

Introduction

In order to maintain the water system so that all facilities are available for use to meet emergency needs and to assure that all water users pay their fair share of the cost of providing water service to all customers it is important that the City restrict the use of fire hydrants.

Connections to fire hydrants located on water lines owned by the City of Durango shall be prohibited except by the Durango Fire Protection District or as may be specifically approved by the Director of Utilities in writing and in which case the exception shall meet these Hydrant Use Policy conditions.

Fire hydrant permits are issued pursuant to the operating rules of the Durango Utilities Department ("Durango Utilities") and are subject to the Durango Utilities Operating Rules and Durango Utilities' Engineering Standards.

Employees of Durango Utilities shall be allowed to examine a hydrant permit when the hydrant is in use. Durango Utilities will charge a permit fee to recover the costs of testing the meter, billing and collecting, and monitoring the permit.

Hydrant Permit Regulations

Hydrant Permit Fee and Meter Lease: \$300 per six month term

Hydrant Meter and Backflow Security Deposit: \$1,700

Durango Utilities may issue a permit to take water from a hydrant for such uses as construction, cleaning or other events.

Permits are available for use within the City of Durango only. The Permit Holder can only use water for permit-specified purposes within the term of the permit. **No hydrant water may be used for human or animal consumption or contact without compliance with the [Colorado Department of Health and Environment Water Hauler Rule 11.41](#) including sampling, reporting, recordkeeping and all other required items. Durango Utilities may and shall receive records of such requirements upon request.**

Permit application, renewal and meter lease

A 3-inch meter owned by the City of Durango must be leased from Durango Utilities' Meter Shop at the time of issuance of a Hydrant Use Permit. The leased equipment will include:

- Hydrant Meter
- Backflow Prevention Assembly

Each meter and assembly will have been calibrated and tested for accuracy and to ensure full functionality.

If the City of Durango has no hydrant meter and assembly available at the time the applicant requests service, the applicant may supply a hydrant meter which meets or exceeds the requirements of the Utilities Department. Any such hydrant meter and assembly shall be inspected and calibrated by City

personnel. A permit must still be paid for, issued, and be available for inspection when such meter is in use.

All permits automatically expire six (6) months from date of issue. Permits are valid the date of issuance and will not be pro-rated. Renewal requirements include:

- Having the meter calibrated and tested at Durango Utilities' Meter Shop
- Paying any past due invoices in full

Security Deposits

A security deposit shall be collected upon issuance of a meter in conjunction with a hydrant use permit. Such deposit shall be retained for the term of the lease and any renewal period. Upon the expiration of the lease and return of the meter – whichever occurs later, the condition of the meter will be evaluated and any service or parts costs will be itemized and deducted from the deposit prior to its return. Return of the deposit along with any itemization will occur within 60 days of the return. Interest shall not be considered for upon any hydrant meter deposits.

Location of Hydrants for Use

Applicants will contact the Durango Utilities personnel for an approved fire hydrant location(s) for use connection

Cold Weather Usage

During operations where freezing temperatures may be expected the applicant shall be responsible for closing the hydrant valve, draining, as well as removing the hydrant meter from the fire hydrant being used, each day that the hydrant meter is in place.

Permission for subcontractor use

Subcontractors or secondary parties may be allowed to use the Permit Holder's meter if the Permit Holder as provided in writing prior to such use, documentation to Durango Utilities indicating that the subcontractor has permission to use the meter. Without this documentation, Durango Utilities may consider the meter stolen and confiscate the leased items. The Permit Holder will remain liable for all usage and any damage according to the lease agreement and this policy regardless of reassignment or allowance of use to a subcontractor or other party

Changes in permit or meter ownership

This permit is issued to the permittee for specific activities, to a specific user. This permit shall not be sold, traded, **assigned, transferred, or sublet.**

Hydrant Use Operating Rules and Procedures

The hydrant must be opened with a hydrant wrench to prevent damage, and the valve must be fully open when in operation. Hydrant damage will be charged to the Permit Holder. It is a violation when equipment in disrepair causes water waste.

The Permit Holder must have a copy of the permit available for inspection must ensure the meter and RP remain within sight when the meter is in use before 7 a.m. or after 5 p.m. every day of the week and all hours Sunday. Failure to comply may result in confiscation of the meter and backflow assembly.

Assembly support

The Permit Holder is responsible for ensuring proper support for the meter and RP attached to any Durango Utilities hydrant.

Acceptable RP support means the RP is:

- Properly supported at all times
- Upright (at least 12 inches above the ground/grade)
- Away from areas prone to water pooling

The only acceptable meter support is a jack stand, also known as pipe jack or valve support, as shown below.

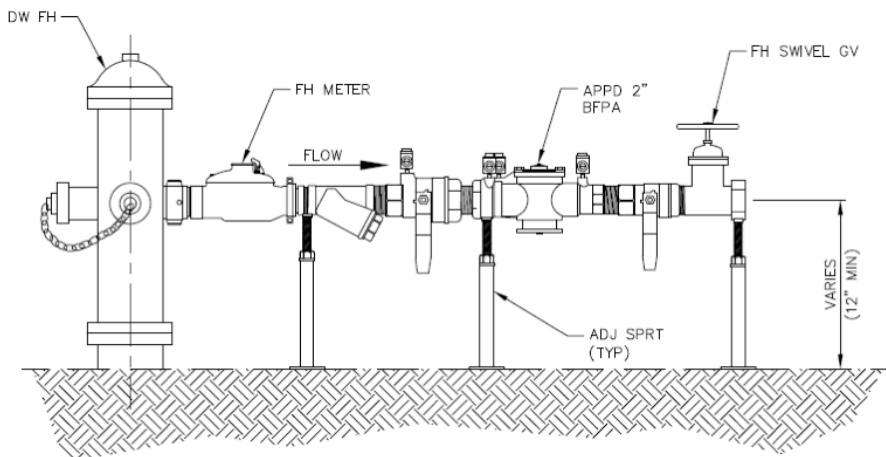


Image Credit: Denver Water

Any person involved in the unauthorized use of hydrant water will be charged for: the water taken, the costs incurred to investigate and correct the use, penalty fees, and other remedies authorized by law or approved by the City of Durango.

Those involved in unauthorized use are ineligible for new permits until paying for past hydrant water use and penalties.

Hydrant use violation penalties

- 1st violation: \$500
- 2nd violation: \$1,000
- 3rd violation: \$1,500 and a 90-day suspension of all active permits

Example of hydrant use violations:

- Use of a hydrant with an expired or a revoked permit.
- Failure to properly support the backflow assembly when attached to hydrant.
- Failure to attach an RP backflow prevention assembly while operating hydrant.
- Failure to elevate the RP backflow prevention assembly while in use.
- Failure to remove and drain hydrant meter when under freezing conditions
- Failure to provide documentation stating the permit holder has given permission to a subcontractor to use the permitted backflow assembly.
- Use of a pipe wrench or any device other than a proper hydrant wrench to open and close the hydrant.
- Equipment in disrepair resulting in water waste.
- Other unauthorized use, misuse, theft or other dishonesty involving Durango Utilities hydrants or hydrant water use.

Durango Utilities may revoke all existing permits issued to a permit holder, for reasons including, but not limited to, the following:

- Failure to pay Durango Utilities invoices within 60 days.
- Numerous violations issued to permit holder within the same permit term.
- Any other unauthorized use, misuse, theft or other dishonesty involving Durango Utilities hydrants or hydrant water use.

Durango Utilities may revoke all permits for reasons that include, but are not limited to:

- Failure to report monthly usage or remit payment to Durango Utilities within 90 days of an invoice
- Receiving multiple violations within the same permit year.
- Any other unauthorized use, misuse, theft or dishonesty involving Durango Utilities hydrants or hydrant water use

After loss of privileges and denial of future permits, unauthorized use may result in criminal and/or civil charges.

Hydrant Use Monthly Rates, Usage Reporting and Billing

The permit holder is responsible for any water consumption through the hydrant meter. All consumption charges must be paid to Durango Utilities on a monthly basis for all usage during the term of the permit (within 30 days of invoice). Electronic check payments are accepted on [Durango Utilities' website](#).

Rates

Rates for usage from City of Durango Hydrants is equivalent to rates for commercial or industrial usage within the City per ordinance. Below is a representation of the rate in 2017, however such rate is amended from time to time by Council action and any update of such rate shall apply regardless of its publication within this document.

Per 1,000 Gallons of Usage

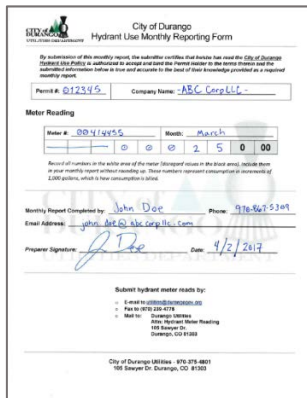
Commercial/Industrial	Winter
0 to 300000 Gallons	\$ 4.91
300000 + Gallons	\$ 6.38
Commercial/Industrial	Summer
0 to 300000	\$ 4.91
300000+	\$ 7.01

(Effective January 1, 2017)

Summer rates apply to usage for the months of May through September (billed in June through October).

Reporting consumption

A meter reading must be taken and reported to Durango Utilities on a monthly basis. The meter reading must include a written reported number and photographs of both the meter register and meter id number (see example below).



City of Durango Hydrant Use Monthly Reporting Form

The submission of this monthly report, the customer certifies that he/she has used the City of Durango Hydrant Use Policy in accordance to accept and send the Meter reader to the area meter and the submitted information below is true and accurate to the best of their knowledge provided per required monthly report.

Permit # 012345 Company Name: ABC Corp Ltd.

Meter Reading

Meter # 0041455 Month: March

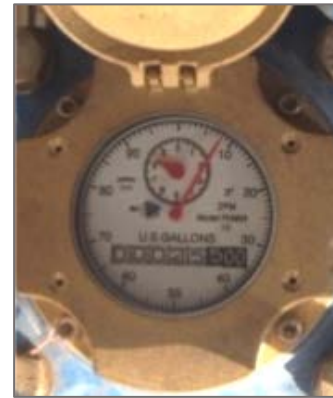
Record all numbers in the white area of the meter (shaded areas in the black area), include them in your monthly report without rounding up. These numbers represent consumption in increments of 1000 gallons, which is their consumption in total.

Monthly Report Completed by: John Doe Phone: 970-667-5244
 Email Address: john.doe@abc.corp.ltd.com

Proprietor Signature: [Signature] Date: 4/2/2017

Submit hydrant meter reads by:
 - Email to: 2020@durango.co
 - Fax to: 970-244-2178
 - Mail to: Durango Utilities, 100 Durango Water Reading, 100 Durango, Durango, CO 81303

City of Durango/Utilities, 970-278-4603
 100 Sawyer Dr., Durango, CO 81303



City of Durango Hydrant Use Policy

Monthly water consumption, including zero consumption, must be reported to and received by Durango Utilities between the 1st and the 5th of each month. Verbal reports are not accepted.

Submit hydrant meter reads by:

- E-mail to utilities@durangogov.org
- Fax to (970) 239-4775
- Mail to: **Durango Utilities**
Attn: Hydrant Meter Reading
105 Sawyer Dr.
Durango, CO 81303

Penalty for failure to report

Failure to report monthly meter readings on time and in sequence will result in accrual of all applicable fees and penalties which apply to any municipal water user, including but not limited to late fees, disconnection fees, collections, liens and/or any other method of collections.

Billing

Hydrant permit users will be billed on a monthly basis for the usage reported in the prior period. Such users may be subject to late or other fees for late payment or other billing issues. In addition a drought surcharge may also apply in periods of declared drought.

If you have any questions about reading meters or any other aspects of the hydrant use program, please contact:

Durango Utilities - (970) 375-4801