) For failure of a user to keep his/her building sewer and appurtenances in good repair and in a safe and operable condition.

Statutory References:

Cross References: §3.307

History: Enacted 11-21-2019

Chapter 11

Sewer Laterals and Extensions and Existing System Abandonment

1101 Purpose & Policy

The purpose of the Chapter is to:

1. Provide for an orderly, planned, and cost-effective method of extending the District wastewater system;
2. Ensure that the Sewer Laterals and Extensions to the District wastewater system are properly designed, inspected, and constructed in accordance with appropriate health and District standards; and
3. Facilitate the administering and documenting of all activities relating to Sewer Laterals and Extensions of the District wastewater system.
4. Ensure existing septic tanks, seepage pits and cesspools are abandoned according to adopted public health regulations.

Statutory References:

Cross References:

History: Enacted 11-21-2019

1102 Unauthorized Extensions Prohibited

Any unauthorized person is prohibited from extending or causing to be extended, either directly or indirectly, any portion of the wastewater systems without first obtaining in writing the necessary approvals and paying the appropriate fees and charges as required and set forth herein.

Statutory References:

Cross References: §6.611; §8.811

History: Enacted 11-21-2019

1103 Unauthorized Connections Prohibited

Any unauthorized person is prohibited from connecting to, either directly or indirectly, any portion of the wastewater system without first obtaining in writing the necessary approvals and paying the appropriate fees and charges as required and set forth herein.

Statutory References:

Cross References:

History: Enacted 11-21-2019

1104 1104-1110 Reserved

1111 Excavations

Persons opening up, digging into, excavating, or tunneling in any public right-of-way or District Easement for the purpose of constructing extensions or making connections with the wastewater systems, whether same be situated within or outside the boundaries of the District limits, shall, prior to performing such work, obtain in writing at their expense all necessary approvals, permits, licenses, surety bonds, and/or public liability insurance certificate that may be required by the agency or person having jurisdiction and control over such public right-of-way and District easements.

Statutory References:

Cross References:

History: Enacted 11-21-2019

1112 Barricades and Restoration

All excavations related to the public system shall be adequately guarded with barricades and lights to as to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the District.

Statutory References:

Cross References:

History: Enacted 11-21-2019

1113 1113-1120 Reserved

1121 Sewer Extensions

A person may not commence Sewer Extension work without an Extension Permit. All costs of new sewer extensions including but not limited to construction and engineering costs are the responsibility of the owner or developer.

Statutory References:

Cross References:

History: Enacted 11-21-2019

1122 Extension Construction Materials & Methods

All sewer extensions shall be constructed in accordance with the Montana Public Works Standard Specifications, in compliance with the Montana DEQ "Design Standards for Wastewater Facilities" and other applicable rules and regulations of the District. In the absence of code provisions, the materials and procedures set forth in the applicable sections of the ASTM and WPCF Manual of Practice No. 9 shall apply. All engineering and sewer extension costs shall be paid by the developer. If the contractor finds deficiencies in the public system during the course of

contractions, he shall notify the District of the problem. The District may pay costs to correct the problem. The District requires a pre-construction meeting with the developer, design engineer, and contractor before any work commences.

Statutory References:

Cross References:

History: Enacted 11-21-2019

1123 Construction Inspection

Full time construction inspection is required by the District and shall be a condition of final acceptance by the District of the sewer extension. The District also requires a Professional Engineer responsible for the installation and inspection of the sewer extension, to certify in writing that the extension has been installed in accordance with the plans and specifications.

Statutory References:

Cross References:

History: Enacted 11-21-2019

1124 Plan Modifications

Substantive modifications to sewer extension plans must be approved by the District and the State of Montana before construction commences. In addition, the developer must submit the design modifications to the District at the same time that plans are submitted to the State of Montana for review.

Statutory References:

Cross References:

History: Enacted 11-21-2019

1125 Future Growth Provisions

1. if the District requires the developer extending the sewer main improvements to install a larger size sewer main or improvement greater than required by District Standards or the Developer's requirements, the District may pay the difference in cost between the larger sewer main or improvements required by the District and the size of the sewer main or other improvements required by the standards.
2. The District reserves the right to further extend the water or sewer main installed by a Developer or individual. The District also reserves the right to charge future Developers, beyond those areas outlined in the Extension Agreement, for their share of the District's cost for the oversizing of wastewater mains.

Statutory References:

Cross References:

History: Enacted 11-21-2019

1126 Acceptance and Transfer of Ownership

Upon completion of the sewer extension, the District will accept the extension and allow connection to the public system if it meets the requirements of this Ordinance. Final acceptance by the District shall be contingent on the following:

1. Where feasible, an unobstructed twenty (20) foot wide permanent easement to the District over the improvements for access, maintenance and repair must be provided. All applicable easements must be recorded at the Missoula County Clerk and Recorder's office at the developer's expense.
2. The developer must post security for the warranty period described in Section 1127. The security may be in the form of either:
 - (a) Bond in the amount of 10% of the construction cost of the utility improvement for a period sufficient to cover the warranty period described in Section 1127. The District will hold the bond for a period of two (2) years from the date that the sewer extension is formally transferred to the District; or
 - (b) Cash deposit in the amount of 10% of the construction cost of the utility improvement for a period sufficient to cover the warranty period described in Section 1127. The District will hold the deposit in a segregated interest-bearing account for two (2) years from the date of extension ownership conveyance.
 - (c) Letter of Credit in the District's name in the amount of 10% of the construction cost of the utility improvement for a period sufficient to cover the warranty period described in Section 1127. The letter of credit must be for two (2) years from the date of extension ownership conveyance.
3. TV inspection of all sewer mains according to Section 02722.3.3.5 Montana Public Works Standard Specifications. A copy of all videotapes shall be furnished to the District. The District shall review the videotapes before final acceptance of the system.
4. One complete set of as-built mylar showing all Lateral Stub locations, two sets of blue line as-built plans, sewer plans on computer diskette in a format that is compatible with Autocad version 12 (if computer designed), and all O&M manuals.
5. Transferring ownership of all sewer extension improvements to the District upon final inspection and acceptance by the District. The District will provide a 'Agreement for Conveyance of Sewer Extension' to the developer which must be signed by the owner and the District. The District shall be responsible for recording the agreement.

Statutory References:

Cross References: §11.1127

History: Enacted 11-21-2019

1127 Warranty Period

If within two (2) years of the date of acceptance any work is found to be defective, the District shall be responsible for the repair or replacement of any defects at its sole discretion and may utilize the funds posted as security to pay for the repairs.

Statutory References:

Cross References:

History: Enacted 11-21-2019

1128 1128-1140 Reserved

1141 Use of Old Sewer Laterals

Old sewer laterals may be used in connection with new buildings only when approved by the District after examination. Approval shall be in the form of a written letter from the District to the owner or contractor.

Statutory References:

Cross References:

History: Enacted 11-21-2019

1142 Lateral Construction Materials & Methods

All sewer laterals and sewer lateral stubs shall be constructed and laid in accordance with the Montana Public Works Standard Specifications, or other applicable rules and regulations of the District. In the absence of code provisions, the materials and procedures set forth in applicable sections of the ASTM and WPCF Manual of Practice No.9 shall apply.

Statutory References:

Cross References:

History: Enacted 11-21-2019

1143 Grade

1. Sewer laterals shall be brought to the building at the elevation below the basement floor to provide a gravity flow connection to the sewer main. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sewage shall be lifted by the building owner (owner provided and District approved) with a District approved method and discharged to the sewer lateral.
2. Sewer lateral grades shall have a minimum grade from the building to the public sewer of not less than 1.25% (.125 feet in 10 feet) for four inch (4") pipe, .62% (.062 feet in 10 feet) for six inch (6") pipe; and .40% (.040 feet in 10 feet for eight (8") pipe.

Statutory References:

Cross References:

History: Enacted 11-21-2019

1144 Relocation of Laterals

If the owner or contractor requests a new sewer lateral stub to accomplish a gravity flow connection or for any other reason, the sewer lateral stub shall be exposed and abandoned if one has been provided to the property. Abandonment shall include cutting and capping the lateral by District personnel. The abandonment and/or sewer lateral stub relocation shall be paid by the owner.

Statutory References:

Cross References:

History: Enacted 11-21-2019

1145 Separate Connections Required

A separate and independent sewer lateral shall be installed for every building. The District will review on a case by case basis and may approve a multiple connection to a sewer lateral if:

1. It is not feasible to install an additional lateral;

2. Installing the lateral is cost prohibitive;
3. If the owner demonstrates that the lateral is sized large enough to accommodate projected flows from the property being served.

In no case shall multiple connections to a sewer lateral be permitted across property lines without the prior written consent of the District.

Statutory References:

Cross References:

History: Enacted 11-21-2019

1146 Connection Inspection

No person shall uncover, alter, disturb, tamper, or make any connection to the public system without authorization from the District. The person or contractor making a connection to the public system shall have the site prepared safe for inspection and must give the District at least two (2) business days advance notice, Saturdays, Sundays, and holidays excluded, when the sewer lateral, and/or sewer lateral stub is ready for inspection and connection to the public sewer. The connection shall be inspected, tested, and approved by a person authorized by the District prior to backfilling. No connection inspections shall be performed on Friday afternoon, weekends or holidays.

Statutory References:

Cross References:

History: Enacted 11-21-2019

1147 Existing System Abandonment

Once a property is connected to the public sewer, existing septic tanks, seepage pits and cesspools must be abandoned in accordance with the Missoula City-County Health Code Regulation 1. The Owner/contractor shall provide verification the abandonment was done in accordance with the Code.

Statutory References:

Cross References:

History: Enacted 11-21-2019

Chapter 12 - RESERVED

Appendix A

Table of Rates

Schedule of Rates, Fees and Charges

Descriptions	Rates, Charges, Fees	Billing Frequency
Annexation Application Fee	No Charge ¹	One-time
Benefited Property Charge	\$5.00/month ²	Quarterly for unimproved lot; Monthly for Users
Charge for Discontinuance Or Reestablishment of Service	Actual Cost to District	Each Occurrence
Connection Application Fee	\$200	One-time, upon
Delinquent Account Fee	\$60	Billed Annually on Sept 1
Extension Application Fee	Actual Cost to District	One-time, upon Submission of application
Industrial Discharge Permit Fee	No industrial discharge permitted at this time	Each change of use
Late Payment Fee	\$10	Each occurrence

¹ Must be accompanied by a Pre-design application

² Any combination of contiguous lots less than 7,600 sq ft having the same owner and billed to the same customer shall, for the purpose of this charge, be considered one lot.

Descriptions	Rates, Charges, Fees	Billing Frequency
Non-compliant Property Charge	\$ per VRU ³	Monthly
System Investment Fee - Treatment	\$8,553 per VRU ⁴	One-time, upon submission of Collection Application
- Collection	\$7153.85 Phase 1	
- Other phases will equal debt/lot		
Pre-design Application Fee	\$75	One-time
Service Request Application Fee	No Charge	Each change of ownership; Each change of use; Each remodel
Usage Charge ⁵	\$2.00/1000 gallons	Monthly
Wastewater OM&R Charge	\$ 70.84 per VRU	Monthly

Statutory References:

Cross References:

History: Enacted 11-21-2019

³ Equals Wastewater OM&R Charge

⁴Equals principal paid per parcel when treatment plant and collection system were built and financed

⁵Based on water meter or estimated by EDU rate per type of use

APPENDIX B

VRU Conversion Schedule

Volume Ratio Unit Conversion Schedule^{6 7 8}

Property Use	Units	VRUs per unit
<i>Single Family Residences</i>	Each	1.00
<i>Duplexes, Townhouses and Condominiums⁹</i>	Each	1.00
<i>Additional Residential Uses Jacuzzi or hot tub¹⁰</i>	Each	0.35
<i>Auto Service Stations¹¹</i>	Bay	0.35
<i>Bars or Taverns</i>	Seat	0.04
<i>Barber Shops and Beauty Salons</i>	Station	0.33
<i>Campgrounds¹² w/o sewer hookup</i>	Space	0.13
<i>With sewer hookup</i>	Space	0.27

⁶ No less than 1.0 VRU unit will be assigned any building that has a separate service line and/or that is to be billed individually for sewer service.

⁷ If more than one use category is applicable to a particular building, the building will be divided into areas of similar use categories and the net VRU for the building will be computed by adding the VRU determinations for each use category area. For example, if a portion of a building is used as a restaurant and a separate portion is used as an office, the building will be divided into a 'restaurant' area and an 'office' area and the VRU for the entire building will be the sum of the RU determined separately.

⁸ For uses not specifically described in this table the number of VRU assigned shall be determined on a case-by-case basis by the General Manager.

⁹ A residential building or portion thereof shall be considered a duplex, townhouse or condominium if it has more than one kitchen area, and any portion of a residential building or unit that can be used independently of the remainder of the residential building or unit, e.g. lock-off unit, shall be considered a separate residential building or unit.

¹⁰ Draining to the public system.

¹¹ Sanitary waste only.

¹² Does not include dump station.

Property Use	Units	VRUs per unit
<i>Churches¹³</i>		
w/o kitchen	Seat	0.01
with kitchen	Seat	0.02
<i>Coffee Shops, Snack Bars and Delis¹⁴</i>		
0 to 500 sq ft	Each	1.00
Greater than 500 sq ft	1000 sq ft	2.00
<i>Community Centers, Conference Rooms or Assembly Halls</i>		
w/o kitchens	Seat	0.01
With kitchen	Seat	0.02
<i>Daycare</i>		
	Child	0.12
<i>Dental or Medical Clinic</i>		
	Practitioner/shift	0.63
<i>Dormitories or Bunkhouses¹⁵</i>		
	Bed	0.18
<i>Fitness Centers and Gyms</i>		
0-1000 sq ft	Each	2.00
Greater than 100 sq ft	1000 sq ft	2.00
<i>Hospitals</i>		
	Bed	0.87
<i>Hotels and Motels</i>		
	Room	0.44
<i>Industrial Buildings¹⁶</i>		
	1000 sq ft	0.23
<i>Laundromats</i>		
	Wash Machine	2.58

¹³ Does not include daycare, school or other frequent usage.

¹⁴ No hot food prep other than microwave.

¹⁵ Communal sleeping without kitchen or food service

¹⁶ Sanitary waste only.

Property Use	Units	VRUs per unit
<i>Office Buildings</i>	1000 sq ft	0.58
<i>Rest Homes/ Assisted Living</i>	Resident	0.44
<i>Restaurants</i>	Seat	0.08
<i>Retail Stores</i>		
0-500 sq ft	Each	0.50
Greater than 500 sq ft	1000 sq ft	1.00
<i>Schools</i>	Student/faculty	0.08
<i>Swimming Pools¹⁷</i>	Customer	0.05
<i>Veterinary Clinic</i>	Practitioner/shift	0.63

Statutory References;

Cross References:

History: Enacted 11-21-2019

¹⁷ Sanitary waste only.

APPENDIX C

TEMPORARY RIGHT OF ENTRY FOR CONSTRUCTION EASEMENT

It is hereby understood and agreed by the parties as follows:

The District shall provide sewer service to properties with a completed sewer connection application/temporary right of entry for construction form, subject to the limitations set out in Seeley Sewer District Bylaws, Rules and Regulations and Montana laws and regulations now in force or as hereafter amended.

1. At the District's expense, during the construction phase of establishing the sewer system, the District shall:
 - a. **install a sewer lateral** which shall begin at the main line and extend to the point where Property Owner's drain line (from Property Owner's house or business) intercepts with the sewer line to the existing septic tank.
 - b. **connect the sewer lateral** from the Property Owner's drain line with the main line of the District at a place to be determined by the District to ensure that the service line has adequate slope and alignment to permit unobstructed flow from the point of interception to the sewer main line.
 - c. **decommission or abandon** Property Owner's existing septic tank or cesspool.
 - d. **be responsible for the removal** of obstructions such as sidewalks, driveways, fences encountered during service installation, and will also bring the disturbed surface substantially back to grade after installation and replace fences. **The District will not be responsible for replacing the individual landscaping, concrete or asphalt on private property.**

A temporary right of entry for construction is needed to perform this work.

1. **Property owner(s) shall:**
 - a. Complete the application for service connection and temporary right of entry for construction.
 - b. Remove any landscaping they desire to protect and personal property within the temporary construction zone in a timely manner once notice of construction is given.
 - c. Be responsible for the sewer lateral on their property once the 2-year warranty period as described in the Rules and Regulations expires.
 - d. Agree that no other wastewater service connections will be added to service lines without a permit from the District.

A completed form must be received before the published deadline to guarantee the sewer lateral and septic abandonment are included in the project budget and scope of work.

Temporary Right of Entry for Construction for Seeley Lake Missoula County Sewer District Project

PARTIES

1.1 GRANTORS. _____

1.2 GRANTEES. Seeley Lake Sewer District, a political subdivision of the State of Montana

2.1 PURPOSE. The purpose of this easement is for the temporary right of access for construction of improvements associated with the Seeley Lake Sewer District Project. The project will construct the sewer lateral and abandon the existing septic system.

2.3 LOCATION OF EASEMENT AND BURDENED PROPERTY. This easement is within 10' of the new sewer lateral and the existing septic system and burdens the following described real property owned by Grantors and situated in the County of Missoula, State of Montana:

2.4 RESTRICTIONS. The Grantees shall be restricted to construction of improvements associated with the Seeley Lake Sewer District Project on the real property described at paragraph 2.3.

2.5 TERMS OF EASEMENT. The term of this easement shall expire upon the physical completion of the project and shall expire no later than December 31, 2020.

2.6 ACKNOWLEDGEMENT. Grantor does hereby convey covenant to and with said Grantee, that they hold a possessory interest in the premises over the time period specified at paragraph 2.5, and that Grantor has the legal power to grant this temporary construction easement.

Temporary Right of Entry for Construction for Seeley Lake Missoula County Sewer District Project (pg 2)

IN WITNESS WHEREOF, the Grantor has executed this grant the day and year signed first above written.

Owner Date

Owner Date

Notary

STATE OF _____,

COUNTY OF _____;

This instrument was acknowledged before me on this _____ day of _____, in the year _____, by _____ as _____ of _____.

Signature of Notary Public

Printed Name of Notary Public

Title and Rank

Residing at

[My commission expires: _____]

APPENDIX D

SEELEY LAKE – MISSOULA COUNTY SEWER DISTRICT SERVICE AREA MAP

