

**NAVAJO WESTERN WATER DISTRICT**  
**705 Navajo Road; Walsenburg, CO 81089**  
**Telephone: 719-738-3130 / Email: [office@nwwd.us](mailto:office@nwwd.us)**

# **RULES and REGULATIONS**

(Rev. by NWWD BOD: Jan.2023)

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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. Effective as of the date of the District Court Decree, May 24<sup>th</sup>, 1974 all contractors connecting to the water facilities within the District shall abide by the current Rules and Regulations of the District. Furthermore, 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.
3. The Colorado Water Division No. 2 on the basis of water being furnished to all lots within the District for in-house use only has approved the District augmentation plan.
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 shall be final.
5. A water tap will be required for each lot platted within the District.

## **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 discontinue their water service may do so at any time, by request, with no turn-off charge. This request may be in writing, or you may call the office during business hours.

If payment of bill is not received by the 25th of the month a Late Charge of \$15.00 will be applied to the account. NOTE: On the 3<sup>rd</sup> month of non-payment the water will be shut off until bill is paid in full.

NOTE: The Board of Directors highly recommends, that if you're not in 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

### **SECTION III**

#### ***INSTALLATION AND MAINTENANCE***

1. 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 tap fee cost 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 owner who made the tap purchase and is not transferable to any other lot.

2. Should the lot be sold before installation of the purchased tap, the prepaid fee is not refundable to the owner/seller. However, upon request by the buyer to the District Office for credit of the prepaid amount, accompanied by documentary evidence of particulars (paid by whom, when, amount, specific lot), such credit may be granted toward the current tap fee if the information presented is consistent with District records.
3. 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.
4. 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.
5. 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.
6. On December 14, 1995 a motion was passed on water pressure regulators. It reads that Navajo Western Water District does not assume the responsibility for installation of water pressure regulators. Placement will be on owner's side of the meter and will be owner's discretion as to where they want it placed. In the pit at time of installation, or at the house.

## **SECTION IV**

### ***LIABILITY***

1. Upon being issued a permit to tap any water main, the property owner shall assume the responsibility for all damages, costs, expenses, outlays and claims of every nature and kind arising out of the unskillfulness or negligence, on the part of himself or on the part of his agents in connection with the installation or excavation in preparation for making water main tap.
2. Any person found to be in violation of any provision of these rules and regulation shall be served written notice stating the nature of the violation and provided a reasonable time for satisfactory correction thereof. Any person who shall immediately have their water service discontinued 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 system maintenance charge as was previously required.

3. Tampering will consist of any interference with components listed as water board responsibility, in Section III Item 4 (Water Meter & Tap Installation). Including entry to meter pit and contents. A fine of \$200 will be assessed and a lien will be filed against property.

## **SECTION V**

### ***RIGHT OF ENTRY***

Any member of the Board of Directors and the District's Technician 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 (see Appendix I for Violation/Fines).

## **SECTION VII**

### ***COMPLAINTS & 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 – 12:00 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 district Operator at 719-989-8191. If staff are unreachable, call the first available member of the Board of Directors for disposition at any hour. Phone numbers of current Board Members are posted on the bulletin board at 705 Navajo Road.

## **SECTION VIII**

### ***RIGHT TO LIEN***

Any unpaid account reaching \$100.00 shall constitute a lien against the property until such time it is paid in full.

***REGULAR BOARD MEETINGS ARE SCHEDULED FOR THE 2<sup>ND</sup> THURSDAY OF EACH MONTH AT 1 PM.***

***PUBLIC WELCOME***

## **APPENDIX I**

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

Tap Fees	\$7,500.00
Meter & Parts	\$1,435.00
Optional District Installation	\$1,200.00
System Monthly Base Charge	\$ 45.00
Monthly Loan Service Fee	\$ 5.00
Water Rates are Charged by 1000 gals. Used *	*
Abandoned Meter Fee	\$ 10.00
<i>(by customer request with NWWWD criteria met)</i>	
Late Charges (After 25 <sup>th</sup> Of Month)	\$ 15.00
Bad Check Charge	\$ 25.00
Tampering With Meter	\$ 200.00
Turn On or Turn Off at meter – non-working hours each	\$ 25.00
Turn On or Turn Off at meter for non-payment each	\$ 25.00
Cost Of Lien Being Placed or Released each	\$ 50.00
Open Records Search Fee In 15 minute Increments	\$ 5.00/hour
Copies -	
Letter Size	\$ .25
Legal Size	\$ .50

\*A current water rate schedule is provided (by request)

## APPENDIX II

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

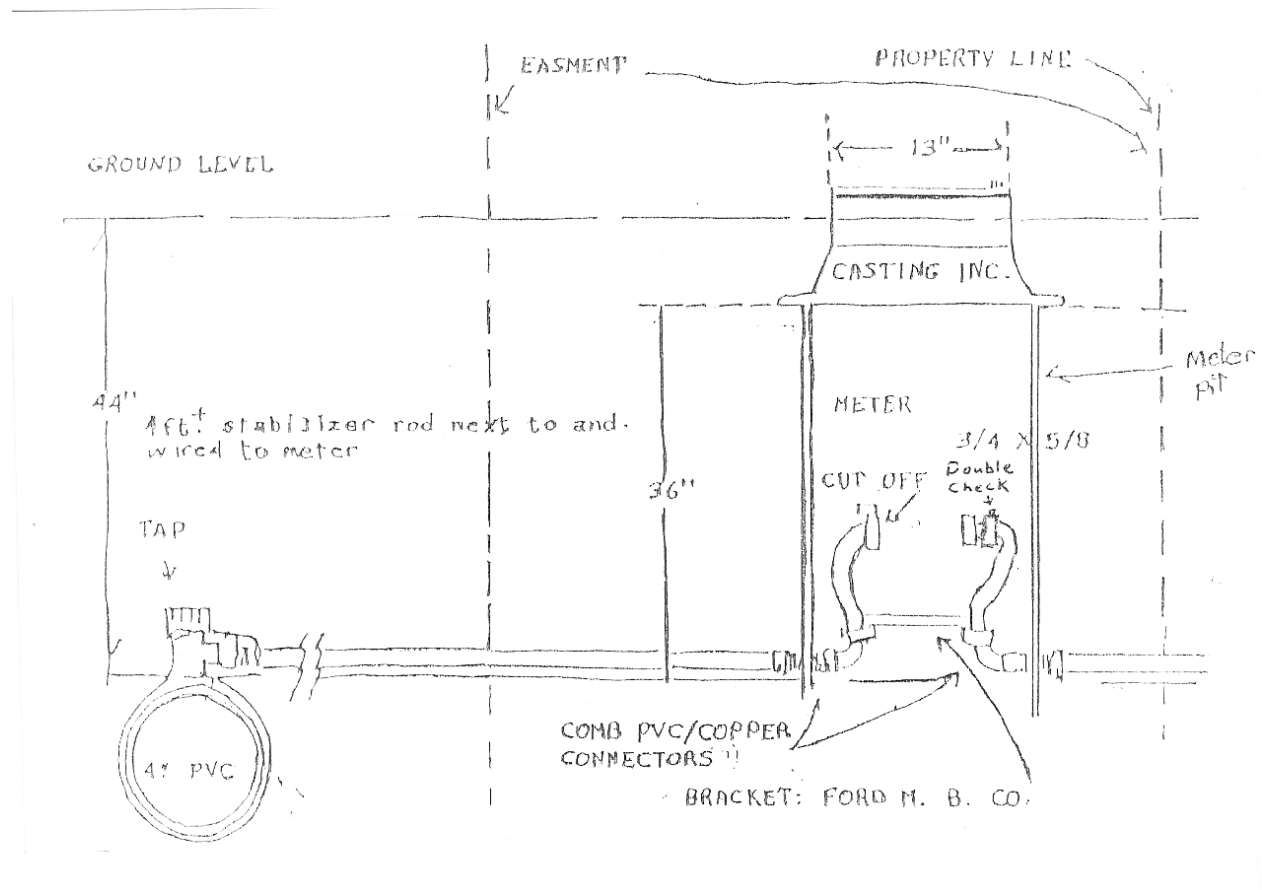
**Please Note:** Our certified technician must be notified and present when any and all connections are made to the system transmission and distribution lines.

- All lines must be clean and flushed out, to the technician's satisfaction before connection can be made.
- Tap to meter pit shall be "PVC" 300-psi pipe / Schedule 40 (or copper)
- 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 be commenced 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 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.

*(See schematic below)*



## **APPENDIX III**

(Rev to format 2023 06/msb)

### **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 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 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 no more than 15 Calendar days from the date printed on the unusually high bill.
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.

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NWWD business office is generally open from 9:00 AM to 12:00 PM, Monday, Wednesday and Friday and can be reached by calling 719-738-3130. There is no charge of having your water turned on or off at



the meter by NWWWD. If you turn the water on or off at the yourself, you will be subject to a \$200.00 fine for tampering with the meter equipment.

## **APPENDIX IV**

This document replaces any and 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 April 2025.

*Dated* \_\_\_\_\_

\_\_\_\_\_  
President

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

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Director

