



TRUSTEES' POLICY DOCUMENT

SUBJECT: Water Service Upgrade Policy

POLICY #: WTR 03 Date Adopted: 12-16-2006,
Updated 04/19/2008
Confirmed by Trustees' Motion: 1-20-2007, Update
confirmed 05/17/2008

Policy statement:

Background- Sky Meadows is a developing community south of Cle Elum. At elevations significantly higher than the Yakima River valley, water system operations are challenging. During the first 30 years of development the community has consistently invested in both source and distribution facilities in order to meet the needs of members. At times, the rate of growth in community water use has exceeded the growth in capacity. The most significant result of limited water supply was a Washington State imposed building moratorium beginning in 1991. This policy was created as the development of additional source capacity occurred and is intended to be utilized as a governing policy to regulate development with water system supply.

Purpose- This policy is intended to provide for management of the Group A water system that is consistent with agreements forged between the Department of Health and Sky Meadows. It establishes the framework for managing the four-tier service system as established with state and county officials during a meeting on January 18, 2003. It provides the guidelines to allow the board of trustees to prudently and fairly assist members that wish to increase water use for their property. The intent of the policy is also to insure that current system users maintain access to a reliable supply of water, consistent with expectations for existing developed properties.

Scope- The policy applies to all connections to the group A water system as allowed within the Sky Meadows development and the supplemental service connections of Thornton Creek.

References-

- State of Washington issued water certificates for Sky Meadows.
- All regulations applicable to the operation of community water systems.
- The current water plan for the system.
- Sky Meadows Policies

Definitions-

Service Category - The authorized level of service for any property. The service category establishes the average source capacity requirement to service properties of similar use.

No Service - The service category where no meter or capability to withdraw water has been established. Service designation is N.

Standpipe Service - The service category where meter and service connection has been established and a water standpipe installed. Use is limited to camping and fire protection. Source capacity requirement for this service is 25 gallons per day average. Service designation is SP.

Recreational Service - The service category where lot development is sufficient to allow utilization for travel campers and similar facilities with plumbed appliances. This level of service does not support a septic system installation and full time living quarters. Sewage must be contained and serviced by removal of waste disposal. Source capacity requirement for this service is 25 gallons per day average. Service designation is RC.

Residential Part Time - The service category where lot development includes county approved residential type structure and septic system. The utilization is less than full-time occupation. Source capacity requirement for this service is 50 gallons per day average. Service designation is RPT.

Residential Full Time - The service category where lot development includes county approved residential type structure and septic system and occupation is greater than 180 days per year. Source capacity requirement for this service is 200 gallons per day average. Service designation is RFT.

Seniority - The duration of current ownership for a property within Sky Meadows. This time is established independently for each lot based upon the last occurrence of title transfer. For example, assume Joe Smith is the current owner of lots 2 and 3 in Division 7. Assume Joe purchased lot 2 in June of 1994 and lot 3 in June of 2003.

As of June 2004, Joe's seniority for a service upgrade application on lot 2 would be 10 years and his seniority for lot 3 would be 1 year.

Procedures

- 1) Data Maintenance
 - a) Sky Meadows will maintain records for supply metering, consumption metering and service category for the water system and its users. This data will be updated to electronic format at least annually and made available for review by the board of trustees and regulatory agencies. It is the responsibility of the water committee chairman to insure the data is updated and submitted.
 - b) Sky Meadows will advise property owners as to the service category on record for each connection. This information will be included in semi-annual billing statements. It is the responsibility of members to notify the board of trustees if there is a change between status as part-time and full-time resident.
- 2) Service Upgrade Requests and Approvals
 - a) Sky Meadows will assess the water source capacity each year based upon active and/or available withdrawal points. This will be compared to the requirements based upon the current service category connections. If there is surplus water capacity, the board of trustees will open an application opportunity for service upgrades. The board may only allocate up to 2.5 gallons per minute of surplus capacity in a given calendar year.
 - b) Members are required to make a written request for service upgrade by completing the "Application for Water Service Upgrade" form. The form is to be turned in to the Water Committee Chairman.
 - 1) Priority will be given to stand pipe applications regardless of seniority or current system surplus capacity. This is necessary to allow for a minimum level of water access to support health and fire safety issues.
 - 2) All remaining service upgrade applications will be considered and prioritized for approval according to ownership seniority for the lot. Service upgrades that have been approved by the Water Committee Chairman and are in process during a transfer of ownership are subject to the Upgrade Policy Criteria and timelines established in Table 1.
 - 3) The Water Committee Chairman will review the application and based on water source capacity will approve or deny the request and return a copy to the applicant.

- 4) After notification of approval for upgrade from Sky Meadows, the member must meet the requirements of Table 1 (attached) in order to conclude the upgrade process.
 - 5) The member must apply for and receive approval for Residential Part-time or Residential Full-time to qualify for a Septic System. A Recreational Service does not qualify for a Septic System.
 - 6) If the member is approved for Residential Part-time or Residential Full-time upon permit application with the county they will be required to complete an additional form and obtain another authorizing signature from the Water Committee Chairman.
 - 7) Upon satisfactory completion of the upgrade to the established criteria in Table 1 the member is required to sign for completion status on the "Application for Water Service Upgrade" form and submit it to the Water Committee Chairman for recording.
 - 8) If the member fails to complete any of the required actions, they can file for an extension with the board. The board will require additional information to consider an extension. If the extension is granted, a \$200 fee will be assessed.
- c) It is the responsibility of members to follow this procedure in order to apply for service upgrades. The water availability form utilized by the county to support building permit processing would be approved by the water chairman only if the service upgrade request was previously approved by the Water Committee Chairman.
- 3) Water Fees
- a) A standpipe service that requires and new-metered connection will be assessed a \$1500 connection fee.
 - b) Each water service upgrade level is an additional \$700 for a total full time residential cost of \$3600. (Example; current level is recreational and part time residential is requested the fee would be \$700. If the current level is standpipe and part time residential is requested the fee would be \$1400.)
 - c) Sky Meadows will implement a water use fee based upon consumption for all connections.
 - d) The fee is established for a six month period as of August, 2006 is \$.0075 per gallon for the initial 20,000 gallons, \$.01 per gallon there after up to 40,000 gallons, \$.02 from 40,001 to 60,000 gallons and \$.03 for over 60,000 gallons.
 - e) Billings will take place semi-annually with current dues.

Table 1- Qualification Criteria by Service Designation

Standpipe Service	Water Service Application must be approved by the Water Committee Chairman. Member prepares the hole at service stub for meter installation during the designated time for this activity. This activity must be completed within the schedule indicated by the Standpipe Application, but no longer than 20 months.
Recreational/Camping Service	Water Service Application must be approved by the Water Committee Chairman. Member suitably clears and levels a location on the lot to support a recreational facility or vehicle. Access to the lot is supported by culvert installation as needed for maintenance of drainage ditches. These criteria must be completed within 20 months of approved upgrade from Sky Meadows. Note: This level of service does not support a septic system installation and part time living quarters. Sewage must be contained and serviced per appropriate health codes.
Residential Part-time	Water Service Application must be approved by the Water Committee Chairman. Member obtains construction drawings. The structure has been approved by Sky Meadows Architectural review. Member makes permit application to the county with all required county documents for septic system and construction. All of the above criteria must be completed within 20 months of upgrade approval or expiration of septic permit. If the county issued permit is subsequently denied or expires, Sky Meadow's upgrade approval also expires.
Residential Full-time	Member has met the requirements of the Residential Part-time service category and resides on premises for more than 180 days of the calendar year. It is the responsibility of the member to notify the Board of Trustees if there is a change between status as permanent structure and full-time resident.

APPLICATION FOR WATER SERVICE UPGRADE

NAME _____ LOT PURCHASED DATE _____

DIVISION & LOT _____ PHONE # _____

MAILING ADDRESS _____

CURRENT SERVICE (check One)
Per Policy Definition

REQUESTED SERVICE (check One)
Per Policy Definition

STANDPIPE _____
RECREATIONAL _____
RESIDENTIAL PART-TIME _____
RESIDENTIAL FULL-TIME _____

STANDPIPE _____
RECREATIONAL _____
RESIDENTIAL PART-TIME _____
RESIDENTIAL FULL-TIME _____

I acknowledge that I have read and understand the Sky Meadows Water Service Policy. I further acknowledge that if applying for a Recreational Service, lot development is for the utilization of travel campers and similar facilities without a septic system installation and without full time living quarters. Sewage for recreational must be contained and serviced by removal of waste disposal. If my application is approved, the upgrade will be contingent upon satisfying the criteria outlined in the policy and paying the applicable upgrade fee.

Signature

Date

APPROVED _____

UPGRADE FEE AMOUNT _____

DENIED _____

UPGRADE FEE COLLECTED _____

EXPLANATION _____

Water Committee Chairman Signature

Date

WATER SERVICE UPGRADE COMPLETION

I acknowledge that I have satisfied the criteria outlined in the Sky Meadows Water Service Policy. (Sign and return to the Water Committee Chairman)

Signature

Date