

**Cave Bay Community Services, Inc.
P.O. Box 115
Worley, ID 83876-0115**

Drinking Water/Wastewater Treatment System Policy

- 1) Applicability:** The Cave Bay Community Services (CBCS) Wastewater Treatment System and the Drinking Water System are designed for and designated for the exclusive use of facilities located within the CBCS community. No other residences or facilities may be connected to the system. Prior to connecting to the drinking water/wastewater collection system Residents must complete the Application for Water & Sewer Line Connection (Attachment 1) and pay the appropriate connection fee. Requirements, including permits, of Panhandle Health District, Kootenai County, State of Idaho or Coeur d'Alene Tribe must be met by the land owner.
- 2) Customer Service:** CBCS strives to provide quality service to our community residents. CBCS will maintain the system in good and safe condition. CBCS will provide locating services when necessary to properly locate existing lines and the maintenance staff will provide consulting services and recommendations for resolution of problems a resident may encounter with system components for which the resident is responsible.
- 3) System Maintenance:** CBCS will maintain the waste treatment ponds, irrigation system, lift station pumps and collection lines in good and safe working order. CBCS will maintain the wells, wellhouse, distribution pipe and storage tanks in good and safe working order. The wastewater system is pressurized and all residential connections must have at least a one-horsepower lift pump installed between the septic tank and the line connecting to the CBCS-maintained line.
 - a) CBCS responsibility for the collection system ends at the backflow connection to the main line. Residents are responsible for the line connecting the CBCS main backflow preventer and their own backflow preventer at the residence lift pump.
 - b) CBCS is responsible for drinking water distribution lines to the property line valve. Homeowners are responsible for the pipeline from the property line valve to their home.
 - c) Residents must have their individual tanks pumped and inspected on a regular basis. The tanks must be pumped and inspected at least once every five (5) years. Residents must complete a certification form (Attachment 1) and provide it to the CBCS Bookkeeper. **Failure to have tanks pumped and inspected may result in CBCS having the service performed and billed to the resident.**
 - d) New connections to the system will be made only after payment of the connection fee to CBCS and under the supervision and inspection of the CBCS Wastewater/Drinking Water System Operator or designee.
- 4) Fees and Charges:** All fees and charges must be initially approved by the CBCS general membership. Once a fee or charge is approved and established it may be adjusted annually per the corporation bylaws. All applicable fees and charges will be sufficiently explained on the annual assessment invoice. There are three fees associated with this system: **Connection, Capital Improvement and Operations and Maintenance.**

- a) **Connection:** An initial hookup fee provides for inspection service by the CBCS Wastewater Treatment/Drinking Water operator, shutoff valve, and a riser. This fee is determined by the Board of Directors and approved by the CBCS General Membership.
- b) **Capital Improvements:** The Cave Bay Community has previously approved an annual fee of \$400.00/lot for capital improvements to the potable water and \$75/lot to waste water treatment systems (June 2020). Large capital projects (>\$10,000.00) may be funded by grants and/or loans should they be available. Assumption of debt by CBCS with subsequent repayments must be approved by the general membership in accordance with the association bylaws. CBCS has an existing loan from the Idaho Dept. of Environmental Quality for improvements to the waste water treatment system. This loan in an amount not to exceed \$1,395,000.00 was approved by a special ballot of the CBCS membership in April 2013. The measure was approved by a majority vote (162.5-yes, 48-no) of the membership. CBCS is applying for a second loan from IDEQ and distributing a special ballot to CBCS membership in April 2024.
- c) **Operations and Maintenance:** All system Operations and Maintenance (O&M) expenses will initially be charged to the appropriate CBCS Fund (drinking water or wastewater). System O&M costs consisting of labor, supplies, parts, and utilities will be tracked. Any shortage in collection of Waste Water/Drinking Water Treatment fees will be absorbed by the General Fund and overages will be carried forward to the next fiscal year. The annual total of these costs will be prorated among the system users based on their occupancy status as defined herein. To determine the amounts chargeable for the next fiscal year, an amount chargeable to full-time residents will be established based on this data sufficient to meet the preceding year's O&M costs, allowing for proration among all users of the system. (See Attachment 3) The amount chargeable to full-time residents will be credited to the general fund and then charged to the Waste Water/ Drinking Water O&M fund. This fee will only be charged to lots with residences or other facilities equipped with one connection/lot in the drinking water system and at least one toilet or other fixture draining into the CBCS waste water collection system. This process will be performed at least every other year.
- d) Occupancy will be established based on the certification form (Attachment 2 or similar instrument) period of residency question response.
 - i. **Full-time residents**, defined as those residences continuously occupied more than six (6) months each year, will pay a fee equal to the base rate
 - ii. **Part-time residents**, defined as those residences continuously occupied more than four (4) months but less than six (6) months, will pay a fee equal to 75% of the established base rate.
 - iii. **3. Occasional residents**, defined as those residences occupied less than four (4) months will pay a fee equal to 50% of the established base rate.

5. Items not covered. Any item not covered by the above will be brought before the Cave Bay Board of Directors for resolution.

APPLICATION FOR WATER AND/OR SEWER LINE CONNECTION

Adopted May, 2009

Only licensed & bonded contractors are permitted to install water & sewer connections to a Cave Bay water or sewer main.

Property Owner: _____ Date of Application: _____

Present Mailing Address: _____
Street or P.O. Box # City State ZIP Code

Location of property where water or sewer connections are to be completed: Add _____ Lot _____
Block _____

Physical address (if known): _____

This application must be completed and fee paid before work is started.

FOR THE PROPERTY OWNER: I agree to have Cave Bay personnel and their licensed water & sewer operator determine an appropriate location for these water and/or sewer connections, as near as possible to my requested location. I also agree that these connections will be completed at a time that is agreed upon by property owner and Cave Bay personnel or representatives.

I also certify that I personally will complete plumbing installations to the water and/or sewer connections and I will assume full responsibility for compliance with Title 39, Chapter 27, Idaho Code. If someone else completes plumbing installations for me, I agree that person will be licensed as a plumbing contractor by the State of Idaho as provided by Section 39-2715 IC. I also certify that I will comply with the latest edition of appropriate manuals of standard practice pertaining to the cross connection control approved by the State of Idaho (or regulations set down in IDAPA 16.01.08601.04.a, together with the latest edition of appropriate manuals of standard practice pertaining to cross connection control.)

Signature of Property Owner _____ Date _____

Application received by: _____ Date _____

Application approved by: _____ Date _____

Application approved by: _____ Date _____

Application must be approved by a Board Member & Cave Bay licensed water & sewer operator.

NOTE; ALL CONNECTIONS MUST BE INSPECTED PRIOR TO BACKFILLING. FAILURE TO DO SO WILL RESULT IN NO WATER OR SEWER AND PROPERTY OWNER WILL HAVE CONTRACTOR RE-DIG TAP AREA FOR INSPECTION AT OWNER'S EXPENSE.

Final Inspection approved by: _____ Date _____

(Final inspection must be approved by CBCS Licensed Water & Sewer Operator.)

Attachment 1

Septic Tank and Occupancy Certification Form

Instructions: Complete certifications below and send to Cave Bay Community Services, Inc., P.O. Box 115, Worley, ID 83876-0115 or e-mail to cavebaycommunity@yahoo.com. You must complete this certification at least every 5 years or more often if conditions change.

Name: (please print) _____

Cave Bay Address: _____

I hereby certify the septic tank for this residence was pumped and inspected on _____

I hereby certify our residence occupancy as follows (check one):

- 1) We are full-time residents of Cave Bay. _____
- 2) We are part-time (greater than 4 months, but less than 6 months) residents. _____
- 3) We are occasional (less than 4 months) residents. _____

Signature: _____ Date: _____