



**NAVAJO WESTERN WATER DISTRICT**

**705 Navajo Road; Walsenburg, CO 81089**

**Telephone: 719-738-3130 / Email: [office@nwwd.us](mailto:office@nwwd.us) / Website: [www.nwwd.us](http://www.nwwd.us)**

## **RULES AND REGULATIONS**

**(Revised by NWWD BOD: October 2025)**

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## **SECTION I**

### **GENERAL CONDITIONS**

1. Any reference to Board or District will be construed to mean, Navajo Western Water District or Board.
2. **SPECIAL CONDITIONS:** Terms and conditions of several pertinent court decrees limits water usage, from Water District sources, to in-house use only with **NO** irrigation, including lawn and garden irrigation on any of the lots. A limited number of horses may be kept and watered from Water District sources in the Resorts, Filing #1 and the Equestrian Center, Lot 77 in Filing 4. These provisions are hereby incorporated within and made a part of the Rules & Regulations of the Water District.
3. The District reserves the right to make changes in these Rules and Regulations at any regular meeting of the Board of Directors, pursuant to Colorado Revised Statutes Volume 13, Part 10.
4. Any dispute as to the interpretation of these Rules and Regulations, or as to their application in any specific case, shall be submitted to the Board of Directors and thereon the Board decision shall be final.
5. **NO PRIVATE WELLS ARE ALLOWED WITHIN THE SUBDIVISION.**

## **SECTION II**

### **TAP FEES AND SERVICE CHARGES (See Appendix I for all charges)**

1. Once a water tap has been established to any lot, a monthly Base charge shall be levied plus a Loan Service Fee. When water is turned off for whatever reason, both portions shall continue to be assessed.
2. Any person desiring to have their water service temporarily turned off may do so at any time, by request, without a turn-off charge. This request may be in writing, or you may call the office during business hours. (We reserve the right to verify).
  - **NOTE:** The Board of Directors highly recommends that if you're not in your residence, your water should be shut off. There is no charge for turn-offs or turn-ons done by the technician during regular working hours. A phone call or a written note for this

service will save you dollars and the district water loss in case of a break.

3. **Locked Meter Maintenance Fee – (previously known as Abandoned Meter):** A Locked Meter is when the water has been turned off and locked because the owner has passed away, or the owner(s) are selling the property and will not be returning at any time before the new owners take possession of the property. An application is required to request a change in the status of the tap. The Locked Meter Maintenance Fee is charged because the lines are still maintained on the Navajo Western Water District side of the tap. The fee is currently \$10 (subject to change if new rates are approved). There is also a \$5 Loan Service Fee which every property with a tap must pay. This means that the total fee for a Locked Meter will be \$15 a month. In the case of the death of the property owner, the family or manager of the estate needs to complete an application to lock the meter. The \$15 fee will then be charged to the estate, until which time the property is sold. Until the application is filed with the Navajo Western Water District, the base water fee and loan service fee will be charged, which is currently a minimum of \$50 (subject to change upon approval of a water rate change.).

### **SECTION III**

#### **INSTALLATION AND MAINTENANCE**

- **ALL** water taps will be installed by David Rabideau, certified Operator Responsible Charge, referred to as ORC, Navajo Western Water District. **NO INDEPENDENT CONTRACTORS ARE ALLOWED.**
- ***The Only Exception for NWWD NOT to install the Tap*** is if the property which requires a Tap is adjacent to an asphalt road, the customer will need to hire a contractor to cut through the chip seal and then reseal the road. The customer is responsible for this expense.
- **The Service Line** from the water meter to the point of use on any lot may be installed at any time, after the required Tap-Fee has been paid. ***Once the Tap-Fee has been applied for and paid, the***

***actual tapping into the system must be accomplished within one year.***

- **If the tap is not installed within the 12-month period following purchase, and if the cost of materials has been adjusted in the interim, the lot owner must pay the prevailing tap fee at the time of installation. The amount previously paid shall be credited toward any new total. This provision pertains only to the lot for which the tap was purchased and is not transferable to any other lot without Board approval.**
  - **Any person that purchases a property with a TAP but WITHOUT A METER will need to purchase the meter parts at the current market price for NWWD to install. Once installed, the monthly fee will increase from the Locked Meter Maintenance Fee (currently \$10) to the base fee for water (currently \$45).**
- 1. Should the lot be sold before installation of the purchased tap, the prepaid fee is not refundable to the owner/seller.**
  - 2. The water service line from the water main to the property line and from the property line to the point of use is specified in Appendix II.**
  - 3. All tapping materials, meters, meter pits and some associated hardware shall be purchased from the district. All specifications for the installation will be furnished with the contract when the appropriate fees have been remitted to the District Office.**
  - 4. After Tap installation, maintenance of the water service line from exit point of meter yoke will be the responsibility of the lot owner. The district will be responsible for everything else back to the main line.**
  - 5. Navajo Western Water District does not assume the responsibility for installation of water pressure regulators. Placement will be on the owner's side of the meter and will be the owner's discretion as to where they want it to be placed, in the pit at the time of installation, or at the house.**

#### **SECTION IV**

#### **LIABILITY**

- 1. Any person found in violation of any provision of these rules and regulations should be served with written notice stating the nature of the violation and provided a reasonable time for satisfactory correction thereof. Any person whose water service is discontinued as a result of a violation shall not be entitled to a resumption of service from the**

**district until such time said person shall be in compliance with the District's Rules and Regulations, as determined by the Board.**

- **During the period of such suspension of service, said person shall continue to pay, or be liable for his/her base charge plus loan service fee.**

- 2. TAMPERING IS A FEDERAL OFFENSE IN ACCORDANCE WITH Section 42-300i-1.** Tampering will consist of any interference with components listed as water board responsibility. A fine of up to \$1,500. will be assessed, and repayment for cost of meter components will be charged.

## **SECTION V**

### **RIGHT OF ENTRY**

**Any member of the Board of Directors and the District's ORC shall be permitted to enter upon all properties of and in the district for the purpose of inspection, observation, measurement, sampling and testing in accordance with the provisions of the Rules and Regulations of the District.**

## **SECTION VI**

### **TRESPASSING**

**It shall be unlawful for any unauthorized person to trespass upon the premises owned by the district or in any manner interfere with the Water System or any part thereof.**

## **SECTION VII**

### **COMPLAINTS AND REPORTS**

**All complaints or reports of malfunctions pertaining to the central water system by any service customer shall be reported to the District Office at 719-738-3130. Office hours are 9:00 am - 12:00 pm on Monday, Wednesday & Friday of each week, other than holidays. In EMERGENCIES, problems threatening the health of customers, endangering private property or the water system should be reported to the ORC at 719-989-8191. If staff are**

unreachable, call the first available member of the Board of Directors for disposition at any time. Phone numbers of current Board Members are posted on the bulletin board at 705 Navajo Road and on the website at [www.nwwd.us](http://www.nwwd.us).

## **SECTION VIII**

### **DELINQUENT ACCOUNTS**

- 1. If payment is not received by the 25<sup>th</sup> of the month, a Late Charge of \$15.00 will be applied to the account. If the account becomes 90-days past due, a shut-off notice will be sent to the customer.**
- 2. If an account remains unpaid for three months, a lien will be placed on the account and a \$100 lien recording fee will be added to your account. The Lien will remain until the account is paid to current status.**
- 3. If a delinquent account continues to remain unpaid, in addition to disconnecting service (after proper notice) the District may certify delinquent accounts to the County Assessor for collection, to be added along with Property Taxes (CRS 32-1-1101(1)(e)).**

**REGULAR BOARD MEETINGS ARE SCHEDULED FOR THE 2<sup>ND</sup> THURSDAY OF EACH MONTH AT 1:00 PM AT THE NWWD OFFICE, 705 Navajo Road, Walsenburg.**

***The public is welcome to attend.***

## **APPENDIX I**

### **CHARGES, FEES AND FINES**

|                                                      |                           |
|------------------------------------------------------|---------------------------|
| <b>Tap Fees</b>                                      | <b>\$7,500.00</b>         |
| <b>Meter &amp; Parts</b>                             | <b>\$1,435.00</b>         |
| <b>Tap Installation</b>                              | <b>\$1,200.00</b>         |
| <b>Monthly Water Base Fee (includes 100 gallons)</b> | <b>\$ 45.00</b>           |
| <b>Monthly Loan Service Fee</b>                      | <b>\$ 5.00</b>            |
| <b>Water Rates (see attached schedule)</b>           | <b>**</b>                 |
| <b>Locked Meter Maintenance Fee –</b>                | <b>\$ 10.00</b>           |
| <b>Late Charges (After 25<sup>th</sup> of Month)</b> | <b>\$ 15.00</b>           |
| <b>Returned Check Charge</b>                         | <b>\$ 25.00</b>           |
| <b>Tampering with Meter (up to)</b>                  | <b>\$1,200.00</b>         |
| <b>Turn On or Turn Off at meter – after hours</b>    | <b>\$ 25.00</b>           |
| <b>(This amount will be added to your next bill)</b> |                           |
| <b>To Re-connect water for non-payment</b>           | <b>\$ 35.00</b>           |
| <b>Open Records Search Fee</b>                       | <b>\$ 20.00/hr.</b>       |
| <b>(in 15 minute increments)</b>                     |                           |
| <b>Copies</b>                                        | <b>Letter size \$ .25</b> |
|                                                      | <b>Legal size \$ .25</b>  |

**\*\* A current water rate schedule is provided**

**The Fee for a credit card payment is made by a third party.**

- If you pay by credit card you are charged a 3% convenience fee or \$2.00, whichever is higher, for either an online payment or in-person payment.**
- To cover the cost of processing a credit or charge card transaction, and pursuant to Section 5-2-212, Colorado revised statutes, a seller or lessor may impose a processing charge in an amount not to exceed the merchant discount fee that the seller or lessor incurs in processing the sales or lease transaction. A seller or lessor shall not impose a processing surcharge on payments made by use of cash, a credit card, or a debit card or redemption of a gift card.**



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## **WATER RATE SCHEDULE**

(Approved by NWWD Board 2024Sep24)

**THIS WATER RATE SCHEDULE IS EFFECTIVE: JANUARY 1, 2025**

### **MINIMUM**

A Base Fee of \$45.00 is assessed monthly for all metered customers regardless of usage. The Base Fee includes 100 gallons of water.

The Loan Service Fee of \$5.00 is assessed monthly for all metered customers regardless of usage. This Loan fee is used for the purpose of paying back the State Loan. The Total Minimum amount due Monthly is \$50.00 plus the Fees for Water Usage.

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**Locked Meter Maintenance Fee:** A \$10.00 Fee in addition to the \$5.00 Loan Service Fee will be assessed monthly for properties meeting the criteria for Locked Meters. *The Locked Meter Application can be obtained from the office upon request.*

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### **WATER USAGE RATE**

| <b>TIERS</b> | <b>Gallons Used:</b> | <b>Rate</b>                                   | <b>Loan Service Fee</b> |
|--------------|----------------------|-----------------------------------------------|-------------------------|
|              | 0-100:               | Base Fee = \$45.00                            | + \$ 5.00               |
| I            | 101-2,000:           | Base Fee + \$5.00 /1000 gallons or .005/gal   | + \$ 5.00               |
| II           | 2,001-5,000:         | Base Fee + \$5.50 /1000 gallons or .0055/gal  | + \$ 5.00               |
| III          | 5,001-6,500:         | Base Fee + \$6.00 /1000 gallons or .006/gal   | + \$ 5.00               |
| IV           | 6,501- 9,000:        | Base Fee + \$15.00 /1000 gallons or .0150/gal | + \$ 5.00               |
| V            | 9,001 and Up:        | Base Fee + \$100.00 /1000 gallons or .10/gal  | + \$ 5.00               |

**9,001 gallons and up: In addition to the Base Fee and Loan Service Fee, an Overage Penalty Fee of \$500.00 will be assessed (monthly).**

**PAYMENTS** are due on or before the 25<sup>th</sup> of the month. Any payments received after the 25<sup>th</sup> of month, your account is charged a \$15.00 late fee. (To avoid any late fees, please ensure that payment for that month is made in full – thank you).

**IMPORTANT NOTICE:** The Augmentation Plan mandated by the State of Colorado requires the Navajo Western Water District strictly enforces the in-house water rules. **NO OUTSIDE WATERING IS ALLOWED FOR ANY REASON** including lawns, gardens, car washing, etc. Violation of this ruling can lead to fines or even **water shutoff**. If the District does not enforce this ruling, the State has the authority to shut down the water supply to the entire area.

**DO NOT TAMPER** with/or **OPEN** your **METER PIT**. It is the property of the Navajo Western Water District (NWWD), and you will be held responsible for any damage to any of the components or frozen lines that can occur from not resealing the meter lid properly. Damages can include from \$500.00 up to \$8,000.00 for repairing effective water infrastructure. If you are found tampering with this meter pit, a fine of up to \$1,500.00. will be assessed and repayment for the cost of the meter components will be charged. (Ref: *NWWD Rules and Regulations*)



## **APPENDIX II**

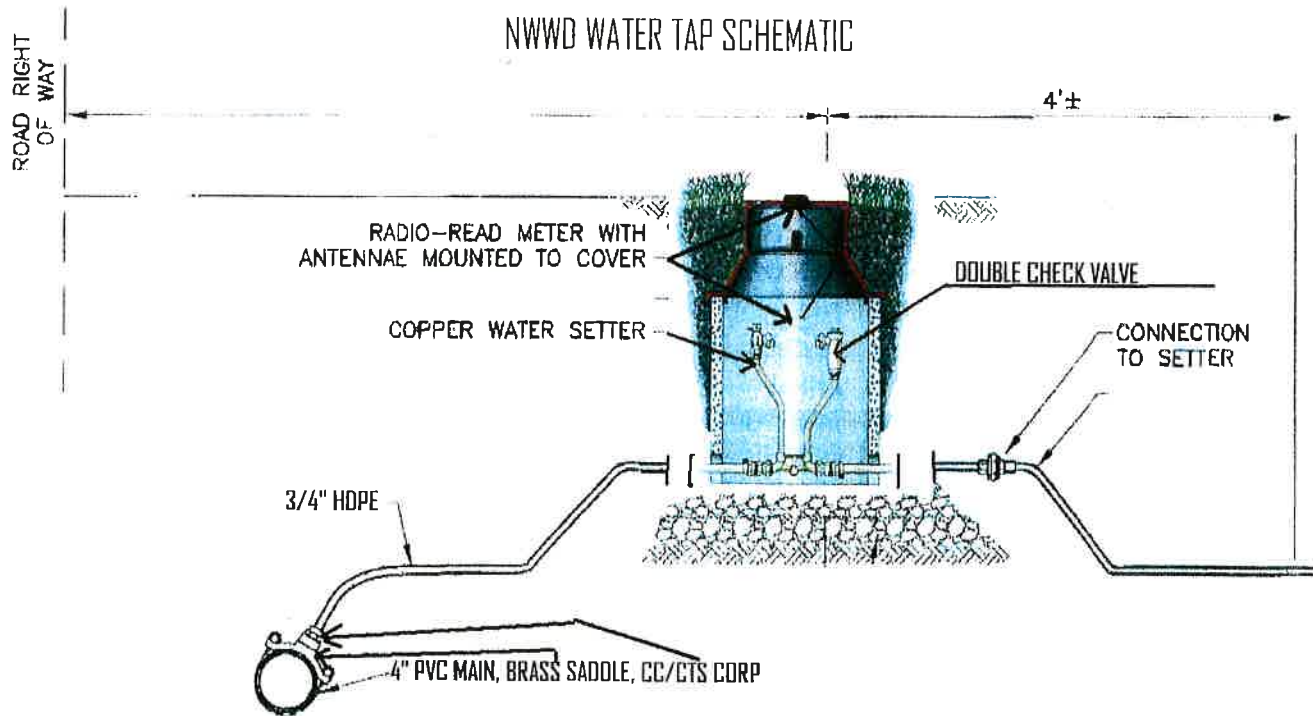
### **SPECIFICATIONS OF WATER METER& TAP INSTALLATIONS**

- 1. All lines must be clean and flushed out, to the technician's satisfaction before the connection can be made.**
- 2. Tap to meter pit shall be "PVC" 300-psi pipe.**
- 3. Service line must be "PVC" 300-psi minimum.**

**All water service line ditches from the water mains to the property lines shall be backfilled and compacted and the road gravel restored in the best manner possible. All backfill material around water mains and service lines and for one foot above said lines shall consist of natural soil, and gravel with no aggregate to exceed one-half inch in diameter. No backfilling shall commence until an inspection is made and the District Technician gives approval.**

**Lot owners will be responsible for any dig, access or permit fees as required by the County regarding tap installation. The lot owner is also responsible for the repair (patching) and maintenance, to County specifications, for a period of three years when it is necessary to dig through blacktop or chip and seal to access the water main in the road when installing a tap.**

**(See attached schematic)**



All water service line ditches from the water mains to the property lines shall be backfilled and compacted and the road gravel restored in the best manner possible. All backfill material around water mains and service lines and for one foot above said lines shall consist of natural soil, sand and gravel with no aggregate to exceed one-half inch in diameter. No backfilling shall be commenced until an inspection is made and the District Operator or Technician gives approval.

Lot owners will be responsible for any dig, access or permit fees as required by the County with regard to tap installation. The lot owner is also responsible for the repair (patching) and maintenance, to County specifications, for a period of three years when it is necessary to dig through blacktop or chip and seal to access the water main in the road when installing a tap.

### **APPENDIX III**

#### **Notice to NWWD Customers Regarding Our Policy for Unusually High Water Bills - Due to Leaks**

**This policy relates only to water bills that exceed \$150.00 in one month and where such a bill is at least five times greater than the average bill for the previous 3 months for the property and the high-water bill resulted from a verified leak.**

**If your bill falls within this policy, you may request a reduction or a payment plan that will enable you to pay the bill.**

- 1. Any request for a bill reduction, or for a payment plan, must be made in writing by the 7<sup>th</sup> day of the month after the high overage was detected. (Please attach any receipts for repair).**
- 2. Your request will be submitted to the Board of Directors at the next regularly scheduled meeting following receipt of your written request. You may attend the Board meeting to answer any questions.**
- 3. The Board, in its sole discretion, will determine if your circumstances warrant a reduction and the amount of any reduction or payment plan and the payment plan schedule. In exercising its discretion, the Board will consider all the circumstances including the following factors (a) whether you paid the normal amount of your bill by the due date of the bill in question where the “normal” amount will be assumed to be the amount for the previous month; (b) the probable amount of time that the water was leaking; (c) whether you took all possible action to locate and stop the leak as soon as the leak would have been apparent to a reasonable person; (d) if the leak occurred as a result of a frozen pipe, whether you took all reasonable precautions to prevent pipes from freezing including calling the business office to have your water turned off if the house was vacant during freezing weather; and (e) whether you provide proof that you filed an insurance claim that includes the amount of the water bill. Unless the circumstances are exceptional, no reduction in your bill will be granted if your house was vacant and you failed to request that your water be turned off at the meter before the leak occurred.**

- 4. If the Board reduces your bill or offers a payment plan, you must pay according to the schedule offered by the Board. If you fail to pay according to the time schedule offered by the Board, the full amount of the original bill will become immediately due and payable and the Board will only consider any further requests for reduction or a payment plan under extenuating circumstances, which, in the Board's discretion, warrant further consideration.**

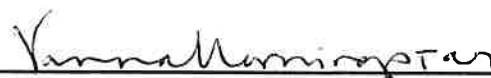
## **APPENDIX IV**

**This document replaces any/all previous Rules and Regulations and Amendments for the Navajo Western Water District, as of this date.**

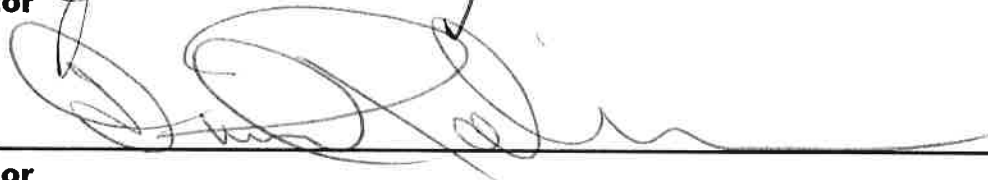
**This document was Revised and signed by the BOD on October 9<sup>th</sup> , 2025.**

  
\_\_\_\_\_  
**President**

  
\_\_\_\_\_  
**Vice-President**

  
\_\_\_\_\_  
**Treasurer**

  
\_\_\_\_\_  
**Director**

  
\_\_\_\_\_  
**Director**